

**MINUTES OF THE REGULAR BOARD MEETING OF THE TEHACHAPI
VALLEY RECREATION AND PARKS DISTRICT
TEHACHAPI, CALIFORNIA 93561**

OCTOBER 16, 2012

5:30P.M.

BOARD MEMBERS PRESENT

Gayle Stewart, Chairperson
Paul Press, Director
Nick Cyr, Director
Brian Duhart, Director

ALSO PRESENT

Debbie Williams, Interim District Manager
Greg Garrett, City of Tehachapi Manager
Bill Fisher, GHCSO Manager
Laura Lynn Wyatt, GHCSO Board Member
Michelle Vance, Field Representative
Matt Martz from the Tehachapi News
Pat Osborn, Clifford and Brown Law
Carrie Champlin, Secretary/Facility Supervisor

FLAG SALUTE

Director Nick Cyr led the flag salute.

ROLL CALL

Director Paulette Rush was absent.

PUBLIC COMMENTS

None

CONSENT CALENDAR

A. The minutes from the regular board meeting, September 18, 2012 were pulled in order to amend them in regards to who led the flag salute and additional attendance.

B. Approval of Financial Reports

MOTION: Press/Cyr to approve financial reports.

Ayes All.

CORRESPONDENCE

None

INTERIM MANAGER REPORT

Interim District Manager Debbie Williams reported that on September seventeenth Burkey, Cox & Bradford submitted a draft of the audit for the Districts review, and at that time they requested a Management Discussion Analysis. Interim District Manager Williams completed the analysis with help from Michelle Vance, and the analysis was

submitted on October fifteenth. Williams also approved Burkey, Cox and Bradford to complete the State Controllers Report. This report was submitted to the State along with the supplement to the Annual Report of Special Districts.

Williams requested that everyone sign up on our website with their email. We are working at building our email contacts to better inform the public of our programs and events.

Williams reported that the District Manager hiring posting was withdrawn. Williams requested that the Ad Hoc Committee consider including the administrative staff of the District to introduce the final candidates for the District Manager position.

Williams gave a brief update regarding FIELD. FIELD has scheduled three additional meetings to discuss the mapping of Star Thistle at Brite Lake. Williams stated that the District's budget is not in the position to spend anymore money than we have spent in the past on Star Thistle eradication. The District is happy to support FIELD, but we have to be fiscally responsible.

Director Press agreed with Interim Manager Williams.

Director Press stated time line concerns and hire date for new District Manager and that the contract with the Interim Manager expires on October 31, 2012.

Chairperson Stewart stated that the Ad Hoc Committee has addressed these concerns.

Director Press suggested that we work with the City in trying to obtain a couple of radios to improve the field to office communication.

Williams stated that the communication between the maintenance staff and the office is a priority and she is working on solutions to the problem.

PROGRAM REPORT

Sandy Chavez reported that the Instructional Basketball program has suffered do a needed staff change. She now has new staff overseeing the program and has received positive feedback.

Chavez stated that Instructional Basketball and Co-Ed Softball are the only programs running at this time; however right around the corner is our largest program, Youth Basketball.

We have our sponsorship program in place for Youth Basketball. We are going out and getting sponsors to offset the cost of the new basketballs. For \$400.00 a sponsor can get their logo on four basketballs. Chavez stated that we put out ten requests for sponsors and we have seven sponsors so far.

Chavez reported that the Pumpkin Run will be this Saturday. Pulford Apple Orchard will be donating apples for the run. Albertsons will be donating water, oranges and bananas. We also have several volunteers that will be helping out with the run, including a group from FIELD and the Titans travel ball team.

Chavez stated that the District will not be participating in the Trunk or Treat event this year.

Chavez explained that we have a new marketing tool for advertising programs and events. It is a business card that staff and Board members can pass out to people so they can try our programs.

Director Press suggested that we give the areas welcome hostess these new cards and all of our advertising brochures and information.

Director Press commended Chavez for the 70% return on the basketball sponsorships. Director Press also suggested that we ask the Rotary and Kiwanis to be sponsors. Chavez thanked the sponsors we have so far; RST Cranes, City of Tehachapi, Alta One Bank, MacDonald's, and Cal Portland Cement.

FACILITY REPORT

Carrie Champlin reported that wood chip from the tree trimming is being used at several properties, tree trimming is complete at West Park, and good progress is being made in the maintenance yard clean up. Champlin also stated that the storage shed has been moved from the skate park to the maintenance yard. Champlin thanked Rick Torres and RST Cranes for their help in moving the storage shed.

Champlin reported that Cub Scout Pac Mania campout will be at the lake this Friday, Saturday and Sunday. We will have approximately 400 people at this event.

Champlin reported that the Meadowbrook Park pump shed refurbishment is complete. A brief discussion took place regarding the installation of the doggie water stations. It was recommended that the installation of the water stations move forward.

Director Press recommended that when the master plan is complete that we properly promote the dog park and put a good plan for the dog park in place.

Champlin stated that United Rodent & Pest Control will start rodent eradication at Meadowbrook Park.

Champlin reported that David Coopridner is now our certified AFO for the pool facility. Chairperson Stewart thanked the City for their help the pool.

Director Press stated that the City of Tehachapi had a grant for recycling and he suggested that the District should approach the City regarding this and put a recycling program in place.

Director Press requested an estimate for the painting of the outside of the pool facility. Director Press asked that Morris Park be included in the Facilities Report.

AGENDA ITEMS

A. MASTER PLAN UPDATE- DISCUSSION

Chairperson Stewart stated that the Master Plan Ad Hoc Committee will be reviewing the existing conditions report on Thursday October 18, 2012 at 4pm.

B. ELECTION OF OFFICERS

MOTION: Director Press nominated Director Rush for Secretary of the Board of Directors for the Tehachapi Valley Recreation and Parks District.
Director Cyr seconded the motion. Ayes All

MOTION: Director Cyr nominated Director Press for Vice Chair of the Board of Directors for the Tehachapi Valley Recreation and Parks District.
Chairperson Stewart seconded the motion. Ayes All.

C. PROPOSED OVERTIME AND COMPENSATORY TIME OFF POLICY CHANGES – DISCUSSION/APPROVAL

Interim District Manager Williams proposed capping the compensatory time off at 40 hours and stated that any compensatory time over 40 hours not used by June 30, 2013 is to be paid out and not carried over as a continuing liability.

Legal council Pat Osborn stated that there is an interest to not pay seasonal employees overtime.

Williams stated that the compensatory time off and overtime policy was edited.

Legal council Osborn stated that there are a couple of changes needed in paragraph one:

All overtime will be paid by the next regularly scheduled payday following the pay period in which it was worked, unless employee and supervisor agree, in advance of commencing that work that overtime will be taken as compensatory time; the supervisor will make a written record of that agreement.

Legal council Osborn and Interim Manager Williams discussed the compensatory time policy; clarifying that no employee will accumulate more than 40 hours of compensatory time off, and any time worked over the 40 hours will be paid as overtime at time and a half.

Legal council Osborn suggested starting the new policy at the next pay period, which would be October 20, 2012.

MOTION: Director Duhart made the motion to adopt the new compensatory time off and overtime policy, subject to the edits of the first paragraph.
Director Press seconded the motion.
Ayes All.

D. INTERIM DISTRICT MANAGER RETROACTIVE AGREEMENT – DISCUSSION/APPROVAL

Director Cyr stated that the Ad Hoc Committee recommended that the notification to terminate be changed from 30 days to 15 days.

MOTION: Director Press made a motion to accept the Interim District Manager Retroactive Agreement with the notation of the change of the notification of termination to be 15 days. Director Duhart seconded the motion.
Ayes All.

BOARD OF DIRECTOR'S TIME

Vice Chair Paul Press thanked Interim District Manager Debbie Williams for taking him on a tour of the TVRPD facilities and that he liked what he saw.

OTHER BUSINESS

None

MOTION: Press/Cyr to Adjourn to Closed Session at 6:20pm
Ayes All

CLOSED SESSION

- A. Interim District Manager performance review per GOVERNMENT CODE SECTION 54657(b) (1)

Closed session was concluded; no action was taken. Board returned to open session.

ADJOURNMENT

MOTION: Cyr/Press having no further business adjourned the meeting at 7:45pm.
Ayes All

Respectfully submitted,

Carrie Champlin, Secretary