

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT  
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561  
TUESDAY MARCH 19, 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:**

Laura Lynn Wyatt, GHCSO Board President  
Greg Garrett, City of Tehachapi Manager  
Matt Martz, Tehachapi News  
Mark Sillings, MIG  
Tina Forde, Forde News

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

**2. ROLL CALL:** Director Cyr was 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.

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

**Noes: None. Motion carried.**

**Absent: Director Cyr.**

**B. Approval of Minutes from the Regular Board Meeting held February 26, 2013.**

Request by Clerk of the Board of Directors to approve the minutes from the February 26, 2013 Regular Board Meeting. BOARD APPROVES MINUTES.

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

**Noes: None. Motion carried.**

**Absent: Director Cyr.**

**C. Approval of Minutes from the Special Board Meeting held March 12, 2013.**

Request by Clerk of the Board of Directors to approve the minutes from the March 12, 2013 Special Board Meeting. BOARD APPROVES MINUTES.

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

**Noes: None. Motion carried.**

**Absent: Director Cyr.**

**D. Approval of Financial Reports.**

Request by Clerk of the Board of Directors to approve the Financial Reports.

BOARD APPROVED FINANCIAL REPORTS.

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

**Noes: None. Motion carried.**

**Absent: Director Cyr.**

**5. CORRESPONDENCE:** None.

**6. PROGRAM REPORT**

Program Coordinator Sandy Chavez gave the report.

- Programs in Session Report: Youth Basketball in last week of play.
- T-Ball: 110 registered for lower division and 67 registered for upper division. Coaches meeting scheduled.
- Men's Softball meeting scheduled.
- Event Report: Egg Hunt/Chick Race will be March 30, 2013. Fishing Derby will be April 20, 2013.
- New Event: Run Like the Wind Spring Run will be Saturday March 23, 2013. The run will support Jacobsen Middle School; 76 registered.

**7. FACILITY REPORT**

Facilities Coordinator Carrie Champlin gave the report.

- Central Park: Slide retrofit hardware ordered.  
Annual back flow testing complete/Repairs complete.  
Facility tour with Rotary Club of Tehachapi/Discussion regarding possible sponsorship opportunity.
- West Park/West Park Activity Center: WPAC heater repair – Champlin thanked Kirk Gilbert and TUSD for their assistance.  
Brite Lake: Tree trimming update: Evaluation with arborist Al Thibodeau. General Tree Service will be finishing tree trimming job; date to be scheduled.  
Trees tagging complete.  
Picnic table assembly continues.
- Meadowbrook Park/Meadowbrook Dog Park: Annual back flow testing complete/Repairs complete.  
Trees tagging complete.
- Dye Natatorium: Securing bids for ceiling repair. Foam Experts contract with counsel.  
Repair schedule to be announced.
- CPRS Conference report.

**8. INTERIM DISTRICT MANAGER REPORT**

Interim District Manager Williams gave the report.

- Support Staff Hiring Status:  
Narrowing down Maintenance Foreman applications.  
Recreation Supervisor applications narrowed down to four. Orientations and face to face interviews still to come.

- Adventure Camp ads put in paper to advertise for summer staff positions.
- Medical enrollment continues.
- District boundary map is fixed and approved.
- Working on transition to new payroll provider.
- Concert in the Park Update: Meeting with Glenn Baumann and Sandy Chavez. First event will be June 22<sup>nd</sup>.

*All Reports Received and Filed.*

## 9. AGENDA ITEMS

### A. MIG Report of Master Plan Needs Assessment

Ronald Hagen, Mark Sillings and Jim Pickel presented the second draft of the master plan needs assessment report. *Report Received and Filed.*

MIG stated that the next step will be the draft master plan.

Chairperson Stewart in anticipation of the distribution of the draft master plan, instructed Interim District Manager Williams to notify the ad hoc committee and plan a meeting to review the draft master plan.

### B. Annual Election of Officers

Secretary Rush nominated Gayle Stewart for Chairperson of the Board of Directors for the Tehachapi Valley Recreation and Parks District. Secretary Rush nominated Paul Press for Vice-Chairperson of the Board of Directors for the Tehachapi Valley Recreation and Parks District.

BOARD APPROVES THE APPOINTMENT OF GAYLE STEWART AS CHAIRPERSON OF THE BOARD OF DIRECTORS FOR THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT.

BOARD APPROVES THE APPOINTMENT OF PAUL PRESS AS VICE-CHAIRPERSON OF THE BOARD OF DIRECTORS FOR THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT.

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

**Noes: None. Motion carried.**

**Absent: Director Cyr.**

### C. Approval of Contract with Foam Experts, Inc., Resolution #19-13.

Recommendation from Interim District Manager Debbie Williams for the approval of the contract with Foam Experts Roofing, Inc. pending legal counsel approval and pending the possibility of additional ventilation requirements, Resolution #19-13.

BOARD APPROVES THE CONTRACT WITH FOAM EXPERTS, INC.

PENDING LEGAL COUNSEL APPROVAL AND PENDING THE POSSIBILITY OF ADDITIONAL VENTILATION REQUIREMENTS, RESOLUTION #19-13.

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

**Noes: None. Motion Carried**

**Absent: Press; Rush.**

**D. Approval of Contract with Burkey, Cox, Evans & Bradford, Certified Public Accountants, Resolution # 20-13.**

Recommendation from Interim District Manager Debbie Williams to table agenda item D until the next board meeting.

Agenda item D was tabled.

**10. REPORTS OF STANDING COMMITTEES: None.**

**11. BOARD OF DIRECTORS TIME**

Chairperson Stewart stated that she is excited about the progress of the master plan and thanked everyone involved for their hard work.

Vice-Chairperson Press thanked Sandy Chavez for her professionalism in handling a customer concern.

Director Duhart stated that he wants to make sure that work continues moving forward in the search for companies for the Meadowbrook Park plan.

**12. OTHER BUSINESS: None**

**13. CLOSED SESSION – Moved to closed session at 7:10 P.M.**

**A. Interim District Manager performance review per GOVERNMENT CODE SECTION 54957(b)(1)**

Action taken was to extend the contract with Interim District Manager Debbie Williams through April 30, 2013.

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

**Noes: None. Motion carried.**

**Absent: Director Cyr.**

Closed Session concluded at 7:35 P.M.

**14. ADJOURNMENT**

Having no further business the meeting was adjourned at 7:37 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Parks District scheduled on April 16, 2013.

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

**Noes: None. Motion carried.**

**Absent: Director Cyr.**

Respectfully Submitted,

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Carrie Champlin, Clerk of the Board