

Buttonwillow Recreation and Park District  
Board Minutes  
Monday, July 20, 2020

- I. CALL TO ORDER: Board Chairman, Andrew Houchin called meeting to order on Monday, July 20, 2020 at 6:00 p.m.
- II. ROLL CALL: Board Present – Andrew Houchin, Regina Houchin, Chad Ramay, Louie Andreotti, and John Parsons. Staff Present, Megan Lucas and Les Clark.
- III. APPROVAL OF AGENDA: Board approved agenda. M/S/A Andreotti / Ramay Ayes: A. Houchin, Parsons and R. Houchin Noes: None. Motion carried
- IV. APPROVAL OF MINUTES: Minutes from June 15, 2020 was approved by R.Houchin / Parsons Ayes: A. Houchin, Ramay, Andreotti Noes: None. Motion carried.
- V. PUBLIC TIME: None to report
- VI. BUSINESS TO THE BOARD:
  - A. Monthly Bills, Payroll & Financial Reports – Approved- Ramay/ Andreotti Ayes: A. Houchin, R. Houchin and Parsons Noes: None. Motion carried.
  - B. 1<sup>st</sup> Reading of 20/21 preliminary budget – Finance committee met. Les talked about Special Districts Care Act that will potential cover costs associated with COVID-19. Second reading to be scheduled.
  - C. Buttonwillow Foundation – Nothing to report, no meeting held last month.
  - D. Landscaping Projects – Met with Louie, Les, and Mike from Maranatha regarding the sprinklers. Megan working on get meeting set with Mike to get trained on sprinkler system. Shon started on tree drippers, he also counted 16 holes where trees were. Tress at Jeffries on hold for the time being. Les and John getting together @ Jeffries later this week/beginning of next week to review.
  - E. Project Management - Megan was trained on BaseCamp by Terra last week. Megan is excited to try it out. We can discuss adding the facility committee eventually.
  - F. Museum / Jail – Bob with Schakk’s Dragger’s Inc. was in attendance. He is working on Sept/ Oct to move the jail. He is not concerned about weather in Sept. / Oct. Everything is ready to start the move, he is just concerned about the temperature of the roads for the tires on his equipment and the heat for his workers. The project should take 10 – 12 days start to finish. There is a possibility to use different concrete to make foundation stronger and dry faster, Bob will pay out of his pocket for this expense if needed. Permits are good for 1 year with a possible extension of 6-8 months if needed. CHP and one other permit are still needed, but they get issued days before move. As long as no issues arise he will have project done by December 31, 2020. This is Schakk’s Dragger’s next project.
  - G. Buttonwillow Logo - Les has submitted for new logo options. Megan is getting with Terra to get that information.
  - H. Manual of Operations – Current Manual of Operations was last looked at in 1978. Les is working on manual. All board members got a copy of the first 60 pages that have been updated. Les is asking for the board to give him notes before next months board meeting. Les is hopeful to have it completed by September. Resolution already drawn up to accept updated manual when it is finalized. Les is looking for district boundaries.
  - I. Per Capita Grant mandatory zoom meeting – July 28<sup>th</sup> (2 – 5p.m.) Information received, the district should be receiving \$174,000. Les and Megan can send out an invite to the Zoom meeting.

- J. Well #5 – Approval of \$51,239 to connect to our irrigation pending ratification of BWCWD. If bid accepted by BWCWD project will start in August and end in May. Approved – Andreotti / Parsons Ayes: A. Houchin, Ramay, R. Houchin Noes: None Motion carried.

IX. CORRSPONDENCE:

- A. 20/21 Insurance Certificate Renewals – CAPRI  
B. Clean Harbors – Renewing CUP / Notice of Public Hearing.

X. REPORTS:

Megan's Report – 03/16/20

- Day Camp has 27 participants. It ran pretty smoothly considering the circumstances. Kids all really enjoyed it.
- Refunds for Baseball will be mailed out this week.
- Roll off Bin to clean up maintenance yard and park.

General Manager Report – 07/20/20

- Working with other special districts and McCarthy's office to deem Recreations an essential service.
- Kern County off watch list, but will be placed back on it tomorrow. There has been mass chaos with this whole situation.

IX. BOARD MEMBERS COMMENTS:

- Andreotti – Deep Well, weeds need to be cleared out. Les had Shon put a lock on the pump and directed him to clear out weeds. Who is checking oil in the pump, Les checked it and it was fine.

X. Meeting Adjourned at 7:25p.m.

Next meeting will be on August 17, 2020 at 6:00p.m.