

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT  
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561  
TUESDAY JUNE 17, 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  
Trinity Morris, TVRPD  
Mike Walsh, TVRPD Maintenance Foreman  
LeAnn Williams, TVRPD Recreation Supervisor  
Tom Maxwell, Fisher, Keathley & Ross  
Roc Foster, Fisher, Keathley & Ross  
Greg Garrett, City of Tehachapi Manager  
Laura Lynne Wyatt, GHCSO Board Member  
Marilyn White  
Elizabeth Brown

**1. FLAG SALUTE:** Director Cyr led the Flag Salute.

**2. ROLL CALL:** Vice-Chairperson Rush and Director Duhart 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.

**Cyr - Mifflin : Ayes: Stewart; Cyr; Mifflin**

**Noes: None. Motion carried.**

**Absent: Rush; Duhart**

**B. Approval of Minutes from the Regular Board Meeting held May 20, 2014.**

Request by Clerk of the Board of Directors to approve the minutes from the May 20, 2014 Regular Board Meeting. BOARD APPROVES MINUTES.

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

## **5. MAINTENANCE FOREMAN REPORT**

Maintenance Foreman Mike Walsh gave the report.

- Brite Lake: Cleared sewer line blockages, electric vehicle is now being used at the Brite Lake property.
- All Parks: Sprinkler and valve repairs
- Maintenance Worker I/II: still waiting on DOJ background check results.

## **6. RECREATION SUPERVISOR REPORT**

Recreation Supervisor LeAnn Williams gave the report.

- Run with the Wind Under the Sun: Successful event. Received great feedback on social media. Registrations totaled 130 runners which was up from 55 registrations the previous year. Forty percent of the runners were from out of town.
- Williams thanked the City of Tehachapi for their generosity in gifting the District their GEM Car.
- Music in the Park: Begins June 21<sup>st</sup> at Meadowbrook Park.
- Movies in the Park: Begins with the movie “Frozen” on June 27<sup>th</sup> at Meadowbrook Park.
- Lego Camp and Swim Lessons both started this week. Good feedback from parents regarding the Swim Lesson program. Williams thanked her aquatic staff for all of their hard work at the pool.
- Open Recreation Swim has had good attendance.
- Attendance numbers are climbing for our Deep Water Aerobics and Aqua Zumba classes.
- Warrior Run has 103 registrations so far.
- Thank you to Snow Orthodontics for their sponsorship of Music in the Park.
- NASA Camp program starts next week.
- Volleyball and Basketball camps are open for registration.
- Women’s Softball has 6 teams signed up. Men’s Softball has one team signed up so far.
- Men’s Basketball ended in May. Team “Lockdown” was the champion.
- Elizabeth Brown won the competition for the design of the Oldtimer’s Picnic logo. Williams introduced Elizabeth Brown to the Board and congratulated her.

## **7. DISTRICT MANAGER REPORT**

District Manager Matt Young gave the report.

- District Manager Young congratulated Elizabeth Brown and welcomed her and her family to Tehachapi.
- Young reported on a DUI incident at Brite Lake. Young spoke with the Kern County Police Department and KCPD said they will add more patrols at the lake. Young also stated that the planned pay station and gate will help deter situations like this at the lake.
- Young reported on the “Pet Safe Bark for Your Park” contest. The winner will

receive \$100,000.00 for a dog park facility. Zach Skow and Marley's Mutts is supporting the District and they are helping to gather more votes. Currently TVRPD is second in the nation and we are one of fifteen finalists and we will receive a marketing package. Contest ends August 7<sup>th</sup>.

## **8. FINANCIAL REPORT**

Administrative Assistant Carrie Champlin gave the report.

## **9. AGENDA ITEMS**

### **A. Approval of the Preliminary Financial Reports for May, 2014.**

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR MAY, 2014.

**Mifflin - Cyr : Ayes: Stewart; Cyr; Mifflin**

**Noes: None. Motion carried.**

**Absent: Rush; Duhart**

### **B. Audit FY 2012/2013 Presentation from Fisher, Keathley and Ross LLC.**

Tom Maxwell gave the audit presentation. *Audit report received and on file.*

Clean report was issued. Maxwell reported that many positive changes have been implemented for the internal controls of the District. Staff has worked to make numerous changes to the budgeting process. Maxwell also stated that mirroring the chart of accounts on the yearly budget was one of the notable positive changes. District Manager Young thanked Tom Maxwell and Roc Foster for their work.

Chairperson Stewart stated that audit document was refreshing and that she is confident in the work Fisher Keathley and Ross had done with staff to refine the processes of the District.

### **C. Tehachapi Valley Recreation and Park District's Preliminary FY 14/15 Annual Budget - Discussion.**

District Manager Young stated that Tehachapi Valley Recreation and Park District's preliminary FY 14/15 budget was reviewed by the Budget Committee. There was a brief discussion regarding the budget. Chairperson Stewart asked about the status of the reserve accounts discussed previously by the Budget Committee.

District Manager Young stated that the reserve accounts have been added to the budget. Capital projects will be developed using the created accounts for reserve funds that will include equipment and facility repair and replacement.

## **10. BOARD OF DIRECTORS TIME: None.**

## **11. OTHER BUSINESS:**

- a. District Manager Young reported that we continue in our endeavor to improve Meadowbrook Park and that he has contacted Bob Hogue to survey the park next week. There was a brief discussion regarding the map section of the survey report as well as the three parcels included at Meadowbrook Park. The survey will include a full survey report with markers.

- b. Board members signed thank you letters for the District's sponsors: Advance Beverage, Benz Sanitation Inc., GE Energy, Mid-American Renewables, Solar City, and Sun Power.

## **12. 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 July 15, 2014.

**Mifflin - Cyr : Ayes: Stewart; Cyr; Mifflin**

**Noes: None. Motion carried.**

**Absent: Rush; Duhart**

Respectfully Submitted,

*Carrie Champlin*  
Carrie Champlin, Clerk of the Board