

**MINUTES OF THE SPECIAL BOARD MEETING
(In Place of 2/19/13 Regular Board Meeting)
OF THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
FEBRUARY 26, 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 President
Chris Kirk, City of Tehachapi
Ed Gordon, Tehachapi News
Glenn Baumann
Fred Motter, Rotary Club of Tehachapi
Tim Trujillo, Rotary Club of Tehachapi
Kele Main, Barracudas Swim Team

1. FLAG SALUTE: Director Cyr led the Flag Salute.

2. ROLL CALL: Vice-Chairperson Press and Secretary Rush were absent.

3. PUBLIC COMMENTS

- A.** Tim Trujillo, President of the Rotary Club of Tehachapi gave a brief explanation of Rotary as a community service organization. Mr. Trujillo explained that the Rotary Club of Tehachapi would like to offer support for the maintenance and up keep of Central Park. Rotary would like to upgrade the park in some way twice a year. Rotary's budget would be approximately \$500.00 per year.
- B.** Fred Motter from the Rotary Club of Tehachapi stated that they look forward to the opportunity to support the community and that Rotary would provide a release of liability for its volunteers. He also stated that they would like recognition for their club in form of a small plaque.
Chairperson Stewart stated that there are definitely opportunities available and thanked the Rotary for their presentation.
- C.** Laura Lynn Wyatt Board President of GHCSO thanked the District and Debbie Williams for the new Dog Park sign that was installed at Meadowbrook Park.
- D.** Kele Main from the Barracudas Swim Team stated that she had been in contact with Debbie Williams and that the team is in the planning stages of becoming a private team and requested that she be added to the agenda for the March board meeting.

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 - Duhart: Ayes: Stewart; Cyr; Duhart.

Noes: None. Motion carried.

Absent: Vice-Chairperson Press; Secretary Rush.

B. Approval of Minutes from the Regular Board Meeting held January 15, 2013.

Request by Clerk of the Board of Directors to approve the minutes from the January 15, 2013 Regular Board Meeting. BOARD APPROVES MINUTES.

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press; Secretary Rush.

C. Approval of Financial Reports.

Request by Clerk of the Board of Directors to approve the Financial Reports. BOARD APPROVED FINANCIAL REPORTS.

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press; Secretary Rush.

5. CORRESPONDENCE

- CAPRI and CAPRD regarding liability associated with dog parks. CAPRI is trying to extend protection to Special Districts and Parks.
- CAPRI liability review evaluation. Steps to improve grade evaluation in progress. Facility tour by CAPRI still to come.
- Stockwell, et.al., regarding closure of workers' compensation case. Largest case was closed.

6. PROGRAM REPORT

Program Coordinator Sandy Chavez gave the report.

- Programs in Session Report: Youth Basketball
- Event Report: Spring events are in planning stages.
- New Event: Run Like the Wind Spring Run will support Jacobsen Middle School.
- Marketing Report: Spring Brochures have been delivered and information is being collected for Summer Brochures.

7. FACILITY REPORT

Facilities Coordinator Carrie Champlin gave the report.

- Central Park: Replacement Slide Received.
Annual back flow testing complete/Repairs scheduled.
- Scout Hall Thermostat Replacement.
- West Park/West Park Activity Center: Light Installation at WPAC and District Office.
Annual back flow testing complete/no repairs needed.
- Ollie Mountain Skate Park: Gate Repair.
- Brite Lake: Valve installed for dump station/insulation box installed.
Bids secured for tree trimming.
Trees tagged

- Picnic tables assembled from existing parts.
- Meadowbrook Park/Meadowbrook Dog Park: Annual back flow testing complete/Repairs scheduled.
Trees tagged
Electric box maintenance.
- Dye Natatorium: Secure bids for roof and ceiling repair.

8. INTERIM DISTRICT MANAGER REPORT

Interim District Manager Williams gave the report.

- Support Staff Hiring Status:
Carrie Champlin hired for the Administrative Assistant position
Maintenance Foreman and Recreation Supervisor still to come.
- CPRS Conference.
- Bank Account Update.
- Dog Park Signage
- Website: URL Purchase for BriteLake.com
- Barracudas Update
- Concert in the Park Update
- Medical Benefit Revision Update: April 1st start date.

All Reports Received and Filed

9. AGENDA ITEMS

Interim District Manager Williams requested that agenda item 9I be placed as the first agenda item.

I. Mid-Year Budget Review

Interim District Manager Debbie Williams gave the report for the mid-year budget review. Williams report has been filed for July 31, 2012 through December 31, 2012

A. Annual Election of Officers for 2013

Chairperson Stewart requested that agenda item A be tabled until the March 19, 2013 regular board meeting.

BOARD APPROVES THAT THE ANNUAL ELECTION OF OFFICERS FOR 2013 BE TABLED UNTIL THE MARCH 19, 2013 REGULAR BOARD MEETING.

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

Noes: None. Motion Carried

Absent: Press; Rush.

B. Appointment of Carrie Champlin as Clerk of the Board of Directors

Recommendation from Interim District Manager Debbie Williams to appoint Carrie Champlin as Clerk of the Board of Directors.

BOARD APPROVES THE APPOINTMENT OF CARRIE CHAMPLIN AS CLERK OF THE BOARD OF DIRECTORS FOR THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT.

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

Noes: None. Motion Carried

Absent: Press; Rush.

C. Award of Bid for Tree Trimming at Brite Lake, Resolution #15-13.

Three bids were presented to the board by Interim District Manager Williams for the tree trimming at Brite Lake.

Recommendation from Interim District Manager Debbie Williams for the award of bid for tree trimming at Brite Lake to be awarded to General Tree Service Inc. in the amount of \$12,200.00, Resolution #15-13.

BOARD ACCEPTS THE BID FOR TREE TRIMMING AT BRITE LAKE FROM GENERAL TREE SERVICE INC. IN THE AMOUNT OF \$12,200.00, RESOLUTION #15-13.

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

Noes: None. Motion Carried

Absent: Press; Rush.

D. Award of Bid for Dye Natatorium Roof, Resolution #16-13.

Three bids were presented to the board by Interim District Manager Williams for the Dye Natatorium roof repair.

Recommendation from Interim District Manager Debbie Williams for the award of bid for the Dye Natatorium roof repair to be awarded to Foam Experts Roofing, Inc. in the amount of \$40,800.00, Resolution #16-13.

BOARD ACCEPTS THE BID FOR THE DYE NATATORIUM ROOF REPAIR FROM FOAM EXPERTS ROOFING, INC. IN THE AMOUNT OF \$40, 800.00, RESOLUTION #16-13.

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

Noes: None. Motion Carried

Absent: Press; Rush.

E. Little League 2013 Contract, Resolution #17-13.

Recommendation from Interim District Manager Williams to accept the 2013 agreement between Tehachapi Valley Recreation and Parks District and Tehachapi Little League, Resolution #17-13.

BOARD APPROVES THE 2013 AGREEMENT BETWEEN TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT AND TEHACHAPI LITTLE LEAGUE, RESOLUTION #17-13.

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

Noes: None. Motion Carried

Absent: Press; Rush.

F. Office Furniture Purchase Approval.

Interim District Manager Debbie Williams presented a possible layout plan for the new office furniture as well as possible furniture options.

After a brief discussion, the purchase of office furniture was delayed due to budgetary considerations.

G. Payroll Processing from County to Better Ledger, Resolution #18-13.

Recommendation from Interim District Manager Williams for Tehachapi Valley Recreation and Parks District to change its payroll provider to Better Ledger, Resolution #18-13.

BOARD ACCEPTS THE PROPOSED CHANGE OF ITS PAYROLL PROVIDER

FROM KERN COUNTY AUDITOR-CONTROLLER TO BETTER LEDGER
BOOKKEEPING SERVICES, RESOLUTION #18-13.

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

Noes: None. Motion Carried

Absent: Press; Rush.

H. Master Plan Update and MIG Invoice Payment.

Interim District Manager Debbie Williams gave a brief update regarding the Master Plan progress and recommended payment of the November 29, 2012 invoice in the amount of \$3,255.00, and payment of the December 17, 2012 invoice in the amount of \$7,328.00. Williams also recommended that the December 7, 2012 invoice be paid withholding the amount of \$720.00; making the payment of the December 7, 2012 invoice in the amount of \$3320.00. Williams explained that the \$720.00 for GIS specialist fees should be withheld until further investigation is completed on revised MIG map.

BOARD APPROVES THE PAYMENT OF THE NOVEMBER 29, 2012 INVOICE IN THE AMOUNT OF \$3255.00, PAYMENT OF THE DECEMBER 17, 2012 INVOICE IN THE AMOUNT OF \$7,328.00, AND THE PAYMENT OF THE DECEMBER 7, 2012 INVOICE IN THE AMOUNT OF \$3,320.00.

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

Noes: None. Motion Carried

Absent: Press; Rush.

10. REPORTS OF STANDING COMMITTEES

Director Duhart thanked Interim District Manager Debbie Williams for the mid-year budget report and suggested that she request the funds the City of Tehachapi generously offered to help pay for the Master Plan.

11. BOARD OF DIRECTORS TIME

Director Duhart requested that Interim District Manager Williams gather bids for the Meadowbrook Park plan. Director Duhart stated that he would like everything in place when the master plan is complete.

Chairperson Stewart stated that there will be a closed session special meeting on March 12, 2013 to interview District Manager candidates.

12. OTHER BUSINESS

None

13. MOTION: To adjourn to closed session at 7:30 P.M.

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press; Secretary Rush.

CLOSED SESSION

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

Action taken was to extend the contract with Interim District Manager Debbie Williams through March 31, 2013.

Closed Session concluded at 8:10 P.M.

14. ADJOURNMENT

Having no further business the meeting was adjourned at 8:15 P.M. to the Special Board meeting of the Directors of Tehachapi Valley Recreation and Parks District scheduled on March 12, 2013.

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press; Secretary Rush.

Respectfully Submitted,

Carrie Champlin, Clerk of the Board