

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

JULY 10, 2012

6:00 P.M.

BOARD MEMBERS PRESENT

Gayle Stewart, Chairperson
Manuel Avila, Vice-Chairman
Ernie Muro, Director
Paulette Rush, Director

ALSO PRESENT

Bob Lerude, Manager Kern County Parks Dept.
Debbie Knowles, Administrative Assistant
Carrie Champlin, Office Assistant
Sandy Chavez, Recreation Coordinator
Greg Garrett, City Manager
Susan Wiggins, City Council
Claudia Elliott, Tehachapi News
Glenn Baumann

FLAG SALUTE

Vice-Chairman Avila led the flag salute.

ROLL CALL

Four Board Members were present. Director Nick Cyr was absent.

PUBLIC COMMENTS

City Manager Greg Garrett said the City supports TVRPD and all action forthcoming.

AGENDA ITEMS

A. TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT BOARD OF DIRECTORS STATUS REPORT ON THE DISTRICT'S INTERIM COMMITTEE

It was reported that the community stake holders committee met. The committee members include John Martin, Tehachapi-Cummings Water District, Bill Fisher, Golden Hills CSD, Greg Garrett, City Manager City of Tehachapi, Lisa Gilbert, TUSD, Bob Lerude and Michelle Vance, County of Kern, and Chairperson Gayle Stewart.

It was also reported that the Board Members have been very active in accessing the needs of the facilities and assisting where needed as well as assistance from Bob Lerude from the Kern County Parks Dept. and Michelle Vance from 2nd District Supervisor Zack Scrivner's office.

Meetings have taken place with all staff and changes will be implemented to provide more accountability. There was a question on whether or not pool staff was not getting paid for some hours worked. Also, maintenance staff has not been taking a lunch and they are now required to take a half

hour lunch. Maintenance is now using County forms for job related tasks. Groundsman will also be assigned specific facilities to maintain. Maintenance staff will also have a check out form for use if equipment.

Items that have been addressed by Stewart and Lerude are limits on comp time hours and record keeping of hours, Home Retention vehicle and call out list, job duties and all aspects of the operation of TVRPD. It was also recommended to give employees a copy of the Personnel Manual. Stewart stated that the goal is to have beautiful parks and fabulous programs.

Director Muro asked Lerude about the state of the District's finances. Lerude said he is not sure until all year ends are done and also stated that property taxes have gone up.

Also discussed is to have more control and oversight in taking money at Brite Lake. An automated system is being considered.

Both Lake and pool money will now be counted in the office by the employee bringing it in and recounted and verified by office staff.

B. TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT BOARD OF DIRECTORS DISCUSSION OF DISTRICT MANAGER POSITION AND TIMELINE TO HIRE DISTRICT MANAGER

It was the consensus of the Board to hire a thoroughly qualified District Manager. Stake holder committee members will review applications and make recommendations to the Board for consideration. Director Rush will draft a new job description.

Lerude informed the Board that the cost to place a 30-day job announcement in CPRS is \$75.00 and a 30-day announcement in NRPA is \$250. He also stated that North of the River (NOR) hired someone from the Midwest. He recommended that the Board hire someone who is the best fit for this community.

Director Muro asked if we are transitioning to an interim. Stewart said it is the Board's decision. Stewart also suggested the Board meet twice a month to keep the Board informed of what the stake holder committee is doing. Lerude suggested checking with legal counsel because it's not in our policy manual. Muro did not want to have an additional meeting for 20 minutes and one item on the agenda. It was suggested to call a special meeting if necessary.

BOARD OF DIRECTOR'S TIME

It was reported that electrical and street lights at Meadowbrook Park need upgrading. Trees at Brite Lake need to be maintained. Electrical panels at Central Park also need upgrading. Director Muro will have electrical contractors access the electrical issues.

ADJOURNMENT

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

Respectfully submitted,

Debbie Knowles, Secretary of the Board