

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT  
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561  
TUESDAY SEPTEMBER 17, 2013, 5:30 P.M.**

**CALL TO ORDER:** Board Meeting Convened By Chairperson Stewart at 5:30 P.M.

**BOARD MEMBERS:**

Gayle Stewart, Chairperson  
Paul Press, Vice-Chairperson  
Paulette Rush, Secretary  
Nick Cyr, Director  
Brian Duhart, Director

**ALSO PRESENT:**

Matt Young, TVRPD District Manager  
Mike Walsh, TVRPD Maintenance Foreman  
LeAnn Williams, TVRPD Recreation Supervisor  
Laura Lynn Wyatt, GHCSO Board President  
Greg Garrett, City Manager  
Matt Martz, Tehachapi News  
Ryan Rush, Kern County BOS  
Susan Wiggins  
Glenn Baumann

**1. FLAG SALUTE:** Secretary Rush led the Flag Salute.

**2. ROLL CALL:** All here.

**3. PUBLIC COMMENTS:** None.

**4. CONSENT CALENDAR**

**A. Secretary Declaration of Posting of Agenda 72 hours in Advance of Meeting Held**

Declaration by the Clerk of the Board of Directors that the agenda was posted at least 72 hours in advance of meeting. BOARD APPROVED SECRETARY DECLARATION.

**Duhart - Press : Ayes: Stewart; Press; Rush; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: None**

**B. Approval of Minutes from the Regular Board Meeting held August 20, 2013.**

Request by Clerk of the Board of Directors to approve the minutes from the August 20, 2013 Regular Board Meeting. BOARD APPROVES MINUTES.

**Duhart - Press : Ayes: Stewart; Press; Rush; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: None**

**C. Approval of Financial Reports.**

Request by Clerk of the Board of Directors to approve the Financial Reports.  
BOARD APPROVED FINANCIAL REPORTS.

**Duhart - Press : Ayes: Stewart; Press; Rush; Cyr; Duhart.**  
**Noes: None. Motion carried.**  
**Absent: None**

## **5. MAINTENANCE FOREMAN REPORT**

Maintenance Foreman Mike Walsh gave the report.

- Central Park: Replaced sprinkler valve. Mountain Festival and Old Timers Picnic preparation. Removal of dead trees.
- Scout Hall: Big Tot and Tiny Tot program preparation.
- WPAC: Walsh apologized to the Tehachapi Mountain Quilters for not having the evaporation cooler working. Cooler is now working.
- Skate Park: Rail repair.
- Brite Lake: Restroom repair. Sink Faucet repair. Urinal repair. Cable repair around lake.
- Dye Natatorium: Work continues. Additional work added for ADA compliance. Insurance will cover the ADA accessibility. Interior construction due to start first half of October approximately.
- Other: Repair to riding lawn mowers.

## **6. RECREATION SUPERVISOR REPORT**

Recreation Supervisor LeAnn Williams gave the report.

- Upcoming program: In cooperation with the City of Tehachapi and the Tehachapi Airport we will have the Tarmac 5K & Kids 1 Mile Run September 28, 2013 at Tehachapi Airport. There will be a war bird fly in after the run. We will evaluate this program upon completion.
- We will help staff the tourism booth for the Kern County Fair.
- ED2GO implementation continues.
- New Programs: Kids Boot Camp, Well Fed Nutrition, and Herbalife Challenge.
- Upcoming Programs: Youth Basketball.
- Spring and summer programming in process. Contracts signed with Lego Engineering and Mad Science.
- Lehigh will sponsor all of Music in the Park. Very excited to have them as a community partner.
- Professional Development: Certified Youth Sports Administrator Course.  
Director Press asked if we could look into offering youth volleyball and youth flag football.  
Director Press also suggested a questionnaire be distributed to the elementary schools regarding this programming.

## **7. DISTRICT MANAGER REPORT**

District Manager Matt Young gave the report.

- Master Plan Update: The final edits will be received next week. District Manager Young stated that he was happy with the edits to the document.
- Audit Update: Roc Foster from Fisher, Keathley and Ross has started the audit and the work continues. District Manager Young stated that he was pleased with the process thus far.
- Ordinance Update: District Manager Young stated that he has been working with City and County law enforcement agencies to implement TVRPD's ordinances including signage for the District's properties.

- Capital Improvements Update: As soon as the Master Plan is complete we will be selecting a Technical Committee. The Committee will then work on selecting a Landscape Architect for the refurbishment of Meadowbrook Park.
- Central Park Amphitheater Update: District Manager Young met with City Manager Greg Garrett and TUSD Superintendent Lisa Gilbert regarding the possible project. The project is in the early stages of planning.
- Lehigh Southwest Cement has promised to allocate capital improvement funds to the District on an annual basis. Amount to be determined. Lehigh is interested in naming rights. We are very excited to have Lehigh Southwest Cement as our community partner. There was a brief discussion regarding a procedure for naming rights.
- District Manager Young stated that he would be applying for several vehicle replacement grants to update the fleet of vehicles.
- Professional Development: Carrie Champlin will be attending the annual CalPERS Educational Forum in San Jose. Matt Young and Mike Walsh will attend the CPRS Maintenance Management School in November. Mike Walsh received a scholarship award from CPRS in the amount of \$680.00. Mike Walsh will also attend the Aquatic Facilities Operator School in October.
- District Manager Young presented a Uniform Water Conservation Program at the Water Availability Preservation Committee.
- District Manager Young presented at the BVCSO Board of Directors Meeting regarding the Gran Fondo cycling event.

Vice Chairperson Press inquired about the availability of the JMS tennis courts and suggested an update be placed in the newspaper regarding the status of the Dye Natatorium.

District Manager Young stated that he did have a conversation with TUSD regarding the JMS tennis courts. The courts are in need of repair. Looking at funding possibilities for the repairs. Youth and adult programming possibilities at the tennis courts are very exciting.

Young gave a brief update on the Dye Natatorium and stated that all updates are on the TVRPD website as well as the social media sites.

*All Reports Received and Filed.*

## **8. REPORTS OF STANDING COMMITTEES - None**

## **9. AGENDA ITEMS**

### **A. Approving Chapter 4: Personnel Policy and Procedure, Resolution #32-13.**

District Manager Young recommended that the Board approve Chapter 4: Personnel Policy and Procedure, Resolution #32-13.

Vice Chairperson Press requested that the registration discount for board members be omitted from the policy manual and all members of the Board agreed.

**BOARD APPROVES CHAPTER 4: PERSONNEL POLICY AND PROCEDURE WITH THE STIPULATION THAT THE BOARD MEMBER REGISTRATION DISCOUNT IS OMITTED, RESOLUTION #32-13.**

**Press - Rush : Ayes: Stewart; Press; Rush; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: None**

**B. Approving Chapter 6: Finance, Resolution #33-13.**

District Manager Young recommended that the Board approve Chapter 6: Finance, Resolution #33-13.

BOARD APPROVES CHAPTER 6: FINANCE, RESOLUTION #33-13.

**Cyr - Press : Ayes: Stewart; Press; Rush; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: None**

**C. Approving the Purchase of an ADA Compliant Chair Lift for Dye Natatorium Facility in an Amount not to Exceed \$5000.00.**

District Manager Young explained that this is a mandatory addition to the Dye Natatorium Facility and recommended that the Board approve the purchase. There was a brief discussion regarding various models of pool chair lifts.

BOARD APPROVES THE PURCHASE OF AN ADA COMPLIANT CHAIR LIFT FOR DYE NATATORIUM FACILITY IN AN AMOUNT NOT TO EXCEED \$5000.00.

**Rush - Press : Ayes: Stewart; Press; Rush; Cyr: Duhart.**

**Noes: None. Motion carried.**

**Absent: None.**

**D. Approving Salary Increases for Administrative Assistant, Recreation Supervisor, and Maintenance Foreperson.**

District Manager Young gave a brief explanation of the performance evaluations and recommended that the Board approve the salary increases.

BOARD APPROVES SALARY INCREASES FOR ADMINISTRATIVE ASSISTANT, RECREATION SUPERVISOR, AND MAINTENANCE FOREPERSON.

**Press - Rush : Ayes: Stewart; Press; Rush; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: None**

**10. BOARD OF DIRECTORS TIME: None**

**11. OTHER BUSINESS: None**

**12. ADJOURNMENT**

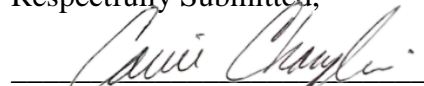
Having no further business the meeting was adjourned at 6:25 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Parks District scheduled on October 15, 2013.

**Rush - Press : Ayes: Stewart; Press; Rush; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: None**

Respectfully Submitted,



Carrie Champlin, Clerk of the Board