



**Tehachapi Valley**  
Recreation & Park District

**TEHACHAPI VALLEY  
RECREATION AND PARK DISTRICT  
490 WEST D STREET, TEHACHAPI, CA 93561**

**REGULAR BOARD MEETING  
TUESDAY, OCTOBER 15, 2024, 5:30 P.M.**

**BOARD OF DIRECTORS**

MARYANN PACIULLO, CHAIRPERSON  
DWIGHT DREYER, VICE-CHAIRPERSON  
IAN STEELE, DIRECTOR  
SANDY CHAVEZ, DIRECTOR  
KALEB JUDY, DIRECTOR

**A G E N D A**

**1. FLAG SALUTE**

**2. ROLL CALL**

**3. PUBLIC COMMENTS**

*The Tehachapi Valley Recreation and Park District Board of Directors welcome public comments on any items within the subject matter jurisdiction of the District. We respectfully request that this public forum be utilized in a positive and constructive manner. Items addressed during Public Comment section are generally matters not included on the posted agenda and therefore the Board will take no action at this meeting. Such items, however, may be added to a future meeting's agenda. Speakers are limited to two (2) minutes. Please state your name or organization represented, if any, before making presentation. Thank you.*

**4. CONSENT CALENDAR**

*All items listed on the Consent Calendar shall be considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board request specific items to be removed from the Consent Calendar for separate action.*

- A. Clerk Declaration of Posting of Agenda 72 Hours in Advance of Meeting (Page 3).
- B. Approval of the Preliminary Financial Reports for July, 2024 (Pages 4-13).
- C. Approval of Minutes from the Regular Board Meeting held September 17, 2024 (Pages 14-16).

**5. AGENDA ITEMS**

- A. Americans with Disabilities Act (ADA) Self Evaluation and Transition Plan - Presentation and Proposal for Accessibility Services by Disability Access Consultants (DAC) – Discussion/Approval, (Pages 17-24).

**6. RECREATION MANAGER REPORT**

(Page 25)

**7. OPERATIONS MANAGER REPORT**

(Pages 26-27)

**8. DISTRICT MANAGER REPORT**

(Pages 28-29)

**9. BOARD OF DIRECTORS' TIME**

*Opportunity for the Board to comment on items not listed on the agenda.*

**10. ADJOURNMENT**

*Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on November 19, 2024.*



# Tehachapi Valley Recreation & Park District

## **CERTIFICATE OF POSTING AGENDA**

I, the Clerk of the Tehachapi Valley Recreation and Park District Board of Directors hereby certify that a copy of the October 15, 2024, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, October 11, 2024, at 5:30 P.M. approximately:

- TVRPD District Office, 490 West D Street, Tehachapi, California 93561
- The TVRPD Web site at [www.tvrpd.org](http://www.tvrpd.org)

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Park District Board of Directors on the 11<sup>th</sup> day of October 2024.

Dated this 11<sup>th</sup> day of October 2024.

*Carrie Champlin*

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Carrie Champlin  
Clerk of the Board of Directors



# Tehachapi Valley Recreation and Park District

## Balance Sheet

As of July 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	531,765.44
1002 California CLASS Money Market Account	51,200.09
1003 Savings BOTS 5778	2,500.00
1004 Checking BOTS 4470	170,767.47
1005 County Treasury Capital Projects Fund	492,699.75
1006 County FMV	-26,999.00
1051 Change Fund	1,300.00
1100 Petty Cash Fund	400.00
<b>Total Bank Accounts</b>	<b>\$1,223,633.75</b>
Accounts Receivable	
1200 Accounts Receivable	1,000.00
<b>Total Accounts Receivable</b>	<b>\$1,000.00</b>
Other Current Assets	
1085 Interest Receivable	2,193.00
1085.1 Interest Receivable Cap Proj Fund	4,073.55
1091 Merchant Services Receivable	27,935.45
1096 Undeposited Funds	20.00
1210 Inventory Asset	10,959.53
<b>Total Other Current Assets</b>	<b>\$45,181.53</b>
<b>Total Current Assets</b>	<b>\$1,269,815.28</b>
Fixed Assets	
1150 Land	166,734.76
1161 Building	527,922.00
1162 Improvements	1,640,781.00
1163 Equipment	730,901.00
1166 Furniture & Fixtures	26,404.00
1167 Machinery	45,015.00
1170 Accumulated Depreciation	-1,480,472.83
1180 Fleet Vehicles and Equipment	224,221.25
<b>Total Fixed Assets</b>	<b>\$1,881,506.18</b>
Other Assets	
1901 DOR-Pension Contributions	77,156.00
1903 DOR-Pension Related	214,073.00
<b>Total Other Assets</b>	<b>\$291,229.00</b>
<b>TOTAL ASSETS</b>	<b>\$3,442,550.46</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	



# Tehachapi Valley Recreation and Park District

## Balance Sheet

As of July 31, 2024

	TOTAL
Accounts Payable	
2000 Accounts Payable-General Fund	16,659.86
<b>Total Accounts Payable</b>	<b>\$16,659.86</b>
Credit Cards	
2010 Cardmember Services Payable	46,989.81
<b>Total Credit Cards</b>	<b>\$46,989.81</b>
Other Current Liabilities	
2024 Accrued Vacation, Sick, & Comp Time	95,381.36
2207 Sales Tax Payable	14.54
2208 Kern County Loan Payable	450,000.00
2210 Payroll Liabilities	1,245.13
<b>Total Other Current Liabilities</b>	<b>\$546,641.03</b>
<b>Total Current Liabilities</b>	<b>\$610,290.70</b>
Long-Term Liabilities	
2310 Loan Payable 2016	303,614.77
2900 Net Pension Liability	381,104.00
2902 DIR-Pension Related	34,244.00
<b>Total Long-Term Liabilities</b>	<b>\$718,962.77</b>
<b>Total Liabilities</b>	<b>\$1,329,253.47</b>
Equity	
3010 Net Investment In Capital Assets	2,107,038.83
3020 Restricted Funds	589,281.81
3110 Retained Earnings	-460,058.35
Net Income	-122,965.30
<b>Total Equity</b>	<b>\$2,113,296.99</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,442,550.46</b>



# Tehachapi Valley Recreation and Park District

## Profit and Loss

July 2024

	TOTAL		
	JUL 2024	JUL 2024 (YTD)	% OF INCOME
<b>Income</b>			
4020 Interest Income	572.70	572.70	0.78 %
4030 Adult Program Revenues	12,252.00	12,252.00	16.69 %
4050 Facility Revenue	19,852.00	19,852.00	27.04 %
4210 Events Revenues	6,395.00	6,395.00	8.71 %
4213 Operational Grants	9,020.00	9,020.00	12.28 %
4215 Capital Grants	2,500.00	2,500.00	3.40 %
4216 Scholarship Donations	295.00	295.00	0.40 %
4300 Youth Program Revenues	26,307.35	26,307.35	35.83 %
4650 Discounts given	-3,941.54	-3,941.54	-5.37 %
4704 Sales	176.64	176.64	0.24 %
<b>Total Income</b>	<b>\$73,429.15</b>	<b>\$73,429.15</b>	<b>100.00 %</b>
<b>Cost of Goods Sold</b>			
5001 Adult Program Costs	3,484.86	3,484.86	4.75 %
5004 Contracted Classes Costs	462.00	462.00	0.63 %
5005 Events Costs	11,364.89	11,364.89	15.48 %
5008 Youth Program Costs	8,880.53	8,880.53	12.09 %
5704 Purchases for Resale	721.90	721.90	0.98 %
<b>Total Cost of Goods Sold</b>	<b>\$24,914.18</b>	<b>\$24,914.18</b>	<b>33.93 %</b>
<b>GROSS PROFIT</b>	<b>\$48,514.97</b>	<b>\$48,514.97</b>	<b>66.07 %</b>
<b>Expenses</b>			
6000 Employee Costs	88,745.89	88,745.89	120.86 %
7010 Advertising & Marketing	4,244.64	4,244.64	5.78 %
7020 Bank Service Charges	4,542.81	4,542.81	6.19 %
7025 Cash Short/Over	-5.44	-5.44	-0.01 %
7027 Depreciation Expense	9,118.83	9,118.83	12.42 %
7030 Dues & Subscriptions	3,332.98	3,332.98	4.54 %
7035 Equipment Rents & Leases	348.26	348.26	0.47 %
7050 Insurance	37,782.50	37,782.50	51.45 %
7060 Licenses & Fees	2,257.28	2,257.28	3.07 %
7070 Maintenance	11,895.02	11,895.02	16.20 %
7084 Meals & Entertainment	784.13	784.13	1.07 %
7090 Office Supplies	2,499.02	2,499.02	3.40 %
7120 Professional Development	351.45	351.45	0.48 %
7150 Professional Fees	14,742.50	14,742.50	20.08 %
7165 Safety Equipment	1,129.27	1,129.27	1.54 %
7180 Security	376.42	376.42	0.51 %
7210 Telephone and Internet	1,244.29	1,244.29	1.69 %
7230 Uniforms & Apparel	1,767.74	1,767.74	2.41 %
7250 Utilities	2,600.68	2,600.68	3.54 %



# Tehachapi Valley Recreation and Park District

## Profit and Loss

July 2024

	TOTAL		
	JUL 2024	JUL 2024 (YTD)	% OF INCOME
<b>Total Expenses</b>	<b>\$187,758.27</b>	<b>\$187,758.27</b>	<b>255.70 %</b>
NET OPERATING INCOME	<b>\$ -139,243.30</b>	<b>\$ -139,243.30</b>	<b>-189.63 %</b>
Other Income			
8040 TVRPD Development Fee Revenues	16,278.00	16,278.00	22.17 %
<b>Total Other Income</b>	<b>\$16,278.00</b>	<b>\$16,278.00</b>	<b>22.17 %</b>
NET OTHER INCOME	<b>\$16,278.00</b>	<b>\$16,278.00</b>	<b>22.17 %</b>
NET INCOME	<b>\$ -122,965.30</b>	<b>\$ -122,965.30</b>	<b>-167.46 %</b>



# Tehachapi Valley Recreation and Park District

## Profit & Loss Prior Year Comparison

July 2024

	TOTAL			
	JUL 2024	JUL 2023 (PY)	CHANGE	% CHANGE
<b>Income</b>				
4020 Interest Income	572.70	491.84	80.86	16.44 %
4020.1 Interest Income Cap Proj Fund		-899.54	899.54	100.00 %
4030 Adult Program Revenues	12,252.00	5,957.00	6,295.00	105.67 %
4050 Facility Revenue	19,852.00	12,796.28	7,055.72	55.14 %
4210 Events Revenues	6,395.00	2,625.00	3,770.00	143.62 %
4213 Operational Grants	9,020.00	6.00	9,014.00	150,233.33 %
4215 Capital Grants	2,500.00		2,500.00	
4216 Scholarship Donations	295.00		295.00	
4300 Youth Program Revenues	26,307.35	18,827.37	7,479.98	39.73 %
4610 Billable Expense Income		6,422.56	-6,422.56	-100.00 %
4650 Discounts given	-3,941.54	-2,808.25	-1,133.29	-40.36 %
4704 Sales	176.64	258.72	-82.08	-31.73 %
<b>Total Income</b>	<b>\$73,429.15</b>	<b>\$43,676.98</b>	<b>\$29,752.17</b>	<b>68.12 %</b>
<b>Cost of Goods Sold</b>				
5001 Adult Program Costs	3,484.86	559.57	2,925.29	522.77 %
5004 Contracted Classes Costs	462.00		462.00	
5005 Events Costs	11,364.89	7,140.09	4,224.80	59.17 %
5008 Youth Program Costs	8,880.53	4,243.67	4,636.86	109.27 %
5704 Purchases for Resale	721.90	3,444.05	-2,722.15	-79.04 %
<b>Total Cost of Goods Sold</b>	<b>\$24,914.18</b>	<b>\$15,387.38</b>	<b>\$9,526.80</b>	<b>61.91 %</b>
<b>GROSS PROFIT</b>	<b>\$48,514.97</b>	<b>\$28,289.60</b>	<b>\$20,225.37</b>	<b>71.49 %</b>
<b>Expenses</b>				
6000 Employee Costs	88,745.89	99,385.03	-10,639.14	-10.70 %
7010 Advertising & Marketing	4,244.64	2,299.28	1,945.36	84.61 %
7020 Bank Service Charges	4,542.81	2,539.50	2,003.31	78.89 %
7025 Cash Short/Over	-5.44		-5.44	
7027 Depreciation Expense	9,118.83	16,000.00	-6,881.17	-43.01 %
7030 Dues & Subscriptions	3,332.98	3,255.98	77.00	2.36 %
7035 Equipment Rents & Leases	348.26	344.59	3.67	1.07 %
7050 Insurance	37,782.50	35,115.00	2,667.50	7.60 %
7056 Interest Expense		367.56	-367.56	-100.00 %
7060 Licenses & Fees	2,257.28	19,243.16	-16,985.88	-88.27 %
7070 Maintenance	11,895.02	9,810.64	2,084.38	21.25 %
7084 Meals & Entertainment	784.13	544.00	240.13	44.14 %
7090 Office Supplies	2,499.02	2,118.92	380.10	17.94 %
7092 Office Decor and Artwork		12,990.00	-12,990.00	-100.00 %
7120 Professional Development	351.45	28.00	323.45	1,155.18 %
7150 Professional Fees	14,742.50	1,151.00	13,591.50	1,180.84 %
7165 Safety Equipment	1,129.27		1,129.27	





# Tehachapi Valley Recreation and Park District

## Profit & Loss Prior Year Comparison

July 2024

	TOTAL			
	JUL 2024	JUL 2023 (PY)	CHANGE	% CHANGE
7180 Security	376.42	369.45	6.97	1.89 %
7210 Telephone and Internet	1,244.29	4,103.98	-2,859.69	-69.68 %
7230 Uniforms & Apparel	1,767.74	681.70	1,086.04	159.31 %
7250 Utilities	2,600.68	12,249.74	-9,649.06	-78.77 %
<b>Total Expenses</b>	<b>\$187,758.27</b>	<b>\$222,597.53</b>	<b>\$ -34,839.26</b>	<b>-15.65 %</b>
NET OPERATING INCOME	<b>\$ -139,243.30</b>	<b>\$ -194,307.93</b>	<b>\$55,064.63</b>	<b>28.34 %</b>
Other Income				
8040 TVRPD Development Fee Revenues	16,278.00	9,766.80	6,511.20	66.67 %
<b>Total Other Income</b>	<b>\$16,278.00</b>	<b>\$9,766.80</b>	<b>\$6,511.20</b>	<b>66.67 %</b>
NET OTHER INCOME	<b>\$16,278.00</b>	<b>\$9,766.80</b>	<b>\$6,511.20</b>	<b>66.67 %</b>
NET INCOME	<b>\$ -122,965.30</b>	<b>\$ -184,541.13</b>	<b>\$61,575.83</b>	<b>33.37 %</b>



# Tehachapi Valley Recreation and Park District

## Statement of Cash Flows

July 2024

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	-122,965.30
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	3,550.00
1070 Prepaid Expenses	6,909.69
1090.3 Clearing for Deposits:Firefly Reservation Cash Deposits	0.00
1092 Merchant Services Receivable:Worldpay Merchant Services (BL Pay Arm)	490.00
1093 Merchant Services Receivable:Heartland Merchant Services (Rec Trac)	36,448.71
1094 Merchant Services Receivable:Firefly (fmrly Rsrv Am) Credit Cards (fmrly BL Recon Rpt)	0.00
2000 Accounts Payable-General Fund	-28,991.20
2010 Cardmember Services Payable	7,897.67
2021 Accrued Salaries & Wages	-58,129.45
2022 Accrued Employer PR Taxes	-5,008.10
2200 Suspense	0.00
2207 Sales Tax Payable	-70.90
2207.1 Old Sales Tax Account	0.00
2208 Kern County Loan Payable	450,000.00
2211 Payroll Liabilities:CalPERS Payable	-5,546.52
2221 Payroll Liabilities:Garnishment Payable	-397.00
2231 Payroll Liabilities:Health Plan Payable	-3,240.70
2250 Payroll Liabilities:Payroll Tax Liabilities	-4.21
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>403,907.99</b>
<b>Net cash provided by operating activities</b>	<b>\$280,942.69</b>
<b>INVESTING ACTIVITIES</b>	
1170 Accumulated Depreciation	9,118.83
<b>Net cash provided by investing activities</b>	<b>\$9,118.83</b>
<b>FINANCING ACTIVITIES</b>	
2310 Loan Payable 2016	-24,850.23
3010 Net Investment In Capital Assets	-16,278.00
3022 Restricted Funds:Capital Projects	16,278.00
<b>Net cash provided by financing activities</b>	<b>\$ -24,850.23</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$265,211.29</b>
Cash at beginning of period	958,442.46
<b>CASH AT END OF PERIOD</b>	<b>\$1,223,653.75</b>



# Tehachapi Valley Park and Recreation District

## TVRPD Budget vs Actual 2024-2025

July 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Income</b>				
4010 Property Taxes		1,258,097.77	1,258,097.77	100.00 %
4020 Interest Income	572.70	8,500.00	7,927.30	93.26 %
4020.1 Interest Income Cap Proj Fund		9,000.00	9,000.00	100.00 %
4030 Adult Program Revenues	12,252.00	80,450.00	68,198.00	84.77 %
4050 Facility Revenue	18,922.00	198,700.00	179,778.00	90.48 %
4210 Events Revenues	6,395.00	65,325.00	58,930.00	90.21 %
4213 Operational Grants	7,750.00	60,000.00	52,250.00	87.08 %
4300 Youth Program Revenues	26,307.35	514,150.00	487,842.65	94.88 %
4610 Billable Expense Income		6,500.00	6,500.00	100.00 %
4650 Discounts given		-13,500.00	-13,500.00	100.00 %
4704 Sales				
4707 Merchandise Sales-Taxable	176.64	10,500.00	10,323.36	98.32 %
<b>Total 4704 Sales</b>	<b>176.64</b>	<b>10,500.00</b>	<b>10,323.36</b>	<b>98.32 %</b>
<b>Total Income</b>	<b>\$72,375.69</b>	<b>\$2,197,722.77</b>	<b>\$2,125,347.08</b>	<b>96.71 %</b>
<b>Cost of Goods Sold</b>				
5001 Adult Program Costs	3,484.86	13,800.00	10,315.14	74.75 %
5002 Fish Stocking		30,000.00	30,000.00	100.00 %
5004 Contracted Classes Costs		3,800.00	3,800.00	100.00 %
5005 Events Costs	11,364.89	93,800.00	82,435.11	87.88 %
5008 Youth Program Costs	8,880.53	78,950.00	70,069.47	88.75 %
5704 Purchases for Resale				
5707 Merchandise Purchases	721.90	7,500.00	6,778.10	90.37 %
<b>Total 5704 Purchases for Resale</b>	<b>721.90</b>	<b>7,500.00</b>	<b>6,778.10</b>	<b>90.37 %</b>
<b>Total Cost of Goods Sold</b>	<b>\$24,452.18</b>	<b>\$227,850.00</b>	<b>\$203,397.82</b>	<b>89.27 %</b>
<b>GROSS PROFIT</b>	<b>\$47,923.51</b>	<b>\$1,969,872.77</b>	<b>\$1,921,949.26</b>	<b>97.57 %</b>
<b>Expenses</b>				
6000 Employee Costs				
6010 Wages & Salaries	59,047.13	1,143,500.00	1,084,452.87	94.84 %
6050 Benefits				
6051 Employee Benefits	10,745.66	84,000.00	73,254.34	87.21 %
6055 Employee Retirement CalPERS	1,643.56	52,000.00	50,356.44	96.84 %
6056 CalPERS Unfunded Liability Valuation	2,931.00	35,000.00	32,069.00	91.63 %
6058 Employer Taxes	-1,394.72	42,000.00	43,394.72	103.32 %
<b>Total 6050 Benefits</b>	<b>13,925.50</b>	<b>213,000.00</b>	<b>199,074.50</b>	<b>93.46 %</b>
<b>Total 6000 Employee Costs</b>	<b>72,972.63</b>	<b>1,356,500.00</b>	<b>1,283,527.37</b>	<b>94.62 %</b>
7010 Advertising & Marketing	4,244.64	35,000.00	30,755.36	87.87 %
7020 Bank Service Charges	4,542.81	35,000.00	30,457.19	87.02 %
7025 Cash Short/Over	-0.44	100.00	100.44	100.44 %
7027 Depreciation Expense	9,118.83	120,000.00	110,881.17	92.40 %



# Tehachapi Valley Park and Recreation District

## TVRPD Budget vs Actual 2024-2025

July 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
7030 Dues & Subscriptions	3,332.98	12,000.00	8,667.02	72.23 %
7035 Equipment Rents & Leases				
7036 Maintenance Equipment Rental		500.00	500.00	100.00 %
<b>Total 7035 Equipment Rents &amp; Leases</b>		<b>500.00</b>	<b>500.00</b>	<b>100.00 %</b>
7050 Insurance				
7055 Liability Insurance (Gen, Auto, Property)	37,782.50	73,000.00	35,217.50	48.24 %
<b>Total 7050 Insurance</b>	<b>37,782.50</b>	<b>73,000.00</b>	<b>35,217.50</b>	<b>48.24 %</b>
7056 Interest Expense		3,000.00	3,000.00	100.00 %
7060 Licenses & Fees	2,257.28	37,690.00	35,432.72	94.01 %
7070 Maintenance				
7071 Pool Chemicals	1,446.37	6,000.00	4,553.63	75.89 %
7072 Building & Park Maintenance	3,725.49	92,500.00	88,774.51	95.97 %
7074 Equipment Maintenance	150.42	4,500.00	4,349.58	96.66 %
7075 Fuel	1,957.31	14,000.00	12,042.69	86.02 %
7076 Janitorial Supplies	3,061.74	9,000.00	5,938.26	65.98 %
7077 Small Tools & Equipment	1,363.78	1,500.00	136.22	9.08 %
7079 Fleet Maintenance		7,500.00	7,500.00	100.00 %
<b>Total 7070 Maintenance</b>	<b>11,705.11</b>	<b>135,000.00</b>	<b>123,294.89</b>	<b>91.33 %</b>
7084 Meals & Entertainment	784.13	7,500.00	6,715.87	89.54 %
7090 Office Supplies	2,499.02	20,000.00	17,500.98	87.50 %
7150 Professional Fees				
7151 Annual Audit	7,000.00	12,500.00	5,500.00	44.00 %
7152 Bookkeeping & Payroll	5,510.00	56,000.00	50,490.00	90.16 %
7153 Information Technology	2,232.50	12,500.00	10,267.50	82.14 %
7155 Legal		7,500.00	7,500.00	100.00 %
<b>Total 7150 Professional Fees</b>	<b>14,742.50</b>	<b>88,500.00</b>	<b>73,757.50</b>	<b>83.34 %</b>
7165 Safety Equipment		4,500.00	4,500.00	100.00 %
7180 Security	329.18	11,500.00	11,170.82	97.14 %
7210 Telephone and Internet	1,134.29	16,700.00	15,565.71	93.21 %
7230 Uniforms & Apparel	1,767.74	7,500.00	5,732.26	76.43 %
7250 Utilities				
7252 Electric Service	638.52	68,200.00	67,561.48	99.06 %
7254 Gas Service	34.73	22,600.00	22,565.27	99.85 %
7256 Sanitation Services	1,328.28	12,500.00	11,171.72	89.37 %
7258 Water Service	411.57	12,055.00	11,643.43	96.59 %
7259 Propane	187.58	2,300.00	2,112.42	91.84 %
<b>Total 7250 Utilities</b>	<b>2,600.68</b>	<b>117,655.00</b>	<b>115,054.32</b>	<b>97.79 %</b>
<b>Total Expenses</b>	<b>\$169,813.88</b>	<b>\$2,081,645.00</b>	<b>\$1,911,831.12</b>	<b>91.84 %</b>
NET OPERATING INCOME	<b>\$ -121,890.37</b>	<b>\$ -111,772.23</b>	<b>\$10,118.14</b>	<b>-9.05 %</b>
Other Income				



# Tehachapi Valley Park and Recreation District

## TVRPD Budget vs Actual 2024-2025

July 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
8040 TVRPD Development Fee Revenues	16,278.00	150,000.00	133,722.00	89.15 %
<b>Total Other Income</b>	<b>\$16,278.00</b>	<b>\$150,000.00</b>	<b>\$133,722.00</b>	<b>89.15 %</b>
NET OTHER INCOME	<b>\$16,278.00</b>	<b>\$150,000.00</b>	<b>\$133,722.00</b>	<b>89.15 %</b>
NET INCOME	<b>\$ -105,612.37</b>	<b>\$38,227.77</b>	<b>\$143,840.14</b>	<b>376.27 %</b>

**REGULAR BOARD MEETING  
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT  
TUESDAY, SEPTEMBER 17, 2024, 5:30 P.M.**

**CALL TO ORDER:** Board Meeting Convened By Chairperson Paciullo at 5:30 P.M.

**BOARD MEMBERS**

Maryann Paciullo, Chairperson  
Dwight Dreyer, Vice-Chairperson  
Sandy Chavez, Director  
Ian Steele, Director  
Kaleb Judy, Director

1. **FLAG SALUTE:** Corey Torres led the flag salute.
2. **ROLL CALL:** Director Steele and Director Chavez were absent.
3. **PUBLIC COMMENTS:** None.
4. **CONSENT CALENDAR**

**A. Secretary Declaration of Posting of Agenda 72 hours in Advance of Meeting.**

Declaration by the Clerk of the Board of Directors that the agenda was posted at least 72 hours in advance of meeting.

BOARD APPROVED SECRETARY DECLARATION.

**Dreyer - Judy: Ayes: Judy; Paciullo; Dreyer**

**Noes: None. Motion carried.**

**Absent: Steele; Chavez.**

**B. Approval of the Preliminary Financial Reports for June 2024.**

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR JUNE 2024.

**Dreyer - Judy: Ayes: Judy; Paciullo; Dreyer**

**Noes: None. Motion carried.**

**Absent: Steele; Chavez.**

**C. Approval of the Minutes from the Regular Board Meeting held August 20, 2024.**

BOARD APPROVES THE MINUTES FROM THE REGULAR BOARD MEETING HELD AUGUST 20, 2024.

**Dreyer - Judy: Ayes: Judy; Paciullo; Dreyer**

**Noes: None. Motion carried.**

**Absent: Steele; Chavez.**

**D. Approval of Tehachapi Valley Recreation and Park District's Cyber Security Policy.**

BOARD APPROVES TEHACHAPI VALLEY RECREATION AND PARK DISTRICT'S CYBER SECURITY POICY.

**Dreyer - Judy: Ayes: Judy; Paciullo; Dreyer**

**Noes: None. Motion carried.**

**Absent: Steele; Chavez.**

**E. Approval of Tehachapi Valley Recreation and Park District's Covid Prevention Plan.**

BOARD APPROVES TEHACHAPI VALLEY RECREATION AND PARK DISTRICT'S COVID PREVENTION PLAN.

**Dreyer - Judy: Ayes: Judy; Paciullo; Dreyer**

**Noes: None. Motion carried.**

**Absent: Steele; Chavez.**

**5. AGENDA ITEMS**

**A. Recognition of The Greater Tehachapi Chamber of Commerce and The City of Tehachapi for their Efforts During Mountain festival.**

CHAIRPERSON PACIULLO PRESENTED THE CERTIFICATES OF APPRECIATION.

**B. Fit and Fun Under the Sun Challenge Presentation of Winners.**

**Teams:**

Doll-Fins

Tehachapi Hotties

Limit Breakers

**Cycling:**

Philip Richmond

Daiel Epperson

Tracy Jones

Stu Mac

George R

**Swim:**

Cady Getts

Rebecca Cruz

Evelyn Getts

Emme Hurka

Marcia Smith

**Walk/run:**

Daisy Wee

Kely Pugovel

Bernie H

Annie DeLoid

Scott Tuscher

**C. Americans with Disabilities Act Transition Plan.**

DISTRICT MANAGER TORRES GAVE THE PRESENTATION.

**6. RECREATION MANAGER REPORT**

Recreation Manager Sarai Diaz gave the report.

*Report on file*

**7. OPERATIONS MANAGER REPORT**

Operations Manager Kent Beal gave the report.

*Report on file*

**8. DISTRICT MANAGER REPORT**

District Manager Corey Torres gave the report.

*Report on file*

**9. BOARD OF DIRECTORS TIME:**

The board thanked TVRPD staff and District Manager Torres for all their hard work and appreciates the weekly recap newsletter.

**10. ADJOURNMENT**

Having no further business, the meeting was adjourned at 6:20 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on October 15, 2024.

**Dreyer - Judy; Ayes: Judy; Paciullo; Dreyer**

**Noes: None. Motion carried.**

**Absent: Steele; Chavez.**

Respectfully Submitted,

*Carrie Champlin*

Clerk of the Board





# Tehachapi Valley Recreation & Park District

Proposal for Accessibility Services

## **Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan**

September 10, 2024

Disability Access Consultants, LLC  
2862 Olive Highway, Suite D  
Oroville, CA 95966





**Cover Letter**

Date: September 10, 2024

To: Corey Torres  
District Manager  
Tehachapi Valley Recreation and Park District  
[c.torres@tvrpd.org](mailto:c.torres@tvrpd.org)  
661-822-3228 ext.101

Re: **CAPRI ADA Assistance Program: Proposal for Services for an ADA Self-Evaluation and Transition Plan**

Firm Information: Disability Access Consultants, LLC  
Contact: Tim Mahoney, General Manager  
Headquarters Office: 2862 Olive Hwy, Oroville, California 95966  
tmahoney@dac-corp.com  
1-800-743-7067

We appreciate the opportunity to submit a proposal for the Tehachapi Valley Recreation and Park District for an Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan. Disability Access Consultants, LLC (DAC) has extensive experience in the evaluation of program and facility accessibility and provides a full continuum of Americans with Disabilities Act (ADA) and accessibility services for public entities, such as the Tehachapi Valley Recreation and Park District Recreation District.

For the past 25 years, our firm has provided services to assist public entities to comply and implement accessibility requirements in accordance with the ADA, Section 504 and related federal, state and local disability-related nondiscrimination laws and regulation. DAC has conducted over 28,000 building inspections, surveyed thousands of parks and playgrounds and performed hundreds of programmatic reviews and self-evaluations to study the accessibility of programs, services, activities, events and related areas.

To provide for easy management of the transition plan and documentation of compliance efforts, DAC has developed web-based software called DACTrak.

DACTrak is a powerful tool to manage and update the accessibility plan, project costs and document progress. Custom reports can be printed in a variety of formats and report styles.

DAC, through its partnership with CAPRI, is excited to have the opportunity to provide an updated and comprehensive ADA Self-evaluation and Transition Plan at a significant savings to Tehachapi Valley Recreation and Park District.

Please contact us with any questions.

Submitted by:

Tim Mahoney, General Manager  
Disability Access Consultants, LLC



**Proposal for Tehachapi Valley Recreation and Park District**  
**ADA Self-Evaluation and Transition Plan**

**Scope of Services**

DAC will provide services to the Tehachapi Valley Recreation and Park District in three (3) overall phases.

**Phase 1 – Accessibility Self-Evaluation Buildings and Program Access**

1. DAC will conduct an initial project kick-off meeting with selected Tehachapi Valley Recreation and Park District (District) staff to establish roles and lines of communication, refine project goals, review the overall project schedule, schedule surveys of the District facilities and identify key District personnel related to the project scope. Initial self-evaluation activities will be completed during this step. DAC will assign a project manager, and other DAC staff, as appropriate and requested by the District will attend the Board presentation and the organizational “kick-off” meeting with District staff.
2. Information that is needed will be clarified at the initial orientation meeting. The initial meeting will also clarify proposed activities and provide a collaborative framework to discuss project strategies.
3. DAC will meet with the designated District officials to discuss the project scope, deliverables currently needed by the District, discuss projected schedules and timelines, discuss cost saving methods, and review alternatives for compliance by the District.
4. Specific methodologies and data collection will be clarified. Timelines and benchmarks will be developed. Operational and procedural requirements will be reviewed, such as coordination of schedules, name tags, project dates and other relevant information. DAC staff wear DAC company shirts and have DAC identification badges.
5. The initial orientation meeting will include an assessment of previous compliance activities and areas of current or potential litigation. The review of compliance activities and high priority areas will assist with the development of an overall project plan.
6. Project objectives will be clarified and elements that may be unique or of particular importance for the Tehachapi Valley Recreation and Park District will be discussed. Items such as community input and staff needs will be confirmed.
7. Hours of operation, schedules and District activities will be confirmed by location.
8. DAC will help the District determine which District buildings and facilities that are listed on the District facility and parks list that are subject to the requirements of the ADA.
9. DAC will conduct a Barrier Assessment for each of buildings and facilities that are determined to be subject to the requirements of the ADA. DAC will conduct accessibility evaluations of all District Facilities and Parks as listed in this proposal and confirmed at the kick off meeting. The evaluations will include all public use areas. The accessibility evaluations will include interior and exterior items at each public use site. The survey will identify physical barriers in each facility or at each site that may limit accessibility. A comparison of federal ADA Standards and state accessibility standards will be made. As required by the ADA, the standards (federal or state) that provide the greater level of accessibility will be scoped and reported. DAC will provide specific locations of interior and exterior barriers with photographs immediately adjacent to the finding and recommendation for ease of reference.
10. DAC will develop detailed findings for each noncompliant item or element. Each noncompliant finding or element will be accompanied by a recommended method to remove the barrier. A high degree of detail will include, but will not be limited to:



- a. Detailed information about the noncompliant barrier and noncompliant findings which are categorized and prioritized by risk with the specific ADA Standard and code reference
- b. Proposed method to mitigate or remove the barrier with detailed cost estimates
- c. Findings from the review of District policies, procedures, practices, programs and facilities
- d. As-is field measurements with digital photo documentation
- e. Code references
- f. Estimated costs using the costs contained in DACTrak or established District costs that will be entered into the DACTrak software
- g. Recommendations for revised, new or updated policies and procedures

A draft ADA Transition Plan will be available in the DACTrak Accessibility Management Software to manage, implement, update and document District progress. Data contained in the DACTrak software and custom reports prepared are the property of the District.

11. DAC will review and evaluate District policies, procedures, practices, activities, programs and facilities to identify issues that may be discriminatory to persons with disabilities. Documents to be reviewed will include, but may not be limited to, policies, procedures and practices that may discriminate against members of the public and persons with disabilities. The review will include grievance procedures, notices and postings of the identity of the ADA Coordinator or responsible person, communications, emergency evacuation, alternate accessible formats, service animals, accommodations, eligibility requirements, participation requirements, facility use policies, staffing transportation, design specifications, public outreach, program locations and site selections. Following the review, DAC will assist the District to devise a policy template that can be applied to existing and future programs, including planning, registration, program implementation and reasonable accommodations.
12. DAC will summarize the District's ADA program services and provide recommendations to correct deficiencies or provide improvements in the ADA Self-Evaluation Executive Summary.

#### **Phase 1 Deliverables:**

1. DAC will provide the District with DACTrak Online Accessibility Management Software that will allow the District users to generate reports in multiple formats that identify the architectural barriers within the District's buildings, facilities, and recreational areas.
2. DAC will provide the District with an Executive Summary that includes policy and procedure recommendations for ADA best practices including service animals, personal care attendants, mobility devices, transportation, meetings, events, communications, outside vendors/contractors, and building evacuation.
3. DAC will provide best practice recommendations and procedures for the following:
  - Receiving, tracking and providing accommodation requests.
  - Updating and following grievance procedures for patrons and staff.
  - The roles and responsibilities of the ADA coordinator.
4. DAC will provide an outline of a training plan for staff on program accessibility depending on their role in the District's organizations, such as administrative staff or facility maintenance and operations.

#### **Phase 2 – Accessibility Self-Evaluation Outdoor Park and Recreation Facilities**

1. DAC will assist the District to determine which outdoor recreation facilities are subject to the ADA requirements using the list provided in the District.
2. DAC will perform an assessment of those recreation facilities in accordance with the ADA and Title 24 of the California Building Code (CBC).



**Phase 2 Deliverables:**

1. Findings and recommendations for Phase 2 in DACTrak
2. Following training for District staff by DAC the District will be provided passwords to the DACTrak Online Accessibility Management Software that will allow the District users to generate reports in multiple formats that identify the architectural barriers within the District's outdoor recreational areas and facilities.

**Phase 3 – ADA Transition Plan**

1. In collaboration with the District:
  - DAC will provide the District with sample public input surveys and publications for review and approval by the District
  - DAC will provide the District with options and assistance to complete the required public input process
2. DAC will assist the District to prioritize barrier removal projects and can propose barrier removal solutions for public buildings.
3. DAC will assist the District to prioritize barrier removal projects and can propose barrier removal solutions for outdoor recreation facilities to support the District in implementing the transition plan.
4. DAC will adjust the costs contained in DACTrak to utilize any established District costs.
5. DAC will incorporate feedback from the District's advisory committee and the public input process into the draft Executive Summary.
6. If requested, DAC will prepare an informational presentation of the project and summary of findings for the Draft ADA Transition Plan for the District Board.

**Phase 3 Deliverables:**

DAC will provide the district with the following items:

1. An ADA Transition Plan report and Executive Summary
2. A summary of public input
3. A description of the methodology for building and facility evaluations
4. A description of the methodology for prioritization of barrier removal
5. Reports that provide detailed costs for removing each barrier
6. A summary of remediation costs regarding barriers that the District has removed
7. At least one digital photograph of each barrier and a location description for reference to each barrier
8. Two on-line training sessions for District staff regarding the use of DACTrak
9. Training regarding tools within the DACTrak software for District staff to customize an implementation phasing schedule
10. Suggested reference materials for inspection and repair guidelines to ensure on-going compliance to maintaining accessible features



**Overall Project Deliverables:**

1. DAC will provide a final report of all findings and recommendations that will be contained in the DACTrak Online Accessibility Software and made available to District staff through secure logins.
2. DAC will provide, at no cost to the District, a license to the DACTrak accessibility management software for a period of one year after completion of the project to allow the District to easily manage, implement and update the accessibility plan. Additional years can be purchased at \$1,000 per year and includes the secure storage, web-based access and code updates.
3. DAC will provide the District with an executive summary that provides a high-level overview to the report and recommendations. DAC will provide one (1) printed copies of the final report as well as ADA compliant PDF files of the report, appendices, and the executive summary that are compliant with WCAG V2.1 Level AA Standards.



**COST PROPOSAL**

1. Total estimated cost for the physical survey of the district’s facilities and parks: **\$27,200**

**Sites Included:**

- 1) Brite Valley Aquatic Recreation Area
- 2) Dye Natatorium Pool
- 3) Philip Marx Central Park
- 4) Stephen Shy Activity Center
- 5) West Park
- 6) Aspen Builders Activity Center
- 7) Ollie Mountain Sports Park
- 8) Meadowbrook Park
- 9) District Office

2. Review of policies, procedures and programs and public input process: **\$4,000**

3. DACTrak Licensing: **\$0.00**

- a. Provided at no cost for Year 1.
- b. Year 2 and beyond DACTrak licensing is \$1,000/year.

**Initial Cost Proposal: \$31,200**

**DAC/CAPRI Cost Savings Summary**

1. Total estimated cost for facility and park inspections: **\$27,200**  
 (Less 20% cost savings provided by DAC and CAPRI): **(\$5,440)**

**TOTAL with 20% savings: \$21,760**

2. Review of policies, procedures, programs and public input: **\$4,000\***

- a. \*DAC is providing training for District to complete this requirement.
- b. There is NO COST to the District for this training.
- c. If District completes own review and public input, cost is reduced (\$4,000) **(\$4,000)**

**TOTAL: \$0.00**

3. Total Cost Options

- a. \*If District completes own review of policies and public input: **\$21,760**
  - \$27,200 - \$5,440 (20% savings) = \$21,760
- b. If District elects for DAC to complete its review of policies and public input: **\$25,760**
  - \$21,760 + \$4,000 = \$25,760



**SCHEDULE: SCOPE OF SERVICES SUMMARY BY ESTIMATED TIMELINES**

Based upon experience, a project milestone chart is provided in months. It is estimated that the project will be completed in eight (8) months, or sooner.

<b>Scope of Service –Activity or Task</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
DAC Team Meeting with District kick-off meeting; survey methodologies, deliverables and schedule confirmation								
Project planning, scheduling, procedures review								
Field inspection data compiled								
Public input and community outreach								
Draft Self-Evaluation of services, policies, programs and practices								
First Draft Presentation to selected District staff								
Final Draft								
Deliverables completed and provided to District								





## **Recreation Manager's Report** **Oct 15, 2024**

STAFF REPORT

REGULAR BOARD MEETING

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### **Ghoulden Hills Event**

- Collaborating with Golden Hills CSD on their Halloween Event

### **Brews on the Mountain**

- Went very well.
- Got great feedback

### **Sports**

- Co-ed softball championship game is Thursday, Oct 17
- Adult basketball begins tonight.
- Youth basketball registrations as going strong.
- Hiring for Youth Basketball Referee
- Pickleball Workshops will continue through November
- Announced that Volleyball is in the Fall season for 2025
  - There will be a clinic in spring of 25

### **Turkey Trot**

- Sign ups have started.
- Alta one will be the sponsor
- Coffee Cups have been ordered.

### **Bike Rodeo**

- Event went well
- TPD handed out about 35 helmets

### **Veterans Day Ceremony**

- Happening Monday, Nov 11
- There will be a parade and are currently getting applications.
- There will be a laser tag course this year.



## **Operations Manager's Report** **10/15/24**

STAFF REPORT

REGULAR BOARD MEETING

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All buildings got new alarms systems from EverOn(ADT)

**Pool-** Had a new motor and impeller installed for the filtration system, The old impeller was quite worn.

**Meadowbrook-** P&J Electrical came out and inspected the ball field lighting to determine what the costs would be to get them working again, about 13K. Circuit breakers need to be upgraded, junction box wires need to be improved, and some poles need new wire ran from the bottom of the poles up to the lights.

Gearing up for Golden Hills CSD Halloween Event.

**Central Park-** Fluffed up the wood chips in the playground. Installed a motion detecting hunting camera in the Gazebo, there has been graffiti lately.

**West Park-** A new fence in the dirt lot is installed between the Gym and the Church.

We had to remove and install a new gate post for the fence at the maintenance yard, it was bent. This was needed so the gate would operate smoothly for the remote gate opening system.





STAFF REPORT

REGULAR BOARD MEETING

**TITLE:** Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan - Presentation and Proposal for Accessibility Services by Disability Access Consultants – Discussion/Approval

**BACKGROUND:**

As you recall last month, there was discussion regarding hiring Disability Access Consultants. Tim Mahoney and his team are here to present their proposal for Accessibility Services.

**\*\*PRESENTATION\*\***

**\*Proposal attached\***

**Cost Proposal:**

1. Total estimated cost for the physical survey of the district’s facilities and parks: **\$27,200**  
**Sites Included:**
  - 1) Brite Valley Aquatic Recreation Area
  - 2) Dye Natatorium Pool
  - 3) Philip Marx Central Park
  - 4) Stephen Shy Activity Center
  - 5) West Park
  - 6) Aspen Builders Activity Center
  - 7) Ollie Mountain Sports Park
  - 8) Meadowbrook Park
  - 9) District Office
  
2. Review of policies, procedures and programs and public input process: **\$4,000**
  
3. DACTrak Licensing: **\$0.00**
  - a. Provided at no cost for Year 1.
  - b. Year 2 and beyond DACTrak licensing is \$1,000/year.

**Initial Cost Proposal: \$31,200**

**DAC/CAPRI Cost Savings Summary**

1. Total estimated cost for facility and park inspections: **\$27,200**  
 (Less 20% cost savings provided by DAC and CAPRI): **(\$5,440)**  
**TOTAL with 20% savings: \$21,760**

2. Review of policies, procedures, programs and public input:	\$4,000*
a. DAC is providing training for District to complete this requirement.	
b. There is NO COST to the District for this training.	
c. If District completes own review and public input, cost is reduced (\$4,000)	(\$4,000)
	TOTAL: \$0.00
3. Total Cost Options	
a. *If District completes own review of policies and public input:	\$21,760
• \$27,200 - \$5,440 (20% savings) = \$21,760	
b. If District elects for DAC to complete its review of policies and public input:	\$25,760
• \$21,760 + \$4,000 = \$25,760	

**RECOMMENDATION:**

**It is recommended that the Board of Directors approve the proposal by Disability Access Consultants for Accessibility Services for a total of \$25,760. Services to include physical survey of the District's parks and facilities, review of policies, procedures and programs, public input process, and DACTrak Licensing.**