

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

JUNE 13, 2012

5:00 P.M.

BOARD MEMBERS PRESENT

Gayle Stewart, Chairperson
Manuel Avila, Vice-Chairman
Ernie Muro, Director
Nick Cyr, Director

ALSO PRESENT

James Wood, General Manager
Debbie Knowles, Administrative Assistant
Carrie Champlin, Office Assistant
Sandy Chavez, Recreation Coordinator
Greg Garrett, City Manager
Susan Wiggins, City Councilwoman
Virginia Staabs, Simply Accurate
Glenn Baumann
Michelle Vance, Field Rep.

FLAG SALUTE

Director Nick Cyr led the flag salute.

ROLL CALL

Four Board Members were present. Director Paulette Rush was absent.

PUBLIC COMMENTS

City Manager Greg Garrett attended a function at the West Park Activity Center and thanked staff for a clean facility.

AGENDA ITEMS

A. 2012-2013 TVRPD PRELIMINARY BUDGET – REVIEW/APPROVE

Virginia Staabs of Simply Accurate assisted in preparing a new budget format and gave a Power Point presentation outlining the new format. She went over all Classes for all facilities which included income, expenses, list of programs and expense items as well as expense items for various budget items including maintenance. Also discussed in the Administration Class are future purchases and district office improvements.

After reviewing the presentation it was the recommendation of the Board to allocate a budgeted amount for fuel costs for each park. Also, include a breakdown of electric and gas rather than including them in one total. It was also recommended to include a notation for In-Kind Services

for water for the pool, Central Park, West Park and Meadowbrook Park from the City of Tehachapi and Golden Hills CSD.

After all income and expenses were compiled, the preliminary budget showed a net profit of \$4,080.00.

A brief discussion took place regarding the Tehachapi Little League agreement and what is expected of Little League as far as maintenance of the West Park facility. Also, the preliminary budget did not reflect the income for the use of the facility. It will be researched to see what line item it was included in.

A discussion took place regarding giving instructors 1099's rather than having them on payroll. Staff will research the issue.

It was also suggested to differentiate the property taxes received from within the City and the County area. Some did not feel it was necessary since we are one district serving the Tehachapi area.

Chairperson Gayle Stewart stated that Michelle Vance had created a budget format as well. Vance briefly explained the format she created and stated that according to her figures, the preliminary budget showed a net profit of \$62,124.

Virginia stated that at this time the Board should approve the numbers in the budget and not so much the format. If the Board wishes, the format can be changed at a later date once the numbers are approved.

MOTION: Approve the 2012-2013 TVRPD Preliminary Budget as presented. Ayes All

BOARD OF DIRECTOR'S TIME

Director Ernie Muro said he was pleased about passing the preliminary budget.

Chairperson Stewart asked General Manager Wood when he felt we would have enough accurate data to provide to MIG for the Master Plan process regarding the cost of the parks. Wood felt the format we presented would give adequate information because the figures were compiled from actual costs for the facilities.

City Manager Greg Garrett recommended the implementation of a 5 year budget.

ADJOURNMENT

MOTION: Avila/Cyr having no business to adjourn meeting at 6:30 p.m. Ayes All

Respectfully submitted,

Debbie Knowles, Secretary of the Board

