

**MINUTES OF THE REGULAR BOARD MEETING OF THE TEHACHAPI
VALLEY RECREATION AND PARKS DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
JANUARY 15, 2012, 5:30 P.M**

CALL TO ORDER: Board Meeting Convened By Chairperson Stewart at 5:30 P.M.

BOARD MEMBERS:

Gayle Stewart, Chairperson
Paul Press, Vice-Chairperson
Paulette Rush, Secretary
Nick Cyr, Director
Brian Duhart, Director

ALSO PRESENT:

Laura Lynn Wyatt, GHCSO Board Member
Laura Bradford, Burkey, Cox, Evans & Bradford
Glenn Baumann
Shannon Harrell
Marilynn White

1. **FLAG SALUTE:** Secretary Rush led the Flag Salute.
2. **ROLL CALL:** All board members present.
3. **PUBLIC COMMENTS**
 - A. Shannon Harrell complimented the District for the professional way in which her yoga class was set up and marketed.
 - B. One inquiry regarding the District Manager position.
4. **CONSENT CALENDAR**
 - A. **Secretary Declaration of Posting of Agenda 72 hours in Advance of Meeting Held**
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.
Rush - Duhart: Ayes: Stewart; Press; Rush; Cyr; Duhart.
Noes: None. Motion carried.
 - B. **Approval of Minutes from the Regular Board Meeting held December 18, 2012.**
Request by Clerk of the Board of Directors to approve the minutes from the December 18, 2012 Regular Board Meeting. BOARD APPROVES MINUTES.
Rush - Duhart: Ayes: Stewart; Press; Rush; Cyr; Duhart.
Noes: None. Motion carried.
 - C. **Approval of Financial Reports.**
Request by Clerk of the Board of Directors to approve the Financial Reports.
BOARD APPROVED FINANCIAL REPORTS.
Rush - Duhart: Ayes: Stewart; Press; Rush; Cyr; Duhart.
Noes: None. Motion carried.

5. CORRESPONDENCE

None.

6. PROGRAM REPORT

Program Coordinator Sandy Chavez gave the report.

- New Program Report: Yoga.
- Programs in Session Report: Youth Basketball/Schedule Change.
- Marketing Report: Spring Programs and Events: Easter Egg Hunt, Brite Lake Fishing Derby, Cinco De Mayo Celebration, T-Ball, and Lil Warriors Soccer Academy.

7. FACILITY REPORT

Facilities Coordinator Carrie Champlin gave the report.

- Central Park: Replacement Slide and Gazebo Light Repair.
- West Park/West Park Activity Center: Light Repair, Drinking Fountain Repair, Toilet Valve Repair, and Sink Repair.
- Brite Lake: Maintenance Shed and Yard Organization, and Dump Station Repair.
- Meadowbrook Park/Meadowbrook Dog Park: Tree Maintenance.
- Dye Natatorium: Roof leak and Ceiling Damage.
- MSDS Compliance
- Recycling Containers Received: Champlin thanked the City of Tehachapi for using their grant on behalf of Tehachapi Valley Recreation and Parks District.

8. INTERIM DISTRICT MANAGER REPORT

Interim District Manager Williams gave the report.

- Revised Agenda Format: Recommendations/Resolutions
- Power Point Presentation
- John Deere Lease
- Little League Contract Renewal
- Bank Account Consolidation
- CAPRI Meeting: Workmen's Comp/Liability Insurance

9. AGENDA ITEMS

A. Presentation of Annual Audit by Laura Bradford from Burkey, Cox, Evans and Bradford, Certified Public Accountants

Laura Bradford gave a brief explanation of why an audit is performed and what the Board can expect from the audit report. Bradford explained that they are working closely with the Districts bookkeeper to make any needed adjustments for the next audit. Bradford explained what the various sections of the audit report addresses.

Chairperson Stewart inquired about the possible content of a yearly presentation of the audit to the Board. Bradford stated that a presentation would be made specifically to address the needs and requests of the Board and District.

B. Master Plan Update of Progress and Approval of Payment to MIG.

Interim District Manager Debbie Williams gave a brief update regarding the progress of the master plan. Williams stated that the Master Plan Ad Hoc Committee received the latest drafts of the Needs Assessment and Existing Conditions Reports.

Williams thanked Glenn Baumann for his time and attention he has put into this master plan process.

Chairperson Stewart thanked Williams and the Master Plan Ad Hoc Committee for their work on the Master Plan.

Vice-Chairperson Press and Director Cyr had questions regarding the change order for the district boundaries map.

Request from Interim District Manager Debbie Williams to approve the payment of the October invoice to MIG.

BOARD APPROVES THE PAYMENT OF THE OCTOBER INVOICE TO MIG.

Press - Cyr: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

C. Approval to Secure Bids to Repair Dye Natatorium Roof

Interim District Manager Debbie Williams gave a brief report explaining the need for repairs of the Dye Natatorium roof. Williams also explained that this repair qualifies for use of Quimby funds. There was a discussion regarding the details of the repair.

Request from Interim District Manager Debbie Williams for the approval to secure bids for the repair of the Dye Natatorium roof.

BOARD APPROVES THE REQUEST TO SECURE BIDS FOR THE REPAIR OF THE DYE NATATORIUM ROOF.

Duhart – Rush : Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion carried.

D. Approval to Secure Bids to Repair Dye Natatorium Ceiling.

Interim District Manager Debbie Williams gave a brief report explaining the need for repairs of the Dye Natatorium ceiling. Williams explained that this repair will be a CAPRI claim. There was a discussion regarding the time frame for the repair and possible interruption of pool programs/pool closure.

Request from Interim District Manager Debbie Williams for the approval to secure bids for the repair of the Dye Natatorium ceiling.

BOARD APPROVES THE REQUEST TO SECURE BIDS FOR THE REPAIR OF THE DYE NATATORIUM CEILING.

Duhart – Rush : Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion carried.

E. Approval of Revised Job Descriptions.

Interim District Manager Williams gave a brief explanation of the job description revisions.

(1) Maintenance Foreman, Resolution #01-13

Request from Interim District Manager Debbie Williams to approve the proposed job

description for the Maintenance Foreman, subject to final review and approval of counsel, Resolution #01-13.

BOARD ADOPTED RESOLUTION #01-13

APPROVING THE JOB DESCRIPTION FOR THE MAINTENANCE FOREMAN.

Cyr-Press: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

(2) Program Supervisor, Resolution #02-13

Request from Interim District Manager Debbie Williams to approve the proposed job description for the Program Supervisor, subject to final review and approval of counsel, Resolution #02-13.

BOARD ADOPTED RESOLUTION #02-13

APPROVING THE JOB DESCRIPTION FOR THE PROGRAM SUPERVISOR.

Cyr-Press: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

(3) Program Coordinator, Resolution #03-13

Request from Interim District Manager Debbie Williams to approve the proposed job description for the Program Coordinator, subject to final review and approval of counsel, Resolution #03-13.

BOARD ADOPTED RESOLUTION #03-13

APPROVING THE JOB DESCRIPTION FOR THE PROGRAM COORDINATOR.

Cyr-Press: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

(4) Administrative Assistant, Resolution #04-13

Request from Interim District Manager Debbie Williams to approve the proposed job description for the Administrative Assistant, subject to final review and approval of counsel, Resolution #04-13.

BOARD ADOPTED RESOLUTION #04-13

APPROVING THE JOB DESCRIPTION FOR THE ADMINISTRATIVE ASSISTANT.

Cyr-Press: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

F. Approval of Revised Policy Manual Chapters.

Interim District Manager Williams gave a brief explanation of the policy manual chapter revisions.

(1) Chapter 1 : Introduction, Resolution #05-13

Request from Interim District Manager Debbie Williams to approve the proposed policy manual chapter 1, subject to final review and approval of counsel, Resolution #05-13.

BOARD ADOPTED RESOLUTION #05-13

APPROVING THE POLICY MANUAL CHAPTER 1.

Duhart – Cyr: Ayes: Stewart; Press; Rush; Cyr; Duhart.
Noes: None. Motion Carried

(2) Chapter 2 : Administration, Resolution # 06-13

Request from Interim District Manager Debbie Williams to approve the proposed policy manual chapter 2, subject to final review and approval of counsel, Resolution #06-13.

BOARD ADOPTED RESOLUTION #06-13

APPROVING THE POLICY MANUAL CHAPTER 2.

Duhart – Cyr: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

(3) Chapter 3 : Board of Directors, Resolution # 07-13

Request from Interim District Manager Debbie Williams to approve the proposed policy manual chapter 3, subject to final review and approval of counsel, Resolution #07-13.

BOARD ADOPTED RESOLUTION #07-13

APPROVING THE POLICY MANUAL CHAPTER 3.

Duhart – Cyr: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

(4) Chapter 5 : Marketing, Resolution # 08-13

Request from Interim District Manager Debbie Williams to approve the proposed policy manual chapter 5, subject to final review and approval of counsel, Resolution #08-13.

BOARD ADOPTED RESOLUTION #08-13

APPROVING THE POLICY MANUAL CHAPTER 5.

Duhart – Cyr: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

(5) Chapter 8 : Public Relations, Resolution # 09-13

Request from Interim District Manager Debbie Williams to approve the proposed policy manual chapter 8, subject to final review and approval of counsel, Resolution #09-13.

BOARD ADOPTED RESOLUTION #09-13

APPROVING THE POLICY MANUAL CHAPTER 8.

Duhart – Cyr: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

(6) Chapter 10 : Development, Resolution #10-13

Request from Interim District Manager Debbie Williams to approve the proposed policy manual chapter 10, subject to final review and approval of counsel, Resolution #10-13.

BOARD ADOPTED RESOLUTION #10-13

APPROVING THE POLICY MANUAL CHAPTER 10.

**Duhart – Cyr: Ayes: Stewart; Press; Rush; Cyr; Duhart.
Noes: None. Motion Carried**

G. Approval of Revised Medical Benefit, Resolution #11-13

Interim District Manager Williams gave a brief explanation of the current medical benefit. Williams also explained the details of the new proposed medical benefit. The proposed medical benefit would save the District 74% monthly as well as annually per employee. The District would contribute a total of \$525.00 per month per qualifying employee for the proposed medical benefit.

Secretary Rush asked if there would be an option that would cover the employee up to 100%. Interim District Manager Williams stated that there would be that option for the qualifying employee.

Request from Interim District Manager Debbie Williams to approve the revised medical benefit, subject to review by counsel, to be implemented by March 1, 2013, Resolution #11-13.

BOARD ADOPTED RESOLUTION #11-13

APPROVING THE REVISED MEDICAL BENEFIT.

Press - Rush: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

H. Approval of Revised Retirement Benefit, Resolutions #12-13, #13-13, and #14-13.

Interim District Manager Williams gave a brief explanation of the current retirement benefit. Williams also explained the details of the revised retirement benefit, as well as the proposed changes to the retirement benefit over the next three years. Effective February 1, 2013 the benefit will consist of paying 6% of the normal member contribution as Employee Paid Member Contribution.

Effective February 1, 2014 the benefit will consist of paying 5% of the normal member contribution as Employee Paid Member Contribution.

Effective February 1, 2015 the benefit will consist of paying 4% of the normal member contribution as Employee Paid Member Contribution.

Request from Interim District Manager Debbie Williams to approve the revised retirement benefit, subject to review by counsel, effective February 1, 2013, Resolution #12-13.

BOARD ADOPTED RESOLUTION #12-13

APPROVING THE REVISED RETIREMENT BENEFIT EFFECTIVE FEBRUARY 1, 2013.

Rush - Cyr: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

Request from Interim District Manager Debbie Williams to approve the revised retirement benefit, subject to review by counsel, effective February 1, 2014, Resolution #13-13.

BOARD ADOPTED RESOLUTION #13-13

APPROVING THE REVISED RETIREMENT BENEFIT EFFECTIVE FEBRUARY 1, 2014.

Rush - Cyr: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

Request from Interim District Manager Debbie Williams to approve the revised retirement benefit, subject to review by counsel, effective February 1, 2015, Resolution #14-13.

BOARD ADOPTED RESOLUTION #14-13

APPROVING THE REVISED RETIREMENT BENEFIT EFFECTIVE FEBRUARY 1, 2015.

Rush - Cyr: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

10. REPORTS OF STANDING COMMITTEES

None

11. BOARD OF DIRECTORS TIME

The Board thanked Interim District Manager Debbie Williams for her work.

12. OTHER BUSINESS

None

13. ADJOURNMENT

Having no further business the meeting was adjourned at 7:08 P.M. to the next Regular Board meeting of the Directors of Tehachapi Valley Recreation and Parks District scheduled on February 19, 2013.

Rush – Press: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

Respectfully Submitted,

Carrie Champlin, Acting Clerk of the Board