

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT  
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561  
TUESDAY JULY 21, 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:**

Matt Young, TVRPD District Manager  
Pat Osborn, Clifford and Brown Law  
LeAnn Williams, TVRPD Recreation Supervisor  
Nolan Ferdinand, TVRPD Maintenance Foreman  
Seth Carroll, TVRPD Recreation Coordinator  
Corey Torres, TVRPD Aquatics Manager  
Steve Hansen, TMTA  
Ida Perkins, Tehachapi Chamber of Commerce  
Greg Garrett, Manager City of Tehachapi  
Claudia Elliot, Tehachapi News  
Mike & Sharon Walsh  
Carrie Champlin, Clerk of the Board

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

**2. ROLL CALL:** Vice-Chairperson Rush was absent.

**3. PUBLIC COMMENTS:** Mr. Mike Walsh stated that the comments made this evening were covered by labor code section 1102.5. Mr. Walsh also stated that he believes this labor code was violated by TVRPD staff. Mr. Walsh stated that he had sent an email to TVRPD staff and Board members on February 22, 2015 addressing his concerns regarding working conditions. Mr. Walsh asked the Board if his concerns had been addressed by the Board. Mrs. Sharon Walsh gave each Board member an envelope.  
City of Tehachapi Manager Greg Garrett thanked TVRPD for their participation in the Fourth of July Festival.

**4. CONSENT CALENDAR**

Director Stewart asked for item "G" to be removed from the 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 - Corpus-Zamudio: Ayes: Mifflin; Stewart; Duhart; Corpus-Zamudio**

**Noes: None. Motion carried.**

**Absent: Rush**

- B. Approval of Minutes from the Regular Board Meeting held June 16, 2015.**  
Request by Clerk of the Board of Directors to approve the minutes from the June 16, 2015 Regular Board Meeting. BOARD APPROVES MINUTES.  
**Duhart - Corpus-Zamudio: Ayes: Mifflin; Stewart; Duhart; Corpus-Zamudio**  
**Noes: None. Motion carried.**  
**Absent: Rush**
- C. Approval of the Plaque in Honor of Debra A. Knowles Years of Service to the District.**  
Request by District Manager Young of the Board of Directors to approve the plaque in honor of Debra A. Knowles years of service to the District. BOARD APPROVES THE PLAQUE IN HONOR OF DEBRA A. KNOWLES.  
**Duhart - Corpus-Zamudio: Ayes: Mifflin; Stewart; Duhart; Corpus-Zamudio**  
**Noes: None. Motion carried.**  
**Absent: Rush**
- D. Approval of the Contract Between Tehachapi Valley Recreation and Park District and The Greater Tehachapi Chamber of Commerce for the 2015 Mountain Festival, Resolution #5-15.** Request by District Manager Young of the Board of Directors to approve the contract between Tehachapi Valley Recreation and Park District and The Greater Tehachapi Chamber of Commerce for the 2015 Mountain Festival, Resolution #5-15. BOARD APPROVES RESOLUTION #5-15.  
**Duhart - Corpus-Zamudio: Ayes: Mifflin; Stewart; Duhart; Corpus-Zamudio**  
**Noes: None. Motion carried.**  
**Absent: Rush**
- E. Approving District Manager to Spend an Amount Not to Exceed \$22,186.62 for the Purchase of One Vehicle for use in the Maintenance Department, Resolution #6-15.** Request by District Manager Young of the Board of Directors to approve the District Manager to spend an amount not to exceed \$22,186.62 for the purchase of one vehicle for use in the Maintenance Department. Resolution #6-15. BOARD APPROVES RESOLUTION #6-15.  
**Duhart - Corpus-Zamudio: Ayes: Mifflin; Stewart; Duhart; Corpus-Zamudio**  
**Noes: None. Motion carried.**  
**Absent: Rush**
- F. Approving District Manager to Spend and Amount Not to Exceed \$15,570.88 for the Purchase of an Automated Pay Station/Permit Machine from Pacific Parking Systems, Inc. for installation at Brite Lake, Resolution #7-15.** Request by District Manager Young of the Board of Directors to approve the District Manager to spend an amount not to exceed \$15,570.88 for the purchase of an automated pay station/permit machine from Pacific Parking Systems, Inc. for installation at Brite Lake, Resolution #7-15. BOARD APPROVES RESOLUTION #7-15.  
**Duhart - Corpus-Zamudio: Ayes: Mifflin; Stewart; Duhart; Corpus-Zamudio**  
**Noes: None. Motion carried.**  
**Absent: Rush**

**G. Item “G” removed from the Consent Calendar.**

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

**H. Approving District Manager to Spend and Amount Not to Exceed \$26,562.51 for the Purchase of Park Enhancement Materials from Kings River Casting, Inc. for Installation at District Office and Meadowbrook Park, Resolution #9-15.** Request by District Manager Young of the Board of Directors to approve District Manager to spend and amount not to exceed \$26,562.51 for the purchase of park enhancement materials from Kings River Casting, Inc. for Installation at District Office and Meadowbrook Park, Resolution #9-15. BOARD APPROVES RESOLUTION #9-15.

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

**I. Authorizing the Treasurer of the County of Kern to Transfer Funds in its Custody for Meeting the Obligations Incurred for the Maintenance and Operations of the District – Tehachapi Valley Recreation and Parks District is Requesting a Property Tax Advance in the Amount of \$400,000.00, Resolution #10-15.** Request by District Manager Young of the Board of Directors to authorize the Treasurer of the County of Kern to transfer funds in its Custody for meeting the obligations incurred for the maintenance and operations of the District – Tehachapi Valley Recreation and Parks District is requesting a property tax advance in the amount of \$400,000.00, Resolution #10-15. BOARD APPROVES RESOLUTION #10-15.

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

**5. RECREATION SUPERVISOR REPORT**

Recreation Supervisor LeAnn Williams gave the report.

- Introduced new Recreation Coordinator Seth Carroll
- Introduced new Aquatics Manager Corey Torres
- Corey Torres will start his internship in the fall.
- Movies in the Park: Alta One “Bring Your Furry Friend Night”. Movie will be Mr. Peabody & Sherman Friday July 24, 2015.
- Music in the Park: “Super Kids Music Show” Saturday July 25, 2015.
- Tehachapi Oldtimers Reunion Sunday August 2, 2015. Three hundred preregistered.
- Pool survey conducted for the Swim Lesson program. Ninety Five percent said they would recommend the program.
- Aspen Builders has agreed to partner with the District and has allocated \$120,000.00 to the renovation of West Park Activity Center gym floor. Williams presented the Board with examples of what the floor will look like with the sponsorship logos.

**6. MAINTENANCE FOREMAN REPORT**

Interim Maintenance Foreman Nolan Ferdinand gave the report.

- Central Park: Concrete pad for the shade structure is complete.
- District Office: ADA doors installed.
- New alarm systems installed at all facilities. New systems have 3G technology and will eliminate the long distance fees associated with the old security system.

- New maintenance phones ordered. New cellular plan will reduce costs. Cell phones will have tracking systems.
- Applications received for Groundskeeper I. Interviews will take place next week.

## **7. DISTRICT MANAGER REPORT**

District Manager Matt Young gave the report.

- District Manager Young and Director Stewart will attend the Kaiser Permanente Community Benefits Grant Awards Banquet on July 22, 2015 where the District will be awarded \$25,000.00.
- District Manager Young thanked staff for their hard work.

## **8. FINANCIAL REPORT**

Administrative Assistant Carrie Champlin gave the report.

## **9. AGENDA ITEMS:**

### **A. Approval of the Preliminary Financial Reports for June, 2015.**

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR JUNE, 2015.

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

### **B. Scheduling of the September and October Regular Board Meetings of the Tehachapi Valley Recreation and Park District.**

BOARD APPROVES THE TWO RESCHEDULED DATES OF SEPTEMBER 22, 2015 AND OCTOBER 13, 2015, FOR THE REGULAR BOARD MEETINGS OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT.

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

### **C. Approving District Manager to Spend and Amount Not to Exceed \$13,994.09 for the Purchase of a Misting Station and Drinking Fountains from Most Dependable Fountains for Installation at Meadowbrook Park, Resolution #8-15.**

Director Stewart stated that she and her husband Russ Stewart would like to donate money to the Tehachapi Parks Foundation to purchase one additional drinking fountain to be installed at the Meadowbrook Park Pump Track. Request by District Manager Young of the Board of Directors to approve the District Manager to spend an amount not to exceed **\$13,994.09** for the purchase of a misting station and drinking fountains from Most Dependable Fountains for installation at Meadowbrook Park with the stipulation that the cost of one drinking fountain will be reimbursed to the District with the donation made by Mr. and Mrs. Stewart to the Tehachapi Parks Foundation, Resolution #8-15. BOARD APPROVES RESOLUTION #8-15.

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

**10. CLOSED SESSION: ADJOURNED TO CLOSED SESSION AT 6:04 P.M.**

**Stewart - Duhart: Ayes: Mifflin; Stewart; Duhart; Corpus-Zamudio**

**Noes: None. Motion carried.**

**Absent: Rush**

- A. District Manager performance evaluation per GOVERNMENT CODE SECTION 54957 (b)(1).

Reconvened from closed session at 6:19 P.M.

Report on Closed Session:

Action Taken: The Board vote was 4-0 with Vice-Chairperson Rush being absent to accepted District Manager Young's resignation. Mr. Young has accepted a position in Gulf Shores Alabama. Mr. Young's last day will be August 27, 2015. Chairperson Mifflin thanked Mr. Young for his work over the past 2 ½ years and stated that he is sad to see him go but is excited for his future endeavors. Chairperson Mifflin stated that a nationwide search will begin immediately for the District Manager position.

Chairperson Mifflin appointed the Ad Hoc Committee for the hiring of the District Manager position as follows: TVRPD Chairperson, TVRPD Director, City of Tehachapi Manager, and Director of Kern County Parks and Recreation.

**Stewart - Duhart: Ayes: Mifflin; Stewart; Duhart; Corpus-Zamudio**

**Noes: None. Motion carried.**

**Absent: Rush**

**11. BOARD OF DIRECTORS TIME:**

Director Corpus-Zamudio directed District Manager Young to respond to Mr. Walsh. Director Corpus Zamudio reported that she attended the CSDA Board Member Basics & Ethics Compliance workshop on July 17, 2015 and received her Board Member Basics Certificate of Completion and Ethics AB 1234 Compliance Certificate of Completion. Director Corpus-Zamudio thanked the City of Tehachapi for holding the CSDA training course at the Tehachapi Police Station meeting room. Director Stewart stated that Mr. Young has done an amazing job and wished him well in his future. Director Duhart stated that he has enjoyed working with Mr. Young and thanked him for his work.

**12. OTHER BUSINESS: None.**

**13. ADJOURNMENT:**


Having no further business the meeting was adjourned at 6:35 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on August 18, 2015.

**Duhart - Stewart: Ayes: Mifflin; Stewart; Duhart; Corpus-Zamudio**

**Noes: None. Motion carried.**

**Absent: Rush**

Respectfully Submitted,

  
Carrie Champlin, Clerk of the Board