

Buttonwillow Recreation and Park District  
Board Minutes  
Monday, January 18, 2021

- I. CALL TO ORDER: Board Chairman, Andrew Houchin called meeting to order on Monday, January 18, 2021 at 6:01 p.m.
- II. ROLL CALL: Board Present – Andrew Houchin, Louie Andreotti, Regina Houchin and John Parsons. Staff Present – Les Clark, Stephanie Molina and Megan Lucas (by phone). Absent – Chad Ramay.
- III. ADMINISTER OATH: Les Clark administered the oath of office to newly re-elected board members Andrew Houchin and Louie Andreotti.
- IV. APPROVAL OF AGENDA: Board approved agenda. M/S/A R. Houchin/Andreotti. Ayes: A. Houchin, Parsons. Noes: None. Motion carried
- V. APPROVAL OF MINUTES: Minutes from December 15, 2020. M/S/A R. Houchin/Parsons. Ayes: A. Houchin, Andreotti. Noes: None. Motion carried.
- VI. PUBLIC TIME: None to report.
- VII. CLOSED SESSION: 6:03 p.m.  
At this time the board went into closed session pursuant to Government Code 54956.9(b):  
Conference with Legal Counsel – Anticipated Litigation – No action taken  
Closed session ended at 6:35 p.m.
- VIII. BUSINESS TO THE BOARD:
  - A. Monthly Bills, Payroll & Financial Report – R. Houchin requested that check #5207 be noted in the minutes. This check was payable to Regina Houchin for reimbursement in the amount of \$3,214.82 (December and January premium payments for Blue Shield medical insurance). Medical insurance for employee Megan Lucas had been cancelled due to non-payment of premium (the check was thought to be lost in the mail) and in order to reinstate insurance, an immediate payment was needed so Regina made payment using her personal credit card and submitted a letter requesting reimbursement. M/S/A Andreotti, Parsons to pay the bills as submitted. Ayes: A. Houchin, R. Houchin. Noes: None. Motion Carried.
  - B. Buttonwillow Foundation – No Report
  - C. Museum/Jail – December 31 was the drop date for any action in moving the jail to the museum. Bob did not share any concerns with getting this done when Les contacted him to check on the process. The Board gave direction to staff to continue follow-up on the process. Megan has an address contact for Bob if needed.
  - D. Sports Conditioning – The board had inquired as to what West Side (WSRPD) has lined up for youth sports in the near future. WSRPD looking into offering Tennis, Cross Country and Soccer POD (Practice Development Only) Sports Programs. There is a potential for Buttonwillow to offer the same type of programs; more information coming soon.,
  - E. CARES Act – The District’s request of \$81,974.21 has been approved by the County of Kern.
  - F. Operations Manual Amendment – It is requested that a Conflict of Interest Code be added to the District’s Operations Manual. M/S/A R. Houchin/Parsons. Ayes: A. Houchin, Andreotti. Noes: None. Motion carried.

- G. Prop 68 Grant – Les shared a rendering for a proposed tennis court renovation. Per Board’s request/direction, Les can bring more options to a future meeting. This should be discussed again soon.
- H. Illness, Injury and Prevention Program (IIPP) – The District’s IIPP is complete and on file in the office. M/S/A to approve the IIPP Andreotti/Parsons. Ayes: A. Houchin, R. Houchin. Noes: None. Motion carried.
- I. Bond Refinancing Resolution – Resolution 11821 to refinance the District’s current bond was presented. M/S/A R. Houchin/Andreotti to sign Resolution 11821. Roll Call Vote: A. Houchin – Yes, R. Houchin – Yes, Andreotti – Yes, Parsons – Yes. Ramay – Absent.
- J. Well # 5 Update – Very little action in December. Nothing to report.
- K. West Side Recreation; Irrigation & Landscaping Agreement – This was approved at the December 2020 meeting.
- L. West Side Recreation; General Manager Agreement – The board agreed to a 3-year term (through 2024) for contract General Manager services with West Side Recreation & Park District. Agreement terms are the same as the previous agreement. M/S/A R. Houchin, Parsons. Ayes: A. Houchin, Andreotti. Noes: None. Motion Passed.

IX. CORRSPONDENCE:

- A. Notice of Public Hearing (February 11) with Kern County Planning and Natural Resources Department, WSPA and CIPA regarding a zoning ordinance.
- B. Kern LAFCO public hearing (January 27) for Commission’s Fee Schedule
- C. CAPRI Workers’ Compensation Coverage for Volunteers; requested resolution.

X. REPORTS:

- A. General Manager Report – none
- B. Facilities Report – none
- C. Programs & Events Report – none
- D. Maintenance Report – none

XI. BOARD MEMBER COMMENTS:

The Museum Committee sent recommendation of a fence around the Museum (\$27,000) and/or securing the windows (not to exceed \$5,000). The Board is not in favor of a wrought iron fence around the Museum at this time.

XII. ADJOURNMENT: Meeting was adjourned at 7:34 p.m.

Next meeting will be on Tuesday, February 16 at 6:00 p.m.