

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

JULY 17, 2012

5:30 P.M.

BOARD MEMBERS PRESENT

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

ALSO PRESENT

Bob Lerude, Mgr. Kern County Parks Dept.
Debbie Knowles, Administrative Assistant
Carrie Champlin, Office Assistant
Sandy Chavez, Recreation Coordinator
Al Thibodeau, Certified Arborist
Chriso Lee, Chriso Tree Trimming
Linda Carhart
Leann Williams
Debbie Williams
Claudia Elliott, Tehachapi News
Bill Fisher, Manager Golden Hills CSD
Laura Lynn Wyatt, Board Member GHCSO
Susan Wiggins, City Council
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. He called to say he was working.

PUBLIC COMMENTS

None

MINUTES

MOTION: Avila/Rush approve Minutes for the June 13, 2012 Special Board Meeting, Minutes for the June 19, 2012 Regular Board Meeting, Minutes for the June 26, 2012 Special Board Meeting and Minutes for the June 29, 2012 Special Board Meeting. Ayes All

FINANCIAL REPORTS

A brief report was given regarding the Financial Reports. It was reported that at the end of June, 2012 our ending balance was \$232,255.60. Also, it appears that we have a \$13,486 carryover.

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

CORRESPONDENCE

None to report.

PROGRAM REPORT

Recreation Coordinator Sandy Chavez reported that TVRPD participated in the Liberty Twilight Walk on July 3rd. She would like to recommend changing the date because of the activities she oversees on July 4th.

She reported that 150 runners participated in the 5 & 10 K Run and approximately 350 kids were in the 4th of July parade.

The Barracuda Swim team hosted a swim meet on July 7th with 380 entries.

To avoid the high cost of lights, Women's Softball will be played at West Park on Valdez field where lights will not be used.

This week's theme for Adventure Camp is around the world and today was Mexico Day.

Vice-Chairman Avila asked about the in-door soccer program and was told that they are still meeting.

MAINTENANCE REPORT

Carrie Champlin, who is overseeing maintenance, reported that there has been a re-organization of maintenance staff. One park will be assigned to one maintenance person. The Board was provided a detailed list of district properties, the staff assigned to maintain each facility and their duties. There is also a re-organization and inventory of the maintenance yard and shed.

Champlin stated that while cleaning maintenance facilities, new BBQ's were found. Broken BBQ's will be replaced with the new ones. Champlin also informed the Board that there is an emergency situation to rehabilitate the playground surface at West Park, Meadowbrook Park and Central Park. She provided cost estimates for each park. Chairperson Stewart told her this item will be added to the agenda as an emergency agenda item.

TRANSITION REPORT

Bob Lerude, Manager Kern County Parks Department stated that 2nd District Supervisor Zack Scrivner asked him to work a few hours a week assisting with the re-organization of TVRPD. He met with TVRPD staff and agrees that one maintenance person be assigned a facility to maintain.

Lerude also stated that procedures for counting money that is brought in from the pool and lake has been changed. The money will be counted by the person bringing it in, in front of office staff and verified.

He feels that the current Policy and Procedures manual is adequate but needs a few changes to it. Chairperson Stewart said Director Rush will address those changes and Director Cyr will address the budget.

AGENDA ITEMS

A. REVIEW TREE PRUNING PROJECT IN CENTRAL PARK – REVIEW/APPROVE

Chriso Lee from Chriso's Tree Trimming made a presentation regarding thirteen (13) additional hazardous trees at Central Park. Brass tags were attached to each tree. The cost for crown reduction, removal of dead limbs, and removal of excess weight is \$10,700. The job can be completed in four days and will be done before Mountain Festival. Chriso's recommendation is to assess the trees in 2-3 years for crown reduction and a yearly walk-thru with an arborist. City Councilwoman, Susan Wiggins said she is glad to see that the trees are being trimmed and does not want to see anyone get hurt.

Lerude suggested maintenance staff attend a CPRS District XV workshop that is held every December. The workshop is specifically designed for park maintenance.

MOTION: Cyr/Rush approve trimming of additional thirteen (13) trees in the amount of \$10,700 as itemized on list. Ayes All

Chairperson Stewart asked Chriso for an assessment of the trees at West Park. Brass tags were put on the trees at West Park. It was reported that there are 285 trees at West Park and 95 trees need work and 100 trees with brass tags will need work in the next few years. A breakdown for each tree will be provided.

B. DISCUSSION ON THE YEAR END, CARRY OVER, BUDGETING PROCESS AND JULY INCOME

It was reported that the ending balance on the June 2012 Financial Report was \$232,255.60. A comparison was given for the last three years and reported that even with the loss of over \$90,000 for reassessment of Cal Portland and Calaveras during the 2011-2012 fiscal years, the difference was not significant. It was also reported that with income brought in at the end of June but not deposited until July, we had a carry-over of \$13,486.

C. DISCUSS CONCEPT OF INTERIM MANAGER, APPOINT AD HOC COMMITTEE TO RECRUIT AND INTERVIEW, SET SALARY – DISCUSSION/APPROVE

Chairperson Stewart asked the Board if they wanted to hire an Interim Manager. The Interim has to have a background in recreation and able to work 8 hours a day as the Board prepares for the hiring of a District Manager. Bob Lerude stated he cannot be here often and feels things will get accomplished faster by doing day to day tasks. There is also a cost associated with hiring an interim.

Director Rush asked Stewart and Lerude how they feel since they're involved in the day to day operation of the district. They both said overseeing the district these last few weeks has taken a lot of their time away from their jobs.

Lerude suggested appointing an Ad Hoc committee to discuss hiring an interim. If an interim is chosen and doesn't work out, leave things as they are until a manager is hired.

Councilwoman Wiggins encouraged the Board to hire an interim. She stated that when she was on the Board, an interim was hired who a recreation background and it had worked well. Lerude said there would be a lot of support from other agencies in the County.

Vice-Chairman Avila asked if we are advertising for a District Manager. Stewart said when the Board is ready they will advertise. Also a goal will be set for the length of time we will need an interim. Avila feels we need to work on advertising for a District Manager, the sooner we start the better. Stewart stated that the community stakeholders would like input on hiring a manager.

MOTION: Rush/Avila approve concept of Interim Manager and appoint Chairperson Stewart and Director Cyr to Ad Hoc Committee. Ayes All

D. DISCUSSION REGARDING SALARIED EMPLOYEE CONTRIBUTIONS FOR MEDICAL AND RETIREMENT BENEFITS – REVIEW/DISCUSS

Bob Lerude explained that County employees will pay 20% of their medical costs and will be phased in over a two year period, 10% the first year and 10% the second year. Employees will pay 6% of their retirement costs, 2% will be phased in each year for the next three years.

Lerude asked the Board to consider phasing in the cost to employees because it could have a 15% to 30% impact on their paycheck.

It was reported that with CalPers, the employee's share is 7%.

Lerude recommended an Ad Hoc committee investigate cities, the school district and other county agencies and report back to the Board.

Director Cyr will work with Chairperson Stewart to come up with a new benefit plan.

E. DISCUSS ADMINISTRATIVE HOURS POLICY FOR EXEMPT EMPLOYEES – REVIEW/APPROVE

According to the most recent Personnel Manual, Exempt Employees receive 80 hours of Administrative Hours per year. It was explained these hours are a liability to the District because if an Exempt Employee leaves, the District is liable for unused hours. Also, the manual does not state a limit on accumulated hours. After much discussion, it was the consensus of the Board to remove this benefit from the Personnel Manual. It was also the consensus of the Board that this change will not impact anyone who has hours on the books.

MOTION: Rush/Cyr change Personnel Manual and remove Administrative Hours, with the exception that the change will not affect employee who has accumulated hours.
Ayes All

F. DISCUSS 'COMP TIME' HOURS POLICY FOR NON-EXEMPT EMPLOYEES – REVIEW/APPROVE

Bob Lerude explained the County's policy on 'Comp Time' hours and said each department has their own limit.

It was brought up that during the summer months and during certain programs that take place during the evening hours and on weekends, comp hours are accumulated. Currently, there is not a limit of hours that can be accumulated.

It was suggested that this item be carefully reviewed prior to the hiring of a new District Manager.

Chairperson Stewart and Director Rush will investigate this matter and bring back options for Board approval.

G. RUSH/AVILA DISCUSS/APPROVE NEW AGENDA ITEM DUE TO NEED TO TAKE IMMEDIATE ACTION AND NEED NOT KNOWN AT TIME OF POSTING AGENDA – APPROVAL OF MANDATORY REHABILITATION FOR PLAYGROUND EQUIPMENT OUT OF COMPLIANCE WITH SAFETY STANDARDS – Per Government Code Section 54954.2 (b)(2)

Carrie Champlin reported that the playgrounds at Central Park, West Park and Meadowbrook Park need emergency rehabilitation. Central Park is in need of wood fiber safety surface, solid surface repair and parts with a cost of \$9,729.00, Meadowbrook Park playground needs sand surface in the amount of \$6,027.56 and the two playground areas at West Park need sand surface in the amount of \$4,456.83. The total for the three facilities is \$20,213.39. Director Cyr asked Champlin to get cost estimates for rubber chips for Central Park.

Bob Lerude explained that Quimby fees can be used to pay for the rehabilitation if the fees were collected from developments near the facilities that need rehabilitation. It was suggested to check into fees collected in the Golden Hills area to pay for the upgrade at the Meadowbrook Park playground.

Director Rush asked if the Quimby fees can be used to pay for the rehabilitation of the trees. Lerude suggested contacting legal counsel to answer that question.

MOTION: Rush/Cyr authorize up to \$45,000 for playground rehabilitation. Ayes All

BOARD OF DIRECTOR’S TIME

Director Rush presented a new job description for the District Manager.

Chairperson Stewart informed the Board that there will be a Master Plan Ad Hoc committee meeting tomorrow at 4:00 p.m. The next Community Workshop will be held in September.

OTHER BUSINESS

None

ADJOURNMENT

MOTION: Avila/Rush having no further business to adjourn meeting at 7:30 p.m. Ayes All

Respectfully submitted,

Debbie Knowles, Secretary of the Board

