

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY APRIL 28, 2015, 5:30 P.M.**

CALL TO ORDER: Board Meeting Convened By Chairperson Mifflin at 5:33 P.M.

BOARD MEMBERS:

Craig Mifflin, Chairperson
Paulette Rush, Vice-Chairperson
Gayle Stewart, Director
Brian Duhart, Director
Mary Lou Corpus-Zamudio, Director

ALSO PRESENT:

Matt Young, TVRPD District Manager
LeAnn Williams, TVRPD Recreation Supervisor
Carrie Champlin, Clerk of the Board

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

2. ROLL CALL: Vice-Chairperson Rush and Director Corpus-Zamudio were 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.

Duhart - Stewart: Ayes: Mifflin; Stewart; Duhart

Noes: None. Motion carried.

Absent: Rush; Corpus-Zamudio

B. Approval of Minutes from the Regular Board Meeting held February 17, 2015.

Request by Clerk of the Board of Directors to approve the minutes from the February 17, 2015 Regular Board Meeting. BOARD APPROVES MINUTES.

Duhart - Stewart: Ayes: Mifflin; Stewart; Duhart

Noes: None. Motion carried.

Absent: Rush; Corpus-Zamudio

5. RECREATION SUPERVISOR REPORT

Recreation Supervisor LeAnn Williams gave the report.

- Run and Ride with the Wind: 100 registrations to date.
- T-Ball: A few games cancelled due to lighting in the area.
- Fishing Derby: Event was a success with approximately 700 in attendance. Lake stocked with Nebraska Tail-Walker trout.

- Pool Programs: Pool programs were temporarily interrupted due to chloramine level and temporary closure of the pool facility.
- Music in the Park: Kids music concert scheduled for July 25, 2015 at Central Park. Concert will target kids under the age of ten. Battle of the Bands is scheduled for June 27, 2015.
- Rec 1: New recreation software will go live Monday May 4, 2015.
- Recreation Coordinator job position posted on the CPRS website.

6. MAINTENANCE FOREMAN REPORT

District Manager Young introduced Interim Maintenance Foreman Nolan Ferdinand. Nolan Ferdinand gave the report.

- Working on digital maintenance forms.
- Working on digital maintenance schedule to provide staff with a weekly schedule of daily duties and projects.
- Adapting properties to meet the mandated water usage. Watering is not to exceed ten minutes per station and no more than three days a week.
- Digital thumbprint time clock installed for maintenance staff.

7. DISTRICT MANAGER REPORT

District Manager Matt Young gave the report.

- District Manager Young welcomed new staff.
- June 1, 2015 is the target for the Recreation Coordinator internship. First internship for the District.
- District Manager Young complimented staff for their work on the Egg Hunt and Fishing Derby events. Both events were great successes.
- Attended a community engagement meeting April 13, 2015 regarding TUSD proposed bond.
- Update regarding water conservation mandated by the Governor of California. There was a brief discussion regarding the new water conservation mandates. It was the consensus of the Board that the parks are to be watered enough to be green but not over watered.
- Low flow toilets were installed in the District Office and SSAC facilities. Low flow flush valves to be replaced at all facilities.
- Kaiser Grant: Final inspection tour of Dye Natatorium planned for next week. The 40,000.00 dollar grant would help purchase a UV filtration system for the Dye Natatorium. This UV filtration system would reduce facility closures due to high chloramine levels.
- Tehachapi Tots fundraiser was a success. District will match the amount raised and add that amount to the tot program budget for FY15/16.
- District Manager Young announced that the District lowered its Experience Modification Factor with CAPRI by 106%. This will result in lower worker compensation rates.
- District Manager Young announced that the District was awarded the CARPD 2015 Award of Distinction for Outstanding Technology.

8. FINANCIAL REPORT

Administrative Assistant Carrie Champlin gave the report.

9. AGENDA ITEMS:

Chairperson Mifflin tabled agenda items E, F, and G.

A. Approval of the Preliminary Financial Reports for February, 2015.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR FEBRUARY, 2015.

Duhart - Stewart: Ayes: Mifflin; Stewart; Duhart

Noes: None. Motion carried.

Absent: Rush; Corpus-Zamudio

B. Approval of the Preliminary Financial Reports for March, 2015.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR MARCH, 2015.

Duhart - Stewart: Ayes: Mifflin; Stewart; Duhart

Noes: None. Motion carried.

Absent: Rush; Corpus-Zamudio

C. Adoption of Meadowbrook Park Construction Plans and Phase I Specifications, Subject to Approval by Kern County Building Department, Resolution #2-15.

BOARD ADOPTS THE MEADOWBROOK PARK CONSTRUCTION PLANS AND PHASE I SPECIFICATIONS, SUBJECT TO APPROVAL BY KERN COUNTY BUILDING DEPARTMENT, RESOLUTION #2-15.

Stewart - Duhart: Ayes: Mifflin; Stewart; Duhart

Noes: None. Motion carried.

Absent: Rush; Corpus-Zamudio

D. Award of Sole Source Bid for Central Park Shade Structure Concrete Pad, Resolution #3-15.

BOARD AWARDS SOLE SOURCE BID FOR CENTRAL PARK SHADE STRUCTURE CONCRETE PAD TO EATON & SONS INC. IN AN AMOUNT NOT TO EXCEED \$11,580.00, RESOLUTION #3-15 CONTINGENT UPON DISTRICT MANAGER EXPLORING RUBBERIZED ASPHALT COST AND OPTIONS NOT TO EXCEED \$20,000.00.

Duhart - Stewart: Ayes: Mifflin; Stewart; Duhart

Noes: None. Motion carried.

Absent: Rush; Corpus-Zamudio

E. Tabled

F. Tabled

G. Tabled

H. Authorizing District Manager to Enter Affiliation Agreement with Fresno State University Department of Recreation Administration for Student Internships.

BOARD AUTHORIZES DISTRICT MANAGER TO ENTER AFFILIATION AGREEMENT WITH FRESNO STATE UNIVERSITY DEPARTMENT OF RECREATION ADMINISTRATION FOR STUDENT INTERNSHIPS.

Duhart - Stewart: Ayes: Mifflin; Stewart; Duhart

Noes: None. Motion carried.

Absent: Rush; Corpus-Zamudio

- 10. BOARD OF DIRECTORS TIME:** Chairperson Mifflin directed District Manager Young to request the original AutoCAD files from Quad Knopf for the Meadowbrook project. Director Stewart reported that the Tehachapi Parks Foundation is holding regular board meetings. Director Stewart also reported that the Tehachapi Parks Foundation has updated its bylaws. TPF is also launching a fundraising campaign to raise funds for the West Park Activity Center floor and basketball equipment, cement ramps for Ollie Mountain Skate Park, and West Park restroom facilities. Director Duhart requested an update on the pump track at Meadowbrook Park.
- 11. OTHER BUSINESS:** District Manager Young announced he had just received notice that the District was awarded the Ted Winslow Safety Award from CAPRI as a part of the Cycle XIV District Visitation Program. The Safety Award plaque will be presented at the CARPD conference On May 15, 2015.
- 12. ADJOURNMENT:**
Having no further business the meeting was adjourned at 7:15 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on May 19, 2015.
Duhart - Stewart: Ayes: Mifflin; Stewart; Duhart
Noes: None. Motion carried.
Absent: Rush; Corpus-Zamudio

Respectfully Submitted,

Carrie Champlin
Carrie Champlin, Clerk of the Board