

BUTTONWILLOW RECREATION AND PARK DISTRICT

Board Minutes

Monday, June 15th, 2026

- I. CALL TO ORDER: Vice Chairman Kathy Tracy called the meeting at 5:58 PM.
- II. ROLL CALL - Present: Tracy, Burleson, Parsons. Staff present: Anna Amaya. Absent: Banducci and Sanchez.
- III. APPROVAL OF AGENDA: Item O. Ad Hoc Meeting was added to the agenda. Parsons motioned to approve the agenda. Burleson seconded the motion. Correspondence item A Kern County Planning and Natural Resources - removed, left on from previous agenda meeting.
- IV. APPROVAL OF MINUTES: Parsons made a motion to approve the minutes from the previous board meeting. Burleson seconded the motion.
- V. PUBLIC TIME: Regina Houchin was present to provide updates on the Museum/ Jail. John and Diana Parsons were present to discuss the Grand Jury response.
- VI. BUSINESS TO THE BOARD:
 - A. Monthly bills, Payroll, & Financial report - Board approved monthly bills #7259-7317. A total of two pay periods were approved 05/02/26-05/15/26 and 05/16/2026-05/29/2026. Tracy initialed the bank reconciliation sheet. Total monthly expenses, including payroll, were \$ 35,741.16.
 - B. 2026/27 Preliminary Budget - Some of the larger expenses in the budget are the Biennial Audit which has cost \$26K in the past, as well as PG&E and CAPRI Liability Insurance. Preliminary budget will be discussed at the next board meeting.
 - C. Update from Buttonwillow Foundation - Parsons presented the Foundation report. Foundation will cover up to \$18K of expenses for the fireworks show - final amount to be determined after donations.
 - D. Update on Museum/Jail - Regina Houchin to get with different Buttonwillow organizations to create a mock-up display for the museum. Each organization will have a 12 mo. display showcasing their history.
 - E. Prop 68 update - About \$8,000 unreleased funds. Tennis courts need ADA access sidewalks to be poured before the grant is finalized.
 - F. Community Block Grant - No updates from last meeting. Need civil engineer to do RFP.
 - G. Specified Fund Grant - Anna to provide remaining expenses to Melinda proving expenses add up to \$300K in "Grand Expenditure Form" Excel spreadsheet.
 - H. Acceptance of CRC Terravault \$50,000 donation - Parsons made a motion, Burleson seconded.
 - I. Discuss Grand Jury report/response - John & Diana Parsons finalized the Grand Jury response and mailed it to the Grand Jury and judge.
 - J. Summer hours of operation - Closing Fridays to reduce operational costs.
 - K. Facility Rental Fees - Increase rental fees, pricing to be discussed at next board meeting.
 - L. 2nd of July Firework show updates - Total of 3 food vendors to be present.
 - M. November 3rd, 2026 Election - Notice of elective offices to be filled - Banducci, Parsons, and Tracy to apply at elections office. The board will approve Resolution 06-26 for the consolidated election at the next meeting.
 - N. ELO-P Funding Agreements - Acceptance of ELO-P funds contingent upon a potential donor.
 - O. Ad hoc Meeting - Banducci & Parsons will serve on the ad-hoc committee.

VII. Closed session: Government Code 54957.

Employment/ Evaluation - Anna Amaya - no action taken. Began closed session at 7:22pm and ended closed session at 7:33pm.

VIII. Open Session - No action taken.

REPORTS:

- A. Manager Report
- B. Program Report

IX. BOARD MEMBER COMMENTS: *Opportunity for the Board to comment on Items not listed on the agenda.* - No comments.

Meeting adjourned at 7:59pm.