

**MINUTES OF THE SPECIAL BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
MONDAY AUGUST 24, 2015, 5:30 P.M.**

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

BOARD MEMBERS:

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

ALSO PRESENT:

Craig Janssen, TPF Board Member
Corey Torres, TVRPD Aquatics Manager
David Coopriider, TVRPD Maintenance
John Ortiz, TVRPD Groundskeeper

1. **FLAG SALUTE:** Director Corpus-Zamudio led the Flag Salute.
2. **ROLL CALL:** All present.
3. **PUBLIC COMMENTS:** Craig Janssen thanked District Manager Young for his service to the District and for the courage he showed in staying the course for the District. Mr. Janssen urged the TVRPD Board to look for a replacement for the District Manager position that can put the interests of the District first and at the same time manage the many partnerships the District has in the community.

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

5. AGENDA ITEMS

- A. **District Manager Procurement**
Chairperson Mifflin outlined the District Manager hiring process and stated that this is an important process and that it must be an objective process. Chairperson Mifflin also stated that if anybody on the TVRPD Board already has their mind made up as to who

they want to hire as District Manager they need to remove themselves from the process. The Board agreed with Chairperson Mifflin.

B. Assignment of Interim District Manager – Discussion/Appointment.

Chairperson Mifflin outlined the needs of the District in interim until the District Manager position is filled. Vice-Chairperson Rush recommended appointing an Interim District Manager. Director Stewart gave a brief history of previous TVRPD Interim District Managers and the hiring process. Director Stewart recommended the Interim District Manager not be an applicant for the permanent position. Director Duhart was in agreement with Director Stewart. Director Corpus-Zamudio inquired about the time frame for hiring the District Manager. Director Corpus-Zamudio recommended not hiring an Interim District Manager if we are sixty days or less from a permanent hire. Chairperson Mifflin offered to be the point of contact for the District in the interim. Vice-Chairperson Rush thanked Chairperson Mifflin for offering to be the point of contact and stated she was comfortable with not hiring an Interim District Manager as long as there is one point of contact.

MOTION:

Motion to approve Chairperson Mifflin as the direct point of contact for Tehachapi Valley Recreation and Park District effective August 28, 2015.

**Corpus-Zamudio - Stewart: Ayes: Mifflin; Rush; Stewart; Duhart; Corpus-Zamudio
Noes: None. Motion carried.**

Absent: None.

MOTION:

Motion to approve Administrative Assistant Carrie Champlin as the staff signatory for the Tehachapi Valley Recreation and Park District's Bank of the Sierra business checking account.

**Duhart - Rush: Ayes: Mifflin; Rush; Stewart; Duhart; Corpus-Zamudio
Noes: None. Motion carried.**

Absent: None.

C. Desired Qualifications and Characteristics of the New District Manager – Discussion.

Chairperson Mifflin outlined the desired qualifications, abilities, and characteristics the TVRPD District Manager should have as well as the tasks that the District Manager will be required to perform as outlined in the District Manager job description. Director Duhart recommended experience in budget development and grant writing. Director Stewart stated that knowledge and experience in grant writing is a particular skill set and is important to the District. Director Duhart stated that it is important to continue the growth in our programs and events. Director Stewart stated that the District Manager will need to efficiently manage and implement the master plan and five year budget. The management of those two tools will be the driver of the District.

D. Competitive Salary – Discussion.

Chairperson Mifflin reported that for a comparable size district the salary range for a District Manager is 75 to 120 thousand dollars. There was a brief discussion regarding salary range and what the District can afford.

E. Vision Planning/Steps Forward – Discussion.

The District Manager Ad Hoc Hiring Committee will meet Wednesday September 26, 2015 at 1:00 P.M. The goal is to hire the District Manager in approximately three weeks.

6. CLOSED SESSION – Tabled.

7. BOARD OF DIRECTORS TIME: Director Stewart stated that it was a very productive meeting and thanked Chairperson Mifflin for agreeing to be the District point of contact.

8. OTHER BUSINESS: None.


9. ADJOURNMENT

Having no further business the meeting was adjourned at 6:55 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on October 13, 2015.

**Stewart - Corpus-Zamudio: Ayes: Mifflin; Rush; Stewart; Duhart; Corpus-Zamudio
Noes: None. Motion carried.**

Absent: None.

Respectfully Submitted,


Carrie Champlin, Clerk of the Board