

**MINUTES OF THE REGULAR BOARD MEETING OF THE TEHACHAPI  
VALLEY RECREATION AND PARKS DISTRICT  
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561  
DECEMBER 18, 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:**

Michelle Vance, Field Representative  
Greg Garrett, Manager City of Tehachapi  
Susan Wiggins, City of Tehachapi board memb  
Klayton Duxbury  
Colton Roney

**1. FLAG SALUTE:** Vice-Chairperson Press led the Flag Salute.

**2. ROLL CALL:** All board members present.

**3. PUBLIC COMMENTS**

A. Klayton Duxbury was presented with a Certificate of Appreciation for Eagle Scout Project.

B. Colton Roney was presented with a Certificate of Appreciation for Eagle Scout Project.  
There were no public comments.

**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.

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

**Noes: None. Motion carried.**

**B. Approval of Minutes from the Special Board Meeting (In Place of 11/20/12 Regular Board Meeting) held November 27, 2012.**

Request by Clerk of the Board of Directors to approve the minutes from the November 27, 2012 Special Board Meeting. BOARD APPROVES MINUTES.

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

**Noes: None. Motion carried.**

**C. Approval of Financial Reports as of November 30, 2012.**

Request by Clerk of the Board of Directors to approve the Financial Reports as of November, 30, 2012. BOARD APPROVED FINANCIAL REPORTS.

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

**Noes: None. Motion carried.**

## **5. CORRESPONDENCE**

None.

## **6. PROGRAM REPORT**

Program Coordinator Sandy Chavez was absent. Interim District Manager Williams gave the report.

- Breakfast with Santa End of Event Report.
- Reindeer Run End of Event Report.
- Programs in Session Report: Youth Basketball.
- Marketing Report: Spring Brochure.
- Budget Report: Breakfast with Santa, Reindeer Run, and Youth Competitive Basketball.

## **7. FACILITY REPORT**

Facilities Coordinator Carrie Champlin gave the report.

- Central Park: Veterans Memorial Repair. Champlin thanked Kirk Gilbert and Tehachapi Unified School District for their assistance.
- West Park/West Park Activity Center: Security Lights
- Brite Lake: Hot Water Heater Installation, Girl Scout Reservation, Tree Evaluation, and a Sanitation Service Evaluation resulting in a savings of \$414.77 per month.
- Meadowbrook Park/Meadowbrook Dog Park: Dog Water Stations, Tires at Dog Park, Step repair at Dog Park, Fence repair at Softball Field, Contract for Rodent Abatement.
- Champlin thanked Bill Fisher and Golden Hills Community Services District for their assistance.
- Dye Natatorium: Exterior Paint, and Skimmer Flap Replacement.
- Fuel Audit conducted: 28% less fuel used in 2012 than was used in 2011.

## **8. INTERIM DISTRICT MANAGER REPORT**

Interim District Manager Williams gave the report.

- TVRPD Will Participate in the Winter Wonderland Project at Sandy Hook Elementary School.
- Administration: Williams Attended a CPRS Conference
- Medical Benefit Coverage Review
- Weekly Column for Tehachapi News
- Workers Compensation Review
- CalPERS Compliance
- Little League Contract Renewal
- Received the latest Existing Conditions Report from MIG.

## **9. AGENDA ITEMS**

### **A. Approval of Bank Account Change, Resolution #01-12**

Request from Interim District Manager Debbie Williams to adopt Resolution #01-12 Approving the Bank Account Change.

**BOARD ADOPTED RESOLUTION #01-12 APPROVING THE CHANGE OF BANK ACCOUNT.**

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

**Noes: None. Motion carried.**

**B. Approval of Agreement with Tim Trujillo, dba HR Focus, Resolution #02-12.**

Request from Interim District Manager Debbie Williams to adopt Resolution #02-12 Approving agreement with Tim Trujillo.

There was a brief discussion regarding the proposed agreement between Tim Trujillo and Tehachapi Valley Recreation and Parks District.

**Motion was made to table Agenda Item 9B.**

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

**Noes: None. Motion Carried.**

**C. Approval of Agreement with Marlene Lewis, dba Better Ledger, Resolution #03-12**

Request from Interim District Manager Debbie Williams to adopt Resolution #03-12

Approving the Agreement with Marlene Lewis, dba Better Ledger. BOARD ADOPTED RESOLUTION #03-12 APPROVING THE AGREEMENT WITH MARLENE LEWIS, dba BETTER LEDGER.

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

**Noes: None. Motion carried.**

**D. Appointment of Standing Committee Chairs.**

**(1) Personnel and Personnel Policies, Resolution #04-12**

Request from Chairperson Gayle Stewart to approve the appointment of Vice Chairman Paul Press as the Committee Chairperson for Personnel and Personnel Policies, Resolution #4-12. BOARD ADOPTED RESOLUTION #04-12 APPROVING THE APPOINTMENT OF VICE-CHAIRPERSON PAUL PRESS AS THE COMMITTEE CHAIRPERSON FOR PERSONNEL AND PERSONNEL POLICIES.

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

**Noes: None. Motion Carried**

**(2) Budget and Finance, Resolution #05-12**

Request from Chairperson Gayle Stewart to approve the appointment of Director Brian Duhart as the Committee Chairperson for Budget and Finance, Resolution #05-12. BOARD ADOPTED RESOLUTION #5-12 APPROVING THE APPOINTMENT OF DIRECTOR DUHART AS THE COMMITTEE CHAIRPERSON FOR BUDGET AND FINANCE.

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

**Noes: None. Motion Carried**

**(3) Program and Program Policy, Resolution #06-12**

Request from Chairperson Gayle Stewart to approve the appointment of Secretary Paulette Rush as the Committee Chairperson for Program and Program Policy, Resolution #06-12. BOARD ADOPTED RESOLUTION #6-12 APPROVING THE APPOINTMENT OF SECRETARY PAULETTE RUSH AS THE COMMITTEE CHAIRPERSON FOR BUDGET AND FINANCE.

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

**Noes: None. Motion Carried**

**(4) Park and Facility Improvements and Development, Resolution #07-12**

Request from Chairperson Gayle Stewart to approve the appointment of Director Nick Cyr as the Committee Chairperson for Park and Facility Improvements and Development, Resolution # 07-12. BOARD ADOPTS RESOLUTION #07-12 APPROVING THE APPOINTMENT OF DIRECTOR NICK CYR AS THE COMMITTEE CHAIRPERSON FOR BUDGET AND FINANCE.

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

**Noes: None. Motion Carried**

**10. BOARD OF DIRECTORS TIME**

Vice-Chairperson Paul Press thanked Interim District Manager Williams for arranging the Board enrollments into the board member class that was held at the Golden Hills CSD. Vice-Chairperson Press stated that the class was useful and would recommend the class to anyone that is a board member. Director Duhart agreed that the class was useful and he appreciated the information given on the Brown Act.

Chairperson Stewart thanked everyone for their good work and dedication to the District.

**11. OTHER BUSINESS**

None

**12. CLOSED SESSION: ADJOURNED TO CLOSED SESSION AT 6:10 P.M.**

A. Interim District Manager performance review per GOVERNMENT CODE SECTION 54957(b)(1).

**RECONVENED FROM CLOSED SESSION AT 7:02 P.M.**

A. Interim District Manager performance review per GOVERNMENT CODE SECTION 54957(b)(1).

ACTION TAKEN: To increase Interim District Manager Debbie Williams salary an additional \$500.00 per month.

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

**Noes: None. Motion Carried**

**13. ADJOURNMENT**

Having no further business the meeting was adjourned at 7:05 P.M. to the next Regular Board of the Directors of Tehachapi Valley Recreation and Parks District scheduled on January 15, 2013.

Minutes to be approved at the  
Board Meeting held on January 15, 2013.

Respectfully Submitted,

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Carrie Champlin, Acting Clerk of the Board