

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY MAY 17, 2016, 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
Brian Duhart, Director
Mary Lou Corpus-Zamudio, Director
Laura Lynn Wyatt, Director

ALSO PRESENT:

LeAnn Williams, District Manager
Seth Carroll, Community Relations & Sports Supervisor
Corey Torres, Special Events & Youth Programs Supervisor
Nolan Ferdinand, Park and Facility Maintenance Supervisor
Greg Garrett, City of Tehachapi Manager
John Antonio, Apex General Construction
John Szewczyk, Clifford & Brown Law
Mike Mackenzie

1. **FLAG SALUTE:** Director Wyatt led the Flag Salute.
2. **ROLL CALL:** Vice-Chairperson Rush was absent.
3. **PUBLIC COMMENTS:** Mr. Mike Mackenzie had several suggestions regarding senior sports programs and suggested starting a senior soccer tournament. Mr. Mackenzie also suggested starting a youth soccer league that would be more affordable than AYSO. Director Duhart asked Mr. Mackenzie to submit a list of senior activities and suggestions on how to support his ideas.
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.
Duhart – Corpus-Wyatt: Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt
Noes: None. Motion carried.
Absent: Rush
 - B. **Approval of the Minutes from the Special Board Meeting held April 5, 2016.**
Request by Clerk of the Board of Directors to approve the minutes from the April 5, 2016 Special Board Meeting.
Duhart – Wyatt: Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt
Noes: None. Motion carried.
Absent: Rush

C. Approval of the Minutes from the Regular Board Meeting held April 19, 2016.

Request by Clerk of the Board of Directors to approve the minutes from the April 19, 2016 Regular Board Meeting.

Duhart – Wyatt: Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt

Noes: None. Motion carried.

Absent: Rush

D. Approval of the Revised Tehachapi Valley Recreation and Park District Project Manager Job Description, Resolution #6-16.

Request by District Manager Williams to approve the revised Project Manager Job description, Resolution #6-16.

Duhart – Wyatt: Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt

Noes: None. Motion carried.

Absent: Rush

5. COMMUNITY RELATIONS & SPORTS SUPERVISOR REPORT

Seth Carroll gave the report.

- Run and Ride with the Wind Duathlon was successful with 150 participants. Carroll thanked the City of Tehachapi for the use of Centennial Plaza.
- T-Ball is ending and trophies will be handed out.
- Men's Basketball program finished.
- Registration is open for all 5 race events.
- Youth Flag Football registration is open and to date we have 70 participants registered.
- Memorial Day ceremony starts at 11:00 A.M.

6. SPECIAL EVENTS & YOUTH PRORAMS SUPERVISOR REPORT

Corey Torres gave the report.

- Tot Enrichment and Parent & Me classes end at the end of May. Classes will resume in September. Looking at adding a Monday and Wednesday afternoon class the Tot Enrichment.
- Upcoming events: Battle of the Bands June 25, 2016. Auditions will be June 11th & June 18th.
- Super Kids Music Show July 23, 2016.
- Movies in the Park. First Movies in the Park event date will be Friday June 10, 2016. The movie will be Inside Out and the event will take place at Central Park.

7. PARK AND FACILITY MAINTENANCE SUPERVISOR REPORT

Nolan Ferdinand gave the report.

- Mowing at Brite Lake.
- Implemented Fleet Automatic on all District vehicles. This device will give us data to calculate what we are spending on gasoline. This device tracks driving habits which will give us data that will help us streamline processes and save money. This device is also a safety component that will decipher check engine codes as well as calling 911 if the vehicle is involved in an accident. Chairperson Mifflin and Director Duhart both agreed that they prefer home retention vehicles for the maintenance department.
- Central Park - we are currently working to fix lights that have transformer problems.

8. DISTRICT MANAGER REPORT

LeAnn Williams gave the report.

- Meadowbrook Park Refurbishment Project – Meadowbrook Park groundbreaking ceremony will take place Monday June 6, 2016 at 10:00 A.M. Notice to Proceed was given with a start date of June 6, 2016. Project is projected to take up to 100 days. Waiting for the project timeline from the contractor.
- Bakersfield Californian Foundation Grant Award – The District was awarded \$12,500.00 for the purchase of artistic bike racks at all park facilities. Meadowbrook Park will have a dog themed bike rack at the Dog Park, and cow and railroad themed bike racks to represent the railroad history of the area as well as the history of Meadowbrook Park land originally being a dairy. Central Park will have a nature themed bike racks. Williams thanked Chris Kirk Tehachapi Parks Foundation Board member for helping to write the grant.
- Attended the California Youth Soccer and Recreation Development Program Grant workshop through the State of California. This is a one-time only grant. Grant funds can only be used for new program opportunities for softball, basketball, soccer, or baseball. There also needs to be a water conservation measure included in the application. Based on demographics West Park would qualify for the grant. We will apply for this grant and will report on the progress.
- State of California Land and Water Conservation Fund Grant – Sign installed at Brite Lake recognizing the 1977 funding that was received for Brite Lake. We will be applying for the grant in the next year.
- CAPRI – Williams thanked Nolan Ferdinand for his work on the schedule of values for CAPRI. Five assets were added to the asset list with an approximate value of \$500,000.00.
- Exploring a loan with CSDA for a 15 year loan for capital improvements. The loan amount would be for \$565,000.00 with an interest rate of 3.25% which would put the yearly payment at \$49,000.00. More to come on that next month.

9. FINANCIAL REPORT

Office Manager Carrie Champlin gave the report.

10. AGENDA ITEMS:

A. Approval of the Preliminary Financial Reports for April 2016.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR APRIL 2016.

Wyatt - Zamudio: Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt

Noes: None. Motion carried.

Absent: Rush

B. Approving the District Manager to Spend an Amount not to Exceed \$8,000.00 for the Change Order to the Original Bid from Apex General Construction for the Purchase and Installation of a Vapor Barrier at the Dye Natatorium Facility, Resolution #7-16.

BOARD APPROVES THE DISTRICT MANAGER TO SPEND AN AMOUNT NOT TO EXCEED \$8,000.00 FOR THE CHANGE ORDER TO THE ORIGINAL BID FROM APEX CONSTRUCTION FOR THE PURCHASE AND INSTALLATION OF A VAPOR BARRIER AT THE DYE NATATORIUM FACILITY, RESOLUTION #7-16.

Wyatt - Duhart: Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt

Noes: None. Motion carried.

Absent: Rush

- C. **Approving the District Manager to Spend an Amount not to Exceed \$14,000.00 for the Emergency Removal of Seven Trees at Philip Marx Central Park, Resolution #8-16.**
BOARD APPROVES THE DISTRICT MANAGER TO SPEND AN AMOUNT NOT TO EXCEED \$14,000.00 FOR THE EMERGENCY REMOVAL OF SEVEN TREES AT PHILIP MARX CENTRAL PARK, RESOLUTION #8-16.
Corpus-Zamudio - Wyatt: Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt
Noes: None. Motion carried.
Absent: Rush
- D. **Approving the District Manager to Allocate Quimby Funds for the Refurbishment of the Playground Safety Surface at Philip Marx Central Park in an Amount not to Exceed \$15,000, Resolution #9-16.**
BOARD APPROVES THE DISTRICT MANAGER TO ALLOCATE QUIMBY FUNDS FOR THE REFURBISHMENT OF THE PLAYGROUND SAFETY SURFACE AT PHILIP MARX CENTRAL PARK IN AN AMOUNT NOT TO EXCEED \$15,000.00, RESOLUTION #9-16.
Corpus-Zamudio - Wyatt: Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt
Noes: None. Motion carried.
Absent: Rush
- E. **Budget Ad Hoc Committee – Discussion.**
Director Duhart gave the update. Looking into the CSDA loan. The yearly payment will fit in the budget. District Manager Williams has a good list of capital project recommendations. Director Duhart stated that he wants to make sure we are in line with the District's Master Plan. Director Duhart suggested preparing a list of projects that encompasses eighty percent of the loan amount. Chairperson Mifflin stated that he would like community input for the projects. Directors Corpus-Zamudio and Wyatt were in agreement that most of the loan will go toward refurbishment of existing facilities and replacement of equipment. Director Corpus-Zamudio suggested improving the facilities to encompass a variety of users such as seniors. There was a brief discussion regarding the loan and options for the use of the loan funds. Director Duhart asked for an agenda item for the Budget Ad Hoc Committee to be added to next month's Board agenda to discuss the loan options. Agenda item will be for discussion only.
- F. **Fiscal Year 2016/2017 Preliminary Budget Recommendation Presentation.**
District Manager Williams gave the presentation.

11. CLOSED SESSION: ADJOURNED TO CLOSED SESSION AT 7:05 P.M.

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

- A. Conference with Counsel – Existing Litigation
Government Code Section 54956.9(a)
DFEH Complaint – Mike Walsh
Report on Closed Session: No Action Taken.
Wyatt - Duhart: Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt
Noes: None. Motion carried.
Absent: Rush
Meeting reconvened at 8:05 P.M.

12. BOARD OF DIRECTORS TIME: Director Duhart thanked District Manager Williams for her work and stated that he is very impressed with her work on the 2016/2017 budget.

13. ADJOURNMENT:

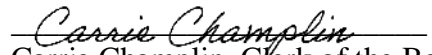
Having no further business the meeting was adjourned at 8:06 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on June 21, 2016.

Wyatt - Duhart: Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt

Noes: None. Motion carried.

Absent: Rush

Respectfully Submitted,



Carrie Champlin, Clerk of the Board