

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

AUGUST 30, 2012

5:30 P.M.

BOARD MEMBERS PRESENT

Gayle Stewart, Chairperson
Nick Cyr, Director
Paulette Rush, Director

ALSO PRESENT

Debbie Williams, Interim District Manager
Debbie Knowles, Administrative Assistant
Pat Osborn, Legal Counsel
Bob Lerude, Kern County Parks Department
Carrie Champlin, Facility Coordinator
Sandy Chavez, Recreation Coordinator
Claudia Elliott, Tehachapi News
Laura Lynn Wyatt, GHCS D Board Member
Virginia Staabs, Simply Accurate
Chris Lee, Chriso's Tree Trimming
Carl Gehricke
Greg Garrett, City Manager
Michelle Vance, Field Rep.

1. FLAG SALUTE

Nick Cyr led the flag salute.

2. ROLL CALL

All three Board Members were present.

3. PUBLIC COMMENTS

City Manager Greg Garrett thanked Debbie Williams for working with the City of Tehachapi.

4. CONSENT CALENDAR

MOTION: Rush/Cyr approve Minutes for the July 10, 2012 Special Board Meeting, Minutes for the July 17, 2012 Regular Board Meeting and the July 30, 2012 Special Board Meeting. Also approve Financial Reports for the month of July 2012. Ayes All

Virginia Staabs, from Simply Accurate was present and stated that all reports will be prepared from Quick Books. A Budget versus Actual will be provided each month. Formatting was briefly discussed.

Chairperson Stewart stated that TVRPD property tax revenue will increase \$167,000 this fiscal year. Final calculations will be available in October. Income on the budget will be amended when final figures are finalized.

5. CORRESPONDENCE

It was reported that we received a Revised Remittance Procedure Ordinance from the Planning and Community Development Department regarding the County Impact Fees. The remittance procedure for TVRPD will now be consistent with NORRPD. TVRPD will not have to go before the Board of Supervisors to access fees.

TVRPD was asked to waive Impact Fees for Greg Reihman who was a victim of last years' wild fires in West Ranch. He is rebuilding his home and other agencies have granted his request. Interim District Manager, Debbie Williams wrote a letter on behalf of TVRPD to waive the fees.

It was also reported that an individual who was due a refund for County Impact Fees because he did not build his home after taking out a building permit, was reimbursed \$2,182.13, which included interest.

6. INTERIM DISTRICT MANAGER REPORT

The Board received a copy of the Manager's report with a detailed list of tasks she has been working on since she accepted the position.

7. PROGRAM REPORT

The Board received a copy of the Program Report. Recreation Coordinator Sandy Chavez briefly went over a few items.

8. FACILITY REPORT

The Board also received a copy of the Facility Report. Facility Coordinator Carrie Champlin gave a report on facilities and maintenance. The District's community partners that helped in the past month were acknowledged: Greg Garrett and the City staff who assisted with the skate park renovation as well as the tuff vandalism at Meadowbrook Park, Alex Steele, from Tehachapi Cummings Water District who is assisting with rodent control at Brite Lake, Bill Fisher and Golden Hills Community Services District staff who assisted with their backhoe at Meadowbrook Park, Rafael Curiel From Tehachapi Turf, Lucia Sandy with Tehachapi Rose Society, and Kirk Gilbert and Tehachapi Unified School District for their assistance at Meadowbrook Park.

9. AGENDA ITEMS

A. MASTER PLAN UPDATE – DISCUSSION

1. Community Workshop Promotion

2. Master Plan Existing Conditions Draft

3. Reminder: September 13, 2012 6:30 p.m., West Park Activity Center

An update was given on the Master Plan. A Community Workshop will be held September 13, 2012 at the West Park Activity Center. TVRPD had a booth at Mountain

Festival to promote the workshop with Jim Pickel from MIG in attendance on Sunday. The workshop is also being promoted on the websites of other agencies.

B. OVERTIME/COMPENSATORY-TIME POLICY CHANGE – DISCUSSION/APPROVAL

A lengthy discussion took place regarding Comp time and overtime hours. Williams presented a proposed policy change but after review, Legal Counsel Pat Osborn recommended attorney John Szewczyk review the changes. It was the consensus of the Board for Chairperson Stewart, Debbie Williams and Bob Lerude to serve on an Ad Hoc committee to draft changes and send them to Szewczyk for review and once approved by Legal Counsel, present to the Board for approval.

C. DISTRICT MANAGER HIRE – DISCUSSION/APPROVAL

- 1. Proposed Compensation and Benefit Package**
- 2. Proposed Job Description**
- 3. Proposed Job Listing**

It was consensus of the Board to negotiate Benefit Package for the new manager's position. Board was in agreement with newly drafted job description and posting position in CPRS and NRPA job announcements as well as local newspapers. Agreed salary range will be \$70,000 to \$85,000.

MOTION: Rush/Cyr approve posting job listing and job description for District Manager position. Ayes All

MOTION: Cyr/Rush approve salary range of \$70,000-\$85,000 for District Manager. Ayes All

D. BOOKKEEPING CONTRACT WITH SIMPLY ACCURATE – DISCUSSION/APPROVAL

Legal council reviewed the contract between TVRPD and Simply Accurate.

MOTION: Cyr/Rush approve the contract between Simply Accurate and Tehachapi Valley Recreation and Parks District. Ayes All

E. PROPOSED EXPENDITURES DISCUSSION/APPROVAL

1. Central Park group picnic area

The Board tabled this item for a later date.

2. Temporary clerical/administrative support

The Board directed Interim District Manager Williams to hire a temporary clerical/administrative assistant.

BOARD OF DIRECTORS TIME

Director Rush stated that she was very pleased with the progress of the District as well as the direction the District is going.

OTHER BUSINESS

Director Cyr invited Chriso Lee to advise the Board about his evaluation of the trees in West Park. During the course of this presentation the Board was provided a report from Arborist Albert Thibodeau , which the Board was not previously aware of , on his inspection of the trees in West Park. In that report the arborist indicated that a number of trees in the park presented an immediate risk to the safety of the public. Based on this report, which was not available to the Board at the time of the posting of the Agenda, the Board unanimously found that there was a need to take immediate action per Government Code section 54954.1 (b) (1) and (2) 1 to address a circumstance which would constitute an emergency under Government Code section 54956.5(1). Thereupon Director Rush moved to authorize Chriso's Tree Trimming to proceed with the recommendations contained in the report of Arborist Thibodeau relating to the trees in West Park. The motion was seconded by Director Cyr and passed unanimously.

Board asked Chriso Lee when he would be able to start the tree trimming at West Park. Lee responded that he would start in one week.

MOTION: Cyr/Rush Approve the \$25,580.00 proposal from Chriso's Tree Trimming for the trimming of the trees at West Park. Ayes All

Chairperson Stewart stated that she appreciates the hard work of all the staff.

ADJOURNMENT

MOTION: Cyr/Rush having no further business to adjourn meeting at 7:00 p.m. Ayes All

Respectfully Submitted,

Carrie Champlin