

# Weed Recreation & Parks District

BOARD OF DIRECTORS SPECIAL MEETING AGENDA

JANUARY 31, 2019

WEED COMMUNITY CENTER CONFERENCE ROOM – 3:00PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **AUDIENCE NOT ON AGENDA** (Please Note: this time slot is for information from the public to the Board of Directors on any item not on the agenda. NO ACTION WILL BE TAKEN on matters not on the agenda. Comments are invited during Board discussion of agenda items.)
4. **AUDIENCE ON AGENDA**
5. **NEW BUSINESS –**
  - a. **Health Quest Lease Update** District Administrator will present the board with a lease for Health Quest. Included in discussion will be information about flat utility/maintenance rates and term of the lease. Discussion & possible action.
  - b. **Grocery Outlet Sponsorship Usage Request** District Administrator will present an equipment purchase request using sponsorship funds given by Grocery Outlet. District Office Manager to present information regarding the earmarking of those funds for recreation, fitness activities, equipment, and supplies. Discussion & possible action.
  - c. **WCC Building & Office Update Per District Administrator** District Administrator will present the board with a WCC building update and present a request to move the location of the District Office from Room #113 to Room #104. Report to include information regarding building use, hours, and staff availability. Discussion & possible action.
  - d. **District Financial Policies** The board and staff will discuss policies and procedures for handling CC purchases, disbursements, and financial payments. Discussion & possible action.
  - e. **WCC Membership Policies** The board and staff will discuss possible policies and inclusions for Weed Community Center memberships. Discussion & possible action.
6. **REPORTS/CURRENT PROJECTS/RECOMMENDATIONS**
  - a. Administrative – District Administrator
    - i. **District Cash Drawer Policies** The District Administrator will present the need for cash handling policies and policies for operating a cash drawer at the Community Center building.
7. **BOARDMEMBER/STAFF COMMENTS**

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## **8. ACKNOWLEDGEMENT OF DISTRICT DONATIONS**

- a. **Final Insurance Payout**, Lloyds (\$161,802.60) was wire transferred into district account the week of 1/21/19

## **9. DISBURSEMENTS/BUDGET TRANSFER/APPROPRIATION – Action Items**

### **a. Motion #1 – Budget Transfer – FY 1819 –**

Pending appropriation of final insurance payout funding Lloyds (\$161,802.60) to establish enough budget to pay Timberworks progress billing #20 as well as Weed Community Center operation bills.

## **10. ADJOURN**