

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY JULY 15, 2014, 5:30 P.M.**

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

BOARD MEMBERS:

Gayle Stewart, Chairperson
Paulette Rush, Vice-Chairperson
Nick Cyr, Director
Brian Duhart, Director
Craig Mifflin, Director

ALSO PRESENT:

Matt Young, TVRPD District Manager
Aimee Hansen, TVRPD Recreation Coordinator
Mike Walsh, TVRPD Maintenance Foreman
LeAnn Williams, TVRPD Recreation Supervisor
Greg Garrett, City of Tehachapi Manager
Susan Wiggins, Mayor Pro-Tem
Laura Lynne Wyatt, GHCSO Board Member
Ed Kennedy, GHCSO Board Member
Trent Theriault, TMTA
Bryan Rails, TMTA
Marilyn White
Tina Cunningham, Fisher Forde Media
Darla Baker, Tehachapi News

1. FLAG SALUTE: Director Duhart 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

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.

Mifflin - Rush: Ayes: Stewart; Rush; Duhart; Mifflin

Noes: None. Motion carried.

Absent: Cyr

B. Approval of Minutes from the Regular Board Meeting held June 17, 2014.

Request by Clerk of the Board of Directors to approve the minutes from the June 17, 2014 Regular Board Meeting. BOARD APPROVES MINUTES.

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

C. Approval of the License Agreement Between Tehachapi Cummings County Water District and Tehachapi Valley Recreation and Park District.

Request by Clerk of the Board of Directors to approve license agreement between Tehachapi Cummings County Water District and Tehachapi Valley Recreation and Park District.

MOTION: BOARD APPROVES THE LICENSE AGREEMENT BETWEEN TEHACHAPI CUMMING S COUNTY WATER DISTRICT AND TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT WITH THE CLARIFICATION OF EXHIBIT “A” BEING COMPRISED OF A MAP OF THE RUN ROUTE AND THE OUTLINE OF SAFETY PERSONNEL.

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

5. MAINTENANCE FOREMAN REPORT

Maintenance Foreman Mike Walsh gave the report.

- West Park/Skate Park: Drinking fountain repair. Little League Division Championship games scheduled for July 19th -23rd. Little League State Championship Junior Division July 25th -26th.
- Meadowbrook: Backflow valve repair. Sprinkler valve repair. Installation of a new faucet in the women’s restroom.
- Brite Lake: Water level decreasing.
- Event preparation at parks: Movies in the Park, Music in the Park, 4th of July.
- Central Park: Suspension bridge repair on play equipment.
- Maintenance Worker I/II and Seasonal Maintenance Worker: Waiting on DOJ background check results.

6. RECREATION SUPERVISOR REPORT

Recreation Supervisor LeAnn Williams gave the report.

- Williams will attend the TCCWD Board meeting and present them with a picture as appreciation for them allowing the run route to go over the dam. Williams thanked TCCWD for their continued partnership with TVRPD.
- Warrior Run: 364 runners. 42% of the runners were from outside of our Tehachapi Community. Event was a great success. Williams met with the City of Tehachapi to fine tune the coordination of the various events on 4th of July.
- Kids Parade & Color Fun Run: Event was a success. Williams thanked Aimee Hansen for her work on the event.
- Pool: The pool is open seven days a week. Open Recreation Swim offered 25.25 hours per week, Lap Swim offered 17 hours per week, Aqua Aerobics offered 7 hours a week (Aqua Zumba, Deep Water Aerobics, and Water Workout). Barracuda Swim Team uses the pool 8 hours a week. Swim Lessons will offer 90 hours of instruction. Pool is open a total of 86 hours a week. Williams is pleased with her staff at the pool and thanked them for their hard work in making the pool facility and the pool programs better by establishing sound policies and procedures. Williams stated that her staff set goals to

improve the facility by addressing the following: access control, professionally trained staff, clean facility, better equipment, establishing a requirement for children under twelve to be supervised by an adult, and weekly in-services. Family Pool Pass was offered this summer and is a great value for the families in our community.

- Lego Camp and Mad Science continues for one more week.
- Mountain Gallop Run is scheduled for August 16th.
- Adult Softball: So far we have nine men's teams and six women's teams signed up. A player code of conduct was required to be signed to participate.
- Movies in the Park: We will show E.T. the Extraterrestrial this Friday.
- Music in the Park: Continues next Saturday with Blue Mountain Tribe and Red House BBQ.

7. DISTRICT MANAGER REPORT

District Manager Matt Young gave the report.

- District Manager Young extended his thanks to his team for all their hard work. Young also thanked TVRPD's community partners. We have a great series of events planned this year.
- TVRPD is promoting July "National Parks and Recreation Month" by encouraging everyone get outdoors.
- Meadowbrook play equipment is purchased and shipped. Equipment sets contain one set of play equipment for ages 5-12, one set of play equipment for ages 2-5, and one set is an outdoor fitness set. Another complete set of equipment was purchased as well and will be installed at a location yet to be determined. RFP in process for the installation of the play equipment at Meadowbrook Park.
- Flagging the plaza area at Meadowbrook Park on Wednesday. Director Duhart and Young invited GHCSO Board members to join them for the flagging process.
- Received the engineering plans for the shade structure at Central Park. Young recommends starting the installation of the shade structure after the Mountain Festival event.
- Update on the "Bark for Your Park" contest: TVRPD is third in the nation and will likely win the \$25,000.00 prize.

8. FINANCIAL REPORT

Administrative Assistant Carrie Champlin gave the report.

9. AGENDA ITEMS: Chairperson Stewart moved item D to item C.

A. Approval of the Preliminary Financial Reports for June, 2014.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR JUNE, 2014.

Duhart - Mifflin: Ayes: Stewart; Rush; Duhart; Mifflin

Noes: None. Motion carried.

Absent: Cyr

B. Adoption of Tehachapi Valley Recreation and Park District FY 2014/2015 Final Budget – Resolution #10-14.

District Manager Young thanked the Budget Committee, Staff, and Better Ledger for their hard work on the budget. Young stated that he is working on a five year budget planned for review at mid-year. Young explained that we expect a revenue increase of 11% in the next year. Chairperson Stewart thanked Director Duhart for his work on the budget. Director Duhart and Vice-Chairperson Rush stated that they like the new budget format and thanked staff for their work. Young gave an explanation of the ten year vehicle replacement plan and explained that \$60,000.00 is included in the budget for two maintenance vehicles and recommended that the board approve the final budget for FY 2014/2015, Resolution #10-14. Director Duhart recommended earmarking a line on the budget for a future pocket park to be located in Golden Hills. District Manager Young agreed and stated that we really want to facilitate park development in Golden Hills. It was the consensus of the Board to approve the addition of the line item in Capital Projects for a pocket park in Golden Hills. The line item will then be addressed at mid-year. Board thanked Young for his work on the budget.

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

BOARD ADOPTS TEHACHAPI VALLEY RECREATION AND PARK DISTRICT FY 2014/2015 FINAL BUDGET WITH THE STIPULATION THAT A LINE ITEM BE ADDED TO THE BUDGET FOR A FUTURE POCKET PARK TO BE LOCATED IN GOLDEN HILLS, RESOLUTION #10-14.

Mifflin - Duhart: Ayes: Stewart; Rush; Duhart; Mifflin

Noes: None. Motion carried.

Absent: Cyr

C. Correspondence from Golden Hills Community Services District Regarding Meadowbrook Park – Discussion.

Chairperson Stewart gave a brief explanation to the Board regarding the GHCSO correspondence. Chairperson Stewart stated that she requested that District Manager Young provide all documentation and agreements with GHCSO for the Board to review. Chairperson Stewart also stated that she requested District Manager Young prepare a draft response letter to be discussed, reviewed and revised by the Board. Young stated that it is a good time to have this discussion since we are in development. We have a 1986 agreement with Golden Hills that states we will develop a park and we will seek GHCSO's approval of the development and in return GHCSO will afford the District water. Young stated that he is seeking Board input. Director Duhart suggested a more concise less formal response. Director Rush agreed. Director Mifflin stated that Golden Hills is an important part of TVRPD and there is so much potential to have wonderful facilities. Mifflin also stated that trust will be gained with the development of Meadowbrook Park. Director Mifflin also suggested a less formal setting and response and encourages plans be approved by the GHCSO Board. Director Duhart stated that we are on a good path to develop Meadowbrook Park and it will be mutually beneficial to both entities.

D. 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 Park District is Requesting a Property Tax Advance in the Amount of \$400,000.00 - Resolution #11-14.

District Manager Young gave a brief explanation of the tax advance process. Young stated that the amount requested was increased from the prior year due to planned capital

improvements. It was recommended that the board approve the property tax advance, Resolution #11-14.

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 \$400,000.00, RESOLUTION #11-14.

Duhart - Rush: Ayes: Stewart; Rush; Duhart; Mifflin

Noes: None. Motion carried.

Absent: Cyr

E. Meadowbrook Park Pump Track – Discussion.

District Manager Young explained that a resurvey was done at Meadowbrook Park and that we continue to work with Golden Hills to identify the park's line markers. Young explained the pump track will be built with volunteer labor and the dirt will be donated by Lehigh Cement. There will be an addendum to the CSP for Meadowbrook Park when we have all the details of the pump track together. Trent Theriault gave a brief explanation of the design and operations of a pump track. Survey plat is being drafted and we will start on the plan as soon as we receive the final draft.

10. CLOSED SESSION: ADJOURNED TO CLOSED SESSION AT 7:00 P.M.

A. District Manager performance evaluation per GOVERNMENT CODE SECTION 54957 (b)(1).

Reconvened from closed session at 8:26 P.M.

Report on Closed Session: Action taken was the approval of the District Manager's salary increase that was approved at a prior meeting contingent upon the FY 14/15 budget approval.

11. BOARD OF DIRECTORS TIME: None.

12. OTHER BUSINESS: None.

13. ADJOURNMENT:

Having no further business the meeting was adjourned at 8:30 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on August 19, 2014.

Duhart - Rush: Ayes: Stewart; Rush; Duhart; Mifflin

Noes: None. Motion carried.

Absent: Cyr

Respectfully Submitted,


Carrie Champlin, Clerk of the Board