



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors

FROM: Peter Kampa, General Manager

DATE: December 15, 2020

SUBJECT: Item 7 c) Approval of a Radio Frequency Identification (RFID) System Implementation procedure

RECOMMENDED ACTION

I move to accept the Radio Frequency Identification (RFID) System Implementation procedure as presented/amended

BACKGROUND

The transition from manual clickers to the RFID gate access system is still in progress. Once the new system is up and running with all bugs worked out, we will implement the following:

1. An information flyer and RFID tag request form will be created and available in paper and electronically. The flyer and tag request form will be posted on the District website
 - a. The flyer will provide information about the transition, timing, availability of tags and purchase of additional/replacement tags
 - b. A request form will be required to receive tags, which will be assigned to specific vehicles
2. The informational flyer regarding the RFID implementation will be sent by email and mail to residents.
3. Two tags per property will be provided a no charge by mail or for pickup to existing and new residents on receipt of the appropriate tag request forms
 - a. Additional tags can be purchased (by check, and hopefully other future options) at the fees established in our miscellaneous fee schedule. Lost, destroyed or unnecessary tags will be decommissioned
 - b. A location for drop off of the existing clickers will be provided and we must confirm their receipt or the tags issued will be decommissioned until clickers are returned
 - c. Office hours and times may be established and advertised for issuance of tags on receipt of clickers and tag request forms
4. Manual clickers may be used by the District for renters and for other approved purposes, but will be phased out completely over time