

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY JULY 26, 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
Pat Osborn, Clifford & Brown Law
Paul Burns, Gordian Group
Nick Smirnoff, TMRA
Joan Pogon-Cord
Mike Walsh
Mike Mackenzie
Bridget Beard

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

2. ROLL CALL: All present.

3. PUBLIC COMMENTS: Mr. Walsh stated that he was concerned about the condition of Central and Meadowbrook Parks. Mr. Walsh stated that there are dead limbs, tripping hazards, as well as other unsafe elements throughout the parks. Mr. Walsh asked the Board if they walk the parks. Mrs. Pogon-Cord commented on the pool and stated that the pool facility looks beautiful and that she has never seen it in better condition. Mrs. Pogon-Cord asked the Board to consider keeping the pool open longer.

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.

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

Absent: None

- B. Approval of the Minutes from the Regular Board Meeting held June 21, 2016.**
Request by Clerk of the Board of Directors to approve the minutes from the June 21, 2016 Regular Board Meeting.
Wyatt – Corpus-Zamudio: Ayes: Mifflin; Rush; Corpus-Zamudio; Duhart; Wyatt
Noes: None. Motion carried.
Absent: None
- C. Approval of the Contract Between Tehachapi Valley Recreation and Park District and The Greater Tehachapi Chamber of Commerce for the 2016 Mountain Festival, Resolution #12-16.** Request by District Manager to approve the contract between TVRPD and Tehachapi Chamber of Commerce. BOARD APPROVED RESOLUTION #12-16.
Wyatt – Corpus-Zamudio: Ayes: Mifflin; Rush; Corpus-Zamudio; Duhart; Wyatt
Noes: None. Motion carried.
Absent: None
- D. Approving the District Manager to Spend an Amount not to Exceed \$5,511.35 for the Purchase of One Mower for use in the Maintenance Department.**
Request by District Manager to approve the purchase of one mower in an amount not to exceed \$5,511.35. BOARD APPROVES THE PURCHASE OF ONE MOWER IN AN AMOUNT NOT TO EXCEED \$5,511.35.
Wyatt – Corpus-Zamudio: Ayes: Mifflin; Rush; Corpus-Zamudio; Duhart; Wyatt
Noes: None. Motion carried.
Absent: None
- E. Approving the TVRPD Salary Schedule and Job Descriptions, Resolution #13-16.**
Request by District Manager to approve the revised salary schedule and job descriptions. BOARD APPROVES THE REVISED SALARY SCHEDULE AND JOB DESCRIPTIONS, RESOLUTION #13-16.
Wyatt – Corpus-Zamudio: Ayes: Mifflin; Rush; Corpus-Zamudio; Duhart; Wyatt
Noes: None. Motion carried.
Absent: None
- F. 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 # 14-16.**
Request by District Manager to authorize the Treasurer of Kern County to transfer funds in its custody for meeting the obligations incurred for the maintenance and operations of TVRPD. BOARD AUTHORIZES THE TREASURER OF THE COUNTY OF KERN TO TRANSFER FUNDS IN ITS CUSTODY FOR MEETING THE OBLIGATIONS INCURRED FOR THE MAINTENANCE AND OPERATION OF THE DISTRICT IN AN AMOUNT NOT TO EXCEED \$400,000.00, RESOLUTION #14-16.
Wyatt – Corpus-Zamudio: Ayes: Mifflin; Rush; Corpus-Zamudio; Duhart; Wyatt
Noes: None. Motion carried.
Absent: None

5. COMMUNITY RELATIONS & SPORTS SUPERVISOR REPORT

Seth Carroll gave the report.

- Mountain Gallop run event will take place – August 20, 2016.
- Youth Flag Football finished trophies and championship shirts were presented. It was a successful first season with a lot of positive feedback from community.
- Old Timers Picnic will take place next week - August 7, 2016.
- Softball will be held at Meadowbrook Park and will start the second week of August.

6. SPECIAL EVENTS & YOUTH PRORAMS SUPERVISOR REPORT

Corey Torres gave the report.

- British Soccer Camp and Lego Camp will take place in August.
- “The Martian” and “Top Gun” are our latest movies slated for the Movies in the Park event. Movies in the Park has been very successful and provides great entertainment for our community at no charge.
- National Night Out – We will show the movie “The Good Dinosaur” during the event.
- Super Kids Music Show that took place on July 23rd and we had a great turnout with great feedback from the community.
- Torres thanked Nolan Ferdinand and the TVRPD maintenance staff for all their hard work in getting pool facility open.

7. PARK AND FACILITY MAINTENANCE SUPERVISOR REPORT

Nolan Ferdinand gave the report.

- Ferdinand announced the birth of his first child and thanked staff for keeping on top of things during the busy summer season during his absence.
- Security Camera installation taking place at all properties.

8. DISTRICT MANAGER REPORT

LeAnn Williams gave the report.

- Meadowbrook Park Refurbishment Project – Project completion should be late September. Curbing and fencing is in the process of being installed. Williams stated that she is onsite everyday monitoring the projects progression.
- Dye Natatorium – Project was completed and we are excited that the facility is open. The water temperature has been raised to 83 degrees and we are getting positive feedback from the community. Williams encouraged the community to go visit Dye Natatorium.
- Central Park – A second expression swing was installed at Central Park.

9. FINANCIAL REPORT

Office Manager Carrie Champlin gave the report.

10. AGENDA ITEMS:

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

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR JUNE 2016.

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

Noes: None. Motion carried.

Absent: None

B. Approval of the Dye Natatorium Operational Season.

The initial recommendation from the Dye Natatorium Ad Hoc Committee was a three month operational season. The additional facility income from the Barracuda Swim Team will allow for a longer operational season. It is now the recommendation of the Dye Natatorium Ad Hoc Committee to run a five month operational season from April through August. Director Duhart thanked staff and the Dye Natatorium Ad Hoc Committee for working to keep the pool open as long as possible each year and asked that the operational season be reevaluated each year. Director Rush asked the maintenance department to inspect the vapor barrier yearly.
BOARD APPROVES A FIVE MONTH OPERATIONAL SEASON FOR THE DYE NATATORIUM.

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

Noes: None. Motion carried.

Absent: None

C. Approving the District Manager to Execute a Loan in an Amount not to exceed \$587,500.00 for Improvements to District Properties, Resolution #15-16.

Comments were taken from the audience: Mr. Walsh stated that he did not believe TVRPD had ever taken out a loan and that it would be a poor decision by management and the Board. Director Duhart requested a chart of projects with completion dates. Director Wyatt stated that the planned projects were a good use of funds.

BOARD APPROVES THE DISTRICT MANAGER TO EXECUTE A LOAN IN AN AMOUNT NOT TO EXCEED \$587,500.00 FOR IMPROVEMENTS TO DISTRICT PROPERTIES, RESOLUTION #15-16.

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

Noes: None. Motion carried.

Absent: None

D. Approving the District Manager to Execute a Contract with NJPA in an Amount not to exceed \$215,500.00 for Improvements to West Park Activity Center, a Five Percent Change Order not to Exceed \$10,757.00, and Approving The Gordian Group Work Order Subject to the Parties Entering into a Mutually Agreeable Construction Contract as Approved by District Counsel, Resolution #16-16.

Paul Burns from the Gordian Group gave the Board a presentation explaining NJPA. There was a brief discussion between Board members and Mr. Burns regarding the six and one half percent fee included in the NJPA contract. It was the consensus of the Board that the NJPA contract was appropriate for the West Park Activity Center refurbishment project.

BOARD APPROVES THE DISTRICT MANAGER TO EXECUTE A CONTRACT WITH NJPA IN AN AMOUNT NOT TO EXCEED \$215,000.00 FOR IMPROVEMENTS TO WEST PARK ACTIVITY CENTER, A FIVE PERCENT CHANGE ORDER NOT TO EXCEED \$10,757.00, AND APPROVING THE GORDIAN GROUP WORK ORDER SUBJECT TO THE PARTIES ENTERING INTO A MUTUALLY AGREEABLE CONSTRUCTION CONTRACT AS APPROVED BY DISTRICT COUNSEL, RESOLUTION, and #16-16.

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

Noes: None. Motion carried.

Absent: None

E. Discussion/Approval of the Tehachapi Valley Recreation and Park District's Fiscal Year 16/17 Annual Budget.

1. Public Hearing – Opened at 6:36 P.M.

Mr. Walsh stated that the legal fees budget should be increased. Mr. Walsh also stated that the recreation department budget was increased and the maintenance department budget was decreased and disagreed with those budgetary changes. Mr. Walsh asked if professional development fees are reimbursed to the District if an employee leaves, and used the last District Manager as an example.

Mr. Mackenzie stated that there is not enough funds allocated for senior sports.

Public Hearing - Closed at 6:42 P.M.

2. Approval of Tehachapi Valley Recreation and Park District's Budget for Fiscal Year 2016/2017 - Discussion/Approval, Resolution #17-16

BOARD APPROVES TEHACHAPI VALLEY RECREATION AND PARK DISTRICT'S BUDGET FOR FISCAL YEAR 2016/2017, RESOLUTION #17-16.

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

Absent: None

F. Adoption of Tehachapi Valley Recreation and Park District's Disposition of Property Resolution and Authorizing the Donation of Six Field Lights and Poles from Meadowbrook Park to the Tehachapi Mountain Rodeo Association, a Nonprofit Organization, Resolution #18-18.

Nick Smirnoff from the Tehachapi Mountain Rodeo Association thanked TVRPD and the Board for the donation.

BOARD ADOPTS THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT'S DISPOSITION OF PROPERTY RESOLUTION AND AUTHORIZES THE DONATION OF SIX FIELD LIGHTS AND POLES FROM MEADOWBROOK PARK TO THE TEHACHAPI MOUNTAIN RODEO ASSOCIATION, A NONPROFIT ORGANIZATION, RESOLUTION #18-18.

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

- 11. BOARD OF DIRECTORS TIME:** Vice-Chairperson Rush stated that she loves the new expression swings at Central Park and is excited about the Districts upcoming projects. Director Corpus-Zamudio stated that the pool facility looks fantastic and complemented Corey Torres and the pool staff on providing excellent customer service. Director Wyatt thanked staff and District Manager Williams for their work. Director Duhart thanked the Dye Natatorium Ad Hoc Committee for their work.

12. CLOSED SESSION: ADJOURNED TO CLOSED SESSION AT 6:50 P.M.

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

District Manager performance evaluation per Government Code Section 54957(b)(1)

Report on Closed Session:

Board approved District Manager contract.

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

Noes: None. Motion carried.

Absent: None

Board approved the revised District Manager compensation package.

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

Noes: None. Motion carried.

Absent: None

Meeting reconvened at 7:45 P.M

13. ADJOURNMENT:

Having no further business the meeting was adjourned at 7:47 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on August 16, 2016.

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

Noes: None. Motion carried.

Absent: None

Respectfully Submitted,

Carrie Champlin
Carrie Champlin, Clerk of the Board