

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

**JUNE 19, 2012**

5:30 P.M.

**BOARD MEMBERS PRESENT**

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

**ALSO PRESENT**

James Wood, General Manager  
Debbie Knowles, Administrative Assistant  
Sandy Chavez, Recreation Coordinator  
Carrie Champlin, Office Assistant  
Pat Osborn, Legal Counsel  
Virginia Staabs, Simply Accurate  
Greg Garrett, City Manager  
Glenn Baumann  
Debbie Hand, Tehachapi News  
Bill Fisher, Manager GHCS  
Mike Sides, Assist. Gen. Mgr. GHCS

**FLAG SALUTE**

Vice-Chairman Avila led the flag salute.

**ROLL CALL**

Three Board Members were present. Directors Ernie Muro and Paulette Rush were absent.

**PUBLIC COMMENTS**

None

**MINUTES**

**MOTION:** Avila/Cyr approve Minutes for the May 11, 2012 Special Board Meeting. Ayes  
All

**MOTION:** Cyr/Avila approve Minutes for the May 15, 2012 Regular Board Meeting. Ayes  
All

## **FINANCIAL REPORTS**

Chairperson Stewart asked how we accommodate going into a new budget year when we are over budgeted this current fiscal year. It was explained that we have money in our general fund and we start over with new budgeted figures.

**MOTION:** Avila/Cyr approve Salaries and Wages, Claims, Budget of Revenue and Expenditures and Financial Statement for the month of May 2012. Ayes All

## **CORRESPONDENCE**

General Manager Wood reported receiving a report from local arborist Al Thibodeau regarding the trees at Central Park. He also received a quote in the amount of \$48,775 from Chriso's Tree Trimming to trim all trees located in Central Park. According to the report from Thibodeau and the quote from Chriso's there are several trees that need immediate attention and the cost is just under \$20,000. The amount quoted requires the bid process but due to this being an emergency and 4<sup>th</sup> of July activities coming up, Legal Counsel, Pat Osborn advised the Board to make a motion to direct staff to hire Chriso's Tree Trimming to trim the trees that need immediate attention. Funding will come from the general fund.

A press release will go to the newspaper explaining to the community that the trees in Central Park are not being cut down, but being pruned.

**MOTION:** Cyr/Avila proceed with emergency tree trimming as per report. Ayes All

## **PROGRAM REPORT**

Recreation Coordinator Sandy Chavez handed out the new Summer Brochure to the Board. She then introduced Hannah Ricker, Adventure Camp coordinator. Hannah presented to the Board pictures Adventure Camp kids colored and reported that approximately 60 kids have been attending camp. Hannah also reported that a profit was made last year and she anticipates doubling it this year. She then introduced camp counselors Hannah Pimentel and Lauren Smith who previously attended Adventure Camp.

It was reported that we received a \$1,500 grant from Kern County Waste Management Clean Sweep grant program. A thank you letter will be sent to them.

Sandy then introduced pool manager, Bridget Dalmas. Bridget stated that all swim programs are doing very well and attendance is high in all programs. Approximately 1,000 people have used the pool since the beginning of June, not including the Barracuda Swim Team.

It was reported that Cal Portland Cement will sponsor the 4<sup>th</sup> of July 5 & 10 K Run. Their sponsorship will provide T-shirts and medals.

## **MAINTENANCE REPORT**

Board Members and City staff did a walk-thru of Central Park and West Park facilities. Board Members and GHCS D staff did a walk-thru of Meadowbrook Park. Staff is in the process of sprucing up parks and addressing recommendations that were made. GHCS D staff is assisting in locating wiring left at Meadowbrook Park when Little League left the facility. They are also assisting in grading areas of the park.

The Conservation Corp is assisting with weedeating at Brite Lake.

Weeds at Morris Park have been cleared.

**MANAGER’S REPORT**

General Manager Wood stated that Little League brought in \$3,000 towards their electric and portable toilet bill. They now have a \$1,800 credit. Vice-Chairman Avila asked about additional fees for playoff games. Wood said we are waiting for a schedule of games and we will bill accordingly for field use, snack bar and lights.

**AGENDA ITEMS**

**A. TVRPD 2012-2013 FINAL BUDGET – REVIEW/APPROVE**

**1. Public Hearing**

**2. Adoption of 2012-2012 TVRPD Budget by Resolution No. 1-12**

Legal Counsel Pat Osborn informed the Board that a Super Majority is required to conduct a Public Hearing and since two Board Members are absent, the Board cannot hold a Public Hearing and approve the budget. A Special Board will be held next week for agenda item A and B.

**B. RESOLUTION NO. 12 OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT AUTHORIZING THE TREASURER OF THE COUNTY OF KERN TO TRANSFER FUNDS IN ITS CUSTODY FOR MEETING THE OBLIGATIONS INCURRED FOR THE MAINTENANCE AND OPERATIONS OF THE DISTRICT – REVIEW/APPROVE**

Agenda item tabled until next week’s Special Board Meeting.

**C. SIMPLY ACCURATE AGREEMENT- VIRGINIA STABBS – REVIEW/APPROVE**

Chairperson Stewart contacted Virginia Staabs to assist in preparing a 2012-2013 Transitional Budget. Staabs explained the three phases she will perform. TVRPD staff has assisted her in completing Phase 1 in the amount of \$800. Phase 2 in the amount of \$450, will be completed next for preparing necessary reports for the Board. Phase 3 includes a \$100 per month monitoring of reports but Staabs said that if after several months her services are no longer needed, the agreement can be terminated at any time.

**MOTION:** Avila/Cyr accept agreement with Virginia Staabs, Simply Accurate. Ayes All

**D. AGREEMENT WITH TEHACHAPI CHAMBER OF COMMERCE FOR USE OF CENTRAL PARK – REVIEW/APPROVE**

Ida Perkins, Manager of the Chamber of Commerce explained that the Chamber Board of Directors had reviewed and approved the current agreement for use of Central Park for Mountain Festival. The agreement was reviewed by legal counsel Pat Osborn and minor changes were made.

**MOTION:** Cyr/Avila approve agreement with Tehachapi Chamber of Commerce for use of Central Park. Ayes All

**E. TVRPD MASTER PLAN UPDATE – DISCUSSION**

Chairperson Stewart stated that the first community workshop with MIG was held at the Chili Cook-off this past weekend. It was reported that MIG was pleased with the number of people that stopped by their booth and completed the questionnaires. The next Master Plan Ad Hoc committee meeting is yet to be determined. She will have more information to report after the meeting.

**BOARD OF DIRECTOR’S TIME**

None

**OTHER BUSINESS**

City Manager Garrett said that Alta Park is being renamed Warrior Park on July 4<sup>th</sup> and invited everyone to attend the dedication.

**MOTION:** Avila/Cyr adjourn Regular Meeting at 6:30 p.m. and go into Closed Session.  
Ayes All

**CLOSED SESSION**

**A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
**Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 (1 potential case)**

No action taken

**B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (General Manager) PER GOVERNMENT CODE SECTION 54957 (b)(1)**

**MOTION:** Avila/Cyr Adjourn Closed Session. Ayes  
Staff was instructed to place agenda item on Special Board Meeting agenda next week.

**ADJOURNMENT**

**MOTION:** Avila/Cyr having no further business to adjourn meeting at 7:15 p.m. Ayes All

Respectfully submitted,

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Debbie Knowles, Secretary of the Board