

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY JULY 16, 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
Patrick Osborn, Clifford & Brown
Laura Lynn Wyatt, GHCSO Board President
Greg Garrett, City Manager
Ida Perkins, Tehachapi Chamber President
Glenn Baumann
Susan Wiggins

1. **FLAG SALUTE:** Director Cyr led the Flag Salute.

2. **ROLL CALL:** Vice-Chairperson Press 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.

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press.

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 June 18, 2013 Regular Board Meeting. BOARD APPROVES MINUTES.

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press.

C. Approval of Financial Reports.

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

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press.

5. MAINTENANCE FOREMAN REPORT

Maintenance Foreman Mike Walsh gave the report.

- Central Park: Restroom repair, BBQ replaced, Lights installed at Veteran's Memorial, Plaque replaced on Veteran's Memorial.
- West Park: Two valves replaced, toilet repair and mower maintenance.
- Skate Park: Rail repair.
- Brite Lake: Cable repair, water line repair.
- Meadowbrook: Music in the Park preparation
- Dye Natatorium: Removing contents, Dresser scheduled to start inside demolition and mold remediation July 17, 2013. Accepting bids for the rebuild of the inside of the Dye Natatorium.

6. RECREATION SUPERVISOR REPORT

Recreation Supervisor LeAnn Williams gave the report.

- Williams thanked Walsh and his maintenance staff for all their hard work.
- Programs in progress: Women's Softball.
- New program: Play-Well TEKnologies LEGO Camp. Program sold out.
- Event Report: Movies in the Park will be at Meadowbrook Park July 27, 2013. First installment of Movies in the Park was a big success. Sponsorships are being accepted. Music in the Park will be July 21 & 28, 2013.
- Bun Run was a huge success with 210 registrations.
- Upcoming run events: Summer Fun Run, Tarmac 5K, and Kids Mile Run.
- Music in the Park on June 22, 2013 at Meadowbrook had approximately 700 in attendance with 71 cars in the car show. TVRPD worked with GHCSO to make this event happen. Laura Lynn Wyatt, Bill Fisher and Glenn Baumann were instrumental in making the event a success.

7. DISTRICT MANAGER REPORT

District Manager Matt Young gave the report.

- Young thanked his staff and TVRPD's community partners.
- Veteran's Memorial: District Manager Young thanked the City of Tehachapi, Mercury Graphics, and everyone that contributed to the Veteran's Memorial.
- Policy Manual Update: Expects to have the manual ready for approval at the next meeting.
- Server upgrade was completed.
- Ready to launch a new website that will include online registration.
- SCE reclassification will save the district approximately \$21,000.00.
- Workers Compensation classification results in \$13,500.00. Implementation of a safety committee and plan dropped our modification rate 28%.
- Working with TCCWD and John Martin to reroute the Summer Fun Run over the dam.
- Building a technical committee for the refurbishment of Meadowbrook Park and meeting with a landscape architects.
- Professional development update: Maintenance Management School registration for Mike Walsh and Matt Young. Applying for scholarships to help cover cost. LeAnn Williams registered for Aquatic Management School.

All Reports Received and Filed.

8. REPORTS OF STANDING COMMITTEES

Director Brian Duhart gave the report for the Budget and Finance Committee.

- Budget and Finance Committee met and talked about the budget for FY 2013/2014.
- Committee recommends that the board approve the tax advance in the amount of \$350,000.00.
- Committee recommends that the board approve the budget for FY 2013/2014.

9. AGENDA ITEMS

A. Authorizing the Treasurer of the County of Kern to Transfer Funds in its Custody for Meeting the Obligations Incurred for the Maintenance and Operations of the District – Tehachapi Valley Recreation and Parks District is Requesting a Property Tax Advance in the Amount of \$350,000.00 - Resolution #26-13.

District Manager Young gave a brief explanation of the tax advance process.

It was recommended that the board approve the property tax advance, Resolution #26-13.

BOARD AUTHORIZES THE TREASURER OF THE COUNTY OF KERN TO TRANSFER PROPERTY TAX FUNDS IN ITS CUSTODY FOR MEETING THE OBLIGATIONS INCURRED FOR THE MAINTENANCE AND OPERATIONS OF THE DISTRICT IN THE AMOUNT OF \$350,000.00, RESOLUTION #26-13.

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press.

B. Adoption of Tehachapi Valley Recreation and Parks District FY 2013/2014 Final Budget – Resolution #27-13.

District Manager Young gave an explanation of the operational reserve and the dedicated contingency reserve included in the budget and recommended that the board approve the final budget for FY 2013/2014, Resolution #27-13.

1. Public Hearing - The meeting was opened for public comment. There were no public comments.

BOARD ADOPTS TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT FY 2013/2014 FINAL BUDGET, RESOLUTION #27-13.

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press.

C. Approval of the 2013 Mountain Festival Contract Between Tehachapi Valley Recreation and Parks District and the Greater Tehachapi Chamber of Commerce For Use of Central Park, Resolution # 28-13.

Ida Perkins thanked Matt Young for working with the Chamber. District Manager Matt Young thanked Ida Perkins and the Chamber for being one of TVRPD's community partners.

District Manager Matt Young recommended the board approve the 2013 Mountain Festival contract between Tehachapi Valley Recreation and Parks District and the Greater Tehachapi Chamber of Commerce, Resolution #28-13.

BOARD APPROVES THE 2013 MOUNTAIN FESTIVAL CONTRACT BETWEEN TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT AND THE GREATER TEHACHAPI CHAMBER OF COMMERCE, RESOLUTION #28-13.

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press.

D. Approval of Job Description for Recreation Coordinator, Resolution #29-13.

District Manager Young gave an explanation of the entry level position of Recreation Coordinator and explained that this position will not be filled at this time but we will need an approved job description ready for when we are ready to hire for this position.

District Manager Matt Young recommended that the board approve the job description for the Recreation Coordinator position, Resolution #29-13.

BOARD APPROVES THE JOB DESCRIPTION FOR RECREATION COORDINATOR, RESOLUTION # 29-13.

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press.

E. Approval of Job Description for Custodian, Resolution # 30-13.

District Manager Matt Young recommended that the board approve the job description for the Custodian position, Resolution #30-13.

Director Duhart suggested a pay range be added to the job description for custodian and motioned to approve the job description for custodian with the stipulation that a pay range of \$10.00 through \$12.00 per hour be added to the custodian job description.

BOARD APPROVES THE JOB DESCRIPTION FOR CUSTODIAN WITH THE PAY RANGE ADDITION OF \$10.00 THROUGH \$12.00 PER HOUR ADDED TO THE DESCRIPTION, RESOLUTION #30-13.

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press.

F. Adoption of a New Tehachapi Valley Recreation and Parks District Logo, Resolution #31-13.

District Manager Matt Young explained the importance of the logo language matching the District's legal name. Legal Counsel Patrick Osborn also stated that it is better to be consistent with the language across the board and make everything the same. Mr. Osborn also said that the board should officially adopt the new logo with a resolution.

BOARD ADOPTS THE NEW TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT LOGO CONTAINING THE LEGAL NAME OF TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT, RESOLUTION #31-13.

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press.

10. BOARD OF DIRECTORS TIME

Chairperson Stewart thanked the members of the audience that regularly attend the board meetings

11. OTHER BUSINESS:

District Manager Young thanked all of TVRPD's community partners for their support and time that they dedicate to the District.

District Manager Young reported that the District received a State of California Senate Certificate of Recognition. Young also reported that the District received a Proclamation from the Tehachapi City Council recognizing the month of July as "Parks and Recreation Month".

12. ADJOURNMENT

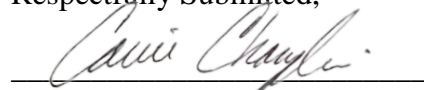
Having no further business the meeting was adjourned at 6:35 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Parks District scheduled on August 20, 2013.

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

Noes: None. Motion carried.

Absent: Vice-Chairperson Press.

Respectfully Submitted,



Carrie Champlin, Clerk of the Board