

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT  
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561  
TUESDAY FEBRUARY 20, 2018, 5:30 P.M.**

**CALL TO ORDER:** Board Meeting Convened By Chairperson Wyatt at 5:46 P.M.

**BOARD MEMBERS**

Laura Lynne Wyatt, Chairperson  
Ian Steele, Vice-Chairperson  
Mary Lou Corpus-Zamudio, Director  
Kaleb Judy, Director  
Wes Backes, Director

**ALSO PRESENT**

Michelle Vance, District Manager  
Corey Torres, Recreation Supervisor  
Bill Fisher, Operations Manager  
Carrie Champlin, Business Manager/Clerk of the Board  
Jason Champlin, TVRPD Facility Supervisor

**1. FLAG SALUTE:** Kaleb Judy led the flag salute.

**2. ROLL CALL:** Director Corpus-Zamudio and Vice-Chairperson Steele were absent.

**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.

**Judy - Backes: Ayes: Wyatt; Judy; Backes**

**Noes: None. Motion carried.**

**Absent: Corpus-Zamudio; Steele**

**B. Approval of Minutes from the Regular Board Meeting held January 16, 2018.**

BOARD APPROVES THE MINUTES FROM THE REGULAR BOARD MEETING HELD ON JANUARY 16, 2018.

**Judy - Backes: Ayes: Wyatt; Judy; Backes**

**Noes: None. Motion carried.**

**Absent: Corpus-Zamudio; Steele**

**C. Approval of the Preliminary Financial Reports for January 2018.**

BOARD APPROVES THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT'S PRELIMINARY FINANCIAL REPORTS FOR JANUARY 2018.

**Judy - Backes: Ayes: Wyatt; Judy; Backes**

**Noes: None. Motion carried.**

**Absent: Corpus-Zamudio; Steele**

## **5. RECREATION COORDINATOR REPORT**

Recreation Supervisor Corey Torres gave the report.

- Youth Basketball has 360 participants registered and the program will finish in mid-March.
- TVRPD 2018 Brochure was presented to the Board.
- TVRPD added seven new programs in 2018. Be sure to check them out in the 2018 brochure. New programs include music lessons, self-defense classes, senior kick boxing, meditation, and birthing classes.
- Upcoming events for April and May include the Fishing Derby, Easter Egg Hunt, and the Run and Ride with the Wind events. The pool will reopen in April.
- Youth Baseball registrations are underway.

## **6. OPERATIONS MANAGER REPORT**

Operations Manager Bill Fisher gave the report.

- Seasonal employee completed the available hours of work per the 2017-2018 Fiscal Year Budget. Had to adjust the maintenance staff to accommodate weekend coverage in doing so we only have three (3) days per week with full staff to complete special projects.
- Met with Tehachapi High School WorkAbility instructor Gina Martinez. They provide students pay, and insurance including workers compensation and we provide the training and supervision.
- We had someone who needed to complete approximately forty (40) hours of community service. He cleaned along the fence lines at West Park, along with stacking brush piles at Brite Lake.
- Safety Training was completed the subject matter was Disaster Preparedness.
- CPRS Professional Development Conference in Bakersfield was attended by all Maintenance staff.
- ABIAC: Rainguard Seamless Gutter Systems has completed the installation of rain gutters. Met with Corey Torres and Gym Supervisors regarding procedures for securing the building, setting alarm and custodial responsibilities.
- Central Park: Gopher abatement continues.
- West Park: Cleaned out the storage at the city yard that had Hot Dog Festival and GranFondo equipment and supplies. We stored the Hot Dog Festival equipment at the pool storage. The GranFondo equipment and supplies are in an enclosed trailer that we own. Repaired restroom that was vandalized. Gopher abatement continues. Re-keyed the District Office. Started repair of a leaking irrigation valve.
- Brite Lake: Repaired boat ramp. Painted Kiosk. Water supply well shutdown.
- Meadowbrook Park: Gopher abatement continues. Repair of bathroom door vandalism.

## **7. DISTRICT MANAGER REPORT**

District Manager Vance gave the report.

- District Manager Vance reported that she will attend the L.A. Travel Show this weekend.

- District Manager Vance met with Isom Advisors Inc. to discuss consulting services in regards to bonds.
- District Manager Vance met with the CEO of Barker Rinker Secat to discuss a business plan for a proposed TVRPD Community Center. Plan to meet with the City of Tehachapi in March to discuss helping pay for the plan, and will meet with other community partners as well.
- Brite Lake: Revision of the agreement between TVRPD and TCCWD is in process. leveling of camp sites is scheduled for this spring. Met with a fencing contractor to discuss installing 1900 feet of fencing at Brite Lake. Thank you to our Birte Lake volunteers James and Tonya Osenbaugh for taking care of the trenching needed to run the lines for Race Wi-Fi service. Thank you to Race Communications for partnering with TVRPD. Tehachapi Rotary would like to partner with TVRPD to help with Brite Lake campsite expansion.
- District Manager Vance will attend the CPRS annual conference the week of March 12<sup>th</sup>.
- District Manager Vance met with PECOS League of Professional Baseball Clubs to discuss the use of one field at West Park. Met with Tehachapi Little League's Board to discuss the use of the field, and the Board agreed. The PECOS agreement will be on the March agenda for approval.

## 8. AGENDA ITEMS

### A. Recognition of Tehachapi Valley Recreation and Park District Recreation Staff.

Recreation Supervisor Corey Torres recognized TVRPD's Facility Supervisor Jason Champlin and presented him with a certificate of recognition for his service to the District.

### B. Approving Staff to Purchase RMS Hospitality Cloud Service for Brite Lake.

District Manager Vance gave a presentation of the service to the Board.

**BOARD APPROVES STAFF TO PURCHASE RMS HOSPITALITY CLOUD SERVICE FOR BRITE LAKE.**

**Judy - Backes; Ayes: Wyatt; Judy; Backes**

**Noes: None. Motion carried.**

**Absent: Corpus-Zamudio; Steele**

## 9. CLOSED SESSION:

- a. Public Employee Performance Evaluation – General Manager Government Code Section 54957 (b)(1)

MOTION TO ADJOURN TO CLOSED SESSION AT 6:40 P.M.

**Backes - Judy; Ayes: Wyatt; Judy; Backes**

**Noes: None. Motion carried.**

**Absent: Corpus-Zamudio; Steele**

MOTION TO RECONVENE FROM CLOSED SESSION AT 6:50 P.M.

**Backes - Judy; Ayes: Wyatt; Judy; Backes**

**Noes: None. Motion carried.**

**Absent: Corpus-Zamudio; Steele**

Report on Closed Session: No action taken.

**10. AGENDA ITEMS CONT.**

C. District Manager Employment Agreement.

MOTION TO ACCEPT AND SIGN THE EMPLOYMENT AGREEMENT FOR  
MICHELLE VANCE WITH AN ANNUAL SALARY OF \$85,000.00.

**Judy - Backes: Ayes: Wyatt; Judy; Backes**

**Noes: None. Motion carried.**

**Absent: Corpus-Zamudio; Steele**

**11. BOARD OF DIRECTORS TIME:** Director Backes thanked staff for their work and stated he is happy to be a part of TVRPD.

**12. ADJOURNMENT**

Having no further business the meeting was adjourned at 7:05 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on March 20, 2018.

**Judy - Backes: Ayes: Wyatt; Judy; Backes**

**Noes: None. Motion carried.**

**Absent: Corpus-Zamudio; Steele**

Respectfully Submitted,

*Carrie Champlin*  
Carrie Champlin, Clerk of the Board