

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

NOVEMBER 27, 2012

5:40 P.M.

BOARD MEMBERS

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

ALSO PRESENT

Michelle Vance, Field Representative
Glenn Baumann
Bob Hedman
Leanne Williams
Matt Martz, *Tehachapi News*

FLAG SALUTE

Director Cyr led the Flag Salute

ROLL CALL

Chairperson Gayle Stewart and Secretary Paulette Rush were absent.

PUBLIC COMMENTS

None

CONSENT CALENDAR

MOTION: Cyr/Duhart to approve the consent calendar.
Ayes All.

CORRESPONDENCE

Vice Chairman Press and Director Duhart had a brief discussion regarding the possible fifteen percent savings incentive offered by CAPRI.

MOTION: Duhart/Cyr to approve the correspondence with the stipulation that Interim District Manager Williams investigate the cost expense that would be incurred for an employee to attend a CAPRI workshop, and to determine if attending a workshop would be cost effective.
Ayes All.

INTERIM DISTRICT MANAGER REPORT

- Interim Manager Williams thanked Better Ledger book keeping for their attention to detail and appreciated the job that they are doing for the District.
- Williams reported that numbering of the Brite Lake envelopes was instituted as a part of the cash system changes that are being made.

- Williams reported that the pool manager, Bridgette Dalmas will be stepping down and joining the United States Air Force. We wish her all the best in her future endeavors. We welcome Caroline Moore as our pool manager.
- Williams reported that she has been working on the review and renewal of the Districts medical plan and that she will make a full report when she has all of the details. Williams also stated that she continues to work on the review of the Districts benefit package.
- Williams reported that cell phones are going to be implemented in the maintenance department to improve the communication with the offsite maintenance staff.
- Vice Chairman Press stated that he wanted to make sure that staff would be required to sign a document that states the Districts phone policy when they check out a maintenance phone.
- Interim Manager Williams confirmed that this would be the case.
- There was a brief discussion regarding the Districts FCC license and assigned frequency.
- Williams reported that Kern County would like to use our frequency if we were not going to renew and use it ourselves. There were no objections regarding releasing the frequency.
- Williams stated that we have been running a weekly article in the Tehachapi News and would like to thank Tehachapi News for their generosity in including the article in the paper each week.
- Williams stated that the Brite Lake map has been redesigned.
- Williams announced that the Golden Hills Community Services District will be hosting a Board Member Workshop Tuesday December 11, 2012 and hopes that someone from the District will be able to attend.

PROGRAM REPORT

- Recreation Coordinator Sandy Chavez reported that the Pumpkin Run event went well and thanked all of the great volunteers that helped make the event a success.
- Chavez reported that the Breakfast with Santa event will be Saturday December 1, 2012 and that she is looking forward to the event.
- Chavez recapped the programs that have ended. Instructional Basketball ended October 25, 2012 and had 22 participants. The children and parents had a wonderful time.
- We are still taking registrations for our upcoming Youth Recreational Basketball League for grades three through twelve.
- Chavez reported that she had received the sponsorship basketballs and banners.
- Vice Chairman Press asked if there was an ad placed in the paper regarding volunteers for scorekeeping during the Youth Basketball program. Chavez confirmed that the ad had been placed in the paper.

FACILITY REPORT

- Facility Supervisor Carrie Champlin reported that the installation of the tot slide at Central Park was complete.
- Champlin also reported that the veterans' memorial monument had been vandalized and that she was receiving bids for the repair.
- Champlin reported that new LED security lights were installed at West Park and that a lighting evaluation had been completed at all properties.

- Champlin thanked Kirk Gilbert and TUSD for the use of their lift. The lift was used to change out several lights in the gym of the West Park Activity Center.
- Champlin reported that the two Eagle Scout projects at Brite Lake were now complete and thanked Klayton Duxbury and Colton Roney for their work on the horseshoe pits and group serving area.
- Vice Chairman Press requested that we issue certificates of appreciation to the two Eagle Scouts at our next board meeting in December.
- Champlin stated that the Pac Mania campout at Brite Lake was successful and that the event will most likely be held annually.
- Champlin reported on several projects at Meadowbrook Park as well as the rodent abatement that took place on October seventeenth and November first. Vice Chairman Press requested that three bids be obtained for a twelve month contract for rodent abatement at Meadowbrook Park.
- Champlin reported on a repair at the pool facility involving the replacement of the effluent gauge and flow switch in the pump room. Champlin also stated she has received one quote for the painting of the exterior of the pool facility and is waiting for two more quotes.
- Champlin thanked Greg Garrett and the City of Tehachapi for accepting the proposal for recycling bins. The City of Tehachapi will use their grant on behalf of TVRPD to pay for recycling bins and liners for three facilities as well as six portable containers to use at events throughout the year.

AGENDA ITEMS

A. MASTER PLAN UPDATE - Discussion

(1) District Boundaries Map Confirmation - Discussion

There were no questions regarding the map confirmation of the District Boundaries.

(2) Population/Projected Population Confirmation - Discussion

Interim Manager Williams stated that it was the consensus of the Master Plan Ad Hoc Committee to not include the projected population of Tejon Ranch housing development as part of the master plan since that area will more than likely not be serviced by Tehachapi Valley Recreation and Parks District.

B. MID-YEAR PROPOSED BUDGET REVISION – Discussion / Approval

Interim District Manager Williams stated that this budget revision represents a lot of hard work from the Budget Committee and Michelle Vance.

Vice Chairman Press thanked Debbie Williams and Michelle Vance for all of their hard work on the budget.

Michelle Vance briefly explained the changes in the break out of the facilities and the new reserve category.

Glenn Baumann was also thanked for his input and work on the budget.

There was a brief discussion regarding the reserve and what it would be used for.

Vice Chairman Press stated that the new reserve would be above and beyond the general reserve and that he liked the line items on the facilities.

MOTION: Duhart/Cyr to approve the Mid-Year Proposed Budget.
Ayes All.

C. DISTRICT MANAGER HIRING UPDATE – Discussion / Approval

Vice Chairman Press gave an update regarding the District Manager hiring and stated that the one position that was offered was declined.

There was a brief discussion regarding extending the contract with Interim District Manager Debbie Williams.

MOTION: Press/Duhart to extend the contract between Tehachapi Valley Recreation and Parks District and Interim District Manager Debbie Williams through February 28, 2013 with the stipulation that the salary schedule be reviewed at the December 2012 Regular Board Meeting.

Ayes All.

BOARD OF DIRECTORS TIME

Vice Chairman Press thanked the staff for their work and reports.

OTHER BUSINESS

None

ADJOURNMENT

MOTION: Cyr/ Duhart having no further business to adjourn the meeting at 6:24 P.M.
Ayes All.

Minutes to be approved at the Board Meeting held on December 18, 2012.

Respectfully Submitted,

Carrie Champlin, Acting Clerk