



Tehachapi Valley

Recreation & Park District

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

**REGULAR BOARD MEETING
TUESDAY, APRIL 17, 2018, 5:30 P.M.**

BOARD OF DIRECTORS

LAURA LYNNE WYATT, CHAIRPERSON
IAN STEELE, VICE-CHAIRPERSON
MARY LOU CORPUS-ZAMUDIO, DIRECTOR
KALEB JUDY, DIRECTOR
WES BACKES, 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 Minutes from the Regular Board Meeting held March 20, 2018 (Pages 4-8).
- C. Approval of the Preliminary Financial Reports for February 2018 (Pages 9-19).

5. RECREATION SUPERVISOR REPORT

6. OPERATIONS MANAGER REPORT

7. DISTRICT MANAGER REPORT

8. AGENDA ITEMS

- A. Recognition of Tehachapi Valley Recreation and Park District Recreation Staff – Discussion/Presentation.
- B. Award of Bid for the installation of Playground Equipment at Brite Lake - Discussion/Approval, Resolution #4-18 (Pages 20-27).

9. BOARD OF DIRECTORS' TIME

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

10. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on May 15, 2018.



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 April 17, 2018, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, April 13, 2018, at 5:30 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 Park District Board of Directors on the 13th day of April 2018.

Dated this 13th day of April 2018.

Carrie Champlin
Carrie Champlin
Clerk of the Board of Directors

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY MARCH 20, 2018, 5:30 P.M.**

CALL TO ORDER: Board Meeting Convened By Director Judy at 5:34 P.M.

BOARD MEMBERS

Laura Lynne Wyatt, Chairperson
Ian Steele, Vice-Chairperson
Mary Lou Corpus-Zamudio, Director
Kaleb Judy, Director
Wes Backes, Director

ALSO PRESENT

Michelle Vance, District Manager
Corey Torres, Recreation Supervisor
Bill Fisher, Operations Manager
Carrie Champlin, Business Manager/Clerk of the Board
Ashley Krempien, Recreation Coordinator
Tiffany Frost, Office Specialist
Kelli Gilbert, TVRPD Tehachapi Tots Instructor
Shirley Wagner, Brite Lake Camp Host
Pat Osborn, Clifford & Brown Law
Pat Doody, The Loop Newspaper
Kathy Cassil, GHCSO
David Shaw, GHCSO
Denise Avalos, Barracuda Swim Team
Robin Wheelan, Barracuda Swim Team
Michael Mackenzie, Soccer
Nick Apel
Sierra James
Ed Bandy
Eileen Bandy
Fran Gilbert

- 1. FLAG SALUTE:** District Manager Vance led the flag salute.
- 2. ROLL CALL:** Chairperson Wyatt and Vice-Chairperson Steele were absent.
- 3. PUBLIC COMMENTS:** Mr. Michael Mackenzie reported that paint was coming off the picnic tables at Meadowbrook Park.

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.

Corpus-Zamudio - Backes: Ayes: Corpus-Zamudio; Judy; Backes

Noes: None. Motion carried.

Absent: Wyatt; Steele

B. Approval of Minutes from the Regular Board Meeting held January 16, 2018.

BOARD APPROVES THE MINUTES FROM THE REGULAR BOARD MEETING HELD ON FEBRUARY 20, 2018.

Corpus-Zamudio - Backes: Ayes: Corpus-Zamudio; Judy; Backes

Noes: None. Motion carried.

Absent: Wyatt; Steele

C. Approval of the Preliminary Financial Reports for January 2018.

BOARD APPROVES THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT'S PRELIMINARY FINANCIAL REPORTS FOR JANUARY 2018.

Corpus-Zamudio - Backes: Ayes: Corpus-Zamudio; Judy; Backes

Noes: None. Motion carried.

Absent: Wyatt; Steele

D. Approval of the 2018 Agreement between Barracuda Swim Team and Teahchapi Valley Recreation and Park District.

BOARD APPROVES THE 2018 AGREEMENT BETWEEN BARRACUDA SWIM TEAM AND TEHACHAPI VALLEY RECREATION AND PARK DISTRICT.

Corpus-Zamudio - Backes: Ayes: Corpus-Zamudio; Judy; Backes

Noes: None. Motion carried.

Absent: Wyatt; Steele

5. RECREATION COORDINATOR REPORT

Recreation Supervisor Corey Torres gave the report.

- Presentation of Youth Basketball Championship photos.
- Lifeguard Training class completed, and we will hold another training in May.
- Pool opens at the beginning of April. JMS P.E., Water Aerobics, and Lap Swim will start the first week of April.
- Adult Basketball League starts March 26, 2018.
- Adult Softball starts in June and will be held at West Park.
- Youth Baseball registrations are underway.
- Brite Lake Fishing Derby will be held April 21, 2018.
- Easter Egg Hunt will be held March 31, 2018.

6. OPERATIONS MANAGER REPORT

Operations Manager Bill Fisher gave the report.

Staff:

- Safety Training was completed the subject matter was Fire Extinguisher Safety.

- During the month of February we had several pipes freeze and break throughout the District. I would like to thank the District for providing winter jackets for maintenance staff.

ABIAC:

- Meeting with Supply Works for staff training with cleaning chemicals.
- Cleaned and organized gym storage.
- Frozen pipe leading to the cooler on ABIAC roof.

Brite Lake:

- Several frozen pipes at the fish station and camp sites.
- Long term camping septic system pumping.
- Long term camping sites electrical issue.
- Started installing signs.
- KCFD burned brush piles.
- Installed conduit for Wi-Fi.
- Graffiti / Vandalism
- Started RFP process for playground installation.

Central Park:

- Several occurrences of graffiti and vandalism at the bathrooms and playground equipment. After reviewing the videos we were able to establish a consistent timeline for when it took place. Contact was made with TUSD and TPD to help identify who was doing it. Because of this the restrooms are locked up near dusk.
- Gopher abatement continues.

Meadowbrook Park:

- Gopher abatement continues.
- Bathroom door vandalism.

Pool:

- The pool is ready for the 2018 season.
- Repaired damage from a frozen pipe.

West Park:

- Repaired leaking irrigation valve.
- Gopher abatement continues.
- Prepared ballfields for Little League season.
- We are locking up the restrooms from 2:30 pm till 6:30 am Sunday – Friday and all day Saturday to reduce the impact from Little League and potential vandalism to snack bar.
- Discovered a major leak in Grimes leftfield.

7. DISTRICT MANAGER REPORT

District Manager Vance gave the report.

- District Manager Vance reported that she and Recreation Coordinator Ashley Krempien attended the CPRS annual conference.
- District Manager Vance recognized Brite Lake Camp Hosts Shirley Wagner, and James and Tonya Osenbaugh. Vance also thanked Mr. and Mrs. Osenbaugh for their trenching work at Brite Lake.

- District Manager Vance reported that Tehachapi City Council voted five to zero in favor of contributing \$15,000.00 toward the cost of the feasibility study for the TVRPD Community Center and Revitalization Plan.
- District Manager Vance reported that Tehachapi Healthcare District approved a grant of \$25,000.00 to go toward the cost of the feasibility study for the TVRPD Community Center and Revitalization Plan.

8. AGENDA ITEMS

A. Presentation from Isom Advisors a Division of Urban Futures Inc.

Isom gave a presentation to the TVRPD Board of Directors.

B. Approving the Agreement between Isom Advisors a Division of Urban Futures Inc. and Tehachapi Valley Recreation and Park District for Consulting Services with Respect to Bonds, Pending Legal Counsel Approval, Resolution #1-18.

BOARD APPROVES THE AGREEMENT BETWEEN ISOM ADVISORS A DIVISION OF URBAN FUTURES INC. AND TEHACHAPI VALLEY RECREATION AND PARK DISTRICT FOR CONSULTING SERVICES WITH RESPECT TO BONDS, PENDING LEGAL COUNSEL APPROVAL, RESOLUTION #1-18.

Corpus-Zamudio - Backes: Ayes: Corpus-Zamudio; Judy; Backes

Noes: None. Motion carried.

Absent: Wyatt; Steele

C. Approving the Agreement between Barker Rinker Seacat Architecture a Professional Corporation and Tehachapi Valley Recreation and Park District for a Feasibility Study for a Proposed Recreation Center, Pending Legal Counsel Approval, Resolution #2-18.

Legal counsel Pat Osborn presented the Board and public copies of the agreement and addendum between Tehachapi Valley Recreation and Park District and Barker Rinker Seacat Architecture a Professional Corporation. District Manager Vance explained that the City of Tehachapi and Tehachapi Healthcare District have both contributed to help with the cost of the feasibility study, these contributions result in Tehachapi Valley Recreation and Park District not having to use \$39,578.00 of Site Lease Loan Funds to pay for the remainder of the cost of the feasibility study. BOARD APPROVES THE AGREEMENT BETWEEN BARKER RINKER SEACAT ARCHITECTURE A PROFESSIONAL CORPORATION AND TEHACHAPI VALLEY RECREATION AND PARK DISTRICT FOR A FEASIBILITY STUDY FOR A PROPOSED RECREATION CENTER, PENDING LEGAL COUNSEL APPROVAL AND WITH THE STIPULATION THAT THE FOURTH AND FIFTH "WHEREAS" PARAGRAPHS REGARDING SITE LEASE LOAN FUNDS OF RESOLUTION #2-18 ARE OMITED, RESOLUTION #2-18.

Backes - Corpus-Zamudio: Ayes: Corpus-Zamudio; Judy; Backes

Noes: None. Motion carried.

Absent: Wyatt; Steele

D. Approving the Agreement between PECOS and Tehachapi Valley Recreation and Park District, Pending Legal Counsel Approval, Resolution #3-18.

BOARD APPROVES THE AGREEMENT BETWEEN PECOS AND TEHACHAPI VALLEY RECREATION AND PARK DISTRICT, PENDING LEGAL COUNSEL APPROVAL, RESOLUTION #3-18.

Corpus-Zamudio - Backes: Ayes: Corpus-Zamudio; Judy; Backes

Noes: None. Motion carried.

Absent: Wyatt; Steele

- 9. BOARD OF DIRECTORS TIME:** Director Backes thanked staff for their work. Director Corpus-Zamudio thanked Recreation Supervisor Torres for a great Youth Basketball season.

10. ADJOURNMENT

Having no further business the meeting was adjourned at 6:58 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on April 17, 2018.

Corpus-Zamudio - Backes: Ayes: Corpus-Zamudio; Judy; Backes

Noes: None. Motion carried.

Absent: Wyatt; Steele

Respectfully Submitted,

Carrie Champlin
Carrie Champlin, Clerk of the Board

Balance Sheet

As of February 29, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	443,255.30
1004 Check BOTS 4470	68,104.97
1005 County Treasury Capital Projects Fund	27,543.72
1007 Square Inc-Brite Lake	25.28
1051 Change Fund	850.00
1100 Petty Cash Fund	400.00
Total Bank Accounts	540,179.27
Accounts Receivable	
1200 Accounts Receivable	31,250.00
Total Accounts Receivable	31,250.00
Other Current Assets	
1070 Prepaid Expenses	10,237.32
1071 Deferred Expense-2018 Grand Fondo	2,827.42
1092 Credit Card Receivables	641.00
1210 Inventory Asset	4,730.95
Total Other Current Assets	18,436.69
Total Current Assets	589,865.96
Fixed Assets	
1150 Land	166,734.76
1161 Building	540,391.52
1162 Improvements	3,049,721.76
1163 Equipment	1,046,083.14
1163.1 Equipment Not Placed In Service	50,043.59
1166 Furniture & Fixtures	24,895.98
1167 Machinery	47,089.00
1170 Accumulated Depreciation	-2,681,915.00
1180 Fleet Vehicles and Equipment	170,165.22
Total Fixed Assets	2,413,209.97
Other Assets	
1901 DOR-Employee Contribution after MD	32,998.00
1903 DOR-Difference in Properties	13,059.00
1904 DOR-Difference in Experience	1,444.00
Total Other Assets	47,501.00
TOTAL ASSETS	\$3,050,576.93

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Financial statements prepared by the County of San Diego

	Total
Accounts Payable	
2000 Accounts Payable-General Fund	2,703.39
Total Accounts Payable	2,703.39
Credit Cards	
2010 Cardmember Services Payable	1,789.03
2014 Home Depot Payable	1,127.38
Total Credit Cards	2,916.41
Other Current Liabilities	
2024 Accrued Vacation, Sick, & Comp Time	31,081.76
2207 Sales tax payable	12.23
2208 Kern County Loan Payable	45,000.00
2210 Payroll Liabilities	3,052.20
2251 Deferred Revenue-2018 GranFondo	36,130.50
2270 Refundable Deposits	1,000.00
Total Other Current Liabilities	116,276.69
Total Current Liabilities	121,896.49
Long-Term Liabilities	
2310 Loan Payable 2016	541,380.00
2900 Net Pension Liability	75,553.00
2901 DIR-Earning on Plan Investments	6,844.00
2902 DIR-Difference in Contributions	26,248.00
2903 DIR-Difference in Proportion	73,239.00
2905 DIR-Changes in Assumption	13,654.00
Total Long-Term Liabilities	736,918.00
Total Liabilities	858,814.49
Equity	
3010 Net Investment In Capital Assets	2,580,724.25
3020 Restricted Funds	239,524.75
3030 Unrestricted Funds	-933,798.81
3110 Retained Earnings	236,824.90
Net Income	68,487.35
Total Equity	2,191,762.44
TOTAL LIABILITIES AND EQUITY	\$3,050,576.93

Profit and Loss

July 2018

	Feb 2018	Jul 2017 - Feb 2018 (YTD)	Total % of Income
INCOME			
4010 Property Taxes	16,758.80	525,505.61	34.95 %
4020 Interest Income	163.65	1,127.51	0.34 %
4020.1 Interest Income Cap Proj Fund		72.52	
4030 Adult Program Revenues	1,281.00	12,983.05	2.67 %
4050 Facility Revenue	7,399.50	83,464.20	15.43 %
4100 Advertising Revenues		2,500.00	
4200 Contracted Classes Revenues	4,715.00	25,197.87	9.83 %
4210 Events Revenues	650.00	18,616.08	1.36 %
4213 Operational Grants	9,500.00	46,343.12	19.81 %
4216 Scholarship Donations	17.00	107.00	0.04 %
4300 Youth Program Revenues	8,132.18	60,502.38	16.96 %
4610 Billable Expense Income		5,880.35	
4650 Discounts given	-663.10	-2,605.65	-1.38 %
4704 Sales		858.48	
Total Income	47,954.03	780,552.52	100.00 %
COST OF GOODS SOLD			
5001 Adult Program Costs		1,475.32	
5002 Fish Stocking		5,000.00	
5004 Contracted Classes Costs	2,846.03	21,569.94	5.93 %
5005 Events Costs	112.17	25,732.38	0.23 %
5008 Youth Program Costs	736.97	9,046.45	1.54 %
5110 Scholarship Fund Expense	269.50	1,719.37	0.56 %
5704 Purchases for Resale		454.63	
Total Cost of Goods Sold	3,964.67	64,998.09	8.27 %
GROSS PROFIT	43,989.36	715,554.43	91.73 %
EXPENSES			
6000 Employee Costs	48,645.99	410,561.18	101.44 %
7010 Advertising & Marketing	7,106.99	20,541.21	14.82 %
7020 Bank Service Charges	570.80	6,264.17	1.19 %
7026 Charitable Contribution	1,000.00	2,100.79	2.09 %
7030 Dues & Subscriptions	570.00	5,270.00	1.19 %
7035 Equipment Rents & Leases	569.58	2,662.26	1.19 %
7050 Insurance	1,982.67	16,643.34	4.13 %
7056 Interest Expense		10,580.55	
7060 Licenses & Fees	549.86	5,029.19	1.15 %
7070 Maintenance	6,820.28	71,875.60	14.22 %
7084 Meals & Entertainment		2,373.95	
7090 Office Supplies	314.93	10,526.44	0.66 %

			Total
	Feb 2018	Jul 2017 - Feb 2018 (YTD)	% of Income
7120 Professional Development	1,095.60	7,287.54	2.28 %
7150 Professional Fees	5,826.99	36,515.26	12.15 %
7180 Security	931.71	2,641.43	1.94 %
7210 Telephone	1,013.97	8,085.91	2.11 %
7230 Uniforms & Apparel		2,201.75	
7250 Utilities	6,829.81	44,113.67	14.24 %
Total Expenses	83,829.18	665,274.24	174.81 %
NET OPERATING INCOME	-39,839.82	50,280.19	-83.08 %
OTHER INCOME			
8040 TVRPD Development Fee Revenues	2,137.00	21,376.33	4.46 %
Total Other Income	2,137.00	21,376.33	4.46 %
OTHER EXPENSES			
8505 Quimby Expense		3,169.17	
Total Other Expenses	0.00	3,169.17	0.00%
NET OTHER INCOME	2,137.00	18,207.16	4.46 %
NET INCOME	\$ -37,702.82	\$68,487.35	-78.62 %

	Feb 2018	Feb 2017 (PY)	Change	Total % Change
Total Expenses	83,829.18	76,769.41	7,059.77	9.20 %
NET OPERATING INCOME	-39,839.82	-45,030.45	5,190.63	11.53 %
OTHER INCOME				
8040 TVRPD Development Fee Revenues	2,137.00		2,137.00	
Total Other Income	2,137.00	0.00	2,137.00	0.00%
OTHER EXPENSES				
8501 Fixed Asset Purchases		190,116.86	-190,116.86	-100.00 %
Total Other Expenses	0.00	190,116.86	-190,116.86	-100.00 %
NET OTHER INCOME	2,137.00	-190,116.86	192,253.86	101.12 %
NET INCOME	\$ -37,702.82	\$ -235,147.31	\$197,444.49	83.97 %

Tehachapi Valley Recreation and Park District

BUDGET VS. ACTUALS: TVRPD CLASS BUDGET 2017-2018

July 2017 - February 2018

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
4010 Property Taxes	525,505.61	582,433.36	56,927.75	9.77 %
4020 Interest Income	1,127.51	1,666.64	539.13	32.35 %
4020.1 Interest Income Cap Proj Fund	72.52		-72.52	
4030 Adult Program Revenues	12,983.05	21,100.00	8,116.95	38.47 %
4050 Facility Revenue	83,464.20	73,314.58	-10,149.62	-13.84 %
4100 Advertising Revenues	2,500.00		-2,500.00	
4200 Contracted Classes Revenues	25,197.87	25,767.36	569.49	2.21 %
4210 Events Revenues	18,616.08	20,895.31	2,279.23	10.91 %
4213 Operational Grants	46,343.12	23,333.36	-23,009.76	-98.61 %
4215 Capital Grants		12,666.64	12,666.64	100.00 %
4216 Scholarship Donations	107.00		-107.00	
4300 Youth Program Revenues	60,502.38	68,900.00	8,397.62	12.19 %
4610 Billable Expense Income	5,880.35	10,000.00	4,119.65	41.20 %
4650 Discounts given	-2,605.65	-2,333.36	272.29	-11.67 %
4704 Sales				
4701 Beer Sales-Taxable		466.64	466.64	100.00 %
4703 Food Sales-Taxable	240.56		-240.56	
4705 Food Sales Non Taxable	523.75	306.64	-217.11	-70.80 %
4709 Soda Sales-Taxable	94.17	133.28	39.11	29.34 %
Total 4704 Sales	858.48	906.56	48.08	5.30 %
Total Income	\$780,552.52	\$838,650.45	\$58,097.93	6.93 %
Cost of Goods Sold				
5001 Adult Program Costs	1,475.32	2,299.92	824.60	35.85 %
5002 Fish Stocking	5,000.00	6,666.64	1,666.64	25.00 %
5004 Contracted Classes Costs	21,569.94	24,210.08	2,640.14	10.91 %
5005 Events Costs	25,732.38	30,118.64	4,386.26	14.56 %
5008 Youth Program Costs	9,046.45	20,513.36	11,466.91	55.90 %
5110 Scholarship Fund Expense				
5115 Chavez Scholarship Fund	1,081.87	1,666.80	584.93	35.09 %
5117 Walter Dye Scholarship Fund	637.50	1,666.80	1,029.30	61.75 %
Total 5110 Scholarship Fund Expense	1,719.37	3,333.60	1,614.23	48.42 %
5704 Purchases for Resale				
5701 Beer Purchases		300.00	300.00	100.00 %
5703 Food Purchases	324.50	263.28	-61.22	-23.25 %
5709 Soda Purchases	130.13	66.72	-63.41	-95.04 %
Total 5704 Purchases for Resale	454.63	630.00	175.37	27.84 %
Total Cost of Goods Sold	\$64,998.09	\$87,772.24	\$22,774.15	25.95 %
GROSS PROFIT	\$715,554.43	\$750,878.21	\$35,323.78	4.70 %
Expenses				
6000 Employee Costs				
6010 Wages & Salaries	311,262.38	315,876.64	4,614.26	1.46 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6020 Employee Taxable Allowances	4,662.58	6,133.28	1,470.70	23.98 %
6050 Benefits				
6051 Employee MedDentalVisLife	23,377.40	36,000.00	12,622.60	35.06 %
6055 Employee Retirement CalPERS	20,624.88	22,577.28	1,952.40	8.65 %
6058 Employer Taxes	30,268.60	32,666.72	2,398.12	7.34 %
6060 Reimbursed Employee Expenses		666.72	666.72	100.00 %
6070 Vacation, Sick, & Admin Leave		1,000.00	1,000.00	100.00 %
6090 Worker's Compensation Insurance	20,365.34	19,169.28	-1,196.06	-6.24 %
6099 Pension GASB 68		5,503.36	5,503.36	100.00 %
Total 6050 Benefits	94,636.22	117,583.36	22,947.14	19.52 %
Total 6000 Employee Costs	410,561.18	439,593.28	29,032.10	6.60 %
7010 Advertising & Marketing	20,541.21	13,333.36	-7,207.85	-54.06 %
7020 Bank Service Charges	6,264.17	6,000.00	-264.17	-4.40 %
7026 Charitable Contribution	2,100.79	1,333.36	-767.43	-57.56 %
7030 Dues & Subscriptions	5,270.00	5,966.64	696.64	11.68 %
7035 Equipment Rents & Leases				
7036 Maintenance Equipment Rental	444.59	4,000.00	3,555.41	88.89 %
7037 Office Equipment Rental	2,217.67	800.00	-1,417.67	-177.21 %
Total 7035 Equipment Rents & Leases	2,662.26	4,800.00	2,137.74	44.54 %
7050 Insurance				
7051 Auto Insurance	3,190.64	3,000.00	-190.64	-6.35 %
7052 HUB Insurance	336.50	66.64	-269.86	-404.95 %
7053 Property Insurance	8,123.36	7,000.00	-1,123.36	-16.05 %
7055 Liability Insurance	4,992.84	5,333.36	340.52	6.38 %
Total 7050 Insurance	16,643.34	15,400.00	-1,243.34	-8.07 %
7056 Interest Expense	10,580.55	12,056.64	1,476.09	12.24 %
7060 Licenses & Fees	5,029.19	5,666.64	637.45	11.25 %
7070 Maintenance				
7071 Pool Chemicals	4,321.49	4,000.00	-321.49	-8.04 %
7072 Building & Park Maintenance	27,785.21	17,400.08	-10,385.13	-59.68 %
7073 Accessibility Upgrades		66.64	66.64	100.00 %
7074 Equipment Maintenance	6,598.87	11,733.28	5,134.41	43.76 %
7075 Fuel	6,315.66	6,000.00	-315.66	-5.26 %
7076 Janitorial Supplies	6,654.83	6,333.36	-321.47	-5.08 %
7077 Small Tools & Equipment	1,277.74	333.36	-944.38	-283.29 %
7078 Materials & Supplies	15,004.05	17,933.36	2,929.31	16.33 %
7079 Fleet Maintenance	3,917.75	2,666.64	-1,251.11	-46.92 %
Total 7070 Maintenance	71,875.60	66,466.72	-5,408.88	-8.14 %
7084 Meals & Entertainment	2,373.95	1,333.36	-1,040.59	-78.04 %
7090 Office Supplies	10,526.44	9,000.00	-1,526.44	-16.96 %
7120 Professional Development	7,287.54	6,333.36	-954.18	-15.07 %
7150 Professional Fees				
7151 Annual Audit	11,700.00	7,333.36	-4,366.64	-59.54 %
7152 Bookkeeping & Payroll	15,951.87	14,666.64	-1,285.23	-8.76 %
7153 Information Technology	4,810.76	5,666.64	855.88	15.10 %
7155 Legal	4,052.63	5,333.36	1,280.73	24.01 %
Total 7150 Professional Fees	36,515.26	33,000.00	-3,515.26	-10.65 %
7160 Property Tax Collection Fee		9,333.36	9,333.36	100.00 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
7180 Security	2,641.43	2,760.08	118.65	4.30 %
7210 Telephone	8,085.91	7,400.00	-685.91	-9.27 %
7230 Uniforms & Apparel	2,201.75	1,666.64	-535.11	-32.11 %
7250 Utilities				
7252 Electric Service	24,820.44	24,099.92	-720.52	-2.99 %
7254 Gas Service	4,592.17	8,366.64	3,774.47	45.11 %
7256 Sanitation Services	7,756.33	9,357.28	1,600.95	17.11 %
7258 Water Service	6,944.73	6,744.06	-200.67	-2.98 %
Total 7250 Utilities	44,113.67	48,567.90	4,454.23	9.17 %
Total Expenses	\$665,274.24	\$690,011.34	\$24,737.10	3.59 %
NET OPERATING INCOME	\$50,280.19	\$60,866.87	\$10,586.68	17.39 %
Other Income				
8040 TVRPD Development Fee Revenues	21,376.33	17,096.00	-4,280.33	-25.04 %
Total Other Income	\$21,376.33	\$17,096.00	\$ -4,280.33	-25.04 %
Other Expenses				
8505 Quimby Expense	3,169.17		-3,169.17	
Total Other Expenses	\$3,169.17	\$0.00	\$ -3,169.17	0.00%
NET OTHER INCOME	\$18,207.16	\$17,096.00	\$ -1,111.16	-6.50 %
NET INCOME	\$68,487.35	\$77,962.87	\$9,475.52	12.15 %

Tehachapi Valley Recreation and Park District

STATEMENT OF CASH FLOWS

July 2017 - February 2018

	TOTAL
OPERATING ACTIVITIES	
Net Income	68,487.35
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-24,580.00
1040 Taxes Receivable	583.58
1070 Prepaid Expenses	-5,057.96
1071 Deferred Expense-2018 Grand Fondo	-2,827.42
1085 Interest Receivable	1,453.05
1085.1 Interest Receivable Cap Proj Fund	12.11
1092 Credit Card Receivables	-641.00
2000 Accounts Payable-General Fund	-23,082.29
2000.1 Accounts Payable (A/P)-Capital Projects Fund	0.00
2010 Cardmember Services Payable	-6,683.30
2012 Home 4 Less Payable	0.00
2014 Home Depot Payable	451.21
2021 Accrued Salaries & Wages	-12,878.25
2022 Accrued Employer PR Taxes	-1,293.57
2200 Suspense	0.00
2207 Sales tax payable	-702.33
2208 Kern County Loan Payable	45,000.00
2211 Payroll Liabilities:CalPERS Payable	-2,111.61
2231 Payroll Liabilities:Health Plan Payable	180.75
2241 Payroll Liabilities:AFLAC Payable	-307.02
2250 Payroll Liabilities:Payroll Tax Liabilities	-5,524.80
2251 Deferred Revenue-2018 GranFondo	36,130.50
2311 Accrued Interest Payable	-7,639.97
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-9,518.32
Net cash provided by operating activities	\$58,969.03
INVESTING ACTIVITIES	
1162 Improvements	-16,055.00
1163 Equipment	-3,199.99
Net cash provided by investing activities	\$ -19,254.99
FINANCING ACTIVITIES	
2310 Loan Payable 2016	-31,617.00
3022 Restricted Funds:Capital Projects	21,663.50
3023 Restricted Funds:Quimby	-3,169.17
3028 Restricted Funds:Site Lease Funds	-21,506.39

	TOTAL
3030 Unrestricted Funds	3,012.06
Net cash provided by financing activities	\$ -31,617.00
NET CASH INCREASE FOR PERIOD	\$8,097.04
Cash at beginning of period	532,082.23
CASH AT END OF PERIOD	\$540,179.27

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

IN THE MATTER OF

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY
RECREATION AND PARK DISTRICT AWARD OF BID FOR THE INSTALLATION
OF PLAYGROUND EQUIPMENT AT BRITE LAKE**

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Park 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 17th day of April 2018 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

RESOLUTION NO. 4-18

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY
RECREATION AND PARK DISTRICT AWARD OF BID FOR THE INSTALLATION
OF PLAYGROUND EQUIPMENT AT BRITE LAKE**

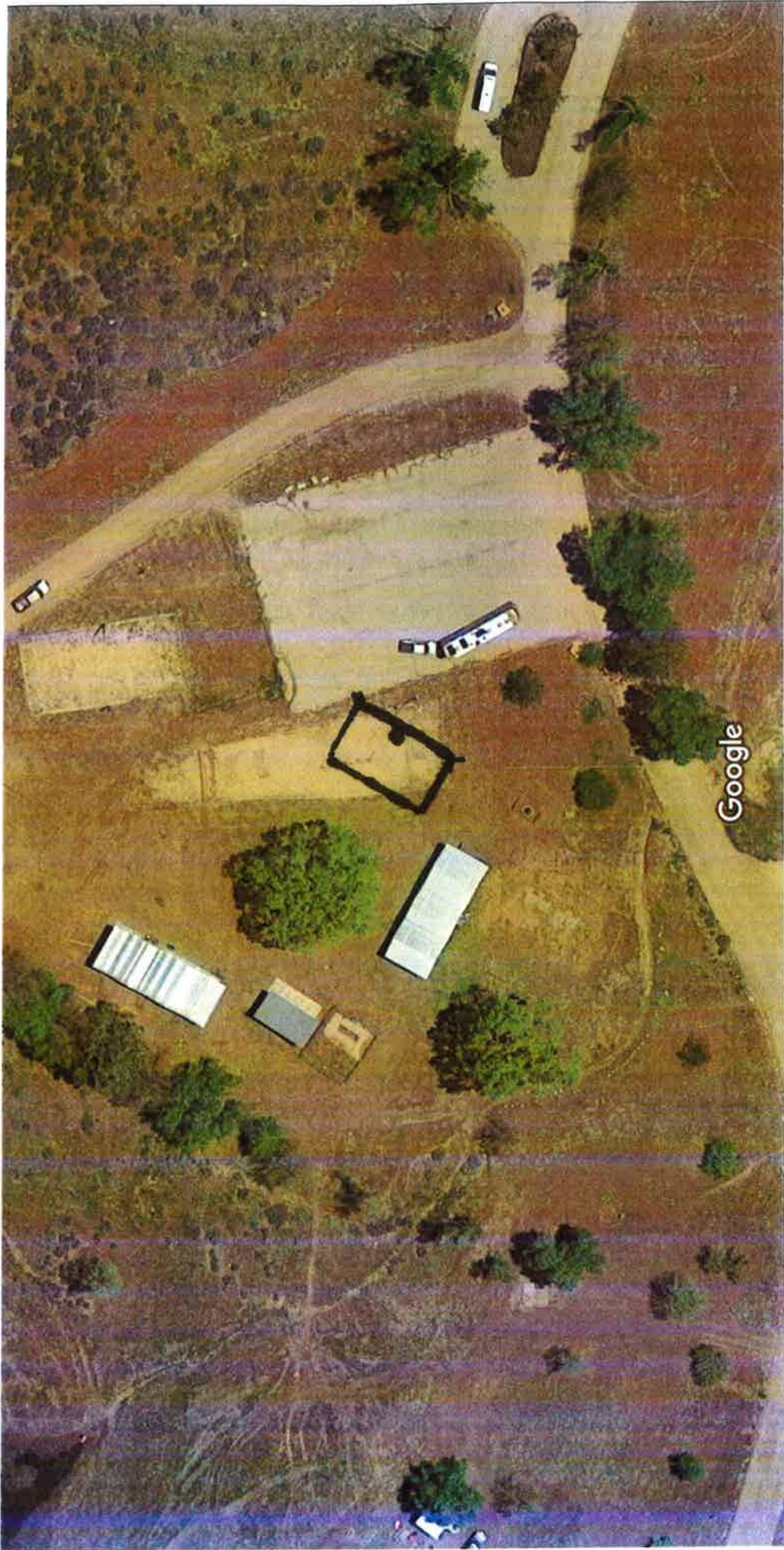
WHEREAS, the Tehachapi Valley Recreation and Parks District (TVRPD) operates a campground and recreation area commonly known as Brite Lake;

WHEREAS, it has been determined that Brite Lake is in need of new playground equipment;

WHEREAS, bids were received from companies that can perform the required tasks;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors awards the bid for the installation of playground equipment at Brite Lake to _____;

AND BE IT FINALLY RESOLVED THAT staff be authorized to pay for the indicated job upon the satisfactory completion of said job by _____ in the amount of _____.



Imagery ©2018 Google, Map data ©2018 Google 50 ft

CS CONSTRUCTION

13049 Lynn Christi
BAKERSFIELD, CA 93314
CA. License # 953506
DIR # 1000002095
(661) 978-9748 Cell
(661) 589-8730 Fax

Re: BRITE LAKE PARK

QUOTE:

1) DEMO EXISTING EQUIPMENT AND WOOD CURBING	\$2175.00
2) EXCAVATE AREA 2160 SQ FT X 12" (SPREAD SPOILS ON SITE)	\$4860.00
3) INSTALL GT PLAY STRUCTURE PER DRAWING	\$7875.00
4) PLACE 188LF OF 6" X 12" CONCRETE CURBING AND 2250 SQ FT OF 5' X 4" SIDEWALK	\$20456.00
5) PLACE 4' X 6' X 4" ADA RAMP	\$550.00
6) PROVIDE AND INSTALL GEOTEXTILE FABRIC	\$900.00
7) PROVIDE AND INSTALL WOOD CHIPS	\$5240.00

***** EQUIPMENT SUPPLIED BY OTHERS

***** NOT RESPONSIBLE FOR ANY UNDER GROUND UTILITIES THAT ARE NOT MARKED

***** QUOTE VALID FOR 30 DAYS

***** PREVAILING WAGE

***** TEMPORARY FENCING BY OTHERS

***** ANY INSURANCE REQUIRING IN EXCESS OF \$1M /\$2M PER OCCURRENCE, SPECIAL INSURANCE COVERAGE OR WORDING
WILL BE AT AN ADDITIONAL CHARGE

\$42056.00
CHRIS AMICK

3/8/2018

ACCEPTANCE OF PROPOSAL _____ DATE _____



Estimate

PO Box 2212
Orcutt, CA 93457-2212

Date	Estimate #
3/30/18	3153

Name / Address
Great Western Recreation P O Box 97 Wellsville, UT 84339
www.centralcoastplaygrounds.com ccplaygrounds@aol.com DIR# 1000039488

Ship To
Brite lake Park

Project
Brite Lake

Description	Qty	Rate	Total
Construction of playground area: Demo of existing equipmennt and wood Boarder, Excavation as needed (Spoils to be sidposed of on site), Installation of GameTime Structure, Concrete curbing, ADA ramp, Supply and installation of EWF and Filter Fabric	1	44,986.00	44,986.00

Thank you for your business.	Subtotal	\$44,986.00
CC Playgrounds not responsible for unidentified utilities. Excessivly rocky or hard soils will increase price.	Sales Tax (0.0%)	\$0.00
	Total	\$44,986.00



**QUOTE
#92723**

03/27/2018

Brite Lake Park

Tehachapi Valley Recreation and Park District
Attn: Carrie Champlin
490 West D Street
Tehachapi, CA 93561
Phone: 661-822-3228 Ext. 3
c.champlin@tvrpd.org

Project #: P68550
Ship To Zip: 93581

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	Great Western Installations - DEMO EXISTING EQUIPMENT AND WOOD CURBING	\$2,420.00	\$2,420.00
1	INSTALL	Great Western Installations - EXCAVATE AREA 2160 SQ FT X 12' (SPREAD SPOILS ON SITE)	\$5,400.00	\$5,400.00
1	INSTALL	Great Western Installations - INSTALL GT PLAY STRUCTURE PER DRAWING	\$8,775.00	\$8,775.00
1	INSTALL	Great Western Installations - PLACE 188LF OF 6 X 12 CONCRETE CURBING AND 2250 SQ FT OF 5' X 4' SIDEWALK	\$22,730.00	\$22,730.00
1	INSTALL	Great Western Installations - PLACE 4 X 6 X 4 ADA RAMP	\$610.00	\$610.00
1	INSTALL	Great Western Installations - PROVIDE AND INSTALL GEOTEXTILE FABRIC	\$1,088.00	\$1,088.00
1	INSTALL	Great Western Installations - PROVIDE AND INSTALL WOOD CHIPS	\$5,825.00	\$5,825.00

Shipping to: 490 W D St, Tehachapi, CA 93581

SubTotal: \$46,848.00
Total Amount: \$46,848.00

Site Address: 22902 Banducci Rd, Tehachapi, CA 93561

*Freight charges are based on listed zip code and are subject to change, if shipping information changes.

Customer is responsible for offloading.

No sitework, surfacing, or installation is included.

Payment Options Cash or Check Orders - Please make check out to Great Western Recreation **Credit Card Orders** - Visa or Mastercard
50% Down - 50% down payment with order and remaining 50% payment before shipment **Credit Terms** - Credit application required with order. Terms negotiated prior to order placement. Down payment may still be required. ***Note: If you are issuing a P.O. please make it payable to Great Western Recreation**

Brite Lake Park

QUOTE
#92723

03/27/2018

This quotation is subject to policies in the current product catalogs used to develop this quote and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Great Western. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services.
Pricing: f.o.b. factory, firm for 10 days from date of quotation.

Payment terms: payment in full, net 30 days subject to approval by Great Western. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted. Shipment: order shall ship within 30-45 days after Great Western's receipt and acceptance of your purchase order, unless confirmed otherwise, color selections, approved submittals, and receipt of deposit, if required. **Receipt of goods: Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment. Damaged goods and/or shortages must be reported within 30 days of receipt of shipment in order to receive full credit. Please inspect and inventory all items received and list all damaged and missing goods on the bill of lading provided by the freight driver. Credit will not be given on items reported outside the 30 day time period.** Freight charges: Prepaid and added at time of invoicing. Taxes: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry. **Exclusions:** unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions. Unless specifically included, this quotation also excludes drawings and permits. This quotation also excludes impact testing and independent audits unless specifically included. Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. Great Western designs and specifications are unique and not intended to be identical in all respects to other manufacturers. When requested we shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements. To order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Payment Terms - NET 30

This quotation is subject to policies in the current product catalogs used to develop this quote and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Great Western Installations. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services.
Pricing: f.o.b. factory, firm for 10 days from date of quotation.

Payment terms: payment in full, net 30 days subject to approval by Great Western Installations. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted. Shipment: order shall ship within 30-45 days after Great Western Installations' receipt and acceptance of your purchase order, unless confirmed otherwise, color selections, approved submittals, and receipt of deposit, if required. **Receipt of goods: Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment. Damaged goods and/or shortages must be reported within 30 days of receipt of shipment in order to receive full credit. Please inspect and inventory all items received and list all damaged and missing goods on the bill of lading provided by the freight driver. Credit will not be given on items reported outside the 30 day time period.** Freight Charges: Prepaid and added at time of invoicing. Taxes: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry. **Exclusions:** unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions. Unless specifically included, this quotation also excludes prevailing wages, drawings and permits. This quotation also excludes impact testing and independent audits unless specifically included. Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. Great Western Installations designs and specifications are unique and not intended to be identical in all respects to other manufacturers. When requested we shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements. **To Order:** Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Installation: shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs.

Brite Lake Park

QUOTE
#92723

03/27/2018

Order Information:

Bill To: _____	Ship To: _____
Company: _____	Contact: _____
Billing Contact: _____	Address: _____
Address: _____	City, State, Zip: _____
City, State, Zip: _____	Tel: _____
Tel: _____	Email: _____
Email: _____	

SITE:

Address: _____

City, State, Zip: _____

Customer Signature: _____

*TO ENSURE WE HAVE ALL THE CORRECT INFORMATION, PLEASE COMPLETELY FILL OUT THE ORDER INFORMATION ABOVE!!