



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

**REGULAR BOARD MEETING  
TUESDAY, SEPTEMBER 17, 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 August 20, 2013 (Pages 4-7)
- C. Approval of the Preliminary Financial Reports for August (Pages 8-16)

**5. MAINTENANCE FOREMAN REPORT** (Page 17)

**6. RECREATION SUPERVISOR REPORT** (Page 18)

**7. DISTRICT MANAGER REPORT** (Page 19)

**8. 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

**9. AGENDA ITEMS**

- A. Approving Chapter 4: Personnel Policy and Procedure - Discussion/Approval, Resolution #32-13 (Pages 20-21)
- B. Approving Chapter 6: Finance - Discussion/Approval, Resolution #33-13 (Pages 22-23)
- C. Approving the Purchase of an ADA Compliant Chair Lift for Dye Natatorium Facility in an Amount not to Exceed \$5,000.00 - Discussion/Approval, (Pages 24-25)
- D. Approving salary increases for Administrative Assistant, Recreation Supervisor, and Maintenance Foreperson – Discussion/Approval

**10. BOARD OF DIRECTORS' TIME**

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

**11. OTHER BUSINESS**

**12. ADJOURNMENT**

*Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Parks District scheduled on October 15, 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 September 17, 2013, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, September 13, 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](http://www.tvrpd.org)

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Parks District Board of directors on the 13<sup>th</sup> day of September 2013.

Dated this 13<sup>th</sup> day of September 2013

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Carrie Champlin  
Clerk of the Board of Directors

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT  
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561  
TUESDAY AUGUST 20, 2013, 5:00 P.M.**

**CALL TO ORDER:** Board Meeting Convened By Chairperson Stewart at 5:19 P.M.

**BOARD MEMBERS:**

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

**ALSO PRESENT:**

Matt Young, TVRPD District Manager  
Mike Walsh, TVRPD Maintenance Foreman  
LeAnn Williams, TVRPD Recreation Supervisor  
Laura Lynn Wyatt, GHCSO Board President  
Greg Garrett, City Manager  
Matt Martz, Tehachapi News  
Roc Foster, Fisher, Keathley & Ross  
Ryan Rush, Kern County BOS  
Glenn Baumann  
Barbara Dieges, Tehachapi Mountain Quilters  
Eve Hall, Tehachapi Mountain Quilters  
Terisa Edwards, Tehachapi Mountain Quilters

**1. FLAG SALUTE:** Director Duhart led the Flag Salute.

**2. ROLL CALL:** Director Cyr was absent.

Chairperson Stewart stated that item number three would be moved to item number thirteen.

**3. PUBLIC COMMENTS –**

Laura Lynn Wyatt President of the GHCSO thanked TVRPD for their Movies in the Park program and she hopes more dates will be added to the program for next year.

Eve Hall from Tehachapi Mountain Quilters stated that the cooler in the gym portion of the West Park Activity Center was not working for their event. Hall stated that the Board needs to address this for the next group that rents the facility.

**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.

**Duhart - Press : Ayes: Stewart; Press; Rush; Duhart.**

**Noes: None. Motion carried.**

**Absent: Director Cyr.**

**B. Approval of Minutes from the Regular Board Meeting held July 16, 2013.**

Request by Clerk of the Board of Directors to approve the minutes from the July 16, 2013 Regular Board Meeting. BOARD APPROVES MINUTES.

**Duhart - Press : Ayes: Stewart; Press; Rush; Duhart.**

**Noes: None. Motion carried.**

**Absent: Director Cyr**

**C. Approval of Financial Reports.**

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

**Duhart - Press : Ayes: Stewart; Press; Rush; Duhart.**

**Noes: None. Motion carried.**

**Absent: Director Cyr**

**5. MAINTENANCE FOREMAN REPORT**

Maintenance Foreman Mike Walsh gave the report.

- Staff Update: Two part-time grounds keepers were made full time employees.
- Maintenance department has been busy with event preparation.
- Central Park: Replaced two sprinkler valves. Walsh showed the Board an example of a valve.
- West Park: Poles removed next to restroom. One sprinkler valve replaced.
- Skate Park: Rail repair.
- Brite Lake: Air conditioner installed at kiosk. Restroom repair. Walsh reported that there were three small brushfires along the entrance road. Fire Department doesn't know the cause of the fires. They do seem to be suspicious and they are investigating. Only brush involved in fires.
- Dye Natatorium: The mold remediation is complete. The air quality report was good. Vice Chairperson Press asked about the procedure for future property improvements or alterations. Walsh stated the any future alterations or improvements to District property will have to be approved by the District Manager and Maintenance Foreman. Walsh also stated the Little League was contacted and made aware of this procedure.

**6. RECREATION SUPERVISOR REPORT**

Recreation Supervisor LeAnn Williams gave the report.

- Programs in progress: Women's Softball wraps up this Tuesday.
- New program: In cooperation with the City of Tehachapi and the Tehachapi Airport we will have the Tarmac 5K & Kids 1 Mile Run September 28, 2013 at Tehachapi Airport. There will be a war bird fly in after the run.
- Summer Fun Run was a success with 182 registrations. We received great feedback on the Chip Timing for the event. Williams thanked Tehachapi Mountain Search and Rescue and Tehachapi Cummings County Water District for their help with the event.
- Event Update: Movies in the Park had 500 to 600 attendees at each event. Music in the Park received good feedback.
- ED2GO will be implemented soon. Williams gave a brief explanation of ED2GO and stated that over 300 courses are offered on their site.
- Upcoming Programs: Youth Basketball.
- Fall and winter program is forthcoming.

## 7. DISTRICT MANAGER REPORT

District Manager Matt Young gave the report.

- Master Plan Update: The final touches are being made to the document and we should receive the revised document by September 4, 2013.
- Contacting landscape architects regarding the conceptual site plan for Meadowbrook Park. Young stated that the public will be a part of the planning process. Young stated that he had contacted four architects and met with two. Vice Chairperson Press suggested that the District seek sponsorships.
- Audit Update: District Manager Young and Administrative Assistant Champlin met with Fisher, Keathley and Ross. Roc Foster from Fisher, Keathley and Ross gave a brief presentation and stated the audit will start on Monday.
- The District added the services of Bright House Networks to the District Office facility. The switch from AT&T to Bright House will save approximately \$200.00 per month.
- Website update continues. Young stated that he was working on the final content including volunteerism, multi format delivery system, and online registration. Vice Chairperson Press suggested corporate sponsorship/partner spots on our website.
- Eagle Scout Projects: District Manager Young stated that he will bring these projects before the Board for approval as the projects are submitted. There was a brief discussion by the Board regarding the project procedure. Director Duhart wanted to make sure the Maintenance Foreman would be overseeing the projects.

*All Reports Received and Filed.*

## 8. REPORTS OF STANDING COMMITTEES - None

## 9. AGENDA ITEMS

### A. Approving Chapter 4: Personnel Policy and Procedure, Resolution #32-13.

Agenda item A was tabled. Chapter pending legal approval.

### B. Approving Chapter 6: Finance, Resolution #33-13

Agenda item B was tabled. Chapter pending legal approval.

### C. Approving Chapter 7: Safety and Security, Resolution #34-13.

District Manager Young recommended that the Board approve Chapter 7: Safety and Security, Resolution #34-13.

**BOARD APPROVES CHAPTER 7: SAFETY AND SECURITY, RESOLUTION #34-13.**

**Press - Rush : Ayes: Stewart; Press; Rush; Duhart.**

**Noes: None. Motion carried.**

**Absent: Director Cyr.**

### D. Approving Chapter 9: Recreation and Parks, Resolution #35-13.

District Manager Young recommended that the Board approve Chapter 9: Recreation and Parks, Resolution #35-13.

**BOARD APPROVES CHAPTER 9: RECREATION AND PARKS, RESOLUTION #35-13.**

**Rush - Press : Ayes: Stewart; Press; Rush; Duhart.**

**Noes: None. Motion carried.**

**Absent: Director Cyr.**

**E. Approving Amendment to Tehachapi Valley Recreation and Parks District Ordinance No. 01-10, Resolution #36-13.**

District Manager Young recommended that the Board approve the amendment to Tehachapi Valley Recreation and Parks District Ordinance No. 01-10, Resolution #36-13.

**BOARD APPROVES AMENDMENT TO TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT ORDINANCE NO. 01-10, RESOLUTION #36-13.**

**Rush - Press : Ayes: Stewart; Press; Rush; Duhart.**

**Noes: None. Motion carried.**

**Absent: Director Cyr.**

**10. BOARD OF DIRECTORS TIME**

Vice Chairperson Press stated that he couldn't be happier with the direction the District is moving. Chairperson Stewart thanked staff for their work and stated that it is a pleasure to work with an engaged Board.

**11. OTHER BUSINESS - None**

**12. ADJOURN TO CLOSED SESSION – 6:36 P.M.**

**CLOSED SESSION**

**District Manager performance evaluation per GOVERNMENT CODE SECTION 54957 (b)(1).**

Closed session convened at 6:45 P.M.

No action was taken.

The Board returned from Closed Session at 8:22 P.M.

**13. ADJOURNMENT**

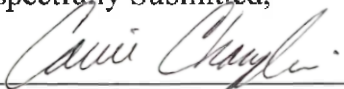
Having no further business the meeting was adjourned at 8:23 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Parks District scheduled on September 17, 2013.

**Rush - Press : Ayes: Stewart; Press; Rush; Duhart.**

**Noes: None. Motion carried.**

**Absent: Director Cyr.**

Respectfully Submitted,

  
Carrie Champlin, Clerk of the Board

Tehachapi Valley Recreation & Parks  
District  
**Financials**  
August 2013

Prepared without audit by Better Ledger Inc



# Tehachapi Valley Recreation and Park District Balance Sheet

As of August 31, 2013

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1000 Cash in County Treasury Special Revenue Fund	
1001 Cash in County Treasury-General Fund	570,942.09
1003 Cash in County Treasury-Quimby	27,040.56
<b>Total 1000 Cash in County Treasury Special Revenue Fund</b>	<b>597,982.65</b>
1004 Check BOTS 4470	79,723.14
1005 County Treasury Capital Projects Fund	455,657.51
1051 Change Fund	500.00
1100 Petty Cash Fund	200.00
<b>Total Bank Accounts</b>	<b>\$1,134,063.30</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	813.99
<b>Total Accounts Receivable</b>	<b>\$813.99</b>
<b>Other current assets</b>	
1070 Prepaid Expenses	12,940.52
<b>Total Other current assets</b>	<b>\$12,940.52</b>
<b>Total Current Assets</b>	<b>\$1,147,817.81</b>
<b>Fixed Assets</b>	
1150 Land	166,734.76
1161 Building	556,453.52
1162 Improvements	1,446,433.41
1163 Equipment	536,231.22
1164 Swimming Pool & Building	265,383.67
1165 Lake	412,294.78
1170 Accumulated Depreciation	-2,332,653.67
<b>Total Fixed Assets</b>	<b>\$1,050,877.69</b>
<b>TOTAL ASSETS</b>	<b>\$2,198,695.50</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	11,646.03
<b>Total Accounts Payable</b>	<b>\$11,646.03</b>
<b>Credit Cards</b>	
2010 Cardmember Services Payable	881.60

2012 Home 4 Less Payable	14.99
2014 Home Depot Payable	414.08
<b>Total Credit Cards</b>	<b>\$1,310.67</b>
<b>Other Current Liabilities</b>	
2021 Accrued Salaries & Wages	6,492.84
2022 Accrued Employer PR Taxes	531.81
2024 Accrued Vacation, Sick, & Comp Time	0.00
2024.2 Accrued Vacation	5,206.34
2024.3 Accrued Sick Leave	7,671.69
2024.5 Accrued Comp Time	1,592.54
<b>Total 2024 Accrued Vacation, Sick, &amp; Comp Time</b>	<b>14,470.57</b>
2208 Kern County Loan Payable	350,000.00
<b>2210 Payroll Liabilities</b>	
2231 Health Plan Payable	-2,753.06
2250 Payroll Tax Liabilities	1,217.82
<b>Total 2210 Payroll Liabilities</b>	<b>-1,535.24</b>
2260 Veterans Memorial Fund Payable	1,526.17
<b>Total Other Current Liabilities</b>	<b>\$371,486.15</b>
<b>Total Current Liabilities</b>	<b>\$384,442.85</b>
<b>Total Liabilities</b>	<b>\$384,442.85</b>
<b>Equity</b>	
<b>3010 Net Investment In Capital Assets</b>	
3012 Investment in Fixed Assets	1,132,680.57
<b>Total 3010 Net Investment In Capital Assets</b>	<b>1,132,680.57</b>
<b>3020 Restricted Funds</b>	
3022 Capital Projects	442,387.26
<b>Total 3020 Restricted Funds</b>	<b>442,387.26</b>
<b>3030 Unrestricted Funds</b>	
3110 Retained Earnings	-90,470.14
Net Income	-78,518.26
<b>Total Equity</b>	<b>\$1,814,252.65</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,198,695.50</b>

Thursday, Sep 12, 2013 06:22:40 AM PDT GMT-7 - Accrual Basis

# Tehachapi Valley Recreation and Park District Profit & Loss

August 2013

	Total	
	Aug 2013	Jul - Aug, 2013 (PY)
<b>Income</b>		
4010 Property Taxes	3,515.52	6,988.45
4020 Interest Income	49.44	991.47
4030 Adult Program Revenues	-60.00	1,890.00
4050 Facility Revenue	10,455.54	23,091.29
4200 Contracted Classes Revenues	1,261.00	5,741.00
4210 Events Revenues	5,455.19	13,798.19
4300 Youth Program Revenues	2,951.98	9,377.46
<b>Total Income</b>	<b>\$23,628.67</b>	<b>\$61,877.86</b>
<b>Cost of Goods Sold</b>		
5001 Adult Program Costs		20.48
5004 Contracted Classes Costs	560.00	5,000.20
5005 Events Costs	5,690.16	12,048.26
5008 Youth Program Costs	352.18	5,921.66
<b>Total Cost of Goods Sold</b>	<b>\$6,602.34</b>	<b>\$22,990.60</b>
<b>Gross Profit</b>	<b>\$17,026.33</b>	<b>\$38,887.26</b>
<b>Expenses</b>		
6000 Employee Costs	28,392.40	68,413.78
7010 Advertising & Marketing	2,653.54	3,616.57
7020 Bank Service Charges	468.17	871.58
7027 Depreciation Expense	7,271.67	7,271.67
7030 Dues & Subscriptions		150.00
7035 Equipment Rents & Leases	914.40	1,186.01
7050 Insurance	1,132.83	2,602.00
7060 Licenses & Fees	57.00	1,025.00
7070 Maintenance	6,609.25	9,411.13
7090 Office Supplies	706.35	1,234.76
7120 Professional Development	655.00	4,143.00
7150 Professional Fees	4,904.83	6,796.33
7180 Security	226.50	298.50
7210 Telephone	861.64	2,120.71
7230 Uniforms & Apparel	530.77	871.83
7250 Utilities	9,884.01	16,134.65
<b>Total Expenses</b>	<b>\$65,268.36</b>	<b>\$126,147.52</b>
<b>Net Operating Income</b>	<b>\$ -48,242.03</b>	<b>\$ -87,260.26</b>
<b>Other Income</b>		
8040 TVRPD Development Fee Revenues	8,548.00	12,822.00

<b>Total Other Income</b>	<b>\$8,548.00</b>	<b>\$12,822.00</b>
<b>Other Expenses</b>		
<b>8505 Quimby Expense</b>		4,080.00
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$4,080.00</b>
<b>Net Other Income</b>	<b>\$8,548.00</b>	<b>\$8,742.00</b>
<b>Net Income</b>	<b>\$ -39,694.03</b>	<b>\$ -78,518.26</b>

Thursday, Sep 12, 2013 06:25:02 AM PDT GMT-7 - Accrual Basis

# Tehachapi Valley Recreation and Park District Statement of Cash Flows

July - August, 2013

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	-78,518.26
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	186.01
1070 Prepaid Expenses	-10,028.24
1080 Accrued Employee PR Deductions	3,765.57
1092 Credit Card Receivables	1,130.00
2000 Accounts Payable	-23,811.05
2010 Cardmember Services Payable	-1,715.91
2012 Home 4 Less Payable	14.99
2014 Home Depot Payable	-367.68
2021 Accrued Salaries & Wages	-10,592.97
2022 Accrued Employer PR Taxes	-3,919.39
2208 Kern County Loan Payable	350,000.00
2211 Payroll Liabilities:CalPERS Payable	-729.87
2221 Payroll Liabilities:Garnishment Payable	-134.68
2231 Payroll Liabilities:Health Plan Payable	-2,753.06
2250 Payroll Liabilities:Payroll Tax Liabilities	1,217.82
2260 Veterans Memorial Fund Payable	-328.78
Net cash provided by operating activities	<b>\$223,414.50</b>
<b>INVESTING ACTIVITIES</b>	
1170 Accumulated Depreciation	7,271.67
Net cash provided by investing activities	<b>\$7,271.67</b>
Net cash increase for period	<b>\$230,686.17</b>
Cash at beginning of period	903,377.13
Cash at end of period	<b>\$1,134,063.30</b>

Thursday, Sep 12, 2013 06:27:01 AM PDT GMT-7

# Tehachapi Valley Recreation and Park District Budget vs. Actuals: 2013-2014 TVRPD Budget - FY14 P&L

July - August, 2013

	Total			% of Budget
	Actual	Budget	Remaining	
<b>Income</b>				
4010 Property Taxes	6,988.45	732,272.00	725,283.55	0.95 %
4020 Interest Income	991.47	1,500.00	508.53	66.10 %
4030 Adult Program Revenues	1,890.00	29,360.00	27,470.00	6.44 %
4050 Facility Revenue	23,091.29	98,705.00	75,613.71	23.39 %
4200 Contracted Classes Revenues	5,741.00	23,100.00	17,359.00	24.85 %
4210 Events Revenues	13,798.19	29,050.00	15,251.81	47.50 %
4300 Youth Program Revenues	9,377.46	102,940.00	93,562.54	9.11 %
<b>Total Income</b>	<b>\$61,877.86</b>	<b>\$1,016,927.00</b>	<b>\$955,049.14</b>	<b>6.08 %</b>
<b>Cost of Goods Sold</b>				
5001 Adult Program Costs	20.48	1,783.00	1,762.52	1.15 %
5004 Contracted Classes Costs	5,000.20	9,487.00	4,486.80	52.71 %
5005 Events Costs	12,048.26	22,319.00	10,270.74	53.98 %
5008 Youth Program Costs	5,921.66	30,400.00	24,478.34	19.48 %
<b>Total Cost of Goods Sold</b>	<b>\$22,990.60</b>	<b>\$63,989.00</b>	<b>\$40,998.40</b>	<b>35.93 %</b>
<b>Gross Profit</b>	<b>\$38,887.26</b>	<b>\$952,938.00</b>	<b>\$914,050.74</b>	<b>4.08 %</b>
<b>Expenses</b>				
<b>6000 Employee Costs</b>				
<b>6010 Salaries &amp; Wages</b>				
6012 Administrative Wages	10,265.56	125,880.00	115,614.44	8.16 %
6013 Adult Program Wages	1,502.90	22,750.00	21,247.10	6.61 %
6014 Maintenance Wages	23,521.95	141,240.00	117,718.05	16.65 %
6015 Gym Supervisor	509.50	10,000.00	9,490.50	5.10 %
6016 Recreation Supervisor	8,568.48	50,840.00	42,271.52	16.85 %
6017 Recreation Coordinator	2,478.00	12,000.00	9,522.00	20.65 %
6018 Contracted Class Wages	1,290.10	8,288.00	6,997.90	15.57 %
6019 Youth Program Wages	7,171.25	66,195.00	59,023.75	10.83 %
6021 Event Wages	732.65	3,500.00	2,767.35	20.93 %
<b>Total 6010 Salaries &amp; Wages</b>	<b>56,040.39</b>	<b>440,693.00</b>	<b>384,652.61</b>	<b>12.72 %</b>
<b>6050 Benefits</b>				
6051 Employee Medical, Dental, Life, Vision	2,192.14		-2,192.14	
6055 Employee Retirement-PERS	2,159.76	57,000.00	54,840.24	3.79 %
6058 Employer Taxes	5,150.48	82,800.00	77,649.52	6.22 %
6060 Reimbursed Employee Expenses	127.01	3,120.00	2,992.99	4.07 %
6070 Vacation, Sick, & Admin Leave		0.00	0.00	
6090 Worker's Compensation Insurance	2,744.00	16,500.00	13,756.00	16.63 %
<b>Total 6050 Benefits</b>	<b>12,373.39</b>	<b>159,420.00</b>	<b>147,046.61</b>	<b>7.76 %</b>
<b>Total 6000 Employee Costs</b>	<b>68,413.78</b>	<b>600,113.00</b>	<b>531,699.22</b>	<b>11.40 %</b>

7010 Advertising & Marketing	3,616.57	15,000.00	11,383.43	24.11 %
7020 Bank Service Charges	871.58	2,700.00	1,828.42	32.28 %
7027 Depreciation Expense	7,271.67		-7,271.67	
7030 Dues & Subscriptions	150.00	2,200.00	2,050.00	6.82 %
7035 Equipment Rents & Leases	1,186.01	3,700.00	2,513.99	32.05 %
7050 Insurance	-148.68	18,000.00	18,148.68	-0.83 %
7051 Auto Insurance	489.00		-489.00	
7052 HUB Insurance	-187.98		187.98	
7053 Property Insurance	1,455.66		-1,455.66	
7055 Liability Insurance	994.00		-994.00	
<b>Total 7050 Insurance</b>	<b>2,602.00</b>	<b>18,000.00</b>	<b>15,398.00</b>	<b>14.46 %</b>
7060 Licenses & Fees	1,025.00	2,500.00	1,475.00	41.00 %
7070 Maintenance				
7072 Building Maintenance		11,000.00	11,000.00	
7074 Equipment Maintenance	1,346.72	6,150.00	4,803.28	21.90 %
7075 Fuel	2,235.63	15,000.00	12,764.37	14.90 %
7076 Janitorial Supplies	1,973.40	8,100.00	6,126.60	24.36 %
7078 Materials & Supplies	3,855.38	52,060.00	48,204.62	7.41 %
7079 Fleet Maintenance		0.00	0.00	
<b>Total 7070 Maintenance</b>	<b>9,411.13</b>	<b>92,310.00</b>	<b>82,898.87</b>	<b>10.20 %</b>
7090 Office Supplies	1,234.76	13,000.00	11,765.24	9.50 %
7120 Professional Development	4,143.00	10,000.00	5,857.00	41.43 %
7150 Professional Fees		0.00	0.00	
7151 Annual Audit	2,500.00	13,000.00	10,500.00	19.23 %
7152 Accounting	1,875.00	12,500.00	10,625.00	15.00 %
7155 Legal	2,177.33	22,000.00	19,822.67	9.90 %
7156 Payroll Preparation Service	244.00	4,200.00	3,956.00	5.81 %
<b>Total 7150 Professional Fees</b>	<b>6,796.33</b>	<b>51,700.00</b>	<b>44,903.67</b>	<b>13.15 %</b>
7160 Property Tax Collection Fee		7,500.00	7,500.00	
7170 Publications & Legal		1,000.00	1,000.00	
7180 Security	298.50	1,390.00	1,091.50	21.47 %
7210 Telephone	2,120.71	16,270.00	14,149.29	13.03 %
7230 Uniforms & Apparel	871.83		-871.83	
7250 Utilities				
7252 Electric Service	11,469.28	52,920.00	41,450.72	21.67 %
7254 Gas Service	43.18	21,200.00	21,156.82	0.20 %
7256 Sanitation Services	1,438.02		-1,438.02	
7258 Water Service	3,184.17	15,685.00	12,500.83	20.30 %
<b>Total 7250 Utilities</b>	<b>16,134.65</b>	<b>89,805.00</b>	<b>73,670.35</b>	<b>17.97 %</b>
<b>Total Expenses</b>	<b>\$126,147.52</b>	<b>\$927,188.00</b>	<b>\$801,040.48</b>	<b>13.61 %</b>
<b>Net Operating Income</b>	<b>\$ -87,260.26</b>	<b>\$25,750.00</b>	<b>\$113,010.26</b>	<b>-338.87 %</b>
Other Income				
8040 TVRPD Development Fee Revenues	12,822.00		-12,822.00	
<b>Total Other Income</b>	<b>\$12,822.00</b>	<b>\$0.00</b>	<b>\$ -12,822.00</b>	<b>0.00%</b>
Other Expenses				

<b>8505 Quimby Expense</b>	4,080.00	19,698.00	15,618.00	20.71 %
<b>Total Other Expenses</b>	<b>\$4,080.00</b>	<b>\$19,698.00</b>	<b>\$15,618.00</b>	<b>20.71 %</b>
<b>Net Other Income</b>	<b>\$8,742.00</b>	<b>\$ -19,698.00</b>	<b>\$ -28,440.00</b>	<b>-44.38 %</b>
<b>Net Income</b>	<b>\$ -78,518.26</b>	<b>\$6,052.00</b>	<b>\$84,570.26</b>	<b>-1,297.39 %</b>

Thursday, Sep 12, 2013 06:37:14 AM PDT GMT-7 - Accrual Basis





AGENDA ITEM 5

TVRPD Board Meeting  
490 West D Street  
Tehachapi, CA 93561

August 20, 2013

## **Maintenance Foreman Report**

---

### Facilities report

1. Central Park
  - Replace sprinkler valve
  - Preparation for Mountain festival
  - Set-up - Music in the Park and Old Timers Picnic
  - Remove two dead trees
  - Scout Hut – clean carpets, detail cleaning
2. West Park/West Park Activity Center
  - Clean WPAC for quilt show
3. Ollie Mountain Skate Park
  - Repair railing section
4. Brite Lake
  - Restroom repairs – two sink faucets replaced and urinal repair
  - Repair cable at lake
5. Meadowbrook/Meadowbrook Dog Park
6. Dye Natatorium
  - Repairs update

### Equipment

- Repairs to riding mower



September 17, 2013

## Recreation Supervisor Report

---

- Upcoming events/programs
  - Tarmac 5K and Kids 1 Mile Runway Run
    - September 28<sup>th</sup>, 2013 @ Tehachapi Airport
  - Staffing Tehachapi Tourism booth at Kern County Fair Friday September 20<sup>th</sup>, 2013
  - Music in the Park – Presenting Sponsor
- ED2GO
  - Application to be an affiliate accepted.
    - Implementing and linking to website in progress
- Looking ahead
  - New classes
    - Boot Camp, Kids Boot Camp, Well-Fed Nutrition six week course, Herbalife 12 week biggest loser weight loss/healthy living challenge coming January 2014
  - Youth Basketball sign-ups begin September 30<sup>th</sup>
    - 1<sup>st</sup> two weeks of November are evaluations and draft
    - Practices start beginning of December
    - Games begin Saturday, January 11<sup>th</sup>, 2014
  - Planning Spring/Summer Programs and Events
    - Writing sponsor proposals
    - Confirming dates for Lego, Mad Science, Tennis
    - Master calendar for 2014 is done
      - Worked to not conflict with other local events
        - (i.e. Gran Fondo, Relay for Life, chili cook-off etc.)
- Professional Development for 2013-2014
  - CPRS Aquatics Management School October 23-25, 2013
  - National Youth Sports Alliance School November 20-22, 2013 San Diego
    - Certified Youth Sports Administrator
  - Certified Parks and Recreation Professional certification
    - National certification
    - Standard to have in our industry
  - CPRS Conference March 4-7, 2014 Ontario, CA



AGENDA ITEM 7

TVRPD Board Meeting  
490 West D Street  
Tehachapi, CA 93561

September 17, 2013

**District Manager Report**

---

- Master Plan Update
- TVRPD Audit Update
- TVRPD Ordinance Signage Update
- Capital Improvements
  - Meadowbrook Park
  - Central Park Amphitheater
- Kern County Vehicle Replacement Grant – October 1
- Carrie to attend CalPERS Annual Conference – October 21-23
- Presented at Water Availability Preservation Committee (Uniform Water Conservation Program)
- Presented at BVCSD Board of Directors Meeting (Gran Fondo)

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

IN THE MATTER OF

**REVISING TVRPD POLICY MANUAL  
CHAPTER 4: PERSONNEL POLICY AND PROCEDURE**

---

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 17<sup>th</sup> day of September 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. 32-13**

**WHEREAS**, the Tehachapi Valley Recreation and Parks District (TVRPD) has a Policy Manual; and

**WHEREAS**, said Policy Manual has not been updated since 2007; and

**WHEREAS**, a revised chapter, Chapter 4: Personnel Policy and Procedure, has been provided for consideration to replace the existing 2007 Policy Manual Chapter 7, Article 5 – Personnel Rules, Regulations, and Policies; and

**WHEREAS**, the board desires to adopt said revised Policy Manual Chapter 4: Personnel Policy and Procedure;

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Directors approve a revised Chapter 4: Personnel Policy and Procedure;; and

**BE IT FINALLY RESOLVED** that all policies therein will be exercised and honored immediately.

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

IN THE MATTER OF

**REVISING TVRPD POLICY MANUAL  
CHAPTER 6: FINANCE**

---

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 17<sup>th</sup> day of September 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. 33-13**

**WHEREAS**, the Tehachapi Valley Recreation and Parks District (TVRPD) has a Policy Manual; and

**WHEREAS**, said Policy Manual has not been updated since 2007; and

**WHEREAS**, a revised chapter, Chapter 6: Finance, has been provided for consideration to replace the existing 2007 Policy Manual Chapter 5, Article 3 – Policies for Budget and Finance and Chapter 6, Article 4 – Purchasing Policies; and

**WHEREAS**, the board desires to adopt said revised Policy Manual Chapter 6: Finance.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Directors approve a revised Chapter 6: Finance; and

**BE IT FINALLY RESOLVED** that all policies therein will be exercised and honored immediately.

## AMERIGLIDE POOL LIFT



[+Enlarge Picture](#)

Brochure
Installation/Owner's Manual
ADA Verification
Mechanical Drawing

**Additional Images**

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6-10	6%	\$2,819
11-20	7%	\$2,789
26-49	8%	\$2,759
50-99	10%	\$2,699
100-199	13%	\$2,599
200-299	15%	\$2,549
300 ->	17%	\$2,499



Made in America



**ADA Compliant Commercial Pool Lift**

The AmeriGlide Pool Lift is a comfortable, easy-to-use solution for swimmers who have trouble getting in or out of a swimming pool. The sling seat is fully submersible and designed for comfort, with a foot plate and arm rests that offer support or can be folded out of the way. The sealed hand control is simple to operate so the person using the lift can control how low or high the seat goes. The AmeriGlide Pool Lift lowers to 26" and is [ADA-compliant](#) for the new regulations that go into effect in 2013. Four concrete anchors mount into the deck 4" deep for security, and the pool lift easy unbolts from your deck for seasonal storage.

Special features include a hand controller and battery pack that are easily removed for storage inside until the lift is needed eliminating the problems associated with unauthorized use at pools without life guard staff. This lift is manufactured by lift experts to the same demanding quality standards that have made AmeriGlide the lift leader in the USA. Quality from top to bottom in design, operation, and construction to provide years of low maintenance service.

**Our competitors show you a lower price, but beware.** The price soon rises when they add all the things you in that you need and call it an upgrade...

- Our stainless steel anchors are included in the price.
- Our battery is included in the price.
- Our hand controller is included in the price.

The AmeriGlide Pool Lift is the best valued ADA compliant lift on the market. Shop around and see for yourself.

For more information on ADA compliancy, please review the ADA information below. The [ADA Frequently Asked Questions](#) section is a must read or call our knowledgeable staff for help or information.

**Warranty**

[Click Here for Warranty Information](#)

**Pool Lifts & ADA Compliance**

Effective January 31st, 2013 all Public Accommodations (including hotels, resorts, etc.) must bring certain elements of their facilities into compliance with 2010 Americans with Disabilities Act (ADA) standards. This is an extension of the previous deadline set for May 21st, 2012.

If your public accommodation or facility includes a swimming pool, a wading pool, or a spa you will need a fixed pool lift (unfortunately a portable lift will no longer meet ADA Standards) to ensure you meet the requirements. Basic items of any compliant pool lift include:

- Lifting capacity of at least 300 lb.
- A footrest must accompany the seat into the water (exception: for spas)
- A rigid seat is advised but not required
- Controls that a patron can operate from both the pool deck and from within the pool without assistance.

Please Note: A manually cranked or manually rotated lift is NOT ADA compliant.

- [ADA - Frequently Asked Questions](#)
- [Pool Lift is Readily Achievable To Make Pools ADA Compliant](#)
- [ADA Pool Lift Standards](#)
- [ADA Section 1009.1 General](#)



