



Play Up. Live Up.

**TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT  
490 WEST "D" STREET, TEHACHAPI, CA 93561**

**SPECIAL BOARD MEETING  
THURSDAY, AUGUST 30, 2012, 5:30 P.M.**

**BOARD OF DIRECTORS**

GAYLE STEWART, CHAIRPERSON  
OPEN, VICE-CHAIRMAN  
OPEN, DIRECTOR  
NICK CYR, DIRECTOR  
PAULETTE RUSH, DIRECTOR

**A G E N D A**

**1. FLAG SALUTE**

**2. ROLL CALL**

**3. PUBLIC COMMENTS**

*The Tehachapi Valley Recreation and Parks District Board of Directors welcome public comments on any items within the subject matter jurisdiction of the District. We respectfully request that this public forum be utilized in a positive and constructive manner. Items addressed during Public Comment section are generally matters not included on the posted agenda and therefore the Board will take no action at this meeting. Such items, however, may be added to future meeting's agenda. Speakers are limited to two (2) minutes. Please state your name or organization represented, if any, before making presentation. Thank you!*

**4. CONSENT CALENDAR**

*All items listed on the Consent Calendar shall be considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board or a member of the audience request specific items to be removed from the Consent Calendar for separate action.*

**A. Approval of Minutes**

- (1) Minutes: Special Board Meeting, July 10, 2012 (Pages 1, 2)
- (2) Minutes: Regular Board Meeting, July 17, 2012 (Pages 3-7)
- (3) Minutes: Special Board Meeting, July 30, 2012 (Pages 8, 9)

**B. Approval of Financial Reports**

- (1) Profit & Loss (Page 10)
- (2) Claims

**5. CORRESPONDENCE**

- A. Proposed Revised Remittance Procedures (Pages 11–16)
- B. Reihman exemption of permitting fees (\$2,173.00; Pages 17, 18)
- C. Roncal aborted permit fee refund (\$2,182.13; Pages 19, 20)

**6. INTERIM DISTRICT MANAGER REPORT** (Pages 21, 22)

**7. PROGRAM REPORT** (Pages 23–30)

**8. FACILITY REPORT** (Pages 31–34)

**9. AGENDA ITEMS**

- A. Master Plan Update—Discussion
  - (1) Community Workshop Promotion
  - (2) Master Plan Existing Conditions Draft
  - (3) Reminder: September 13, 6:30 P.M., West Park Activity Center
  
- B. Overtime/Compensatory-time policy change—Discussion/Approval (Pages 35–37)
  
- C. District Manager Hire—Discussion/Approval
  - (1) Proposed compensation and benefit package
  - (2) Proposed job description (Pages 38, 39)
  - (3) Proposed job listing (Page 40)
  
- D. Bookkeeping contract with Simply Accurate—Discussion/Approval (Pages 41–43)
  
- E. Proposed Expenditures—Discussion/Approval
  - (1) Central Park group picnic area (Page 44)
  - (2) Temporary clerical/administrative support (Page 45)

**10. BOARD OF DIRECTORS' TIME**

**11. OTHER BUSINESS**

**12. ADJOURNMENT**

Next board meeting: Tuesday, September 18, 2012, 5:30 P.M.