

Buttonwillow Recreation and Park District
Board Minutes
Monday, June 19, 2023

- I. CALL TO ORDER: Board Chairman, John Parsons called meeting to order on Monday, June 19, 2023 at 6:01p.m.
- II. ROLL CALL: Board Present – John Parsons, Louie Andreotti, Regina Houchin, Cindy Banducci and Andrew Houchin. Staff Present – Megan Lucas
- III. APPROVAL OF AGENDA: Board approved agenda with the addition of June 8th special meeting minutes. M/S/A A. Houchin / Banducci. Ayes: Parsons, Andreotti and R. Houchin Noes: None. Motion carried
- IV. APPROVAL OF MINUTES:
 - Minutes from May 19, 2023, M/S/A Banducci / Andreotti Ayes: Parsons, R. Houchin and A. Houchin Noes: None. Motion carried.
 - Minutes from June 8, 2023, M/S/A Banducci / A. Houchin Ayes: Parsons, R. Houchin and Andreotti Noes: None. Motion carried.
- V. PUBLIC TIME: None
- VI. BUSINESS TO THE BOARD:
 - A. Monthly Bills, Payroll & Financial Report – M/S/A Andreotti /A. Houchin. Ayes: Parsons, Banducci and R. Houchin. Noes: None. Motion Carried.
 - B. Buttonwillow Foundation – Fire Department came to request funds to continue to have paramedic at Station 25. The Sheriffs Department came to make a request and Shafter High Cheerleading came to make a request.
 - C. Museum/Jail – Megan is waiting on fence quote from Jaguar Fencing.
 - D. Operations Manual and Employee Handbook update – Megan is going through the documents to verify all changes were made.
 - E. Update on Aquatic Center – Megan to contact county about mosquito fish for pool.
 - F. Pioneer Senior Center – Pioneer Senior members presented a list of items they wish to improve at the Senior Center.
 - G. 3rd of July Show – We have \$3,250 in donations so far.
 - H. Quote for Miracle Landscaping – Valves and Sprinklers – a quote was presented for 25 sprinklers and 16 valves. The board approved up to \$10,000 for the repairs. M/S/A Banducci / Andreotti Ayes: Parsons, R. Houchin, and A. Houchin Noes: None Motion Carried.
 - I. Quote for SAA&M LLC – Megan presented a quote for weed control in the amount of \$2,000. The board requested an additional quote for a quarterly service to spray the weeds.

M/S/A Banducci / A. Houchin Ayes: Parsons and R. Houchin Noes: None Abstain: 1
Motion Carried.

- J. Review and Approve General Manager Job Description – General manager job description was presented. M/S/A Banducci / Andreotti Ayes: Parsons, R. Houchin and A. Houchin Noes: None Motion Carried
- K. Irrigation –
- L. Cell tower contract – the board directed Megan to get the Cell tower contract signed and notarized.
- M. Board Member Conduct – the board discussed board member contact while at district events and community events. Each board member represents the whole Recreation District at all community events.
- N. Position listing for party time maintenance – the board directed Megan to post for the position.
- O. Position listing for Rec leader – The board directed Megan to post for the position.
- P. DPVB Audit Contract for PE 6/30/2023 – Megan presented the contract for the audit PE 6/30/2023. M/S/A Banducci / R. Houchin Ayes: Parsons, Andreotti, and A. Houchin Noes: None Motion Carried
- Q. Quote to replace the toilet in the North Bathrooms – Megan had not received the quote.
- R. Kern County Multi – Jurisdictional Hazard Mitigation Plan – Megan presented the letter of intent to join the Multi-Jurisdictional Hazard Mitigation Plan. The board directed Megan to sign it and return it.

VII. CORRSPONDENCE:

VIII. REPORTS: Attached

IX. BOARD MEMBER COMMENTS:

X. ADJOURNMENT: Meeting was adjourned at 8:37 p.m.

Next meeting will be on July 17, 2023 at 6:00 p.m.