

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY NOVEMBER 18, 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
Brian Duhart, Director
Craig Mifflin, Director

ALSO PRESENT:

Matt Young, TVRPD District Manager
Mike Walsh, TVRPD Maintenance Foreman
LeAnn Williams, TVRPD Recreation Supervisor
Greg Garrett, City of Tehachapi
Brian Rails, TMTA
Trent Theriault, TMTA
Marc Dennison, Clifford & Brown Law
Marilyn White

1. FLAG SALUTE: Vice-Chairperson Rush led the Flag Salute.

2. ROLL CALL: Director Duhart 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; Mifflin

Noes: None. Motion carried.

Absent: Duhart

B. Approval of Minutes from the Regular Board Meeting held September 16, 2014.

Request by Clerk of the Board of Directors to approve the minutes from the September 16, 2014 Regular Board Meeting. BOARD APPROVES MINUTES.

Mifflin- Rush: Ayes: Stewart; Rush; Mifflin

Noes: None. Motion carried.

Absent: Duhart

C. Approval of Minutes from the Special Board Meeting held October 7, 2014.

Request by Clerk of the Board of Directors to approve the minutes from the October 7, 2014 Special Board Meeting. BOARD APPROVES MINUTES.

Mifflin- Rush: Ayes: Stewart; Rush; Mifflin

Noes: None. Motion carried.

Absent: Duhart

D. Approval of the Tehachapi High School Mountain Bike Team Sponsorship.

Request by District Manager Young for the Approval of the Tehachapi High School Mountain Bike Team Sponsorship. BOARD APPROVES THE SPONSORSHIP.

Mifflin- Rush: Ayes: Stewart; Rush; Mifflin

Noes: None. Motion carried.

Absent: Duhart

E. Approval of the TVRPD Board Agenda Item Request Form.

Request by District Manager Young for the approval of the TVRPD Board Agenda Item Request Form. BOARD APPROVES THE THE AGENDA ITEM REQUEST FORM.

Mifflin- Rush: Ayes: Stewart; Rush; Mifflin

Noes: None. Motion carried.

Absent: Duhart

F. Approval of the TVRPD Staff Leave Request Form.

Request by District Manager Young for the approval of the TVRPD Staff Leave Request Form. BOARD APPROVES THE STAFF LEAVE REQUEST FORM.

Mifflin- Rush: Ayes: Stewart; Rush; Mifflin

Noes: None. Motion carried.

Absent: Duhart

G. Approval of the TVRPD Request for Purchase Form.

Request by District Manager Young for the approval of the TVRPD Request for Purchase Form. BOARD APPROVES THE TVRPD REQUEST FOR PURCHASE FORM.

Mifflin- Rush: Ayes: Stewart; Rush; Mifflin

Noes: None. Motion carried.

Absent: Duhart

5. MAINTENANCE FOREMAN REPORT

Maintenance Foreman Mike Walsh gave the report.

- Central Park: Shade structure is in place. Receiving bids for concrete work. TUSD wants the power pole removed. Staff working with TUSD to determine the location of power source.
- Pool: Proposed Title 22 Regulations discussion.
- West Park: Trashcans received. Staff working on installation of trashcans at both Central and West Park. Trashcan design will prevent the birds from getting into the trash.
- One truck was delivered for the maintenance department. Second truck with service body is expected to be delivered tomorrow.
- Walsh attended the second year of Maintenance Management School. Walsh thanked the Board and District Manager Young for their support of professional development.

6. RECREATION SUPERVISOR REPORT

Recreation Supervisor LeAnn Williams gave the report.

- Youth Basketball: Three hundred registered. Fifteen to twenty seasonal hires expected for program. Skills evaluations start this week. Draft scheduled for Monday.
- Yearly Brochure: In progress.
- Cloud based registration system is being researched as a possible replacement for the current RecTrac registration system.
- Lifeguard Handbook: In progress.
- Williams attended the NRPA Congress. Williams thanked the Board and District Manager Young for their support of professional development.

- Williams scheduled to take the CPRP test.
- Williams scheduled to attend conference for aquatics.

7. DISTRICT MANAGER REPORT

District Manager Matt Young gave the report.

- Young thanked his staff for their work.
- Meadowbrook: Young met with Quad Knopf and delivery of the construction plans are expected by mid-month.

8. FINANCIAL REPORT

Administrative Assistant Carrie Champlin gave the report.

9. AGENDA ITEMS:

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

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR SEPTEMBER, 2014.

Rush - Mifflin: Ayes: Stewart; Rush; Mifflin

Noes: None. Motion carried.

Absent: Duhart

B. Approval of the Preliminary Financial Reports for October, 2014.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR OCTOBER, 2014.

Mifflin - Rush: Ayes: Stewart; Rush; Mifflin

Noes: None. Motion carried.

Absent: Duhart

C. Agreement Between Tehachapi Valley Recreation and Park District and Tehachapi Mountain Trials Association for Meadowbrook Park Pump Track Property License and Maintenance Agreement, Resolution #17-14

District Manager Young recommended the Board approve the agreement with TMTA. There was a brief discussion with Trent Theriault regarding access, boundaries and the water system. It was reported by Mr. Theriault that Lee White will donate his time and equipment to TMTA to help prepare the site. The project will take approximately one month to complete. TVRPD legal counsel Marc Dennison asked if the District approved the track, and Director Mifflin confirmed that the pump track was approved with the Meadowbrook Park plan. Mr. Dennison explained that the access point to the pump track needs to be added to the attachment. Mr. Dennison stated that if the Board wants to approve the agreement with TMTA they would approve the agreement subject to final approval by counsel. Chairperson Stewart asked what the timeframe will be for the start of the project. Mr. Theriault stated that he is looking to start during Thanksgiving week. Chairperson Stewart suggested that staff start planning for the track's signage. District Manager Young thanked Mr. Theriault and his team for their work.

BOARD APPROVES THE AGREEMENT BETWEEN TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT AND TEHACHAPI MOUNTAIN TRIALS ASSOCIATION FOR MEADOWBROOK PARK PUMP TRACK PROPERTY LICENSE AND MAINTENANCE AGREEMENT SUBJECT TO FINALIZATION AND APPROVAL BY COUNSEL, RESOLUTION #17-14.

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

D. Approval of Meadowbrook Park Quitclaim Deed, Resolution #18-14.

District Manager Young stated that he and Chairperson Stewart met with GHCSO President Ed Kennedy and General Manager Bill Fisher to discuss the footprint of Meadowbrook Park and the Freedom Trail. District Manager Young briefly explained that the Freedom Trail was built partially on District property. It was the consensus of TVRPD and GHCSO to clean up the property boundaries by executing lot line adjustments by quitclaim deed. This resulted in reciprocal quitclaim deeds between TVRPD and GHCSO essentially donating land back and forth to clean up the foot prints of both Meadowbrook Park and the Freedom Trail. Chairperson Stewart thanked GHCSO for their collaboration on this matter.

BOARD AUTHORIZES THE DISTRICT MANAGER TO EXECUTE THE RECIPROCAL QUITCLAIM DEED BETWEEN TVRPD AND GHCSO, TO ESTABLISH NEW BOUNDARIES FOR THE FREEDOM TRAIL AND MEADOWBROOK PARK WITH THE STIPULATION THAT THE VERBIAGE BE CHANGED ON THE QUITCLAIM DEED FROM "GIFT" TO "DONATION", AND SUBJECT TO FINALIZATION AND APPROVAL BY COUNSEL, RESOLUTION #18-14.

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

- 11. BOARD OF DIRECTORS TIME:** Vice-Chairperson Rush stated that she likes the direction the District is moving and is impressed with the work staff is doing. Chairperson Stewart stated that she is excited to see staff engaged in professional development.

- 12. OTHER BUSINESS:** None.

13. ADJOURNMENT:

Having no further business the meeting was adjourned at 6:20 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on December 16, 2014.

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

Respectfully Submitted,

Carrie Champlin
Carrie Champlin, Clerk of the Board