

WEST SIDE RECREATION & PARK DISTRICT
500 Cascade Place
Taft, CA 93268

Minutes
January 25, 2021

Call to Order:

Director Orrin called the regular board meeting of the West Side Recreation and Park District Board of Directors to order at 6:00 pm.

Roll Call:

Director Jorgensen-Present, Director Heimiller-Present, Director Orrin-Present, Director Chavira-Present
Director Swarengin-Present

Staff Present:

Les Clark, District Administrator
Christy Cloud – Business Services Supervisor

Jason Epperson - Attorney

Guests Present:

Swearing in of new board member Carlos Chavira – Oath of Office administered by Attorney Jason Epperson

Public Presentations and Comments

Approval of Minutes- Nov 16, 2020 & Dec 1, 2020

A motion was made by Director Jorgensen and seconded by Director Heimiller to approve the minutes for November 16, 2020

4 Ayes – (Director Chavira abstained) **Motion Passed** – Yes

A motion was made by Director Heimiller and seconded by Director Swarengin to approve the minutes for December 1, 2020

4 Ayes – (Director Chavira abstained) **Motion Passed** – Yes

Approval of Cash Disbursements- Nov & Dec 2020

A motion was made by Director Swarengin and seconded by Director Jorgensen to accept the Cash Disbursement Report as presented.

Roll Call: Director Jorgensen – yes, Director Heimiller - yes, Director Swarengin-yes,
Director Orrin – yes, Director Chavira - yes

Motion passed – Yes

Old Business:

a. **First 5 Grant** – We have ten clients for Case Management currently. We have already exceeded our goal numbers by the 1st and 2nd Quarters.

b. **State of California Per Capita Grant (Prop 68)** – We were accepted and we are working on the application checklist. Deadline for this is Dec 31, 2021. This is a reimbursable project – we pay \$20,000 and they send us the balance.

c. **ADP Payroll** – We are still working on the KCERA report but we did transition to ADP in January.

d. **New Program Ideas per Governmental Protocols** – We are going to be having POD Sports (Practice Only Development). They will be three-week sessions and are beginning soon with small groups of kids to allow for social distancing.

e. **Operations and Employee Handbooks Revisions** – The Board will go over the changes and contact staff with any questions.

f. **Franklin Field Light Poles** – We do have the final audit and it needs to be discussed in closed session. We did receive payment for the one light pole.

g. **District Fencing** – We need to have a Facilities Committee meeting to discuss a few issues we have ran into. Director Jorgensen & Director Heimiller are currently on this committee and a meeting will be set up within the next two weeks.

New Business:

- a. **a. Public Surplus** – The Board gave direction to the District Administrator to move forward with an agreement to allow Public Surplus to handle the surplus items for sale on behalf of the District.
- b. **b. MOU – West Kern Adult Education Network** – Brad White, our Maintenance Supervisor, will be teaching irrigation and landscaping classes three times a year. The District will receive \$4,000 per class for a total of \$12,000 per year. We will also be utilizing some personnel through WKAEN to work for the District between 12-20 hours per week and paid for by WKAEN.
- c. **Buttonwillow Recreation and Park District Contract – Maintenance** – Our new maintenance, landscaping and irrigation agreement is a three-year contract for \$98,000 per year. Joey Manuz, our maintenance Foreman, is working in Buttonwillow under this contract.
A motion was made by Director Swearingin and seconded by Director Jorgensen to approve the Agreement as presented.
AIF – Yes
- d. **Buttonwillow Recreation and Park District Contract – General Manager Services** – This contract is extended for another year for \$24,000. This covers any administrative work.
A Motion was made by Director Swearingin and seconded by Director Jorgensen to approve the Contract as presented.
AIF – Yes
- e. **MOU – West Side Health Care District** – This MOU allows the District to keep the Rec Center open through a Health Alliance – we are now a member of the Medical Fitness Association). The Board directed the District Administrator to execute the agreement.
- f. **MOU – Taft Community Gardens** – The District will begin handling space rentals through MyRec. This will also allow us to look for grant funds to provide different trainings and programs. We will collect the revenue and give to the Community Gardens minus any credit card processing fees.

Attorney Comments: None

District Administrator Letters, Announcements or Requests: We are happy to have Carlos Chavira on the board and are appreciative of the board overall.

Board Member Announcements or Requests: They welcomed Carlos Chavira to the Board and kudos to maintenance staff for the work they did trimming the trees around the Facility and to all staff overall.

Items for Future Agendas: Prop 68 Resolution, 19/20 fy District and First 5 Audits, 20/21 Mid-year revisions, District Fencing, Operations & Employee Handbook Revisions, Board Positions & Committee Assignments

Adjournment: Regular meeting adjourned at 7:10 pm

Closed Session: At this time the board will go into closed session to discuss Public Employee Performance Evaluation.

Return to Open Session: The Board discussed in closed session items agendized for closed session discussion and direction was given to staff. A motion was made by Director Jorgensen and seconded by Director Swearingin to approve the updated District salary ranges effective January 2021. The motion was approved unanimously.

A motion was made by Director Jorgensen and seconded by Director Swearingin to adjourn the meeting.

Adjournment: Meeting adjourned at 7:53 pm

Next regular meeting is February 22, 2021

Board Member

Board Member

Board Member

District Administrator