

BUTTONWILLOW RECREATION AND PARK DISTRICT

Meeting Minutes

Monday, March 16, 2026, 6:00pm

556 Milo Ave, Buttonwillow CA, 93206

- I. CALL TO ORDER: Chairman Banducci called the meeting to order at 6:09pm.
- II. ROLL CALL: Present – Cindy Banducci, Kathy Tracy, Mike Burleson, Sonia Sanchez. Staff- Melissa Guzman and Fabiola Morales
- III. APPROVAL OF AGENDA: Tracy made a motion to approve the agenda, Sanchez seconded the motion. All ayes. Motion carried.
- IV. APPROVAL OF MINUTES:

The minutes from January 26,2026 are not ready. These will be reviewed at the next meeting. Tracy made a motion to approve the minutes from February 23, 2026. Sonia seconded the motion. Motion carried.

- V. PUBLIC TIME: Public present – Marie Parsons, Regina Houchin, Danny Dorado and Diana Parsons.

Dorado is requesting volunteers to conduct a survey for college credit. She has brought a letter of introduction to share with the board and the public.

- VI. BUSINESS TO THE BOARD:

- A. Appoint/Swear in Marie Parsons to the Board of Directors- Sanchez swore in Parsons.

- B. Monthly bills, Payroll, & Financial report- Guzman explained that check number 7160 contains an error in the memo. This check was written for payroll, not for a referee shirt as noted. Burleson made a motion to approve the financial report with the amendment/correction. Tracy seconded the motion. All ayes. Motion carried.

- C. Update from Buttonwillow Foundation- No update.

- D. Update on Museum/Jail- A meeting date was chosen at the previous meeting, but the museum committee were not properly notified. Parsons will attend the museum meeting.

E. Irrigation/Landscape- None

F. Prop 68 update-

A. ADA requirement- Melinda Steinert with Ca State Parks, Grants Division, visited the district. Upon walk-through of the Tennis Court Renovation project, Steinert noted that an ADA path must be completed. The district will get quotes.

B. Change the remaining scope of project- There is approximately \$30,000 left over. These funds can be reallocated to park improvements such as benches, trash cans and playground bark.

G. Community Block Grant (David Couch)- There is seed money from CRC. The plan is start converting the Babe Ruth field into a multipurpose use field.

H. Specified Fund Grant (Assembly member Jasmeet Baines)- The entirety of the grant (\$300,000.00) was spent on the shade structures and pool renovation. The work exceeded the grant amount, and the district paid an additional \$1,400.00.

I. Maintenance/Equipment update- Guzman reported that the pressure washer needs a new nozzle. The Fire Department will be contacted to see if they will hose down the grand patio prior to the Easter Egg Hunt. There is low water pressure in the outdoor bathrooms. It is suspected to be an issue with the filters. It was also suggested to look for signs of leaks.

J. Aquatic Center- James from Pool-Tek will arrive Thursday at noon to instruct Guzman and Irizarry on pool maintenance.

K. Outdoor Restrooms- The handles will be replaced with ADA compliant door handles.

L. Discuss scope of work for park maintenance contractor- Carried over from previous meeting.

M. Cinco de Mayo parade- An event application has been submitted and approved by the Sherriff's department. The school approved use of their parking lot for the starting point of the parade. The environmental health permits are being worked on. Venders are still being gathered.

N. Operating hours during baseball season- The recreation building will be open from 6:00am to 5:00pm during the baseball season. An exception may be made to allow for Zumba to continue on Thursdays, as long staff adhere to budget guidelines.

O. 2026 Fireworks Display (July 2)- The 3rd was not a viable option due to budget. An official contract with Zambelli has been signed. Vendors have already reached out.

P. Resolution Number 2026-3- Biennial Audit- Guzman presented the resolution to the board. This resolution enables the recreation to participate in biennial audits for the cost of \$25,000. It was unanimous by roll call vote. The Resolution will be presented to the Kern County Board of Supervisors.

VII. CORRESPONDENCE:

A. None

REPORTS:

A. Manager Report- The pool deck will be cleared off. A formal contract has been signed for the firework show. The internet provider has been changed to Frontier. The work release stopped reporting for duty. Walk ins and memberships remain consistent. Guzman is working on the environmental health permits for the Cinco de Mayo parade and has been consulting with CAPRI for insurance guidelines.

B. Program Report- Baseball player evaluations have been completed. Coaches will draft players based on the evaluations. Sponsors have been contacted for their banners. The recreation center will modify its' hours during the baseball season and will be open from 6:00am-5:00pm. Easter egg hunt will take place on April 8th. Zumba attendance has improved. Adult soccer is going well. Harvest room is continuing with weekly programs. During spring break crafts will be offered Monday through Friday. Loteria night went well and generated \$317.00 of income.

VIII. BOARD MEMBER COMMENTS: Burleson and Sanchez welcomed Parsons to the board. Parsons commented that Guzman and Morales are working good together.

Adjournment : Meeting was adjourned at 7:19pm.