



Play Up. Live Up.

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

**REGULAR BOARD MEETING
TUESDAY, MARCH 19, 2013, 5:30 P.M.**

BOARD OF DIRECTORS

GAYLE STEWART, CHAIRPERSON
PAUL PRESS, VICE-CHAIRPERSON
PAULETTE RUSH, SECRETARY
NICK CYR, DIRECTOR
BRIAN DUHART, DIRECTOR

A G E N D A

1. FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENTS

The Tehachapi Valley Recreation and Parks 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 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 or a member of the audience 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 Minutes from the Regular Board Meeting held February 26, 2013 (Pages 4-9)
- C. Approval of Minutes from the Special Board Meeting held March 12, 2013 (Pages 10-11)
- D. Approval of Financial Reports (Pages 12-22)

5. CORRESPONDENCE

None

6. PROGRAM REPORT (Page 23)

7. FACILITY REPORT (Page 24)

8. INTERIM DISTRICT MANAGER REPORT

9. AGENDA ITEMS

- A. MIG Report of Master Plan Needs Assessment
- B. Annual Election of Officers
- C. Approval of Contract with Foam Experts, Inc., Resolution #19-13 (Pages 25-27)
- D. Approval of Contract with Burkey, Cox, Evans & Bradford, Certified Public Accountants, Resolution #20-13 (Pages 28-30)

10. REPORTS OF STANDING COMMITTEES

- A. Personnel and Personnel Policies
- B. Budget and Finance
- C. Program and Program Policy
- D. Park and Facility Improvement and Development

11. BOARD OF DIRECTORS' TIME

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

12. OTHER BUSINESS

13. CLOSED SESSION

- A. Interim District Manager performance review per GOVERNMENT CODE SECTION 54957 (b)(1)

14. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Parks District scheduled on April 16, 2013.



CERTIFICATE OF POSTING AGENDA

I, the Clerk of the Tehachapi Valley Recreation and Parks District Board of Directors hereby certify that a copy of the March 19, 2013, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, March 15, 2013, at 12:00 P.M. approximately:

- TVRPD District Office, 490 West D Street, Tehachapi, California 93561
- The TVRPD Web site at www.tvrpd.org

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Parks District Board of directors on the 15th day of March 2013.

Dated this 15th day of March 2013

Carrie Champlin
Clerk of the Board of Directors

**MINUTES OF THE SPECIAL BOARD MEETING
(In Place of 2/19/13 Regular Board Meeting)
OF THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
FEBRUARY 26, 2012, 5:30 P.M**

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

BOARD MEMBERS:

Gayle Stewart, Chairperson
Paul Press, Vice-Chairperson
Paulette Rush, Secretary
Nick Cyr, Director
Brian Duhart, Director

ALSO PRESENT:

Laura Lynn Wyatt, GHCSO Board President
Chris Kirk, City of Tehachapi
Ed Gordon, Tehachapi News
Glenn Baumann
Fred Motter, Rotary Club of Tehachapi
Tim Trujillo, Rotary Club of Tehachapi
Kele Main, Barracudas Swim Team

1. FLAG SALUTE: Director Cyr led the Flag Salute.

2. ROLL CALL: Vice-Chairperson Press and Secretary Rush were absent.

3. PUBLIC COMMENTS

- A.** Tim Trujillo, President of the Rotary Club of Tehachapi gave a brief explanation of Rotary as a community service organization. Mr. Trujillo explained that the Rotary Club of Tehachapi would like to offer support for the maintenance and up keep of Central Park. Rotary would like to upgrade the park in some way twice a year. Rotary's budget would be approximately \$500.00 per year.
- B.** Fred Motter from the Rotary Club of Tehachapi stated that they look forward to the opportunity to support the community and that Rotary would provide a release of liability for its volunteers. He also stated that they would like recognition for their club in form of a small plaque.
Chairperson Stewart stated that there are definitely opportunities available and thanked the Rotary for their presentation.
- C.** Laura Lynn Wyatt Board President of GHCSO thanked the District and Debbie Williams for the new Dog Park sign that was installed at Meadowbrook Park.
- D.** Kele Main from the Barracudas Swim Team stated that she had been in contact with Debbie Williams and that the team is in the planning stages of becoming a private team and requested that she be added to the agenda for the March board meeting.

4. CONSENT CALENDAR

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

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.

Cyr - Duhart: Ayes: Stewart; Cyr; Duhart.

Noes: None. Motion carried.

Absent: Vice-Chairperson Press; Secretary Rush.

B. Approval of Minutes from the Regular Board Meeting held January 15, 2013.

Request by Clerk of the Board of Directors to approve the minutes from the January 15, 2013 Regular Board Meeting. BOARD APPROVES MINUTES.

Cyr - Duhart: Ayes: Stewart; Cyr; Duhart.

Noes: None. Motion carried.

Absent: Vice-Chairperson Press; Secretary Rush.

C. Approval of Financial Reports.

Request by Clerk of the Board of Directors to approve the Financial Reports. BOARD APPROVED FINANCIAL REPORTS.

Cyr - Duhart: Ayes: Stewart; Cyr; Duhart.

Noes: None. Motion carried.

Absent: Vice-Chairperson Press; Secretary Rush.

5. CORRESPONDENCE

- CAPRI and CAPRD regarding liability associated with dog parks. CAPRI is trying to extend protection to Special Districts and Parks.
- CAPRI liability review evaluation. Steps to improve grade evaluation in progress. Facility tour by CAPRI still to come.
- Stockwell, et.al., regarding closure of workers' compensation case. Largest case was closed.

6. PROGRAM REPORT

Program Coordinator Sandy Chavez gave the report.

- Programs in Session Report: Youth Basketball
- Event Report: Spring events are in planning stages.
- New Event: Run Like the Wind Spring Run will support Jacobsen Middle School.
- Marketing Report: Spring Brochures have been delivered and information is being collected for Summer Brochures.

7. FACILITY REPORT

Facilities Coordinator Carrie Champlin gave the report.

- Central Park: Replacement Slide Received.
Annual back flow testing complete/Repairs scheduled.
- Scout Hall Thermostat Replacement.
- West Park/West Park Activity Center: Light Installation at WPAC and District Office.
Annual back flow testing complete/no repairs needed.
- Ollie Mountain Skate Park: Gate Repair.
- Brite Lake: Valve installed for dump station/insulation box installed.
Bids secured for tree trimming.
Trees tagged

- Picnic tables assembled from existing parts.
- Meadowbrook Park/Meadowbrook Dog Park: Annual back flow testing complete/Repairs scheduled.
Trees tagged
Electric box maintenance.
- Dye Natatorium: Secure bids for roof and ceiling repair.

8. INTERIM DISTRICT MANAGER REPORT

Interim District Manager Williams gave the report.

- Support Staff Hiring Status:
Carrie Champlin hired for the Administrative Assistant position
Maintenance Foreman and Recreation Supervisor still to come.
- CPRS Conference.
- Bank Account Update.
- Dog Park Signage
- Website: URL Purchase for BriteLake.com
- Barracudas Update
- Concert in the Park Update
- Medical Benefit Revision Update: April 1st start date.

All Reports Received and Filed

9. AGENDA ITEMS

Interim District Manager Williams requested that agenda item 9I be placed as the first agenda item.

I. Mid-Year Budget Review

Interim District Manager Debbie Williams gave the report for the mid-year budget review. Williams report has been filed for July 31, 2012 through December 31, 2012

A. Annual Election of Officers for 2013

Chairperson Stewart requested that agenda item A be tabled until the March 19, 2013 regular board meeting.

BOARD APPROVES THAT THE ANNUAL ELECTION OF OFFICERS FOR 2013 BE TABLED UNTIL THE MARCH 19, 2013 REGULAR BOARD MEETING.

Cyr - Duhart: Ayes: Stewart;Cyr; Duhart.

Noes: None. Motion Carried

Absent: Press; Rush.

B. Appointment of Carrie Champlin as Clerk of the Board of Directors

Recommendation from Interim District Manager Debbie Williams to appoint Carrie Champlin as Clerk of the Board of Directors.

BOARD APPROVES THE APPOINTMENT OF CARRIE CHAMPLIN AS CLERK OF THE BOARD OF DIRECTORS FOR THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT.

Duhart - Cyr: Ayes: Stewart;Cyr; Duhart.

Noes: None. Motion Carried

Absent: Press; Rush.

C. Award of Bid for Tree Trimming at Brite Lake, Resolution #15-13.

Three bids were presented to the board by Interim District Manager Williams for the tree trimming at Brite Lake.

Recommendation from Interim District Manager Debbie Williams for the award of bid for tree trimming at Brite Lake to be awarded to General Tree Service Inc. in the amount of \$12,200.00, Resolution #15-13.

BOARD ACCEPTS THE BID FOR TREE TRIMMING AT BRITE LAKE FROM GENERAL TREE SERVICE INC. IN THE AMOUNT OF \$12,200.00, RESOLUTION #15-13.

Duhart - Cyr: Ayes: Stewart;Cyr; Duhart.

Noes: None. Motion Carried

Absent: Press; Rush.

D. Award of Bid for Dye Natatorium Roof, Resolution #16-13.

Three bids were presented to the board by Interim District Manager Williams for the Dye Natatorium roof repair.

Recommendation from Interim District Manager Debbie Williams for the award of bid for the Dye Natatorium roof repair to be awarded to Foam Experts Roofing, Inc. in the amount of \$40,800.00, Resolution #16-13.

BOARD ACCEPTS THE BID FOR THE DYE NATATORIUM ROOF REPAIR FROM FOAM EXPERTS ROOFING, INC. IN THE AMOUNT OF \$40, 800.00, RESOLUTION #16-13.

Duhart - Cyr: Ayes: Stewart;Cyr; Duhart.

Noes: None. Motion Carried

Absent: Press; Rush.

E. Little League 2013 Contract, Resolution #17-13.

Recommendation from Interim District Manager Williams to accept the 2013 agreement between Tehachapi Valley Recreation and Parks District and Tehachapi Little League, Resolution #17-13.

BOARD APPROVES THE 2013 AGREEMENT BETWEEN TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT AND TEHACHAPI LITTLE LEAGUE, RESOLUTION #17-13.

Cyr - Duhart: Ayes: Stewart;Cyr; Duhart.

Noes: None. Motion Carried

Absent: Press; Rush.

F. Office Furniture Purchase Approval.

Interim District Manager Debbie Williams presented a possible layout plan for the new office furniture as well as possible furniture options.

After a brief discussion, the purchase of office furniture was delayed due to budgetary considerations.

G. Payroll Processing from County to Better Ledger, Resolution #18-13.

Recommendation from Interim District Manager Williams for Tehachapi Valley Recreation and Parks District to change its payroll provider to Better Ledger, Resolution #18-13.

BOARD ACCEPTS THE PROPOSED CHANGE OF ITS PAYROLL PROVIDER

FROM KERN COUNTY AUDITOR-CONTROLLER TO BETTER LEDGER BOOKKEEPING SERVICES, RESOLUTION #18-13.

Duhart - Cyr: Ayes: Stewart;Cyr; Duhart.

Noes: Nonc. Motion Carried

Absent: Press; Rush.

H. Master Plan Update and MIG Invoice Payment.

Interim District Manager Debbie Williams gave a brief update regarding the Master Plan progress and recommended payment of the November 29, 2012 invoice in the amount of \$3,255.00, and payment of the December 17, 2012 invoice in the amount of \$7,328.00.

Williams also recommended that the December 7, 2012 invoice be paid withholding the amount of \$720.00; making the payment of the December 7, 2012 invoice in the amount of \$3320.00. Williams explained that the \$720.00 for GIS specialist fees should be withheld until further investigation is completed on revised MIG map.

BOARD APPROVES THE PAYMENT OF THE NOVEMBER 29, 2012 INVOICE IN THE AMOUNT OF \$3255.00, PAYMENT OF THE DECEMBER 17, 2012 INVOICE IN THE AMOUNT OF \$7,328.00, AND THE PAYMENT OF THE DECEMBER 7, 2012 INVOICE IN THE AMOUNT OF \$3,320.00.

Duhart - Cyr: Ayes: Stewart;Cyr; Duhart.

Noes: None. Motion Carried

Absent: Press; Rush.

10. REPORTS OF STANDING COMMITTEES

Director Duhart thanked Interim District Manager Debbie Williams for the mid-year budget report and suggested that she request the funds the City of Tehachapi generously offered to help pay for the Master Plan.

11. BOARD OF DIRECTORS TIME

Director Duhart requested that Interim District Manager Williams gather bids for the Meadowbrook Park plan. Director Duhart stated that he would like everything in place when the master plan is complete.

Chairperson Stewart stated that there will be a closed session special meeting on March 12, 2013 to interview District Manager candidates.

12. OTHER BUSINESS

None

13. MOTION: To adjourn to closed session at 7:30 P.M.

Cyr - Duhart: Ayes: Stewart; Cyr; Duhart.

Noes: None. Motion carried.

Absent: Vice-Chairperson Press; Secretary Rush.

CLOSED SESSION

A. Interim District Manager performance review per GOVERNMENT CODE SECTION 54957(b)(1)

Action taken was to extend the contract with Interim District Manager Debbie Williams through March 31, 2013.

Closed Session concluded at 8:10 P.M.

14. ADJOURNMENT

Having no further business the meeting was adjourned at 8:15 P.M. to the Special Board meeting of the Directors of Tehachapi Valley Recreation and Parks District scheduled on March 12, 2013.

Duhart - Cyr: Ayes: Stewart; Cyr; Duhart.

Noes: None. Motion carried.

Absent: Vice-Chairperson Press; Secretary Rush.

Respectfully Submitted,

Carrie Champlin, Clerk of the Board

**MINUTES OF THE SPECIAL BOARD MEETING OF THE
TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
MARCH 12, 2013, 5:30 P.M.**

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

BOARD MEMBERS:

Gayle Stewart, Chairperson
Paul Press, Vice-Chairperson
Paulette Rush, Secretary
Nick Cyr, Director
Brian Duhart, Director

ALSO PRESENT

Greg Garrett, City of Tehachapi
Michelle Vance, Field Representative

1. **FLAG SALUTE:** Secretary Rush led the Flag Salute.
2. **ROLL CALL:** All Board Members were present.
3. **PUBLIC COMMENTS**
Greg Garrett, City Manager of the City of Tehachapi thanked Tehachapi Valley Recreation and Parks District Board of Directors and staff for the diligence that the staff has shown during the changes that have taken place in the past two years. Garrett stated that TVRPD is better managed and the picture of TVRPD and this community is better.
4. **BOARD OF DIRECTORS' TIME** – None
5. **OTHER BUSINESS** – None
6. **CLOSED SESSION: ADJOURNED TO CLOSED SESSION at 5:35 P.M.**
 - A. Interview and consideration of appointment of District Manager
GOVERNMENT CODE SECTION 54957 (b)(1)

RECONVENED FROM CLOSED SESSION AT 7:43 P.M.

- A. Interview and consideration of appointment of District Manager
GOVERNMENT CODE SECTION 54957 (b)(1)

ACTION TAKEN: Details pending further action will be reported at the regular board meeting scheduled for March 19, 2013.

**Rush – Stewart: Ayes: Stewart; Press; Rush; Cyr; Duhart.
Noes: None. Motion Carried**

7. **ADJOURNMENT**

Having no further business the meeting was adjourned at 7:44 P.M. to the next Regular Board meeting of Directors of Tehachapi Valley Recreation and Parks District scheduled on March 19, 2013

Cyr – Press: Ayes: Stewart; Press; Rush; Cyr; Duhart.

Noes: None. Motion Carried

Respectfully Submitted,

Carrie Champlin, Clerk of the Board

Tehachapi Valley Recreation & Parks District
Financials
February 2013

Prepared without audit by Better Ledger Inc.

Tehachapi Valley Recreation and Park District
Balance Sheet
As of February 28, 2013

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury Special Revenue Fund	
1001 Cash in County Treasury-General Fund	233,389.82
1003 Cash in County Treasury-Quimby	81,898.56
Total 1000 Cash in County Treasury Special Revenue Fund	<u>315,288.38</u>
1004 Check BOTS 4470	36,824.91
1005 County Treasury Capital Projects Fund	437,648.15
1051 Change Fund	100.00
1100 Petty Cash Fund	200.00
Total Bank Accounts	<u>\$790,061.44</u>
Accounts Receivable	
1200 Accounts Receivable	1,470.00
Total Accounts Receivable	<u>\$1,470.00</u>
Other current assets	
1070 Prepaid Expenses	12,407.28
1092 Credit Card Receivables	745.00
Total Other current assets	<u>\$13,152.28</u>
Total Current Assets	<u>\$804,683.72</u>
Fixed Assets	
1150 Land	166,734.76
1161 Building	556,453.52
1162 Improvements	1,446,433.41
1163 Equipment	525,354.56
1164 Swimming Pool & Building	265,383.67
1165 Lake	412,294.78
1170 Accumulated Depreciation	-2,238,610.00
Total Fixed Assets	<u>\$1,134,044.70</u>
TOTAL ASSETS	<u><u>\$1,938,728.42</u></u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	9,920.92
Total Accounts Payable	<u>\$9,920.92</u>
Credit Cards	
2010 Cardmember Services Payable	1,342.78
2014 Home Depot Payable	410.85
Total Credit Cards	<u>\$1,753.63</u>
Other Current Liabilities	
2021 Accrued Salaries & Wages	3,854.70

	Total
2022 Accrued Vacation	0.00
2022.2 Accrued Vacation Other Employees	4,799.07
Total 2022 Accrued Vacation	4,799.07
2023 Accrued FICA	400.89
2200 Suspense	65.00
2208 Kern County Loan Payable	-1,327.45
Total Other Current Liabilities	\$7,792.21
Total Current Liabilities	\$19,466.76
Long-Term Liabilities	
2300 Capital Lease - John Deere	1,074.53
Total Long-Term Liabilities	\$1,074.53
Total Liabilities	\$20,541.29
Equity	
3010 Net Investment In Capital Assets	
3012 Investment in Fixed Assets	1,132,680.57
3014 Needed for Debt	-1,074.53
Total 3010 Net Investment In Capital Assets	1,131,606.04
3020 Restricted Funds	
3022 Capital Projects	427,925.19
3024 Master Plan	39,257.00
Total 3020 Restricted Funds	467,182.19
3030 Unrestricted Funds	383,378.29
3110 Retained Earnings	-476.00
Net Income	-63,503.39
Total Equity	\$1,918,187.13
TOTAL LIABILITIES AND EQUITY	\$1,938,728.42

Thursday, Mar 14, 2013 04:24:55 AM PDT GMT-7 - Accrual Basis

Tehachapi Valley Recreation and Park District
Profit & Loss
February 2013

	Total	
	Feb 2013	Jul 2012 - Feb 2013 (YTD)
Income		
4010 Property Taxes	23,987.82	432,042.35
4020 Interest Income		1,466.24
4030 Adult Program Revenues	1,325.09	28,220.68
4050 Facility Revenue	4,418.74	75,683.05
4200 Contracted Classes Revenues	2,204.00	12,629.50
4210 Events Revenues	470.00	13,218.52
4300 Youth Program Revenues	6,565.00	76,264.21
Total Income	\$38,970.65	\$639,524.55
Cost of Goods Sold		
5001 Adult Program Costs		1,383.45
5004 Contracted Classes Costs	382.90	9,203.13
5005 Events Costs	131.64	5,990.18
5008 Youth Program Costs	237.22	15,315.40
Total Cost of Goods Sold	\$751.76	\$31,892.16
Gross Profit	\$38,218.89	\$607,632.39
Expenses		
6000 Employee Costs	29,083.81	302,904.27
7010 Advertising & Marketing	2,105.53	14,500.69
7020 Bank Service Charges	19.72	1,787.05
7025 Cash Short/Over		-230.04
7030 Dues & Subscriptions		945.00
7035 Equipment Rents & Leases	283.04	1,313.31
7050 Insurance	1,140.30	9,147.67
7056 Interest Expense		70.13
7060 Licenses & Fees		645.00
7070 Maintenance	3,686.08	54,278.76
7080 Master Plan Expenses	13,903.03	48,747.89
7085 Misc Prior Year Adjustments		3,539.65
7090 Office Supplies	502.52	7,025.77
7110 Payroll Voucher Service	1,327.45	2,807.67
7120 Professional Development	434.00	2,910.31
7150 Professional Fees	7,304.50	65,472.65
7160 Property Tax Collection Fee		-25.00
7180 Security	72.00	1,153.18
7210 Telephone	1,175.48	8,432.53
7250 Utilities	1,929.78	79,497.40
Total Expenses	\$62,967.24	\$604,923.89
Net Operating Income	\$ -24,748.35	\$2,708.50
Other Income		
8040 TVRPD Development Fee Revenues	2,137.00	8,548.00
Total Other Income	\$2,137.00	\$8,548.00

	Total	
	Feb 2013	Jul 2012 - Feb 2013 (YTD)
Other Expenses		
8505 Quimby Expense		74,759.89
Total Other Expenses	\$0.00	\$74,759.89
Net Other Income	\$2,137.00	\$ -66,211.89
Net Income	\$ -22,611.35	\$ -63,503.39

Thursday, Mar 14, 2013 04:28:57 AM PDT GMT-7 - Accrual Basis

Tehachapi Valley Recreation and Park District
Statement of Cash Flows
July 2012 - February 2013

	Total
OPERATING ACTIVITIES	
Net Income	-63,503.39
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-1,470.00
1040 Taxes Receivable	226.58
1070 Prepaid Expenses	-261.28
1085 Interest Receivable	2,701.18
1092 Credit Card Receivables	-745.00
2000 Accounts Payable	-19,511.91
2010 Cardmember Services Payable	1,264.61
2014 Home Depot Payable	410.85
2021 Accrued Salaries & Wages	-19,338.85
2022 Accrued Vacation	-37,443.64
2022.2 Accrued Vacation:Accrued Vacation Other Employees	4,799.07
2023 Accrued FICA	-978.57
2200 Suspense	65.00
2208 Kern County Loan Payable	-1,327.45
Net cash provided by operating activities	\$ -135,112.80
INVESTING ACTIVITIES	
1163 Equipment	-1,364.13
Net cash provided by investing activities	\$ -1,364.13
FINANCING ACTIVITIES	
3030 Unrestricted Funds	-16,797.91
3110 Retained Earnings	16,797.91
Net cash provided by financing activities	\$0.00
Net cash increase for period	\$ -136,476.93
Cash at beginning of period	926,538.37
Cash at end of period	\$790,061.44

Thursday, Mar 14, 2013 04:29:45 AM PDT GMT-7

Tehachapi Valley Recreation and Park District
 Budget vs. Actuals: Budget - FY13 P&L
 July 2012 - February 2013

	Total			
	Actual	Budget	Remaining	% of Budget
Income				
4010 Property Taxes	432,042.35	732,272.00	300,229.65	59.00 %
4020 Interest Income	1,466.24	2,500.00	1,033.76	58.65 %
4030 Adult Program Revenues	28,220.68	29,360.00	1,139.32	96.12 %
4050 Facility Revenue	75,683.05	113,890.00	38,206.95	66.45 %
4110 Miscellaneous income (deleted)		40,000.00	40,000.00	
4170 Master Plan - Funding Income		35,000.00	35,000.00	
4200 Contracted Classes Revenues	12,629.50	23,000.00	10,370.50	54.91 %
4210 Events Revenues	13,218.52	23,200.00	9,981.48	56.98 %
4300 Youth Program Revenues	76,264.21	147,410.00	71,145.79	51.74 %
Total Income	\$639,524.55	\$1,146,632.00	\$507,107.45	55.77 %
Cost of Goods Sold				
5001 Adult Program Costs	1,383.45	1,333.00	-50.45	103.78 %
5004 Contracted Classes Costs	9,203.13	15,345.00	6,141.87	59.97 %
5005 Events Costs	5,990.18	10,664.00	4,673.82	56.17 %
5008 Youth Program Costs	15,315.40	29,490.00	14,174.60	51.93 %
Total Cost of Goods Sold	\$31,892.16	\$56,832.00	\$24,939.84	56.12 %
Gross Profit	\$607,632.39	\$1,089,800.00	\$482,167.61	55.76 %
Expenses				
6000 Employee Costs				
6010 Salaries & Wages				
6012 Administrative Wages	40,159.16	125,768.00	85,608.84	31.93 %
6013 Adult Program Wages	14,876.53	7,300.00	-7,576.53	203.79 %
6014 Maintenance Wages	80,569.43	121,891.00	41,321.57	66.10 %
6015 Gym Supervisor	8,439.44	15,000.00	6,560.56	56.26 %
6016 Recreation Supervisor		22,500.00	22,500.00	
6017 Recreation Coordinator	19,357.37	27,000.00	7,642.63	71.69 %
6019 Youth Program Wages	58,110.53	111,308.00	53,197.47	52.21 %
Total 6010 Salaries & Wages	221,512.46	430,767.00	209,254.54	51.42 %
6050 Benefits				
6051 Employee Group Insurance (Med.)	34,466.05	89,340.00	54,873.95	38.58 %
6053 Employee Grp. Ins. (Vision)	475.50	1,900.00	1,424.50	25.03 %
6055 Employee Retirement-PERS	7,362.95	15,000.00	7,637.05	49.09 %
6057 EPS & Dental	1,155.96	3,000.00	1,844.04	38.53 %
6058 FICA	19,516.50	31,500.00	11,983.50	61.96 %
6059 Unemployment Insurance	7,568.86	12,000.00	4,431.14	63.07 %
6090 Worker's Compensation Insurance	10,845.99	15,000.00	4,154.01	72.31 %
Total 6050 Benefits	81,391.81	167,740.00	86,348.19	48.52 %
Total 6000 Employee Costs	302,904.27	598,507.00	295,602.73	50.61 %
7010 Advertising & Marketing	14,500.69	8,000.00	-6,500.69	181.26 %
7020 Bank Service Charges	1,787.05	2,700.00	912.95	66.19 %
7025 Cash Short/Over	-230.04	0.00	230.04	

	Total			
	Actual	Budget	Remaining	% of Budget
7030 Dues & Subscriptions	945.00	2,200.00	1,255.00	42.95 %
7035 Equipment Rents & Leases	1,313.31	3,700.00	2,386.69	35.49 %
7050 Insurance				
7051 Auto Insurance	2,015.36	0.00	-2,015.36	
7052 HUB Insurance	-254.06	0.00	254.06	
7053 Property Insurance	5,486.64	0.00	-5,486.64	
7055 Liability Insurance	1,899.73	19,000.00	17,100.27	10.00 %
Total 7050 Insurance	9,147.67	19,000.00	9,852.33	48.15 %
7056 Interest Expense	70.13		-70.13	
7060 Licenses & Fees	645.00	2,500.00	1,855.00	25.80 %
7070 Maintenance				
7072 Building Maintenance	6,866.07	7,400.00	533.93	92.78 %
7074 Equipment Maintenance	2,860.63	6,000.00	3,139.37	47.68 %
7075 Fuel	10,207.32	16,000.00	5,792.68	63.80 %
7076 Janitorial Supplies	8,879.96	7,500.00	-1,379.96	118.40 %
7078 Materials & Supplies	25,821.37	57,600.00	31,778.63	44.83 %
7079 Fleet Maintenance	-356.59	5,000.00	5,356.59	-7.13 %
Total 7070 Maintenance	54,278.76	99,500.00	45,221.24	54.55 %
7080 Master Plan Expenses		102,047.00	102,047.00	
7081 Master Plan-County	39,290.10		-39,290.10	
7082 Master Plan-TVRPD	9,457.79		-9,457.79	
Total 7080 Master Plan Expenses	48,747.89	102,047.00	53,299.11	47.77 %
7085 Misc Prior Year Adjustments	3,539.65	0.00	-3,539.65	
7090 Office Supplies	7,025.77	10,000.00	2,974.23	70.26 %
7110 Payroll Voucher Service	2,807.67	5,600.00	2,792.33	50.14 %
7120 Professional Development	2,910.31	3,500.00	589.69	83.15 %
7150 Professional Fees				
7151 Annual Audit	6,250.00	0.00	-6,250.00	
7152 Accounting	7,045.00	7,800.00	755.00	90.32 %
7155 Legal	10,421.83	22,000.00	11,578.17	47.37 %
7158 Intrim District Manager	41,755.82	42,000.00	244.18	99.42 %
Total 7150 Professional Fees	65,472.65	71,800.00	6,327.35	91.19 %
7160 Property Tax Collection Fee	-25.00	7,500.00	7,525.00	-0.33 %
7170 Publications & Legal		1,000.00	1,000.00	
7180 Security	1,153.18	1,200.00	46.82	96.10 %
7210 Telephone	8,432.53	7,800.00	-632.53	108.11 %
7250 Utilities				
7252 Electric Service	42,426.45	56,542.00	14,115.55	75.04 %
7254 Gas Service	10,917.16	18,140.00	7,222.84	60.18 %
7256 Sanitation Services	12,261.87	0.00	-12,261.87	
7258 Water Service	13,891.92	8,200.00	-5,691.92	169.41 %
Total 7250 Utilities	79,497.40	82,882.00	3,384.60	95.92 %
Total Expenses	\$604,923.89	\$1,029,436.00	\$424,512.11	58.76 %
Net Operating Income	\$2,708.50	\$60,364.00	\$57,655.50	4.49 %
Other Income				
8040 TVRPD Development Fee Revenues	8,548.00	0.00	-8,548.00	

	Total			
	Actual	Budget	Remaining	% of Budget
Total Other Income	\$8,548.00	\$0.00	\$ -8,548.00	0.00%
Other Expenses				
8505 Quimby Expense	74,759.89	0.00	-74,759.89	
Total Other Expenses	\$74,759.89	\$0.00	\$ -74,759.89	0.00%
Net Other Income	\$ -66,211.89	\$0.00	\$66,211.89	0.00%
Net Income	\$ -63,503.39	\$60,364.00	\$123,867.39	-105.20 %

Thursday, Mar 14, 2013 04:32:17 AM PDT GMT-7 - Accrual Basis

Tehachapi Valley Recreation and Park District
Check Detail
March 1-14, 2013

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
1004	Check BOTS 4470					
03/01/2013	Check	10068	Lora Minton	Refund for West Park Pavilion Rental		-50.00
				Refund West Park Pavilion Rental		-50.00
03/01/2013	Bill Payment (Check)	10069	CALPERS			-212.32
						-212.32
03/05/2013	Bill Payment (Check)	10070	AT&T Carol Stream	661 822-0907 082 7		-794.95
						-794.95
03/05/2013	Bill Payment (Check)	10071	Applegate Florist			-59.39
						-59.39
03/05/2013	Bill Payment (Check)	10072	Mojave Sanitation			-183.46
						-183.46
03/05/2013	Bill Payment (Check)	10073	Benz Construction Services			-165.06
						-165.06
03/05/2013	Bill Payment (Check)	10074	Home 4 Less			-90.18
						-90.18
03/05/2013	Bill Payment (Check)	10075	Tel-Tec Security System, Inc.	6532		-72.00
						-72.00
03/05/2013	Bill Payment (Check)	10076	Department of Fish & Game			-59.23
						-59.23
03/05/2013	Bill Payment (Check)	10077	Southern California Edison			-3,803.07
						-3,803.07
03/05/2013	Bill Payment (Check)	10078	Sparks Arts	1463		-846.62
						-846.62
03/05/2013	Bill Payment (Check)	10079	Mojave Sanitation			-720.94
						-720.94

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
03/05/2013	Check		Worldpay Mthly Chgs		C	-191.31
						191.31
03/07/2013	Check				C	-0.34
						-0.34

Thursday, Mar 14, 2013 04:44:49 AM PDT GMT-7



Play Up. Live Up.

Agenda Item 6

TVRPD Board Meeting
490 West D Street
Tehachapi, CA 93561

Board Meeting
March 19th, 2013

Program Report

1. Recap of Programs
 - a. We are currently in the planning stages, for our spring events: Easter Egg Hunt, Fishing Derby, and Cinco de Mayo. Added to our events is a spring run (Run with the Wind), scheduled for March 23. This run will support the Jacobsen Middle School Track Team.
 - b. Currently taking all registration for spring programs, T-ball, Men's Basketball, Spring Volleyball, and Lil Warriors Soccer Academy. TVRPD Folklorico dance team our continuing practices for their performance on Cinco de Mayo.
 - c. Youth Basketball, we are currently in the middle of tournaments. Tournaments should be finished by March 22nd.
2. Programs to begin before next board meeting
 - a. Tee Ball begins April 15th, Little Warriors begin April 2nd, and Volley Ball begins April 8th.
3. Marketing
 - a. Website has been updated with all spring programs
 - b. Banners and posters for events



Play Up. Live Up.

AGENDA ITEM 7

TVRPD Board Meeting
490 West D Street
Tehachapi, CA 93561

Board Meeting
March 19, 2013
5:30 P.M.

Facility Report

1. Central Park
 - Retrofit hardware ordered for slide
 - Annual back flow testing complete/repairs complete
 - Meeting with Rotary Club of Tehachapi/Tour of Property/Sponsorship Opportunities
 2. West Park/West Park Activity Center
 - WPAC heater repair – Thank you to TUSD for their assistance.
 - Five drinking fountains repaired.
 3. Ollie Mountain Skate Park - Nothing to report
 4. Morris Park - Nothing to report
 5. Brite Lake
 - Picnic table assembly continues
 - Tree tagging complete
 - Tree trimming update: Evaluation with Al Thibodeau/Meeting with General Tree Service, Inc.
 6. Meadowbrook/Meadowbrook Dog Park
 - Annual back flow testing complete/repairs complete: New valve installed.
 - Tree tagging complete
 7. Dye Natatorium
 - Contract for Foam Experts with counsel
 - Repair schedule for roof pending
 - Securing bids for ceiling repair/ongoing
- *CPRS Conference:** Carrie Champlin and David Coopriider attended the CPRS conference March 6, 7 & 8.
- Informative classes: Sixteen classes attended
 - Facilities tour – Lake Cunningham Complex
 - Made contact with several landscape architect firms regarding Meadowbrook Park planning.
 - Made contact with several play equipment companies regarding Meadowbrook play equipment bids.

Agenda Item 9.C.

Approval of Contract with Foam Experts, Inc., Resolution #19-13

Title: Approval of Contract with Foam Experts, Inc., Resolution #19-13

Issue: The Dye Natatorium roof leaks, resulting in water damage to the ceiling below. The bid to repair the roof was awarded to Foam Experts, Inc. and a contract is needed.

Recommendation: After having the contract reviewed by legal counsel, the interim district manager recommends that the board approve the contract between Tehachapi Valley Recreation and Parks District and Foam Experts, Inc.

Fiscal Impact: This project qualifies for use of Quimby funds to cover the cost of rehabilitation of the roof. The cost of legal fees for contract preparation will not be covered by Quimby funds.

Previous Board Action: Previous action was related to evaluation of the roof of Dye Natatorium, approval to solicit bids and award of bid.

Background: On January 6, janitorial staff found a section (approx. 12 s.f.) of the plaster ceiling in the Dye Natatorium hallway outside the women's locker room to have fallen as a result of water saturation. Upon further examination, it was determined that long-term and neglected roof leaks have allowed significant rainwater to damage the plaster ceiling above the entrance and locker rooms on the first floor.

**THE BOARD OF DIRECTORS OF THE
TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT**

IN THE MATTER OF

**APPROVING THE CONTRACT BETWEEN TEHACHAPI VALLEY RECREATION
AND PARKS DISTRICT AND FOAM EXPERTS ROOFING, INC.**

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Parks District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director _____ and seconded by Director _____ was duly passed and adopted by said Board of Directors at an official meeting thereof this 19th day of March 2013 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Clerk of the Board of Directors
of the Tehachapi Valley Recreation
and Parks District

RESOLUTION NO. 19-13

WHEREAS, the Tehachapi Valley Recreation and Parks District (TVRPD) is owner in fee of certain real property commonly known as Dye Natatorium;

WHEREAS, it has been determined that the Dye Natatorium roof is in need of repair;
and

WHEREAS, bids were received from roofing companies that can perform the required repairs.

WHEREAS, The Tehachapi Valley Recreation and Parks District Board of Directors accepted the bid from Foam Experts Roofing, Inc. for the repairs needed for the roof of the Dye Natatorium.

NOW, THEREFORE, BE IT RESOLVED THAT in consideration of the mutual covenants and conditions set forth herein, the parties agree to the conditions of the contract set forth herein;

AND BE IT FINALLY RESOLVED THAT the Board of Directors approves the contract between Tehachapi Valley Recreation and Parks District and Foam Experts Roofing, Inc.



March 19, 2013

Agenda Item 9.D

Approval of Agreement with Burkey Cox Evans & Bradford, Resolution #20-13

Recommendation: That the board approves Resolution #20-13 to accept the Agreement with Burkey Cox Evans & Bradford as presented and having been reviewed by counsel.

Fiscal Impact: Fees for services as described in said contract will not exceed \$6,300 to complete the audit, plus \$500 to submit related reports to the State Controller's Office, plus \$300 to present the audit at a board meeting, totaling \$7,100, to be budgeted for appropriately under "Professional Services."

Previous Board Action: There has been no previous action regarding this request.

Background: TVRPD is required to have an annual audit of the financial statements of government activities, business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the district as of and for the year ended June 30, 2013. Burkey Cox, Evans & Bradford has performed this audit for TVRPD for several years. Rationale for engaging them to review the FY2012/13 financials include:

1. Familiarity with TVRPD activities;
2. Improved accounting methods will enable TVRPD to be more deeply engaged with the audit process;
3. Timing of hiring of the new district manager has been delayed so working with a seasoned accounting firm this year will ease the burden for the new manager;
4. Investigation of other firms indicates that Burkey Cox's pricing is very competitive.

**THE BOARD OF DIRECTORS OF THE
TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT**

IN THE MATTER OF

ENTERING A PROFESSIONAL AGREEMENT BURKEY COX EVANS & BRADFORD

I, Carrie Champlin, Acting Clerk of the Board of Directors of the Tehachapi Valley Recreation and Parks District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director _____ and seconded by Director _____ was duly passed and adopted by said Board of Directors at an official meeting thereof this 19th day of March 2013 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Acting Clerk of the Board of Directors
of the Tehachapi Valley Recreation
and Parks District

RESOLUTION NO. 20-13

WHEREAS, the Tehachapi Valley Recreation and Parks District (TVRPD) can benefit from the occasional professional advice of a human resources consultant; and

WHEREAS, Burkey Cox Evans & Bradford is an accountancy agency; and

WHEREAS, TVRPD is required to have an annual audit of the financial statements of government activities, business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the district as of and for the year ended June 30, 2013; and

WHEREAS, the Engagement Letter and Audit Contract provided by Burkey Cox Evans & Bradford and reviewed and approved by counsel meets the criteria required to fulfill the needs of TVRPD; and

WHEREAS, whereas the fee for services as described in said contract will not exceed \$6,300 to complete the audit, plus \$500 to submit related reports to the State Controller's Office, plus \$300 to present the audit at a board meeting.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approve execution of said contract between TVRPD and Burkey Cox Evans & Bradford.