

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY DECEMBER 15, 2015, 5:30 P.M.**

CALL TO ORDER: Board Meeting Convened By Chairperson Mifflin at 5:43 P.M.

BOARD MEMBERS: Craig Mifflin, Chairperson
Paulette Rush, Vice-Chairperson
Brian Duhart, Director
Mary Lou Corpus-Zamudio, Director
Laura Lynn Wyatt, Director

ALSO PRESENT: LeAnn Williams, TVRPD District Manager
Seth Carroll, TVRPD Recreation Coordinator
Corey Torres, TVRPD Recreation Coordinator
Nolan Ferdinand, TVRPD Maintenance Foreman
Mike Walsh, TVRPD Maintenance Foreman
Greg Garrett, City of Tehachapi Manager
Bill Fisher, GHCSO Manager
Jill Barnes Nelson, Tehachapi News
Charlie Wright, TVRPD staff
Carrie Champlin, TVRPD Clerk of the Board

1. **FLAG SALUTE:** Director Wyatt led the Flag Salute.

2. **ROLL CALL:** Vice-Chairperson Rush and Director Duhart were absent.

3. **PUBLIC COMMENTS:** None.

4. **CONSENT CALENDAR**

A. **Secretary Declaration of Posting of Agenda 72 hours in Advance of Meeting**

Declaration by the Clerk of the Board of Directors that the agenda was posted at least 72 hours in advance of meeting. BOARD APPROVED SECRETARY DECLARATION.

Corpus-Zamudio - Wyatt: Ayes: Mifflin; Corpus-Zamudio; Wyatt

Noes: None. Motion carried.

Absent: Rush; Duhart

B. **Approval of the Amended Minutes from the Regular Board Meeting held October 13, 2015.**

Request by Clerk of the Board of Directors to approve the amended minutes from the October 13, 2015 Regular Board Meeting.

Corpus-Zamudio - Wyatt: Ayes: Mifflin; Corpus-Zamudio; Wyatt

Noes: None. Motion carried.

Absent: Rush; Duhart

C. **Approval of the Minutes from the Regular Board Meeting held November 17, 2015.**

Request by Clerk of the Board of Directors to approve the minutes from the November 17, 2015 Regular Board Meeting.

Corpus-Zamudio - Wyatt: Ayes: Mifflin; Corpus-Zamudio; Wyatt

Noes: None. Motion carried.

Absent: Rush; Duhart

D. Approval of the Revised Tehachapi Valley Recreation and Park District Organizational Chart.

Request by District Manager Williams to approve the revised Tehachapi Valley Recreation and Park District Organizational Chart.

Corpus-Zamudio - Wyatt: Ayes: Mifflin; Corpus-Zamudio; Wyatt

Noes: None. Motion carried.

Absent: Rush; Duhart

5. RECREATION COORDINATORS REPORTS

Recreation Coordinator Seth Carroll:

- Hot Chocolate Turkey Trot 5K had 140 participants. Working on a sponsorship for the event next year.
- Coed Softball season finished and it was a successful season.
- Working on new programs for the coming year.

Recreation Coordinator Corey Torres:

- Youth Basketball registration is in progress. Nine divisions with 365 participants. Registrations increased from last year. Games start January 9, 2016.
- Smart Start Baseball scheduled to begin January 7, 2016. Flyers sent to area preschools.
- Dye Natatorium scheduled to open in February. Recreation Coordinator Torres will attend a lifeguard instruction class next month. This certification will give TVRPD the ability to certify lifeguards. Working on the Penguin Plunge event for February.

6. MAINTENANCE FOREMAN REPORTS

Maintenance Foreman Nolan Ferdinand gave the report.

- Ferdinand thanked the Board for the opportunity to attend Maintenance Management School and is excited to implement what he learned.
- Ferdinand thanked the maintenance staff for all of the work they did in preparing for the second annual City of Tehachapi and Tehachapi Valley Recreation and Park District's holiday event. The TVRPD Maintenance Department won the centerpiece competition for a second year in a row.
- Staff is working on lighting at all properties and annual equipment maintenance.
- TVRPD is working with the City of Tehachapi to fix a meter and valve problem at the Dye Natatorium facility property.
- Leaf abatement and mulching continues on all park grounds.
- Purchased ecofriendly ice melt in preparation for snowy weather.

7. DISTRICT MANAGER REPORT

District Manager LeAnn Williams gave the report.

- Williams thanked the staff for their work in preparation for the holiday event.
- Rosemary Evans/Thunder Paws Dog Training donated \$500.00 to go toward the purchase of agility training equipment for the new dog park.
- Williams welcomed back Maintenance Foreman Mike Walsh.
- The Maintenance Department has been reorganized with the duties being split between two Maintenance Foreman positions. Each Maintenance Foreman position will have designated duties as assigned by the District Manager.
- Recreation Department continues to expand with Recreation Coordinators Seth Carroll and Corey Torres. Youth Basketball has increased 11% and we have new programs and events to look forward to in the coming year.

8. FINANCIAL REPORT

9. AGENDA ITEMS:

A. Approval of the Preliminary Financial Reports for November, 2015.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR NOVEMBER, 2015.

**Wyatt - Corpus-Zamudio: Ayes: Mifflin; Corpus-Zamudio; Wyatt
Noes: None. Motion carried.
Absent: Rush; Duhart**

B. Appreciation Award Presentation.

District Manager Williams presented Charlie Wright with an appreciation award for his twenty plus years of dedicated service to the District. Charlie will be moving out of Tehachapi. Charlie has put in countless volunteer hours into TVRPD's Youth Basketball program over the years and will be greatly missed.

C. Award of Bid for Meadowbrook Park Improvement Project Phase One, Resolution #13-15.

Quad Knopf was contracted to conduct the bid for Meadowbrook Park. Bid opening was December 9, 2015. Quad Knopf certified the bids and prepared a recommendation for TVRPD Board approval. Five bids were received and the recommendation from Quad Knopf is to award bid to the lowest bidder: Moalej Builders Inc.

Chairperson Mifflin stated that he checked Moalej Builders Inc. references and he did not find anything negative. Chairperson Mifflin also stated that Moalej Builders Inc. has completed many public projects over the past ten years. Director Wyatt inquired about the six percent change order. Director Wyatt asked how often the construction site will be toured. District Manager Williams stated that she will formalize the weekly tour of the construction site and will update the Board weekly. Chairperson Mifflin requested District Manager Williams obtain a Gantt chart and time frame for the project from Moalej Builders Inc.

Maintenance Foreman Mike Walsh confirmed that the contract states that a timeframe will be provided by the builder to TVRPD.

BOARD AWARDS BID FOR MEADOWBROOK PARK IMPROVEMENT PROJECT PHASE ONE TO MOALEJ BUILDERS, INC. IN AN AMOUNT NOT TO EXCEED \$405,979.10 WITH AN APPROVED CHANGE ORDER NOT TO EXCEED SIX PERCENT, AND WAIVES THE IRREGULARITY OF NOT INCLUDING THE RESUME OF THE SUPERINTENDENT, RESOLUTION #13-15.

**Wyatt - Corpus-Zamudio: Ayes: Mifflin; Corpus-Zamudio; Wyatt
Noes: None. Motion carried.
Absent: Rush; Duhart**

D. Safety Award Incentive Program.

District Manager Williams outlined the details of the proposed Safety Award Incentive Program as well as the benefits of having such a program. This program would have a fiscal impact of \$3000.00 that would be budgeted for in FY16/17. District Manager Williams stated that the City of Tehachapi has a program much like the one she is proposing and that it has been successful with a 98% success rate.

BOARD APPROVES THE IMPLEMENTATION OF THE SAFETY AWARD INCENTIVE PROGRAM.

**Corpus-Zamudio - Wyatt: Ayes: Mifflin; Corpus-Zamudio; Wyatt
Noes: None. Motion carried.
Absent: Rush; Duhart**

E. Salary Schedule and Job Descriptions, Resolution #14/15.

District Manager Williams outlined the changes to the salary schedule and job descriptions.

BOARD ADOPTS THE REVISED TEHACHAPI VALLEY RECREATION AND PARK DISTRICT SALARY SCHEDULE AND JOB DESCRIPTIONS, RESOLUTION #14-15.

**Wyatt - Corpus-Zamudio: Ayes: Mifflin; Corpus-Zamudio; Wyatt
Noes: None. Motion carried.
Absent: Rush; Duhart**

- 10. BOARD OF DIRECTORS TIME:** Board welcomed back Maintenance Foreman Mike Walsh. Director Corpus-Zamudio thanked Recreation Coordinators Seth Carroll and Corey Torres for their great work on the Youth Basketball program and complimented them on the coordination of the skills evaluation/registration night. Chairperson Mifflin also thanked Recreation Coordinators Seth Carroll and Corey Torres. Director Wyatt stated that she is happy and excited to be a part of the Meadowbrook Park project.

11. OTHER BUSINESS: None

12. ADJOURNMENT:

Having no further business the meeting was adjourned at 6:20 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on January 19, 2016.

**Corpus-Zamudio - Wyatt: Ayes: Mifflin; Corpus-Zamudio; Wyatt
Noes: None. Motion carried.
Absent: Rush; Duhart**

Respectfully Submitted,

Carrie Champlin, Clerk of the Board