

**TEHACHAPI VALLEY
RECREATION AND PARK DISTRICT**

**DUE TO COVID 19 AND TO COMPLY WITH SOCIAL DISTANCING GUIDELINES,
THIS MEETING WILL BE HELD AT
THE ASPEN BUILDERS INC. ACTIVITY CENTER LOCATED AT
410 WEST D STREET, TEHACHAPI, CA 93561
*(We encourage the wearing of face masks. In addition seating will be six feet apart.)***

**REGUALR BOARD MEETING
TUESDAY, SEPTEMBER 15, 2020, 5:30 P.M.**

BOARD OF DIRECTORS

IAN STEELE, CHAIRPERSON
KALEB JUDY, VICE-CHAIRPERSON
WES BACKES, DIRECTOR
DWIGHT DREYER, DIRECTOR
SANDY CHAVEZ, 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 June 2020, (Pages 4-13).

5. RECREATION MANAGER REPORT

6. OPERATIONS MANAGER REPORT

7. AGENDA ITEMS

- A. MNS Engineers Fee Proposal for the Proposition 68 Statewide Park Program (SPP)
Round 4 Grant Writing and Project Scoping Services ‘New Park Project’ Authorizing the
District Manager to Spend an Amount not to Exceed \$26,274.00– Discussion/Approval,
(Pages 14-20).

8. BOARD OF DIRECTORS’ TIME

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

9. ADJOURNMENT

*Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley
Recreation and Park District scheduled on October 20, 2020.*



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 September 15, 2020, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, September 11, 2020, at 5:30 P.M. approximately:

- TVRPD District Office, 410 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 Park District Board of Directors on the 11th day of September 2020.

Dated this 11th day of September 2020.

Carrie Champlin
Clerk of the Board of Directors



Tehachapi Valley Recreation and Park District

BALANCE SHEET

As of June 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	653,606.01
1004 Check BOTS 4470	43,901.34
1005 County Treasury Capital Projects Fund	192,440.03
1006 County FMV	4,396.00
1051 Change Fund	950.00
1100 Petty Cash Fund	400.00
Total Bank Accounts	\$895,693.38
Accounts Receivable	
1200 Accounts Receivable	5,053.84
Total Accounts Receivable	\$5,053.84
Other Current Assets	
1070 Prepaid Expenses	2,575.00
1085 Interest Receivable	667.42
1085.1 Interest Receivable Cap Proj Fund	177.86
1210 Inventory Asset	3,763.84
Total Other Current Assets	\$7,184.12
Total Current Assets	\$907,931.34
Fixed Assets	
1150 Land	166,734.76
1161 Building	540,391.52
1162 Improvements	3,058,111.76
1163 Equipment	1,192,733.41
1166 Furniture & Fixtures	27,502.88
1167 Machinery	48,662.24
1170 Accumulated Depreciation	-3,042,611.00
1180 Fleet Vehicles and Equipment	162,109.22
Total Fixed Assets	\$2,153,634.79
Other Assets	
1901 DOR-Pension Contributions	39,457.00
1903 DOR-Pension Related	81,797.00
Total Other Assets	\$121,254.00
TOTAL ASSETS	\$3,182,820.13



Tehachapi Valley Recreation and Park District

BALANCE SHEET

As of June 30, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable-General Fund	58,284.90
Total Accounts Payable	\$58,284.90
Credit Cards	
2010 Cardmember Services Payable	4,536.47
Total Credit Cards	\$4,536.47
Other Current Liabilities	
2021 Accrued Salaries & Wages	16,314.89
2022 Accrued Employer PR Taxes	1,336.94
2024 Accrued Vacation, Sick, & Comp Time	60,134.72
Total Other Current Liabilities	\$77,786.55
Total Current Liabilities	\$140,607.92
Long-Term Liabilities	
2310 Loan Payable 2016	475,055.00
2900 Net Pension Liability	207,297.00
2902 DIR-Pension Related	42,742.00
Total Long-Term Liabilities	\$725,094.00
Total Liabilities	\$865,701.92
Equity	
3010 Net Investment In Capital Assets	1,581,017.42
3020 Restricted Funds	289,344.64
3110 Retained Earnings	323,359.34
Net Income	123,396.81
Total Equity	\$2,317,118.21
TOTAL LIABILITIES AND EQUITY	\$3,182,820.13



Tehachapi Valley Recreation and Park District

PROFIT AND LOSS

June 2020

	TOTAL		
	JUN 2020	JUL 2019 - JUN 2020 (YTD)	% OF INCOME
Income			
4010 Property Taxes	58,179.46	944,154.09	61.17 %
4020 Interest Income	2,957.20	10,677.83	3.11 %
4020.1 Interest Income Cap Proj Fund	915.37	3,114.54	0.96 %
4030 Adult Program Revenues	-540.00	23,199.50	-0.57 %
4050 Facility Revenue	31,424.00	172,151.67	33.04 %
4210 Events Revenues	1,000.25	56,263.75	1.05 %
4213 Operational Grants		18,250.00	
4216 Scholarship Donations		178.00	
4300 Youth Program Revenues	1,349.00	136,643.60	1.42 %
4610 Billable Expense Income		8,647.34	
4650 Discounts given	-167.20	-3,422.45	-0.18 %
4704 Sales		2,952.51	
Total Income	\$95,118.08	\$1,372,810.38	100.00 %
Cost of Goods Sold			
5001 Adult Program Costs		7,538.33	
5004 Contracted Classes Costs		38,409.65	
5005 Events Costs	2,612.07	92,703.54	2.75 %
5008 Youth Program Costs	2,500.96	23,407.00	2.63 %
5110 Scholarship Fund Expense	-10.60	1,005.40	-0.01 %
5704 Purchases for Resale		1,383.20	
5801 Bad Debt Expense	4,318.58	4,318.58	4.54 %
Total Cost of Goods Sold	\$9,421.01	\$168,765.70	9.90 %
GROSS PROFIT	\$85,697.07	\$1,204,044.68	90.10 %
Expenses			
6000 Employee Costs	109,469.42	765,983.16	115.09 %
7010 Advertising & Marketing	1,666.00	30,786.93	1.75 %
7020 Bank Service Charges	912.75	13,189.95	0.96 %
7026 Charitable Contribution		18,300.00	
7030 Dues & Subscriptions	236.88	4,895.81	0.25 %
7035 Equipment Rents & Leases		3,565.04	
7050 Insurance		33,557.00	
7056 Interest Expense	6,334.07	15,563.25	6.66 %
7060 Licenses & Fees	1,606.70	20,750.15	1.69 %
7070 Maintenance	11,421.78	100,628.35	12.01 %
7084 Meals & Entertainment	183.32	3,683.65	0.19 %
7090 Office Supplies	-4,066.39	6,334.69	-4.28 %
7150 Professional Fees	3,745.50	51,729.47	3.94 %
7160 Property Tax Collection Fee		11,105.18	
7180 Security	224.95	3,107.95	0.24 %



Tehachapi Valley Recreation and Park District

PROFIT AND LOSS

June 2020

	TOTAL		
	JUN 2020	JUL 2019 - JUN 2020 (YTD)	% OF INCOME
7210 Telephone and Internet	1,081.16	12,329.89	1.14 %
7230 Uniforms & Apparel	486.78	2,500.41	0.51 %
7250 Utilities	5,529.42	72,572.68	5.81 %
Total Expenses	\$138,832.34	\$1,170,583.56	145.96 %
NET OPERATING INCOME	\$ -53,135.27	\$33,461.12	-55.86 %
Other Income			
8020 Insurance Settlement Proceeds		27,962.69	
8040 TVRPD Development Fee Revenues	6,411.00	61,973.00	6.74 %
Total Other Income	\$6,411.00	\$89,935.69	6.74 %
NET OTHER INCOME	\$6,411.00	\$89,935.69	6.74 %
NET INCOME	\$ -46,724.27	\$123,396.81	-49.12 %



Tehachapi Valley Recreation and Park District

PROFIT & LOSS PRIOR YEAR COMPARISON

June 2020

	TOTAL			
	JUN 2020	JUN 2019 (PY)	CHANGE	% CHANGE
Income				
4010 Property Taxes	58,179.46	41,770.46	16,409.00	39.28 %
4020 Interest Income	2,957.20	1,360.14	1,597.06	117.42 %
4020.1 Interest Income Cap Proj Fund	915.37	333.06	582.31	174.84 %
4020.2 County FMV Change		4,396.00	-4,396.00	-100.00 %
4030 Adult Program Revenues	-540.00	5,227.35	-5,767.35	-110.33 %
4050 Facility Revenue	31,424.00	23,574.00	7,850.00	33.30 %
4200 Contracted Classes Revenues		4,380.00	-4,380.00	-100.00 %
4210 Events Revenues	1,000.25	5,208.42	-4,208.17	-80.80 %
4216 Scholarship Donations		10.00	-10.00	-100.00 %
4300 Youth Program Revenues	1,349.00	36,401.37	-35,052.37	-96.29 %
4650 Discounts given	-167.20	-750.80	583.60	77.73 %
4690 Other Income		1,000.00	-1,000.00	-100.00 %
4704 Sales		3,761.22	-3,761.22	-100.00 %
Total Income	\$95,118.08	\$126,671.22	\$-31,553.14	-24.91 %
Cost of Goods Sold				
5004 Contracted Classes Costs		400.00	-400.00	-100.00 %
5005 Events Costs	2,612.07	15,392.52	-12,780.45	-83.03 %
5008 Youth Program Costs	2,500.96	3,517.72	-1,016.76	-28.90 %
5110 Scholarship Fund Expense	-10.60	221.00	-231.60	-104.80 %
5704 Purchases for Resale		335.46	-335.46	-100.00 %
5801 Bad Debt Expense	4,318.58		4,318.58	
Total Cost of Goods Sold	\$9,421.01	\$19,866.70	\$-10,445.69	-52.58 %
GROSS PROFIT	\$85,697.07	\$106,804.52	\$-21,107.45	-19.76 %
Expenses				
6000 Employee Costs	109,469.42	70,179.38	39,290.04	55.99 %
7010 Advertising & Marketing	1,666.00	1,237.73	428.27	34.60 %
7020 Bank Service Charges	912.75	1,417.46	-504.71	-35.61 %
7027 Depreciation Expense		189,496.00	-189,496.00	-100.00 %
7030 Dues & Subscriptions	236.88	58.87	178.01	302.38 %
7050 Insurance		2,217.76	-2,217.76	-100.00 %
7056 Interest Expense	6,334.07	6,783.25	-449.18	-6.62 %
7060 Licenses & Fees	1,606.70	1,008.36	598.34	59.34 %
7070 Maintenance	11,421.78	7,186.99	4,234.79	58.92 %
7084 Meals & Entertainment	183.32	44.81	138.51	309.11 %
7090 Office Supplies	-4,066.39	3,079.69	-7,146.08	-232.04 %
7150 Professional Fees	3,745.50	10,896.80	-7,151.30	-65.63 %
7180 Security	224.95	179.96	44.99	25.00 %
7210 Telephone and Internet	1,081.16	452.35	628.81	139.01 %



Tehachapi Valley Recreation and Park District

PROFIT & LOSS PRIOR YEAR COMPARISON

June 2020

	TOTAL			
	JUN 2020	JUN 2019 (PY)	CHANGE	% CHANGE
7230 Uniforms & Apparel	486.78	265.96	220.82	83.03 %
7250 Utilities	5,529.42	3,158.98	2,370.44	75.04 %
Total Expenses	\$138,832.34	\$297,664.35	\$-158,832.01	-53.36 %
NET OPERATING INCOME	\$-53,135.27	\$-190,859.83	\$137,724.56	72.16 %
Other Income				
8040 TVRPD Development Fee Revenues	6,411.00	10,685.00	-4,274.00	-40.00 %
Total Other Income	\$6,411.00	\$10,685.00	\$-4,274.00	-40.00 %
NET OTHER INCOME	\$6,411.00	\$10,685.00	\$-4,274.00	-40.00 %
NET INCOME	\$-46,724.27	\$-180,174.83	\$133,450.56	74.07 %



Tehachapi Valley Recreation and Park District

STATEMENT OF CASH FLOWS

July 2019 - June 2020

	TOTAL
OPERATING ACTIVITIES	
Net Income	123,396.81
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	5,946.16
1040 Taxes Receivable	5,123.81
1070 Prepaid Expenses	9,222.48
1085 Interest Receivable	-347.33
1085.1 Interest Receivable Cap Proj Fund	-99.89
1092 Credit Card Receivables	0.00
1210 Inventory Asset	-38.85
2000 Accounts Payable-General Fund	22,670.54
2010 Cardmember Services Payable	-8,456.28
2014 Home Depot Payable	0.00
2021 Accrued Salaries & Wages	-942.07
2022 Accrued Employer PR Taxes	-361.12
2024.2 Accrued Vacation, Sick, & Comp Time:Accrued Vacation	14,645.11
2024.3 Accrued Vacation, Sick, & Comp Time:Accrued Sick Leave (50%)	7,211.88
2200 Suspense	0.00
2207 Sales tax payable	-1,071.00
2208 Kern County Loan Payable	0.00
2211 Payroll Liabilities:CalPERS Payable	-2,651.48
2231 Payroll Liabilities:Health Plan Payable	0.00
2241 Payroll Liabilities:AFLAC Payable	0.00
2250 Payroll Liabilities:Payroll Tax Liabilities	-10,947.84
2311 Accrued Interest Payable	-6,783.25
Employee Cash Advances	0.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	33,120.87
Net cash provided by operating activities	\$156,517.68
INVESTING ACTIVITIES	
1163 Equipment	-49,340.08
1163.1 Equipment Not Placed In Service	869.91
Net cash provided by investing activities	\$-48,470.17
FINANCING ACTIVITIES	
2310 Loan Payable 2016	-33,689.00
3010 Net Investment In Capital Assets	-15,403.20
3022 Restricted Funds:Capital Projects	64,380.29
3028 Restricted Funds:Site Lease Funds	-48,977.09
Net cash provided by financing activities	\$-33,689.00
NET CASH INCREASE FOR PERIOD	\$74,358.51
Cash at beginning of period	821,334.87
CASH AT END OF PERIOD	\$895,693.38

Tehachapi Valley Recreation and Park District

TVRPD BUDGET VS. ACTUALS 2019/2020

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
4010 Property Taxes	944,154.09	901,350.00	-42,804.09	-4.75 %
4020 Interest Income	10,677.83	5,000.00	-5,677.83	-113.56 %
4020.1 Interest Income Cap Proj Fund	3,114.54		-3,114.54	
4030 Adult Program Revenues	23,199.50	36,610.00	13,410.50	36.63 %
4050 Facility Revenue	172,151.67	174,437.00	2,285.33	1.31 %
4210 Events Revenues	56,263.75	99,290.00	43,026.25	43.33 %
4213 Operational Grants	18,250.00	111,500.00	93,250.00	83.63 %
4216 Scholarship Donations	178.00		-178.00	
4300 Youth Program Revenues	136,643.60	223,453.00	86,809.40	38.85 %
4610 Billable Expense Income	8,647.34	18,050.00	9,402.66	52.09 %
4650 Discounts given	-3,422.45	-6,000.00	-2,577.55	42.96 %
4704 Sales				
4701 Beer Sales-Taxable	83.92		-83.92	
4703 Food Sales-Taxable	23.32	240.00	216.68	90.28 %
4705 Food Sales Non Taxable	287.45	735.00	447.55	60.89 %
4707 Merchandise Sales-Taxable	2,356.18		-2,356.18	
4709 Soda Sales-Taxable	201.64	100.00	-101.64	-101.64 %
Total 4704 Sales	2,952.51	1,075.00	-1,877.51	-174.65 %
Total Income	\$1,372,810.38	\$1,564,765.00	\$191,954.62	12.27 %
Cost of Goods Sold				
5001 Adult Program Costs	7,538.33	6,800.00	-738.33	-10.86 %
5002 Fish Stocking		10,000.00	10,000.00	100.00 %
5004 Contracted Classes Costs	38,409.65	38,765.00	355.35	0.92 %
5005 Events Costs	92,703.54	116,058.00	23,354.46	20.12 %
5008 Youth Program Costs	23,407.00	73,900.00	50,493.00	68.33 %
5110 Scholarship Fund Expense				
5115 Chavez Scholarship Fund	814.40	2,000.00	1,185.60	59.28 %
5117 Walter Dye Scholarship Fund	191.00	2,000.00	1,809.00	90.45 %
Total 5110 Scholarship Fund Expense	1,005.40	4,000.00	2,994.60	74.87 %
5704 Purchases for Resale				
5701 Beer Purchases	1,185.00	2,300.00	1,115.00	48.48 %
5703 Food Purchases	198.20	400.00	201.80	50.45 %
5709 Soda Purchases		200.00	200.00	100.00 %
Total 5704 Purchases for Resale	1,383.20	2,900.00	1,516.80	52.30 %
5801 Bad Debt Expense	4,318.58		-4,318.58	
Total Cost of Goods Sold	\$168,765.70	\$252,423.00	\$83,657.30	33.14 %
GROSS PROFIT	\$1,204,044.68	\$1,312,342.00	\$108,297.32	8.25 %
Expenses				
6000 Employee Costs				
6010 Wages & Salaries	526,082.32	566,750.00	40,667.68	7.18 %
6020 Employee Taxable Allowances	6,678.47	9,200.00	2,521.53	27.41 %

Tehachapi Valley Recreation and Park District

TVRPD BUDGET VS. ACTUALS 2019/2020

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6050 Benefits				
6051 Employee MedDentalVisLife	61,754.16	45,000.00	-16,754.16	-37.23 %
6055 Employee Retirement CalPERS	34,651.90	42,000.00	7,348.10	17.50 %
6056 CalPERS Unfunded Liability Valuation	36,874.00	13,064.00	-23,810.00	-182.26 %
6058 Employer Taxes	44,694.32	54,000.00	9,305.68	17.23 %
6060 Reimbursed Employee Expenses		1,000.00	1,000.00	100.00 %
6070 Vacation, Sick, & Admin Leave	21,856.99	1,500.00	-20,356.99	-1,357.13 %
6090 Worker's Compensation Insurance	33,391.00	40,000.00	6,609.00	16.52 %
Total 6050 Benefits	233,222.37	196,564.00	-36,658.37	-18.65 %
Total 6000 Employee Costs	765,983.16	772,514.00	6,530.84	0.85 %
7010 Advertising & Marketing	30,786.93	40,000.00	9,213.07	23.03 %
7015 Loan Repayment		49,702.00	49,702.00	100.00 %
7020 Bank Service Charges	13,189.95	14,000.00	810.05	5.79 %
7026 Charitable Contribution	18,300.00	21,000.00	2,700.00	12.86 %
7030 Dues & Subscriptions	4,895.81	8,000.00	3,104.19	38.80 %
7035 Equipment Rents & Leases				
7036 Maintenance Equipment Rental	238.60	1,200.00	961.40	80.12 %
7037 Office Equipment Rental	3,326.44	3,500.00	173.56	4.96 %
Total 7035 Equipment Rents & Leases	3,565.04	4,700.00	1,134.96	24.15 %
7050 Insurance				
7052 HUB Insurance	0.00	500.00	500.00	100.00 %
7055 Liability Insurance (Gen, Auto, Property)	33,557.00	29,000.00	-4,557.00	-15.71 %
Total 7050 Insurance	33,557.00	29,500.00	-4,057.00	-13.75 %
7056 Interest Expense	15,563.25	18,000.00	2,436.75	13.54 %
7060 Licenses & Fees	20,750.15	25,000.00	4,249.85	17.00 %
7070 Maintenance				
7071 Pool Chemicals	3,736.07	7,500.00	3,763.93	50.19 %
7072 Building & Park Maintenance	53,912.29	28,100.00	-25,812.29	-91.86 %
7073 Accessibility Upgrades		150.00	150.00	100.00 %
7074 Equipment Maintenance	3,183.92	8,200.00	5,016.08	61.17 %
7075 Fuel	10,809.46	13,000.00	2,190.54	16.85 %
7076 Janitorial Supplies	10,960.81	10,000.00	-960.81	-9.61 %
7077 Small Tools & Equipment	485.84	1,500.00	1,014.16	67.61 %
7078 Materials & Supplies	16,077.56	26,300.00	10,222.44	38.87 %
7079 Fleet Maintenance	1,462.40	7,000.00	5,537.60	79.11 %
Total 7070 Maintenance	100,628.35	101,750.00	1,121.65	1.10 %
7084 Meals & Entertainment	3,683.65	3,000.00	-683.65	-22.79 %
7090 Office Supplies	6,334.69	14,000.00	7,665.31	54.75 %
7120 Professional Development	0.00	7,500.00	7,500.00	100.00 %
7150 Professional Fees				
7151 Annual Audit	6,500.00	12,500.00	6,000.00	48.00 %
7152 Bookkeeping & Payroll	30,034.24	40,000.00	9,965.76	24.91 %

Tehachapi Valley Recreation and Park District

TVRPD BUDGET VS. ACTUALS 2019/2020

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
7153 Information Technology	5,695.00	6,000.00	305.00	5.08 %
7154 Project Consults	7,376.88		-7,376.88	
7155 Legal	2,123.35	15,000.00	12,876.65	85.84 %
Total 7150 Professional Fees	51,729.47	73,500.00	21,770.53	29.62 %
7160 Property Tax Collection Fee	11,105.18	14,000.00	2,894.82	20.68 %
7180 Security	3,107.95	6,100.00	2,992.05	49.05 %
7210 Telephone and Internet	12,329.89	12,000.00	-329.89	-2.75 %
7230 Uniforms & Apparel	2,500.41	3,000.00	499.59	16.65 %
7250 Utilities	769.05		-769.05	
7252 Electric Service	45,327.53	42,950.00	-2,377.53	-5.54 %
7254 Gas Service	8,645.35	17,100.00	8,454.65	49.44 %
7256 Sanitation Services	8,449.01	7,900.00	-549.01	-6.95 %
7258 Water Service	8,887.37	8,900.00	12.63	0.14 %
7259 Propane	494.37		-494.37	
Total 7250 Utilities	72,572.68	76,850.00	4,277.32	5.57 %
7999 Uncategorized Expense	0.00		0.00	
Total Expenses	\$1,170,583.56	\$1,294,116.00	\$123,532.44	9.55 %
NET OPERATING INCOME	\$33,461.12	\$18,226.00	\$-15,235.12	-83.59 %
Other Income				
8020 Insurance Settlement Proceeds	27,962.69		-27,962.69	
8040 TVRPD Development Fee Revenues	61,973.00		-61,973.00	
Total Other Income	\$89,935.69	\$0.00	\$-89,935.69	0.00%
Other Expenses				
7290 Operational Reserve (Contingency)		100,000.00	100,000.00	100.00 %
Total Other Expenses	\$0.00	\$100,000.00	\$100,000.00	100.00 %
NET OTHER INCOME	\$89,935.69	\$-100,000.00	\$-189,935.69	189.94 %
NET INCOME	\$123,396.81	\$-81,774.00	\$-205,170.81	250.90 %



3350 Shelby Street., Ste. 370 / Ontario, CA 91764

Ph. (323) 797-1498

Sent via email

August 20, 2020

Mr. Corey Torres, General Manager
Tehachapi Valley Recreation and Park District
490 W. D Street
Tehachapi, CA 93581

**MNS Engineers Fee Proposal
Proposition 68 Statewide Park Program
Grant Writing and Project Scoping Services
West Park Project**

Dear Mr. Torres,

Thank you for the opportunity to provide grant writing and project scoping services for the Proposition 68 Statewide Park Program (SPP) Grant Program. MNS Engineers seeks to assist Tehachapi Valley Recreation and Park District (TVRPD) with refining the scope for the West Park Project in collaboration with the architecture firm CityWorks. The resulting project scope will be used to prepare a grant application to submit to the California Department of Parks and Recreation to secure a Proposition 68 SPP Grant.

Enclosed is our proposal to provide these services for a total fee of \$26,274. We look forward to working with TVRPD and helping deliver a successful grant application.

Sincerely,

MNS Engineers, Inc.

A handwritten signature in cursive script that reads "Gregory Jaquez".

Greg Jaquez, PE
Principal Project Manager
Government Services Division
(323) 797-1498 DIRECT
gjaquez@mnsengineers.com

Encl. [Grant Writing, Public Engagement, and Project Scoping Fee Proposal]

mnsengineers.com

TRANSPORTATION / WATER RESOURCES / GOVERNMENT SERVICES / FEDERAL



**MNS Engineers Fee Proposal
Proposition 68 Statewide Park Program
Grant Writing and Project Scoping Services
West Park Project**

Project Understanding

MNS Engineers (MNS) understands the Tehachapi Valley Recreation and Park District (TVRPD) is seeking consultant support to refine the project scope for the West Park Project. MNS understands TVRPD is in need of more indoor recreational space to conduct TVRPD programs and for recreation. MNS will provide grant writing services to assist TVRPD in submitting an application for a Proposition 68 Statewide Park Program Grant. As a subconsultant to MNS, the architectural firm of CityWorks will provide architectural concept design and cost estimating services.

Project Approach

The MNS Project Manager (MNS PM) will work closely and efficiently with TVRPD staff, the landscape architecture consultant, and stakeholders to coordinate development of a well-defined project scope and prepare and submit a Proposition 68 SPP Grant Application.

Task 1.0 – Kickoff Meeting and Progress Meetings

The MNS PM will have a kickoff meeting with the TVRPD staff and the architect to review the process for developing an initial project scope in conjunction with the SPP Application Guide and provide the architect with a memo giving guidance on scoping considerations that must be met to make the grant application competitive. Similarly, the MNS PM will provide a guidance memo to TVRPD giving guidance on public engagement considerations that must be met to make the grant application competitive. The MNS PM will continue to provide ongoing guidance throughout the project concept development, public engagement process, and grant writing process through continued progress meetings and communications.

TASK 1.0 DELIVERABLES

- Scoping guidance memos to subconsultants and TVRPD and ongoing written communications.

Task 2.0 – Project Concept Development

The process for project concept development is described in the enclosed subconsultant proposal from CityWorks.



Task 3.0 – Public Engagement Support

A thorough public engagement process was undertaken by TVRPD in 2019 for Round 3 of SPP. TVRPD will take the lead again for public engagement in Round 4. MNS will provide advisory consultation on public engagement through ongoing communications with TVRPD.

TASK 3.0 DELIVERABLES

- Documentation of communications with TVRPD on public engagement.

Task 4.0 – Coordinated Communications with CalParks and TVRPD

CalParks staff are open to being approached for assistance, guidance, and advice throughout the process of public outreach and preparation of the grant application. MNS will interact, as needed, with CalParks staff to clarify content requirements of the application and convey questions either posed by MNS or TVRPD staff.

TASK 4.0 DELIVERABLES

- Email reports to TVRPD staff on MNS communications with CalParks staff.

Task 5.0 – Grant Application Preparation

MNS will prepare all contents of the SPP grant application. The application will be prepared using information developed in Task 1.0 and the iterative scoping refinements developed through the TVRPD's public outreach efforts. The application materials will clearly identify the TVRPD as the applicant using logo, color scheme, and any other design elements as directed by TVRPD staff. All elements of the application will collectively and sufficiently convey the description, purpose, and goals of the project as a whole to the satisfaction of TVRPD staff including the following application components:

APPLICATION FORM

- Task 5.1 – Application Form

PROJECT SELECTION CRITERIA

PROJECT LOCATION

- Task 5.2 – Critical Lack of Park Space
- Task 5.3 – Significant Poverty
- Task 5.4 – Type of Project

COMMUNITY ENGAGEMENT

- Task 5.5 – Community Based Planning
- Task 5.6 – Employment or Volunteer Opportunities
- Task 5.7 – Partnerships or Committed Funding

OPERATION AND MAINTENANCE CONSIDERATIONS

- Task 5.8 – Environmental Design
- Task 5.9 – Public Use Fees and Hours of Operation



SUMMARY ABOUT PROJECT NEED, BENEFITS, AND READINESS

- Task 5.10 – Community Challenges, Project Benefits and Readiness

SUPPORTING / REQUIRED DOCUMENTATION

- Task 5.11 – Community Factfinder Report and Handbook Form
- Task 5.12 – Resolution (draft)
- Task 5.13 – Grant Scope/Cost Estimate Form
- Task 5.14 – Funding Sources Form
- Task 5.15 – Project Timeline Form
- Task 5.16 – Applicant Capacity
- Task 5.17 – California Environmental Quality Act (CEQA) Compliance Form
- Task 5.18 – Project Site Ownership, Acquisition, or Lease
- Task 5.19 – Concept Level Site Plan
- Task 5.20 – Photos and Copyright License Agreement
- Task 5.21 – Project Location Map
- Task 5.22 – Conservation Corps Consultation Review (Optional)

Although Conservation Corps Consultation is described in the SPP Guidelines as optional, MNS strongly recommends the Consultation be done and included in the application. TVRPD staff will also need to complete the production of certain deliverables necessary to complete the grant application as part of Required/Supporting Documentation such as an adopted Resolution and Project Site Ownership documents.

TASK 5.0 DELIVERABLES

- Completed draft final grant application including deliverables produced by subconsultants and TVRPD staff.

Task 6.0 – Final Quality Assurance/Quality Control Review and Application Submittal

Throughout the development of the application components, the MNS PM will provide ongoing quality assurance/quality control (QA/QC) review of the grant writing deliverables. Upon completion and assemblage of the final grant application deliverable, the grant writing team will provide a PDF-format copy of the grant application for TVRPD use in printing and submitting the application to CalParks.

TASK 4.0 DELIVERABLES

- Final grant application in PDF format.

Fee Proposal

MNS proposes to provide the aforementioned services for a total fee of \$26,274 as shown in the enclosed fee proposal table.

Tehachapi Valley Recreation and Parks District
Project: Admin and Recreation Center - 30K SF - 1 Story Building
Prime Consultant: MNS
Sub-Consultant: CityWorks People + Places, Inc.
Date: 8/8/20 / Revision #1: 8/19/20

Summary Cost Estimate - Conceptual Design

Task Description	Total Estimated Costs
Architecture	\$8,025.00
Cost Estimating	\$5,000.00
Total	\$13,025.00

Admin and Recreation Center - 30K SF - 1 Story Building: Conceptual Design

Anticipated Scope			Estimated Hours and Fee					Total Hours	Direct Cost Estimate	Scope Item subtotal	Totals
Task #	Task Description	Task Detail	PIC Partner/Design	PM Director	Sr. Architect	Job Captain/Center 2	Project Assistant/Draftsman 1				
1.00	Project Kick off and Program Development	1.1. Obtain and Review: Review City's program for the project. Architect adds any missing required elements to program list. 1.2. Project Management: (1) Kick-off Client Team Meeting and (1) Consultant Meeting to review program list and obtain client agreement. Internal project setup and appropriate client coordination for each month. 2.1. Conceptual Design and Preliminary Code Review w/ one set of minor revisions - Floor Plan - Section / Elevation (1)						6.5	\$0.00	\$995.00	\$2,065.00
2.00	Conceptual Design: Floor Plan and Section/Elev	2.2. Project Management: (1) Client Team, and (1) Consultant Team Meeting and ongoing client coordination for one month Floor Plan Section / Elevation (1)						40	\$0.00	\$4,880.00	\$5,960.00
Total Estimate for Architectural Services			4.5	2	27	27	0	60.5	\$0.00	\$9,025.00	\$9,025.00

- Assumptions**
- This is an estimate based on available information at the time of bidding. Its assumptions and budgets can be modified upon mutual agreement if information changes.
 - Schedule for required task assumes **3 month schedule** - should additional time be needed to complete tasks due to schedule delays beyond the control of the sub-consultant, additional services to cover this work will be negotiated and agreed to between the parties in writing.
 - City provides program of needed uses with the number of rooms and estimated room sizes for use by Architect to develop floor plans and section.
 - Site analysis is not apart of conceptual design. Conceptual design scope is only for a maximum 30K SF - 1-story building.
 - Review of City Regulations not provided as part of this scope of work. Assumes City Planning Staff will review for compliance with their requirements.
 - Should additional revisions beyond that noted above be required, additional services shall be negotiated and agreed to between the parties in writing.
 - Services for this proposal can commence upon approval of a signed contract and task order between the Prime Consultant and the Sub-consultant.
 - Assumes all meetings will be online.

**Tehachapi Valley Recreation and Park District
Proposition 68 Statewide Parks Program
Project Planning and Grant Writing
West Park**

		MNS Engineers			Subconsultants			Reimbursable Expenses								
Task	Hours	Project Manager	Senior Grant Writer	Assistant Grant Writer	Total Resource Hours	Total Resource Costs	CityWorks	AE cost estimator for CityWorks	Total Subconsultant Costs	MNS Engineers	CityWorks	AE cost estimator for CityWorks	Reimbursable Expense Costs	Total MNS Resource Costs	Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup	Total
Task 1.0 – Kickoff Meeting and Progress Meetings																
1.0 – Kickoff Meeting and Progress Meetings	2.0	\$210	\$160	\$85	2.0	\$3150			\$0				\$0	\$3150	\$0	\$3150
Task 2.0 – Project General Development (Architectural)																
2.1 – Project Kick off and Program Development	2.0				2.0	\$320	\$2,065		\$2,065				\$0	\$320	\$2,375	\$2,695
2.2 – Conceptual Design, Floor Plan and Section/Elev	1.0				1.0	\$160	\$5,960	\$5,000	\$10,960				\$0	\$320	\$12,604	\$12,604
Task 3.0 – Public Engagement Support																
3.1 – Public Engagement Planning	2.0				2.0	\$320			\$0				\$0	\$320	\$0	\$320
3.2 – Engagement #1	1.0				1.0	\$160			\$0				\$0	\$160	\$0	\$160
3.3 – Engagement #2	1.0				1.0	\$160			\$0				\$0	\$160	\$0	\$160
3.4 – Engagement #3	1.0				1.0	\$160			\$0				\$0	\$160	\$0	\$160
Task 4.0 – Communications with CalParks																
4.0 – Communications with CalParks	2.0				2.0	\$320			\$0				\$0	\$320	\$0	\$320
Task 5.0 – Grant Application Preparation																
5.1 – Application Form	0.5				0.5	\$80			\$0				\$0	\$80	\$0	\$80
5.2 – Critical Look of Park Space	2.0				2.0	\$320			\$0				\$0	\$320	\$0	\$320
5.3 – Significant Priority	1.0				1.0	\$160			\$0				\$0	\$160	\$0	\$160
5.4 – Type of Project	1.0				1.0	\$160			\$0				\$0	\$160	\$0	\$160
5.5 – Community Based Planning	2.0				2.0	\$320			\$0				\$0	\$320	\$0	\$320
5.6 – Employment or Volunteer Opportunities	1.5				1.5	\$240			\$0				\$0	\$240	\$0	\$240
5.7 – Partnerships or Committed Funding	1.0				1.0	\$160			\$0				\$0	\$160	\$0	\$160
5.8 – Environmental Design	2.0				2.0	\$320			\$0				\$0	\$320	\$0	\$320
5.9 – Public Use Fees and Hours of Operation	1.0				1.0	\$160			\$0				\$0	\$160	\$0	\$160
5.10 – Community Challenges, Project Benefits and Realities	1.0				1.0	\$160			\$0				\$0	\$160	\$0	\$160
5.11 – Community Feedback Report and Handbook Form	1.0				1.0	\$160			\$0				\$0	\$160	\$0	\$160
5.12 – Resolution (Grant)	0.5				0.5	\$80			\$0				\$0	\$80	\$0	\$80
5.13 – Grant Scope/Cost Estimate Form	3.0				3.0	\$710			\$0				\$0	\$710	\$0	\$710
5.14 – Funding Sources Form	0.5				0.5	\$80			\$0				\$0	\$80	\$0	\$80
5.15 – Project Timeline Form	1.0				1.0	\$160			\$0				\$0	\$160	\$0	\$160
5.16 – Applicant Capacity	0.5				0.5	\$80			\$0				\$0	\$80	\$0	\$80
5.17 – California Environmental Quality Act (CEQA) Compliance Form	1.0				1.0	\$160			\$0				\$0	\$160	\$0	\$160
5.18 – Project Site Ownership, Acquisition, or Lease	0.5				0.5	\$80			\$0				\$0	\$80	\$0	\$80
5.19 – Concept Level Site Plan	3.0				3.0	\$1,810			\$0				\$0	\$1,810	\$0	\$1,810
5.20 – Photos and Copyright License Agreement	0.5				0.5	\$80			\$0				\$0	\$80	\$0	\$80
5.21 – Project Location Map	0.5				0.5	\$80			\$0				\$0	\$80	\$0	\$80
5.22 – Conservation Corps Consultation Review	0.5				0.5	\$80			\$0				\$0	\$80	\$0	\$80
Task 6.0 – Final Quality Assurance/Quality Control Review and Application Submittal																
6.0 – Final Quality Assurance/Quality Control Review and Application Submittal	1.0				1.0	\$530			\$0				\$0	\$530	\$0	\$530
Total Proposed Fee																
	11.5	\$2,415	\$7,760	\$1,530	3.0	\$11,705	\$8,025	\$5,000	\$13,025	\$200	\$0	\$0	\$200	\$11,065	\$15,509	\$26,574