



Tehachapi Valley
Recreation & Park District

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

**REGULAR BOARD MEETING
TUESDAY, AUGUST 19, 2014, 5:30 P.M.**

BOARD OF DIRECTORS

GAYLE STEWART, CHAIRPERSON
PAULETTE RUSH, VICE-CHAIRPERSON
NICK CYR, DIRECTOR
BRIAN DUHART, DIRECTOR
CRAIG MIFFLIN, 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 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 July 15, 2014 (Pages 4-8)

5. MAINTENANCE FOREMAN REPORT

6. RECREATION SUPERVISOR REPORT

7. DISTRICT MANAGER REPORT

8. FINANCIAL REPORT

9. AGENDA ITEMS

- A. Approval of the Preliminary Financial Reports for July 2014 – Discussion/Approval (Pages 9-18)
- B. Tehachapi Little League 2015 Season – Discussion
- C. Approving District Manager to Spend an Amount Not to Exceed \$60,000.00 for the Purchase of Two Vehicles for use in the Maintenance Department– Discussion/Approval , Resolution #12-14 (Pages 19-25)
- D. Naming of the “Stephen Shy Activity Center” at Central Park– Discussion/Approval, Resolution #13-14 (Pages 26-27)
- E. Meadowbrook Park TVRPD/GHCSD 1986 Agreement - Discussion
- F. Approving the Elimination of the “Out of District Fee” – Discussion/Approval, Resolution #14-14 (Pages 28-29)

10. CLOSED SESSION

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

11. BOARD OF DIRECTORS' TIME

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

12. OTHER BUSINESS

13. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on September 16, 2014.



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 August 19, 2014, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, August 15, 2014, at 12:00 P.M. approximately:

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

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Park District Board of Directors on the 15th day of August 2014.

Dated this 15th day of August 2014.

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 JULY 15, 2014, 5:30 P.M.**

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

BOARD MEMBERS:

Gayle Stewart, Chairperson
Paulette Rush, Vice-Chairperson
Nick Cyr, Director
Brian Duhart, Director
Craig Mifflin, Director

ALSO PRESENT:

Matt Young, TVRPD District Manager
Aimee Hansen, TVRPD Recreation Coordinator
Mike Walsh, TVRPD Maintenance Foreman
LeAnn Williams, TVRPD Recreation Supervisor
Greg Garrett, City of Tehachapi Manager
Susan Wiggins, Mayor Pro-Tem
Laura Lynne Wyatt, GHCSO Board Member
Ed Kennedy, GHCSO Board Member
Trent Theriault, TMTA
Bryan Rails, TMTA
Marilyn White
Tina Cunningham, Fisher Forde Media
Darla Baker, Tehachapi News

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

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

3. **PUBLIC COMMENTS:** None.

4. CONSENT CALENDAR

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

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

Mifflin - Rush: Ayes: Stewart; Rush; Duhart; Mifflin

Noes: None. Motion carried.

Absent: Cyr

B. Approval of Minutes from the Regular Board Meeting held June 17, 2014.

Request by Clerk of the Board of Directors to approve the minutes from the June 17, 2014 Regular Board Meeting. BOARD APPROVES MINUTES.

Mifflin - Rush: Ayes: Stewart; Rush; Duhart; Mifflin
Noes: None. Motion carried.
Absent: Cyr

C. Approval of the License Agreement Between Tehachapi Cummings County Water District and Tehachapi Valley Recreation and Park District.

Request by Clerk of the Board of Directors to approve license agreement between Tehachapi Cummings County Water District and Tehachapi Valley Recreation and Park District.

MOTION: BOARD APPROVES THE LICENSE AGREEMENT BETWEEN TEHACHAPI CUMMINGS COUNTY WATER DISTRICT AND TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT WITH THE CLARIFICATION OF EXHIBIT "A" BEING COMPRISED OF A MAP OF THE RUN ROUTE AND THE OUTLINE OF SAFETY PERSONNEL.

Mifflin - Rush: Ayes: Stewart; Rush; Duhart; Mifflin
Noes: None. Motion carried.
Absent: Cyr

5. MAINTENANCE FOREMAN REPORT

Maintenance Foreman Mike Walsh gave the report.

- West Park/Skate Park: Drinking fountain repair. Little League Division Championship games scheduled for July 19th -23rd. Little League State Championship Junior Division July 25th -26th.
- Meadowbrook: Backflow valve repair. Sprinkler valve repair. Installation of a new faucet in the women's restroom.
- Brite Lake: Water level decreasing.
- Event preparation at parks: Movies in the Park, Music in the Park, 4th of July.
- Central Park: Suspension bridge repair on play equipment.
- Maintenance Worker I/II and Seasonal Maintenance Worker: Waiting on DOJ background check results.

6. RECREATION SUPERVISOR REPORT

Recreation Supervisor LeAnn Williams gave the report.

- Williams will attend the TCCWD Board meeting and present them with a picture as appreciation for them allowing the run route to go over the dam. Williams thanked TCCWD for their continued partnership with TVRPD.
- Warrior Run: 364 runners. 42% of the runners were from outside of our Tehachapi Community. Event was a great success. Williams met with the City of Tehachapi to fine tune the coordination of the various events on 4th of July.
- Kids Parade & Color Fun Run: Event was a success. Williams thanked Aimee Hansen for her work on the event.
- Pool: The pool is open seven days a week. Open Recreation Swim offered 25.25 hours per week, Lap Swim offered 17 hours per week, Aqua Aerobics offered 7 hours a week (Aqua Zumba, Deep Water Aerobics, and Water Workout). Barracuda Swim Team uses the pool 8 hours a week. Swim Lessons will offer 90 hours of instruction. Pool is open a total of 86 hours a week. Williams is pleased with her staff at the pool and thanked them for their hard work in making the pool facility and the pool programs better by establishing sound policies and procedures. Williams stated that her staff set goals to

improve the facility by addressing the following: access control, professionally trained staff, clean facility, better equipment, establishing a requirement for children under twelve to be supervised by an adult, and weekly in-services. Family Pool Pass was offered this summer and is a great value for the families in our community.

- Lego Camp and Mad Science continues for one more week.
- Mountain Gallop Run is scheduled for August 16th.
- Adult Softball: So far we have nine men's teams and six women's teams signed up. A player code of conduct was required to be signed to participate.
- Movies in the Park: We will show E.T. the Extraterrestrial this Friday.
- Music in the Park: Continues next Saturday with Blue Mountain Tribe and Red House BBQ.

7. DISTRICT MANAGER REPORT

District Manager Matt Young gave the report.

- District Manager Young extended his thanks to his team for all their hard work. Young also thanked TVRPD's community partners. We have a great series of events planned this year.
- TVRPD is promoting July "National Parks and Recreation Month" by encouraging everyone get outdoors.
- Meadowbrook play equipment is purchased and shipped. Equipment sets contain one set of play equipment for ages 5-12, one set of play equipment for ages 2-5, and one set is an outdoor fitness set. Another complete set of equipment was purchased as well and will be installed at a location yet to be determined. RFP in process for the installation of the play equipment at Meadowbrook Park.
- Flagging the plaza area at Meadowbrook Park on Wednesday. Director Duhart and Young invited GHCSB Board members to join them for the flagging process.
- Received the engineering plans for the shade structure at Central Park. Young recommends starting the installation of the shade structure after the Mountain Festival event.
- Update on the "Bark for Your Park" contest: TVRPD is third in the nation and will likely win the \$25,000.00 prize.

8. FINANCIAL REPORT

Administrative Assistant Carrie Champlin gave the report.

9. AGENDA ITEMS: Chairperson Stewart moved item D to item C.

A. Approval of the Preliminary Financial Reports for June, 2014.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR JUNE, 2014.

Duhart - Mifflin: Ayes: Stewart; Rush; Duhart; Mifflin

Noes: None. Motion carried.

Absent: Cyr

B. Adoption of Tehachapi Valley Recreation and Park District FY 2014/2015 Final Budget – Resolution #10-14.

District Manager Young thanked the Budget Committee, Staff, and Better Ledger for their hard work on the budget. Young stated that he is working on a five year budget planned for review at mid-year. Young explained that we expect a revenue increase of 11% in the next year. Chairperson Stewart thanked Director Duhart for his work on the budget. Director Duhart and Vice-Chairperson Rush stated that they like the new budget format and thanked staff for their work. Young gave an explanation of the ten year vehicle replacement plan and explained that \$60,000.00 is included in the budget for two maintenance vehicles and recommended that the board approve the final budget for FY 2014/2015, Resolution #10-14. Director Duhart recommended earmarking a line on the budget for a future pocket park to be located in Golden Hills. District Manager Young agreed and stated that we really want to facilitate park development in Golden Hills. It was the consensus of the Board to approve the addition of the line item in Capital Projects for a pocket park in Golden Hills. The line item will then be addressed at mid-year. Board thanked Young for his work on the budget.

1. Public Hearing - The meeting was opened for public comment. There were no public comments.

BOARD ADOPTS TEHACHAPI VALLEY RECREATION AND PARK DISTRICT FY 2014/2015 FINAL BUDGET WITH THE STIPULATION THAT A LINE ITEM BE ADDED TO THE BUDGET FOR A FUTURE POCKET PARK TO BE LOCATED IN GOLDEN HILLS, RESOLUTION #10-14.

Mifflin - Duhart; Ayes: Stewart; Rush; Duhart; Mifflin

Noes: None. Motion carried.

Absent: Cyr

C. Correspondence from Golden Hills Community Services District Regarding Meadowbrook Park – Discussion.

Chairperson Stewart gave a brief explanation to the Board regarding the GHCSO correspondence. Chairperson Stewart stated that she requested that District Manager Young provide all documentation and agreements with GHCSO for the Board to review. Chairperson Stewart also stated that she requested District Manager Young prepare a draft response letter to be discussed, reviewed and revised by the Board. Young stated that it is a good time to have this discussion since we are in development. We have a 1986 agreement with Golden Hills that states we will develop a park and we will seek GHCSO's approval of the development and in return GHCSO will afford the District water. Young stated that he is seeking Board input. Director Duhart suggested a more concise less formal response. Director Rush agreed. Director Mifflin stated that Golden Hills is an important part of TVRPD and there is so much potential to have wonderful facilities. Mifflin also stated that trust will be gained with the development of Meadowbrook Park. Director Mifflin also suggested a less formal setting and response and encourages plans be approved by the GHCSO Board. Director Duhart stated that we are on a good path to develop Meadowbrook Park and it will be mutually beneficial to both entities.

D. Authorizing the Treasurer of the County of Kern to Transfer Funds in its Custody for Meeting the Obligations Incurred for the Maintenance and Operations of the District – Tehachapi Valley Recreation and Park District is Requesting a Property Tax Advance in the Amount of \$400,000.00 - Resolution #11-14.

District Manager Young gave a brief explanation of the tax advance process. Young stated that the amount requested was increased from the prior year due to planned capital

improvements. It was recommended that the board approve the property tax advance, Resolution #11-14.

BOARD AUTHORIZES THE TREASURER OF THE COUNTY OF KERN TO TRANSFER PROPERTY TAX FUNDS IN ITS CUSTODY FOR MEETING THE OBLIGATIONS INCURRED FOR THE MAINTENANCE AND OPERATIONS OF THE DISTRICT IN THE AMOUNT OF \$400,000.00, RESOLUTION #11-14.

Duhart - Rush: Ayes: Stewart; Rush; Duhart; Mifflin

Noes: None. Motion carried.

Absent: Cyr

E. Meadowbrook Park Pump Track – Discussion.

District Manager Young explained that a resurvey was done at Meadowbrook Park and that we continue to work with Golden Hills to identify the park's line markers. Young explained the pump track will be built with volunteer labor and the dirt will be donated by Lehigh Cement. There will be an addendum to the CSP for Meadowbrook Park when we have all the details of the pump track together. Trent Theriault gave a brief explanation of the design and operations of a pump track. Survey plat is being drafted and we will start on the plan as soon as we receive the final draft.

10. CLOSED SESSION: ADJOURNED TO CLOSED SESSION AT 7:00 P.M.

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

Reconvened from closed session at 8:26 P.M.

Report on Closed Session: Action taken was the approval of the District Manager's salary increase that was approved at a prior meeting contingent upon the FY 14/15 budget approval.

11. BOARD OF DIRECTORS TIME: None.

12. OTHER BUSINESS: None.

13. ADJOURNMENT:

Having no further business the meeting was adjourned at 8:30 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on August 19, 2014.

Duhart - Rush: Ayes: Stewart; Rush; Duhart; Mifflin

Noes: None. Motion carried.

Absent: Cyr

Respectfully Submitted,

Carrie Champlin, Clerk of the Board

Tehachapi Valley Recreation & Park
District
Financials
July 2014

Prepared without audit by Better Ledger Inc

Tehachapi Valley Recreation and Park District

BALANCE SHEET

As of July 31, 2014

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury Special Revenue Fund	
1001 Cash in County Treasury-General Fund	522,012.78
1002 Cash in County Treasury-Development Fees	131,857.39
1003 Cash in County Treasury-Quimby	23,848.98
Total 1000 Cash in County Treasury Special Revenue Fund	677,719.15
1004 Check BOTS 4470	281,169.56
1005 County Treasury Capital Projects Fund	341,061.09
1050 Cash Box-Events	1,600.00
1051 Change Fund	1,100.00
1100 Petty Cash Fund	200.00
Total Bank Accounts	\$1,302,849.80
Accounts Receivable	
1200 Accounts Receivable	13,001.12
Total Accounts Receivable	\$13,001.12
Other current assets	
1070 Prepaid Expenses	19,827.67
1092 Credit Card Receivables	419.00
1210 Inventory Asset	3,867.74
1215 Scholarship Revenues Receivable	612.50
Total Other current assets	\$24,726.91
Total Current Assets	\$1,340,577.83
Fixed Assets	
1150 Land	166,734.76
1161 Building	556,453.52
1162 Improvements	1,481,423.04
1163 Equipment	680,602.50
1164 Swimming Pool & Building	265,383.67
1165 Lake	412,294.78
1170 Accumulated Depreciation	-2,412,154.00
Total Fixed Assets	\$1,150,738.27
TOTAL ASSETS	\$2,491,316.10
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	148,402.91

Total Accounts Payable	\$148,402.91
Credit Cards	
2010 Cardmember Services Payable	7,921.20
2014 Home Depot Payable	939.95
Total Credit Cards	\$8,861.15
Other Current Liabilities	
2021 Accrued Salaries & Wages	33,168.73
2022 Accrued Employer PR Taxes	3,148.29
2024 Accrued Vacation, Sick, & Comp Time	0.00
2024.2 Accrued Vacation	14,051.79
2024.3 Accrued Sick Leave	17,945.08
Total 2024 Accrued Vacation, Sick, & Comp Time	31,996.87
2207 Sales tax payable	1,921.37
2208 Kern County Loan Payable	400,000.00
2210 Payroll Liabilities	
2211 CalPERS Payable	1,398.32
2231 Health Plan Payable	520.24
2250 Payroll Tax Liabilities	1,264.59
Total 2210 Payroll Liabilities	3,183.15
2260 Veterans Memorial Fund Payable	1,526.17
2270 Refundable Deposits	1,000.00
Total Other Current Liabilities	\$475,944.58
Total Current Liabilities	\$633,208.64
Total Liabilities	\$633,208.64
Equity	
3010 Net Investment In Capital Assets	
3012 Investment in Fixed Assets	1,058,149.57
Total 3010 Net Investment In Capital Assets	1,058,149.57
3020 Restricted Funds	
3022 Capital Projects	427,925.26
Total 3020 Restricted Funds	427,925.26
3030 Unrestricted Funds	418,701.22
3110 Retained Earnings	-1,192.63
Net Income	-45,475.96
Total Equity	\$1,858,107.46
TOTAL LIABILITIES AND EQUITY	\$2,491,316.10

Thursday, Aug 14, 2014 01:37:26 PM PDT GMT-7 - Accrual Basis

Tehachapi Valley Recreation and Park District

PROFIT AND LOSS

July 2014

	TOTAL		
	JUL 2014	JUL 2014 (YTD)	% OF INCOME
Income			
4010 Property Taxes	7,161.84	7,161.84	12.89 %
4020 Interest Income	648.70	648.70	1.17 %
4030 Adult Program Revenues	7,419.00	7,419.00	13.36 %
4050 Facility Revenue	22,947.35	22,947.35	41.31 %
4200 Contracted Classes Revenues	1,804.94	1,804.94	3.25 %
4210 Events Revenues	6,356.62	6,356.62	11.44 %
4213 Sponsorship Revenues	750.00	750.00	1.35 %
4300 Youth Program Revenues	7,761.00	7,761.00	13.97 %
4650 Discounts given	-134.00	-134.00	-0.24 %
4704 Sales	817.14	817.14	1.47 %
4750 Commission Income	19.40	19.40	0.03 %
Total Income	\$55,551.99	\$55,551.99	100.00 %
Cost of Goods Sold			
5001 Adult Program Costs	618.31	618.31	1.11 %
5004 Contracted Classes Costs	3,416.53	3,416.53	6.15 %
5005 Events Costs	11,260.38	11,260.38	20.27 %
5008 Youth Program Costs	60.00	60.00	0.11 %
5704 Purchases for Resale	63.70	63.70	0.11 %
Total Cost of Goods Sold	\$15,418.92	\$15,418.92	27.76 %
Gross Profit	\$40,133.07	\$40,133.07	72.24 %
Expenses			
6000 Employee Costs	59,788.97	59,788.97	107.63 %
7010 Advertising & Marketing	372.67	372.67	0.67 %
7020 Bank Service Charges	1,117.02	1,117.02	2.01 %
7025 Cash Short/Over	-0.05	-0.05	-0.00 %
7030 Dues & Subscriptions	2,000.00	2,000.00	3.60 %
7035 Equipment Rents & Leases	431.60	431.60	0.78 %
7050 Insurance	1,184.17	1,184.17	2.13 %
7056 Interest Expense	-232.33	-232.33	-0.42 %
7060 Licenses & Fees	1,340.00	1,340.00	2.41 %
7070 Maintenance	6,347.66	6,347.66	11.43 %
7084 Meals & Entertainment	77.02	77.02	0.14 %
7090 Office Supplies	1,750.84	1,750.84	3.15 %
7120 Professional Development	650.00	650.00	1.17 %
7150 Professional Fees	1,815.00	1,815.00	3.27 %
7180 Security	100.00	100.00	0.18 %
7210 Telephone	1,440.46	1,440.46	2.59 %
7230 Uniforms & Apparel	787.59	787.59	1.42 %

7250 Utilities	8,775.41	8,775.41	15.80 %
Total Expenses	\$87,746.03	\$87,746.03	157.95 %
Net Operating Income	\$ -47,612.96	\$ -47,612.96	-85.71 %
Other Income			
8040 TVRPD Development Fee Revenues	2,137.00	2,137.00	3.85 %
Total Other Income	\$2,137.00	\$2,137.00	3.85 %
Net Other Income	\$2,137.00	\$2,137.00	3.85 %
Net Income	\$ -45,475.96	\$ -45,475.96	-81.86 %

Thursday, Aug 14, 2014 01:38:09 PMPDT GMT-7 - Accrual Basis

Tehachapi Valley Recreation and Park District
PROFIT & LOSS PRIOR YEAR COMPARISON
July 2014

	TOTAL			
	JUL 2014	JUL 2013 (PY)	CHANGE	% CHANGE
Income				
4010 Property Taxes	7,161.84	3,472.93	3,688.91	106.22 %
4020 Interest Income	648.70	942.03	-293.33	-31.14 %
4030 Adult Program Revenues	7,419.00	1,950.00	5,469.00	280.46 %
4050 Facility Revenue	22,947.35	12,575.65	10,371.70	82.47 %
4200 Contracted Classes Revenues	1,804.94	4,480.00	-2,675.06	-59.71 %
4210 Events Revenues	6,356.62	6,443.00	-86.38	-1.34 %
4213 Sponsorship Revenues	750.00	1,900.00	-1,150.00	-60.53 %
4300 Youth Program Revenues	7,761.00	6,425.48	1,335.52	20.78 %
4650 Discounts given	-134.00		-134.00	
4704 Sales	817.14	94.00	723.14	769.30 %
4750 Commission Income	19.40		19.40	
Total Income	\$55,551.99	\$38,283.09	\$17,268.90	45.11 %
Cost of Goods Sold				
5001 Adult Program Costs	618.31	20.48	597.83	2,919.09 %
5004 Contracted Classes Costs	3,416.53	4,440.20	-1,023.67	-23.05 %
5005 Events Costs	11,260.38	6,358.10	4,902.28	77.10 %
5008 Youth Program Costs	60.00	5,569.48	-5,509.48	-98.92 %
5704 Purchases for Resale	63.70	33.90	29.80	87.91 %
Total Cost of Goods Sold	\$15,418.92	\$16,422.16	\$ -1,003.24	-6.11 %
Gross Profit	\$40,133.07	\$21,860.93	\$18,272.14	83.58 %
Expenses				
6000 Employee Costs	59,788.97	40,021.38	19,767.59	49.39 %
7010 Advertising & Marketing	372.67	963.03	-590.36	-61.30 %
7020 Bank Service Charges	1,117.02	403.41	713.61	176.89 %
7025 Cash Short/Over	-0.05		-0.05	
7030 Dues & Subscriptions	2,000.00	150.00	1,850.00	1,233.33 %
7035 Equipment Rents & Leases	431.60	272.11	159.49	58.61 %
7050 Insurance	1,184.17	1,469.17	-285.00	-19.40 %
7056 Interest Expense	-232.33		-232.33	
7060 Licenses & Fees	1,340.00	968.00	372.00	38.43 %
7070 Maintenance	6,347.66	2,801.88	3,545.78	126.55 %
7084 Meals & Entertainment	77.02	30.00	47.02	156.73 %
7090 Office Supplies	1,750.84	498.41	1,252.43	251.29 %
7120 Professional Development	650.00	3,488.00	-2,838.00	-81.36 %
7150 Professional Fees	1,815.00	1,891.50	-76.50	-4.04 %
7180 Security	100.00	72.00	28.00	38.89 %
7210 Telephone	1,440.46	1,259.07	181.39	14.41 %
7230 Uniforms & Apparel	787.59	341.06	446.53	130.92 %

7250 Utilities	8,775.41	6,250.64	2,524.77	40.39 %
Total Expenses	\$87,748.03	\$60,879.66	\$26,866.37	44.13 %
Net Operating Income	\$ -47,612.96	\$ -39,018.73	\$ -8,594.23	-22.03 %
Other Income				
8040 TVRPD Development Fee Revenues	2,137.00	4,274.00	-2,137.00	-50.00 %
Total Other Income	\$2,137.00	\$4,274.00	\$ -2,137.00	-50.00 %
Other Expenses				
8505 Quimby Expense		4,080.00	-4,080.00	-100.00 %
Total Other Expenses	\$0.00	\$4,080.00	\$ -4,080.00	-100.00 %
Net Other Income	\$2,137.00	\$194.00	\$1,943.00	1,001.55 %
Net Income	\$ -45,475.96	\$ -38,824.73	\$ -6,651.23	-17.13 %

Thursday, Aug 14, 2014 01:38:37 PM PDT GMT-7 - Accrual Basis

Tehachapi Valley Recreation and Park District
STATEMENT OF CASH FLOWS
July 2014

	TOTAL
OPERATING ACTIVITIES	
Net Income	-45,475.96
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-642.45
1070 Prepaid Expenses	-10,369.45
1092 Credit Card Receivables	2,057.00
2000 Accounts Payable	127,578.46
2010 Cardmember Services Payable	2,982.98
2014 Home Depot Payable	578.97
2021 Accrued Salaries & Wages	6,609.68
2022 Accrued Employer PR Taxes	545.77
2099 Deferred Revenue	-1,211.60
2207 Sales tax payable	620.60
2208 Kern County Loan Payable	400,000.00
2211 Payroll Liabilities:CalPERS Payable	313.82
2231 Payroll Liabilities:Health Plan Payable	520.24
2250 Payroll Liabilities:Payroll Tax Liabilities	-622.80
Net cash provided by operating activities	\$483,485.26
INVESTING ACTIVITIES	
1162 Improvements	-1,389.63
1163 Equipment	-130,467.76
Net cash provided by investing activities	\$ -131,857.39
Net cash increase for period	\$351,627.87
Cash at beginning of period	951,221.93
Cash at end of period	\$1,302,849.80

Thursday, Aug 14, 2014 01:39:23 PM PDT GMT-7

Tehachapi Valley Recreation and Park District
BUDGET VS. ACTUALS: FY2014-2015 BUDGET - FY15 P&L
 July 2014 - June 2015

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
4010 Property Taxes	7,161.84	752,759.00	745,597.16	99.05 %
4020 Interest Income	648.70	3,500.00	2,851.30	81.47 %
4030 Adult Program Revenues	8,229.34	28,060.00	19,830.66	70.67 %
4050 Facility Revenue	24,635.10	140,075.00	115,439.90	82.41 %
4200 Contracted Classes Revenues	3,254.94	42,575.00	39,320.06	92.35 %
4210 Events Revenues	7,173.62	37,750.00	30,576.38	81.00 %
4213 Sponsorship Revenues	750.00	40,000.00	39,250.00	98.13 %
4300 Youth Program Revenues	9,361.00	62,200.00	52,839.00	84.95 %
4610 Billable Expense Income		30,000.00	30,000.00	100.00 %
4650 Discounts given	-134.00	-500.00	-366.00	73.20 %
4704 Sales	817.14	4,700.00	3,882.86	82.61 %
4750 Commission Income	19.40	0.00	-19.40	
Total Income	\$61,917.08	\$1,141,119.00	\$1,079,201.92	94.57 %
Cost of Goods Sold				
5001 Adult Program Costs	618.31	2,700.00	2,081.69	77.10 %
5004 Contracted Classes Costs	4,909.53	25,500.00	20,590.47	80.75 %
5005 Events Costs	16,495.58	44,800.00	28,304.42	63.18 %
5008 Youth Program Costs	60.00	18,500.00	18,440.00	99.68 %
5704 Purchases for Resale	63.70	3,300.00	3,236.30	98.07 %
Total Cost of Goods Sold	\$22,147.12	\$94,800.00	\$72,652.88	76.64 %
Gross Profit	\$39,769.96	\$1,046,319.00	\$1,006,549.04	96.20 %
Expenses				
6000 Employee Costs	77,415.87	677,914.00	600,498.13	88.58 %
7010 Advertising & Marketing	462.67	15,000.00	14,537.33	96.92 %
7020 Bank Service Charges	1,831.06	7,000.00	5,168.94	73.84 %
7025 Cash Short/Over	-0.05	0.00	0.05	
7026 Charitable Contribution		3,000.00	3,000.00	100.00 %
7030 Dues & Subscriptions	2,000.00	5,000.00	3,000.00	60.00 %
7035 Equipment Rents & Leases	678.87	5,500.00	4,821.13	87.66 %
7050 Insurance	2,586.50	20,300.00	17,713.50	87.26 %
7056 Interest Expense	-232.33	300.00	532.33	177.44 %
7060 Licenses & Fees	1,620.00	4,000.00	2,380.00	59.50 %
7070 Maintenance	6,347.66	80,500.00	74,152.34	92.11 %
7084 Meals & Entertainment	77.02	1,000.00	922.98	92.30 %
7090 Office Supplies	1,750.84	14,000.00	12,249.16	87.49 %
7120 Professional Development	650.00	12,000.00	11,350.00	94.58 %
7150 Professional Fees	2,182.50	60,100.00	57,917.50	96.37 %
7160 Property Tax Collection Fee		8,500.00	8,500.00	100.00 %

7170 Publications & Legal		500.00	500.00	100.00 %
7180 Security	200.00	1,500.00	1,300.00	86.67 %
7210 Telephone	1,440.46	14,000.00	12,559.54	89.71 %
7230 Uniforms & Apparel	1,025.06	5,000.00	3,974.94	79.50 %
7250 Utilities	8,942.66	91,300.00	82,357.34	90.21 %
Total Expenses	\$108,978.79	\$1,026,414.00	\$917,435.21	89.38 %
Net Operating Income	\$ -69,208.83	\$19,905.00	\$89,113.83	447.70 %
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%
Net Other Income	\$2,137.00	\$0.00	\$ -2,137.00	0.00%
Net Income	\$ -67,071.83	\$19,905.00	\$86,976.83	436.96 %

Thursday, Aug 14, 2014 01:39:51 PM PDT GMT-7 - Accrual Basis

2014 F-150

Order No: 4089 Priority: K4 Ord FIN: QO686 Order Type: 5B Price Level: 430
 Ord PEP: 100A Cust/Flt Name: TEHACHAPI VAL PO Number:

	RETAIL		RETAIL
F1E	F150 4X4 R/C \$29965	CA BOARD FEES	NC
	145" WHEELBASE	FRT LICENSE BKT	NC
YZ	OXFORD WHITE	422 CALIF EMISSIONS	NC
C	CLOTH 40/20/40 NC	DEST AND DELIV	1195
S	STEEL GRAY INT		
100A	EQUIP GRP		
	.XL SERIES		
	.AM/FM STEREO		
	.17" GREY STEEL		
99M	3.7L V6 FFV ENG	TOTAL BASE AND OPTIONS	31560
446	ELEC 6-SPD AUTO NC	TOTAL	31560
	.P235 BSW A-T	*THIS IS NOT AN INVOICE*	
XB6	3.73 LTD SLIP 400	*TOTAL PRICE EXCLUDES COMP PR	
	6950# GVWR		
	36 GAL TANK		

F150

Auto/Mate Co# 01 SubCo 00000 F&I Deal Info Deal# 0003878 DLENTY

Buyer TEHACHAPI VALLEY RECREATION AND PARK DISTRICT (Last;1st-?) LuxTx N
 LenderCd CASH ?=HLP Stock# ?=HLP N/U/D/W N TaxState CA SlsTx 7.500 %

Price & Down Payment

Selling Price 19654.00
 Trade Allowance .00
 Less Payoff .00
 Cash Deposit .00
 Cash on Delivery 21233.30
 Rebate Total .00
 Deferred Pmt Total .00

Finance Terms

Term of Loan 1 Interval 00 (?=Lst)
 Rate/APR 0.000000 19654
 DaysTo1st 10 SaleDate 8/13/2014
 FirstPay 8/23/2014

Lease

MSRP Amount .00
 Residual Percent% .00
 or Amount .00

Service Contract Total .00
 Accessory Total .00
 Fee Total 99.25

Insurance

Insur Co CD GAP
 CreditLife N (S/J/N) GAP INSURANCE
 Acc&Health N (Y/N) Amount .00
 Taxed N (Y/N)
 GAP TaxRt 7.500 %

Deal Recap

TotCash 21233.30 TotTax 1480.05
 TotDown 21233.30 AmtFin .00
 CASH

CA..PPN OOS:N 93561

PAYMENT AMOUNT IS .00
 Drive Off Amt Due 21233.30

Save Skip Gross Discl Jump Oth ScAccFeeRehPy

\$21,233.30**Total Bill Willigen**

Kieffe & Sons Ford
 16400 Sierra Highway
 Mojave, CA 93501
 (661) 824-2477

==>

Dealer: F71446

2015 F-SERIES SD

Page: 1 of 2

Order No: 4085 Priority: B4 Ord FIN: Q0686 Order Type: 5B Price Level: 515

Ord PEP: 600A Cust/Flt Name: TEHACHAPI VAL PO Number:

RETAIL

RETAIL

F2B F250 4X4 SD R/C \$33840
137" WHEELBASE
Z1 OXFORD WHITE
A VNYL 40/20/40
S STEEL
600A PREF EQUIP PKG
.XL TRIM
.TRAILER TOW PKG
572 .AIR CONDITIONER NC
.AM/FM STER/CLK
996 .6.2L EFI V8 ENG NC
44P 6-SPD AUTOMATIC NC
TBK .LT245 BSW AS 17
X3E 3.73 ELOCKING 390

10000# GVWR PKG
422 CALIF EMISSIONS NC
473 SNOW PLOW PKG 85
SPARE TIRE/WHL3 NC
12.5K TRLR HTCH NC
JACK
DEST AND DELIV 1195

TOTAL BASE AND OPTIONS 35510
TOTAL 35510
THIS IS NOT AN INVOICE
*TOTAL PRICE EXCLUDES COMP PR

F250

~~MODE GREEN INFO NEXT PAGE~~

Auto/Mate Co# 01 SubCo 00000 F&I Deal Info Deal# 0003878 DLENTRY

Buyer TEHACHAPI VALLEY RECREATION AND PARK DISTRICT (Last,1st-?) LuxTx N
LenderCd CASH ?=HLP Stock# ?=HLP N/U/D/W N TaxState CA SlsTx 7.500 %

Price & Down Payment

Selling Price 22861.00
Trade Allowance .00
Less Payoff .00
Cash Deposit .00
Cash on Delivery 24680.83
Rebate Total .00
Deferred Pmt Total .00

Finance Terms

Term of Loan 1 Interval 00 (?=Lst)
Rate/APR 0.000000 22861
DaysTo1st 10 SaleDate 8/13/2014
FirstPay 8/23/2014

Lease

MSRP Amount .00
Residual Percent% .00
or Amount .00

Service Contract Total .00
Accessory Total .00
Fee Total 99.25

Insurance

Insur Co-CD
CreditLife N (S/J/N)
Acc&Health N (Y/N)

GAP

GAP INSURANCE
Amount .00
Taxed N (Y/N)
GAP TaxRt 7.500 %

Deal Recap

TotCash 24680.83 TotTax 1720.58
TotDown 24680.83 AmtFin .00
CASH

CA.PP:N OOS:N 93561

PAYMENT AMOUNT IS .00
Drive Off Amt Due 24680.83

Save Skip Gross Disci Jump Oth ScAccFeeRebPy

\$24,680.83 Total

Sill Wellington

Kieffe & Sons Ford
16400 Sierra Highway
Mojave, CA 93501
(661) 824-2477

Antelope Valley Ford

August 7 2014

100

1155 Auto Mall Dr
Lancaster CA 93534
Phone (661)949-3586
Fax (661)945-3066

Name
Tehachapi valley rec/parks

DESCRIPTION

AMOUNT

1-NEW 2015 FORD F-250 REG CAB 4X4 XL

\$

23,006.00

all std features.

F2B	F250 4X4 SD R/C		10000# GVWR PKG
	137" WHEELBASE	41P	SKID PLATES
Z1	OXFORD WHITE	42S	50 STATE EMISS
A	VNYL 40/20/40	473	SNOW PLOW PKG
S	STEEL		SPARE TIRE/WHL3
600A	PREF EQUIP PKG		12.5K TRLR HTCH
	.XL TRIM		JACK
	.TRAILER TOW PKG	67D	XTR HVY DTY ALT
572	.AIR CONDITIONER		
	.AM/FM STER/CLK		
996	.6.2L EFI V8 ENG		
44P	6-SPD AUTOMATIC		
TBK	.LT245 BSW AS 17		
X3E	3.73 ELOCKING		

6 to 8 week for delivery from time of order

DMV EXEMPT

SUBTOTAL	\$	23,006.00
TAX RATE		7.50%
ADDED TAX		1,731.45
doc fee/ins fees		80.00
TOTAL	\$	24,817.45

Make all checks payable to Antelope Valley Ford. If you have any questions concerning this invoice/quote, contact Bob Heninger @ (661) 949-3586 ext 302

THANK YOU FOR YOUR BUSINESS!

==>

Dealer: F71439

2015 F-SERIES SD

Page: 1 of 1

Order No: 1234 Priority: K1 Ord FIN: Q0686 Order Type: 5B Price Level: 515
 Ord PEP: 600A Cust/Flt Name: TEHACH PARKS PO Number:

RETAIL

RETAIL

F2B F250 4X4 SD R/C \$33840

10000# GVWR PKG

137" WHEELBASE

422 CALIF EMISSIONS NC

Z1 OXFORD WHITE

473 SNOW PLOW PKG 85

A VINYL 40/20/40

SPARE TIRE/WHL3 NC

S STEEL

12.5K TRLR HTCH NC

600A PREF EQUIP PKG

JACK

.XL TRIM

SP DLR ACCT ADJ

.TRAILER TOW PKG

SP FLT ACCT CR

572 .AIR CONDITIONER NC

FUEL CHARGE

.AM/FM STER/CLK

B4A NET INV FLT OPT NC

996 .6.2L EFI V8 ENG NC

DEST AND DELIV 1195

44P 6-SPD AUTOMATIC NC

TOTAL BASE AND OPTIONS 35510

TBK .LT245 BSW AS 17

TOTAL 35510

X3E 3.73 ELOCKING 390

THIS IS NOT AN INVOICE

JOB #1 BUILD

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F5=Add to Library

S005 - INQUIRY IS COMPLETE.

QD05471

\$22,966.02 - COST
 80.00 - Doc Fee
 1,728.46 - 7.50% Sales TAX
 18.60 - Filing Fee
 875 - Tire Fee
 \$24,801.83 - TOTAL

SUBMITTED BY: Vicki LaMont
 Government Sales
 Jim Burke Ford
 661-328-3640

=>

2014 F-150

Order No: 1234 Priority: K4 Ord FIN: Q0686 Order Type: 5B Price Level: 430
 Ord PEP: 100A Cust/Flt Name: TEHACH PARKS PO Number:

	RETAIL		RETAIL
F1E F150 4X4 R/C	\$29965	CA BOARD FEES	NC
→ 145" WHEELBASE - 8' BED		FRT LICENSE BKT	NC
YZ OXFORD WHITE		422 CALIF EMISSIONS	NC
A VINYL 40/20/40		SP DLR ACCT ADJ	
S STEEL GRAY INT		SP FLT ACCT CR	
100A EQUIP GRP		FUEL CHARGE	
.XL SERIES		B4A NET INV FLT OPT	NC
.AM/FM STEREO		DEST AND DELIV	1195
.17" GREY STEEL		TOTAL BASE AND OPTIONS	31560
99M 3.7L V6 FFV ENG		TOTAL	31560
446 ELEC 6-SPD AUTO	NC	*THIS IS NOT AN INVOICE*	
.P235 BSW A-T			
XB6 3.73 LTD SLIP	400		
6950# GVWR			
36 GAL TANK			

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F5=Add to Library

S005 - INQUIRY IS COMPLETE.

QD05471

\$19,659.33 - Cost
 80.00 - Doc Fee
 1,480.45 - 7.50% Sales Tax
 18.60 - Filing Fee
 8.75 - Tire Fee
\$21,247.13 - TOTAL

1. TOWING ADD \$320⁰⁰
to Cost

**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 APPROVING DISTRICT MANAGER TO
SPEND AN AMOUNT NOT TO EXCEED \$60,000.00 FOR THE PURCHASE OF TWO
VEHICLES FOR USE IN THE MAINTENANCE DEPARTMENT**

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 19th day of August 2014 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. 12-14

WHEREAS, the Tehachapi Valley Recreation and Park District (TVRPD) has established in its organizational structure that the position of District Manager is necessary for the functioning of the department; and

WHEREAS, the Tehachapi Valley Recreation and Park District (TVRPD) has established in its organizational structure that the Maintenance Department is necessary for the functioning of the District; and

WHEREAS, it has been established that maintenance vehicles are necessary for the maintenance and operation of its recreational facilities; and

WHEREAS, the board desires to authorize the District Manager to spend an amount not to exceed \$60,000.00 for the purchase of two vehicles for use in the Maintenance Department.

NOW, THEREFORE, BE IT FINALLY RESOLVED THAT the Board of Directors approve the District Manager to spend an amount not to exceed \$60,000.00 for the purchase of two vehicles for use in the Maintenance Department.

**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 NAMING OF THE “STEPHEN SHY ACTIVITY
CENTER” AT CENTRAL PARK**

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 19th day of August 2014 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. 13-14

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

WHEREAS TVRPD has determined that the facility located at Central Park needs to be officially named; and

WHEREAS the TVRPD Board of Directors recognizes that Mr. Stephen Shy was a dedicated member of The Boy Scouts of America; and

WHEREAS the TVRPD Board of Directors recognizes the valuable contributions made by Mr. Stephen Shy; and

WHEREAS the TVRPD desires to name the facility located at Central Park in the memory of Mr. Stephen Shy;

NOW, THEREFORE, BE IT RESOLVED THAT the TVRPD Board of Directors elects to name the facility located at Central Park to the“ Stephen Shy Activity Center” ; and

BE IT FINALLY RESOLVED that the said facility’s name is now “Stephen Shy Activity Center” and will be used as the official name of the facility for Tehachapi Valley Recreation and Park District immediately.

**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 ELIMINATING THE “OUT OF DISTRICT
FEE” AND REVISING TVRPD POLICY MANUAL CHAPTER 9-500: LEVEL OF
SERVICE**

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 19th day of August 2014 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. 14-14

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

WHEREAS, said Policy Manual contains chapter 9-500: Level of Service; and

WHEREAS, chapter 9-500 Level of Service contains the policy for “Out of District Fees”

WHEREAS, the board desires to eliminate the “Out of District Fee” and remove said fee from the Policy Manual Chapter 9-500: Level of Service.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approve the elimination of the “Out of District Fee” and adopts the revised Chapter 9:500: Level of Service; and

BE IT FINALLY RESOLVED that the “Out of District Fee” is eliminated and all policies therein will be exercised and honored immediately.