

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY DECEMBER 17, 2013, 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, Secretary
Nick Cyr, Director
Brian Duhart, Director
Craig Mifflin, Director

ALSO PRESENT: Matt Young, TVRPD District Manager Marc Dennison, Clifford and Brown
Law
Mike Walsh, TVRPD Maintenance Foreman LeAnn Williams, TVRPD Recreation Supervisor
David Coopridier, TVRPD Maintenance
Laura Lynne Wyatt, GHCSO Board President Greg Garrett, City Manager
Susan Wiggins, Mayor Pro-Tem
Tiffany Ledesma, Tehachapi Little League
Mike Ratajski, Quad Knopf
Dave Dmohowski, Quad Knopf
Ryan Rush, Kern County
Richard & Christine Sparks, Sparks Arts

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

2. ROLL CALL: All present.

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. **Cyr -**

Rush : Ayes: Stewart; Cyr; Duhart; Rush; Mifflin

Noes: None. Motion carried.

B. Approval of Minutes from the Regular Board Meeting held November 19, 2013.

Request by Clerk of the Board of Directors to approve the minutes from the November 19, 2013 Regular Board Meeting. BOARD APPROVES MINUTES.

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

Noes: None. Motion carried.

5. MAINTENANCE FOREMAN REPORT

Maintenance Foreman Mike Walsh gave the report.

- Central Park: Waiting for shipment of the replacement slide. Police report filed for Graffiti at several properties. Graffiti removal.
- West Park: Graffiti removal. Repaired leak under concrete by one dugout.
- WPAC: Floor tiles replaced in gym.
- Dye Natatorium: ADA lift was delivered. Ceiling cleaning. Painting around deck to start in the

next two weeks. Service Master continues the repairs to the interior and is almost complete. •
Brite Lake: Waterline shut off valve repair.

• Skate Park: Ramp repair. Skate Park is closed for repairs. Walsh thanked David Coopridier for his attention to the Skate Park and for working over the holiday to repair the Skate Park. • Began installation of ordinance signs at all properties.

• Facility Rentals: WPAC had two holiday party rentals.

District Manager Young thanked Walsh and staff for their work.

6. RECREATION SUPERVISOR REPORT

Recreation Supervisor LeAnn Williams gave the report.

• Youth Basketball: 318 registrations.

• Williams thanked RST Cranes and McDonald's for their Gold Level Sponsorship of Youth Basketball.

• Officiating training complete. Live Scan complete on all coaches. We have 80 coaches and assistants.

• Presented parent and player code of ethics.

• Lifeguards hired in anticipation of the pool opening. Staff training upcoming. • Tehachapi Tots program will launch January 6, 2014. Core standards and philosophy for the program were presented. Williams thanked Nita Duhart for her help. Kelli Gilbert will instruct Tots Enrichment and Megan Turk will instruct Parent & Me.

• Williams seeking a grant from Bank of the Sierra.

• Upcoming: Personal Defense Readiness.

Chairperson Stewart thanked Williams for being out in the community building partnerships.

District Manager Young thanked Williams for her work.

7. DISTRICT MANAGER REPORT

District Manager Matt Young gave the report.

• Skate Park Update: Skate Park was closed due to snow and ice accumulations. Three individuals were arrested for trespassing. Looking into possible modular components.

• Pool Update: Staff hired. Refurbishment continues.

• TUSD: Working on the MOU with Tehachapi Unified School District.

• TPD: Tehachapi Parks Foundation held its first meeting. Articles of Incorporation were sent to The Secretary of State. TVRPD's partnership with Tehachapi Parks Foundation will take us to the next level.

• Meadowbrook Update: Meadowbrook Technical Committee meeting went very well.

Representatives from all over the community participated. Conceptual site plan is the next step.

• District Manager Young welcomed TVRPD's new board member Craig Mifflin. •

Master Plan Workshop: TBA for a one to two hour workshop.

• T-Fitness Corporate Wellness Challenge. TVRPD will participate.

• Carrie Champlin reported that TVRPD will donate a decorated Christmas tree along with other household decorations to The Salvation Army to distribute to a family in our community. Thank you to SaveMart for their donation. This is the second year TVRPD has donated a decorated Christmas tree and we hope to expand this effort in the years to come.

8. REPORTS OF STANDING COMMITTEES: None.

9. AGENDA ITEMS

A. Approval of the Preliminary Financial Reports for November, 2013.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR NOVEMBER, 2013.

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

Noes: None. Motion carried.

B. Award of Bid for Landscape Architectural Services for the Conceptual Site Plan of Meadowbrook Park, Resolution #41-13.

District Manager Young briefly explained the bid process and recommended that the Board award the bid for landscape architectural services for the conceptual site plan of Meadowbrook Park to Quad Knopf. Laura Lynne Wyatt from GHCSO stated her approval and excitement for the award of bid and progress for Meadowbrook Park. Director Mifflin asked if the Meadowbrook site plans would be buildable plans. Mike Ratajski from Quad Knopf stated that the site plans will be concept level. Director Cyr asked if the conceptual site plan would be based on a feasible budget. District Manager Young stated that a four phase system will be used with an all-inclusive budget of 1.5 million dollars. Director Cyr asked if they would use a square footage cost. Quad Knopf representative stated that there would use a square footage cost. BOARD AWARDS BID FOR ARCHITECTURAL SERVICES FOR THE CONCEPTUAL SITE PLAN FOR MEADOWBROOK PARK IN AN AMOUNT NOT TO EXCEED \$33,600.00. BOARD APPROVES A CHANGE ORDER AMOUNT NOT TO EXCEED 5% (\$1680.00) OF THE ORIGINAL BID, IF NEEDED, RESOLUTION #41-13.

Duhart – Mifflin: Ayes: Stewart; Cyr; Duhart; Rush; Mifflin

Noes: None. Motion carried.

C. Approval of the 2014 Agreement Between Tehachapi Valley Recreation and Park District and Tehachapi Little League, Resolution #42-13.

District Manager Matt Young thanked Tiffany Ledesma and the Tehachapi Little League Board for their work on the 2014 contract. There was a discussion regarding the outstanding balance Little League owes TVRPD from the 2013 contract. Tiffany Ledesma stated that Little League will pay what they owe for electricity, sanitation and water after they generate more funds from the registrations and sponsorships for the upcoming season. Ledesma also explained that Little League did a lot of work and improvements to the fields in 2013. There was a brief discussion regarding the snack bar. Secretary Rush stated that Little League is all about the kids and is 100% a parent run organization that benefits the community. District Manager Young stated that he will continue to talk with Little League regarding a future agreement. Chairperson Stewart stated that she wants to make sure all prior financial obligations and terms are met by Little League. Director Cyr said that he trusts District Manager Young to handle the prior year's financials with Little League. District Manager Young recommended that the Board approve the 2014 agreement between Tehachapi Valley Recreation and Park District and Tehachapi Little League. Legal representative Marc Dennison stated that by approving the 2014 agreement with Tehachapi Little League, Tehachapi Valley Recreation and Park District is not waiving the District's rights to the prior 2013 agreement with Tehachapi Little League.

BOARD APPROVES THE 2014 CONTRACT BETWEEN TEHACHAPI VALLEY RECREATION AND PARK DISTRICT AND TEHACHAPI LITTLE LEAGUE, RESOLUTION # 42-13.

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

Noes: None. Motion carried.

D. Adoption of a New Logo for Tehachapi Valley Recreation and Park District, Resolution #43.13.

District Manager Young briefly explained why a logo is important to an organization and what it

represents. Young stated that he recommends updating the current logo.

Christine Sparks from Sparks Arts presented the Board with three possible logos and explained how the logo should work well in black and white as well as color. Sparks also stated that the logo icon and text should be able to be used separately and translate well when using large and small formats. There was discussion regarding the current logo and the process of choosing a new logo. It was the consensus of the Board that staff do more research regarding the new logo and to have examples of the logos embroidered on several items to see how the logo works on different forms of media.

BOARD TABLES AGENDA ITEM D.

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

Noes: None. Motion carried.

10. BOARD OF DIRECTORS TIME: None.

11. OTHER BUSINESS: None.

12. ADJOURNMENT

Having no further business the meeting was adjourned at 7:12 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on January 21, 2014.

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

Noes: None. Motion carried.

Respectfully Submitted,

Carrie Champlin, Clerk of the Board