

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY JUNE 18, 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
Michelle Vance, Community Outreach Coordinator
Debbie Williams
Glenn Baumann
Matt Martz, Tehachapi News
Carolyn Anglin
Doug Anglin

1. FLAG SALUTE: Director Duhart led the Flag Salute.

2. ROLL CALL: Secretary Rush was absent.

3. PUBLIC COMMENTS

- Mrs. Carolyn Anglin had questions regarding the progress of the pool refurbishment. District Manager Young reassured Mrs. Anglin that the District is using its full resources to accomplish the pool refurbishment as quickly as possible.
- Michelle Vance presented the board with a copy of the Kern Business Journal with the ad for the Economic Development Council and asked if TVRPD would like an advertising space for “Savor the Flavor” event.
- Mr. Glenn Baumann presented the board with a copy of his issues and concerns regarding the MIG master plan. Mr. Baumann stated that he wants to impress upon the board and the District Manager the importance of the document as well as make sure it is a correct and useful planning document specific to this District that will be used and followed in the years to come.

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.

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

Noes: None. Motion carried.

Absent: Secretary Rush.

B. Approval of Minutes from the Regular Board Meeting held May 21, 2013.

Request by Clerk of the Board of Directors to approve the minutes from the April 16, 2013 Regular Board Meeting. BOARD APPROVES MINUTES.

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

Noes: None. Motion carried.

Absent: Secretary Rush.

C. Approval of Financial Reports.

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

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

Noes: None. Motion carried.

Absent: Secretary Rush.

5. CORRESPONDENCE: None.

6. MAINTENANCE FOREMAN REPORT

Maintenance Foreman Mike Walsh gave the report.

- Job post for the full time custodian position. Taking applications for this position until July 19, 2013.
- IPM for gophers.
- Skate Park: Ramp repairs.
- Brite Lake: Electrical box maintenance.
- Dye Natatorium: Foam roofing complete. Repair of security lights. Three bids received for the demolition of the ceiling and mold remediation.
- District Office: Storage room conversion complete.

7. RECREATION SUPERVISOR REPORT

Recreation Supervisor LeAnn Williams gave the report.

- Hired one seasonal Recreational Specialist.
- Programs in progress: Adventure Camp.
- Event Report: Music in the Park first event will be at Meadowbrook Park will be June 22, 2013. Fourth of July Bun Run and Children's Parade.
- Summer Brochure is out and Fall Brochure will go to print by July 1, 2013.
- Marketing at Farmer's Market and Chili Cook Off.
- New server is in. RecTrac and WebTrac upgrades complete.

8. DISTRICT MANAGER REPORT

District Manager Matt Young gave the report.

- MIG Master Plan Meeting: Providing more documentation to MIG. Teleconference planned with MIG.
- Veteran's Memorial update: Raised close to \$5000.00 through private donors. District Manager Young thanked all the donors including the City of Tehachapi, Main Street, and the David A. and Amy A. Cates Foundation. Unveiling of the refurbished memorial will occur on July fourth.
- Solicitation of bids for the conceptual design for the refurbishment of Meadowbrook Park.
- Retirement announcement of Sandy Chavez, TVRPD Recreation Coordinator.
- TVRPD board thanked Sandy Chavez for her years of service to TVRPD.

9. AGENDA ITEMS

A. Adoption of the "Sylvia "Sandy" Chavez Children's Scholarship Fund" - Resolution #22-13.

District Manager Young gave a brief explanation of the scholarship fund explaining that it will be available to qualifying children 12 years and under. The savings will be approximately fifty percent of the regular program registration fee. This scholarship is named after Sandy Chavez because of her dedication to children in the Tehachapi community.

It was recommended that the board adopt the "Sylvia "Sandy" Chavez Children's Scholarship Fund", Resolution #22-13.

BOARD ADOPTS THE "SYLVIA "SANDY" CHAVEZ CHILDREN'S SCHOLARSHIP FUND", RESOLUTION #22-13.

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

Noes: None. Motion carried.

Absent: Secretary Rush.

B. Adoption of the "Walter A. Dye Teen Scholarship Fund" - Resolution #23-13.

District Manager Young gave a brief explanation of the scholarship fund explaining that it will be Available to qualifying teens age 13 to 17. The savings will be approximately fifty percent of the regular program registration fee. This scholarship is named after Walter Dye because of his dedicated work with teens during his time as District Manager with Tehachapi Valley Recreation and Parks District.

It was recommended that the board adopt the "Walter A. Dye Teen Scholarship Fund", Resolution #23-13.

BOARD ADOPTS THE "WALTER A. DYE TEEN SCHOLARSHIP FUND", RESOLUTION #23-13.

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

Noes: None. Motion carried.

Absent: Secretary Rush.

C. Award of Bid for Annual Audit to Fisher, Keathley & Ross, LLP., Resolution #24-13.

District Manager Young explained that the certified public accountants at Fisher, Keathley & Ross, LLP are better suited for the needs of the District. The bid is in the amount of \$12,250.00 for FYE June 30, 2013, \$12,850.00 for FY 2013-14, and \$13,450.00 for FY 2014-15.

It was recommended that the board award the bid for annual audit to Fisher, Keathley, & Ross, LLP, Resolution #24-13.

BOARD AWARDS THE BID FOR ANNUAL AUDIT TO FISHER, KEATHLEY, & ROSS LLP, RESOLUTION #24-13.

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

Noes: None. Motion carried.

Absent: Secretary Rush.

D. Award of Bid for the Ceiling and Interior Demolition and Abatement of the Dye Natatorium Facility- Discussion/Approval, Resolution#25-13.

There was a brief discussion regarding the scope of work for the project.

It was recommended that the board award the bid in an amount not to exceed \$46,906.00 to Dresser Services Inc. for the ceiling and interior demolition and abatement of the Dye Natatorium facility.

BOARD AWARDS THE BID FOR THE CEILING AND INTERIOR DEMOLITION AND ABATEMENT OF THE DYE NATATORIUM FACILITY TO DRESSER SERVICES INC. IN AN AMOUNT NOT TO EXCEED \$46,906.00.

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

Noes: None. Motion carried.

Absent: Secretary Rush.

E. FY 2013/2014 Draft Budget

District Manager Young explained the changes that have been made to the budget document.

Young expects to have the final budget ready for adoption at the July meeting.

Chairperson Stewart stated that the District has collected approximately \$11,000.00 more in property taxes than was expected.

Director Duhart explained some of the changes that he has been working on with staff. Duhart explained that he will be working on adding a contingency reserve and an operational reserve to the budget.

10. REPORTS OF STANDING COMMITTEES: None.

11. BOARD OF DIRECTORS TIME

Chairperson Stewart thanked the Master Plan Ad Hoc Committee for all the hard work.

Chairperson Stewart also complimented the Adventure Camp program.

12. OTHER BUSINESS:

District Manager Young thanked the community of Tehachapi, the greater Tehachapi area, and especially all the community partners for welcoming him and working with him to make TVPRD a great organization.

13. ADJOURNMENT

Having no further business the meeting was adjourned at 6:50 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Parks District scheduled on July 16, 2013.

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

Noes: None. Motion carried.

Absent: Secretary Rush..

Respectfully Submitted,



Carrie Champlin, Clerk of the Board