

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

APRIL 17, 2012

5:30 P.M.

BOARD MEMBERS PRESENT

Gayle Stewart, Chairperson
Manuel Avila, Vice-Chairman
Nick Cyr, Director
Paulette Rush, Director

ALSO PRESENT

James Wood, General Manager
Debbie Knowles, Administrative Assistant
Pat Osborn, Legal Counsel
Sandy Chavez, Recreation Coordinator
Carrie Champlin, Office Assistant
Phil Chavez
Jackie Wood
Greg Garrett, City Manager
Susan Wiggins, City Council
Glenn Baumann
Michelle Vance, Field Rep.

FLAG SALUTE

Vice-Chairman Avila led the flag salute.

ROLL CALL

Four Board members were present. Director Ernie Muro was absent.

PUBLIC COMMENTS

None

CONSENT CALENDAR

MOTION: Avila/Rush approve Minutes for the March 20, 2012 Regular Board Meeting.
Approve Salaries and Wages, Claims, Budget of Revenue and Expenditures and
Financial Statement for the month of March 2012. Ayes All

CORRESPONDENCE

It was reported that the Prop 84 grant application in partnership with the City of Tehachapi was not approved. The grant is for severely underserved and low income areas. General Manager Wood viewed information on the website regarding the grant and was able to ask for specific reasons why the grant was not approved but to date has not received a response.

It was also reported that we received a reimbursement in the amount of \$1,857 from CAPRI for vandalism to district vehicles last April. Total damage was \$3,857 with a \$2,000 deductible.

PROGRAM REPORT

Recreation Coordinator Sandy Chavez reported that the Easter Egg Hunt was very successful. Adventure Camp information cards were passed out with information regarding this coming summer's dates and fees. Chavez asked Michelle Vance to pass cards out since she's out and about in the community.

A report was given on Youth Basketball and all programs that have recently begun. Those programs include Volleyball Camp, Little Warriors Soccer and T-ball. Local firefighters are instructing the soccer program.

The Fishing Derby will be held next Saturday and we have received numerous phone calls requesting information. We are purchasing Alpers and will spend approximately \$1,000 on the fish. Albertsons will sell food to raise money for a new gym floor at WPAC.

Volunteers will help put new roofs on the dugouts at Meadowbrook Park for the adult softball program.

An indoor soccer program began at the Monroe gym with about 45 adults. Individuals organizing the program hope to have enough interest for an indoor soccer league for children.

MAINTENANCE REPORT

General Manager Wood reported that the maintenance yard was broken into and the back window of the 2006 Ford Ranger was broken. Other than that, he had no maintenance problems to report. Regular mowing schedule will resume when the ground dries out.

MANAGER'S REPORT

General Manager Wood said that next month we will know how much we received in property tax revenue with the \$90,000 loss from Calaveras and Cal Portland Cement companies.

He also informed the Board that our copy machine is broken and due to its age, new parts are not available.

AGENDA ITEMS

A. TVRPD 2012-2013 PRELIMINARY BUDGET – REVIEW

The Board received a copy of the 2012-2013 Preliminary Budget for their review. Prior to adopting the budget, the Board wants specific information and clarification on budget items. A Groundsman position was added, which originally was coming out of Seasonal Maintenance. Glenn Baumann questioned the California Boat & Waterways Grant in the amount of \$100,000 for a boat ramp at Brite Lake. Wood explained that the ramp was completed with funds from Prop 40 and he is investigating the possibility of using the grant for a different project.

The Board discussed changing the format of the budget but at this time agreed to review additional supporting documents that will be provided with the preliminary budget. A new budget template will be discussed at a later meeting.

B. TVRPD MASTER PLAN UPDATE – DISCUSSION

Chairperson Stewart gave the Board an update on the progress of the Master Plan. She briefly discussed item # 18 Focus Groups in the Scope of Service. Stewart thanked Glenn Baumann and Michelle Vance for their time spent in going over all items provided to MIG.

General Manager Wood said he is in frequent contact with MIG. He briefly reported that various sports organizations have returned their Sports Organization Questionnaires.

C. BOARD MEMBER WORKSHOP TRAINING – DISCUSSION

Chairperson Stewart recommended that an Ethics and Brown Act training workshop be held for the Board Members. This will also assist the Board on the structure to follow for a board meeting. Stewart would like to schedule the workshop on a Friday at 1:00 p.m. The Board directed General Manager Wood contact a gentleman who works for the County and conducts the workshops. There was discussion regarding having a Special Meeting after the workshop to discuss a budget template to be used for future budgets.

A need for action to discuss a new copier came up after posting of meeting agenda as per Government Code section 54954.2 (b)(2), discussion and approval to purchase or lease a new copy machine.

D. MOTION: AVILA/CYR DISCUSS NEW AGENDA ITEM DUE TO NEED TO TAKE IMMEDIATE ACTION AND NEED NOT KNOWN AT TIME OF POSTING AGENDA – APPROVAL TO PURCHASE OR LEASE A NEW COPY MACHINE AS PER GOVERNMENT CODE SECTION 54954.2 (b)(2). Ayes All

General Manager Wood explained that our existing copier was purchased 14 years ago and currently is not working. If replacement parts are found, they will be used and so far service technicians have not been able to locate parts. Bids were from American Business Machines for Canon copiers. Prices ranged from \$6,795 to \$7,895 with a \$45-\$50 per month service contract. Wood recommended the lease or purchase of the Canon Image Runner Advanced C-5030 Color Digital Printer/Scanner/Copier, price \$7,895. A discussion took place regarding the actual amount that will be paid over the term of a lease/purchase of a copier. After a lengthy discussion, it was the consensus of the Board to get additional bids from other vendors. Director Rush said she will call Wood with a name of an individual she has dealt with. It was also suggested to contact Witts. The Board will be contacted once additional information is received.

BOARD OF DIRECTOR’S TIME

Vice-Chairman Avila stated that his granddaughter is participating in the Little Warriors Soccer program and is very pleased with the program. He also said that CCI employees are also assisting the firefighters with the program.

Avila also commended office staff on their hard work in providing documents that were requested by the Board.

Chairperson Stewart stated that the City of Tehachapi’s General Plan was recently updated and will include parks and recreation.

OTHER BUSINESS

At this time City Manager Greg Garrett asked to review several line items on the budget.

ADJOURNMENT

MOTION: Rush/Cyr having no further business to adjourn meeting at 7:03 p.m. Ayes All

Respectfully submitted,

Debbie Knowles, Secretary of the Board