



**Tehachapi Valley**  
Recreation & Park District

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

**REGULAR BOARD MEETING  
TUESDAY, JANUARY 20, 2026, 5:30 P.M.**

**BOARD OF DIRECTORS**

MARYANN PACIULLO, CHAIRPERSON  
DWIGHT DREYER, VICE-CHAIRPERSON  
IAN STEELE, DIRECTOR  
SANDY CHAVEZ, DIRECTOR  
HEATHER SILVA, DIRECTOR

**A G E N D A**

**1. FLAG SALUTE**

**2. ROLL CALL**

**3. PUBLIC COMMENTS**

*The Tehachapi Valley Recreation and Park District Board of Directors welcome public comments on any items within the subject matter jurisdiction of the District. We respectfully request that this public forum be utilized in a positive and constructive manner. Items addressed during Public Comment section are generally matters not included on the posted agenda and therefore the Board will take no action at this meeting. Such items, however, may be added to a future meeting's agenda. Speakers are limited to two (2) minutes. Please state your name or organization represented, if any, before making presentation. Thank you.*

**4. CONSENT CALENDAR**

*All items listed on the Consent Calendar shall be considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board request specific items to be removed from the Consent Calendar for separate action.*

- A. Clerk Declaration of Posting of Agenda 72 Hours in Advance of Meeting (Page 3).
- B. Approval of the Preliminary Financial Reports for November - December 2025 (Pages 4-40).
- C. Approval of Minutes from the Regular Board Meeting held November 18, 2025 (Pages 41-42).
- D. Approval of the TVRPD Boundary Policy (Pages 43-46).
- E. Approval of the TVRPD Workplace Violence Prevention Program. (Pages 47-64).
- F. Approval of the TVRPD Outdoor/Indoor Heat Illness Prevention Program (Pages 65-77).

G. Approval of the revised 2026 Lease Agreement Between Tehachapi Valley Recreation & Park District and Tehachapi Little League. (Pages 78-89).

**5. AGENDA ITEMS**

A. Election of Officers for the Tehachapi Valley Recreation & Park District Board of Directors – Discussion/Approval.

B. Tehachapi Valley Recreation & Park District Excess Property – Discussion/Approval.

**6. OPERATIONS MANAGER REPORT** (Pages 90).

**7. RECREATION DEPARTMENT REPORTS** (Pages 91-97).

**8. DISTRICT MANAGER REPORT** (Verbal Report).

**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 February 17, 2026.*



**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 January 20, 2026, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, January 16, 2026, at 5:30 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 Park District Board of Directors on the 16<sup>th</sup> day of January 2026.

Dated this 13<sup>th</sup> day of November 2025.

*Taylor Davis*

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Clerk of the Board of Directors



## Balance Sheet

Tehachapi Valley Recreation and Park District  
As of November 30, 2025

Distribution account	Total
<b>Assets</b>	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	\$93,935.00
1000.1 Cash in County Treasury-General Fund	-523,355.60
1000.8 Site Lease Restricted Funds	21,630.52
<b>Total for 1000 Cash in County Treasury General Fund</b>	<b>-\$407,790.08</b>
1002 California CLASS Money Market Account	5,753.63
1003 Savings BOTS 5778	2,501.89
1004 Checking BOTS 4470	77,970.31
1005 County Treasury Capital Projects Fund	486,199.24
1006 County FMV	-2,276.00
1007 County FMV - Capital	-5,965.00
1051 Change Fund	1,300.00
1100 Petty Cash Fund	400.00
<b>Total for Bank Accounts</b>	<b>\$158,093.99</b>
Accounts Receivable	
1200 Accounts Receivable	1,000.00
<b>Total for Accounts Receivable</b>	<b>\$1,000.00</b>
Other Current Assets	
1040 Taxes Receivable (deleted)	0.00
1070 Prepaid Expenses	0.00
1085.1 Interest Receivable Cap Proj Fund	0.00
1085 Interest Receivable	0.00
1086 Property Tax Claim on Cash	561,144.55
1090 Clearing for Deposits	
1090.3 Firefly Reservation Cash Deposits	-2.54
<b>Total for 1090 Clearing for Deposits</b>	<b>-\$2.54</b>
1091 Merchant Services Receivable	

Accrual Basis



## Balance Sheet

Tehachapi Valley Recreation and Park District  
As of November 30, 2025

Distribution account	Total
1092 Worldpay Merchant Services (BL Pay Arm)	-4,650.04
1093 Heartland Merchant Services (Rec Trac)	-2,796.95
1094 Firefly (fmrly Rsrv Am) Credit Cards (fmrly BL Recon Rpt)	-6,908.96
<b>Total for 1091 Merchant Services Receivable</b>	<b>-\$14,355.95</b>
1096 Undeposited Funds	-1,000.00
1201 Other Receivable	0.00
1210 Inventory Asset	15,413.20
<b>Total for Other Current Assets</b>	<b>\$561,199.26</b>
<b>Total for Current Assets</b>	<b>\$720,293.25</b>



## Balance Sheet

Tehachapi Valley Recreation and Park District  
As of November 30, 2025

Distribution account	Total
<b>Fixed Assets</b>	
1150 Land	166,734.76
1161 Building	527,922.00
1162.1 Improvement Work in Progress	6,937.50
1162 Improvements	1,671,045.07
1163.1 Equipment Not Placed In Service	0.00
1163 Equipment	735,541.80
1166 Furniture & Fixtures	26,404.00
1167 Machinery	45,015.00
1170 Accumulated Depreciation	-1,638,523.55
1180 Fleet Vehicles and Equipment	224,221.25
<b>Total for Fixed Assets</b>	<b>\$1,765,297.83</b>
<b>Other Assets</b>	
1901 DOR-Pension Contributions	74,821.00
1903 DOR-Pension Related	193,162.00
<b>Total for Other Assets</b>	<b>\$267,983.00</b>
<b>Total for Assets</b>	<b>\$2,753,574.08</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000.1 Accounts Payable (A/P)-Capital Projects Fund	0.00
2000 Accounts Payable-General Fund	4,873.66
<b>Total for Accounts Payable</b>	<b>\$4,873.66</b>
<b>Credit Cards</b>	
2010 Cardmember Services Payable	17,541.92
2014 Home Depot Payable	0.00
<b>Total for Credit Cards</b>	<b>\$17,541.92</b>
<b>Other Current Liabilities</b>	

Accrual Basis



## Balance Sheet

Tehachapi Valley Recreation and Park District  
As of November 30, 2025

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Distribution account	Total
2020 Year End Accruals (deleted)	0.00
2021 Accrued Salaries & Wages	0.00
2022 Accrued Employer PR Taxes	0.00
2024 Accrued Vacation, Sick, & Comp Time	\$0.00
2024.2 Accrued Vacation	55,675.44
2024.3 Accrued Sick Leave (50%)	39,705.92



## Balance Sheet

Tehachapi Valley Recreation and Park District  
As of November 30, 2025

Distribution account	Total
<b>Total for 2024 Accrued Vacation, Sick, &amp; Comp Time</b>	<b>\$95,381.36</b>
2200 Suspense	0.00
2207.1 Old Sales Tax Account	0.00
2207 Sales Tax Payable	474.74
2208 Kern County Loan Payable	450,000.00
2210 Payroll Liabilities	\$3.08
2211 CalPERS Payable	-25,637.97
2221 Garnishment Payable	0.00
2231 Health Plan Payable	0.00
2241 AFLAC Payable	0.00
2250 Payroll Tax Liabilities	-3.03
2252 GVAP2 Payable	0.00
<b>Total for 2210 Payroll Liabilities</b>	<b>-\$25,637.92</b>
2270 Refundable Deposits	0.00
2311 Accrued Interest Payable	0.00
<b>Total for Other Current Liabilities</b>	<b>\$520,218.18</b>
<b>Total for Current Liabilities</b>	<b>\$542,633.76</b>
Long-term Liabilities	
2300 Capital Lease - John Deere (deleted)	0.00
2310 Loan Payable 2016	175,759.00
2900 Net Pension Liability	444,887.00
2902 DIR-Pension Related	19,528.00
<b>Total for Long-term Liabilities</b>	<b>\$640,174.00</b>
<b>Total for Liabilities</b>	<b>\$1,182,807.76</b>
Equity	
3000 Opening Bal Equity	0.00
3010 Net Investment In Capital Assets	2,094,555.88
3020 Restricted Funds	

Accrual Basis



## Balance Sheet

Tehachapi Valley Recreation and Park District  
As of November 30, 2025

Distribution account	Total
3022 Capital Projects	579,522.24
3028 Site Lease Funds	21,630.52
<b>Total for 3020 Restricted Funds</b>	<b>\$601,152.76</b>
3110 Retained Earnings	-540,219.03
Net Income	-584,723.29
<b>Total for Equity</b>	<b>\$1,570,766.32</b>
<b>Total for Liabilities and Equity</b>	<b>\$2,753,574.08</b>



## Balance Sheet

Tehachapi Valley Recreation and Park District  
As of December 31, 2025

Distribution account	Total
<b>Assets</b>	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	\$93,935.00
1000.1 Cash in County Treasury-General Fund	-673,355.60
1000.8 Site Lease Restricted Funds	21,630.52
<b>Total for 1000 Cash in County Treasury General Fund</b>	<b>-\$557,790.08</b>
1002 California CLASS Money Market Account	5,753.63
1003 Savings BOTS 5778	2,502.20
1004 Checking BOTS 4470	56,194.52
1005 County Treasury Capital Projects Fund	486,199.24
1006 County FMV	-2,276.00
1007 County FMV - Capital	-5,965.00
1051 Change Fund	1,300.00
1100 Petty Cash Fund	400.00
<b>Total for Bank Accounts</b>	<b>-\$13,681.49</b>
Accounts Receivable	
1200 Accounts Receivable	0.00
<b>Total for Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1040 Taxes Receivable (deleted)	0.00
1070 Prepaid Expenses	0.00
1085.1 Interest Receivable Cap Proj Fund	0.00
1085 Interest Receivable	0.00
1086 Property Tax Claim on Cash	561,144.55
1090 Clearing for Deposits	
1090.3 Firefly Reservation Cash Deposits	264.17
<b>Total for 1090 Clearing for Deposits</b>	<b>\$264.17</b>
1091 Merchant Services Receivable	

Accrual Basis



## Profit Loss November

Tehachapi Valley Recreation and Park District

Distribution account	Total
<b>Income</b>	
4020.3 Interest Income - CA CLASS	19.03
4030 Adult Program Revenues	505.00
4050 Facility Revenue	12,269.00
4210 Events Revenues	4,381.00
4213 Operational Grants	200.00
4216 Scholarship Donations	5.00
4300 Youth Program Revenues	69,991.15
4650 Discounts given	-9,587.10
4704 Sales	
4707 Merchandise Sales-Taxable	3,389.49
<b>Total for 4704 Sales</b>	<b>\$3,389.49</b>
<b>Total for Income</b>	<b>\$81,172.57</b>
<b>Cost of Goods Sold</b>	
5001 Adult Program Costs	162.70
5004 Contracted Classes Costs	230.00
5005 Events Costs	1,877.85
5008 Youth Program Costs	2,448.18
5110 Scholarship Fund Expense	581.25
<b>Total for Cost of Goods Sold</b>	<b>\$5,299.98</b>
<b>Gross Profit</b>	<b>\$75,872.59</b>
<b>Expenses</b>	
6000 Employee Costs	
6010 Wages & Salaries	76,165.97
6050 Benefits	
6051 Employee Benefits	520.82
6055 Employee Retirement CalPERS	3,580.53
6058 Employer Taxes	6,102.64
6090 Worker's Compensation Insurance	597.00



# Profit Loss November

Tehachapi Valley Recreation and Park District

Distribution account	Total
<b>Total for 6050 Benefits</b>	<b>\$10,800.99</b>
<b>Total for 6000 Employee Costs</b>	<b>\$86,966.96</b>
7010 Advertising & Marketing	132.99
7020 Bank Service Charges	5,058.46
7027 Depreciation Expense	8,853.66
7030 Dues & Subscriptions	607.00
7035 Equipment Rents & Leases	
7037 Office Equipment Rental	485.99
<b>Total for 7035 Equipment Rents &amp; Leases</b>	<b>\$485.99</b>
7060 Licenses & Fees	4,471.50



## Profit Loss November

Tehachapi Valley Recreation and Park District

Distribution account	Total
7070 Maintenance	
7072 Building & Park Maintenance	3,810.81
7074 Equipment Maintenance	239.37
7075 Fuel	920.83
7076 Janitorial Supplies	38.65
7079 Fleet Maintenance	341.29
<b>Total for 7070 Maintenance</b>	<b>\$5,350.95</b>
7084 Meals & Entertainment	112.47
7090 Office Supplies	457.38
7120 Professional Development	615.00
7150 Professional Fees	
7152 Bookkeeping & Payroll	270.00
7153 Information Technology	937.50
7155 Legal	90.00
<b>Total for 7150 Professional Fees</b>	<b>\$1,297.50</b>
7165 Safety Equipment	9.27
7210 Telephone and Internet	933.23
7250 Utilities	
7252 Electric Service	4,032.13
7254 Gas Service	80.30
7256 Sanitation Services	1,466.86
7258 Water Service	1,374.92
<b>Total for 7250 Utilities</b>	<b>\$6,954.21</b>
<b>Total for Expenses</b>	<b>\$122,306.57</b>
<b>Net Operating Income</b>	<b>-\$46,433.98</b>
<b>Net Other Income</b>	
<b>Net Income</b>	<b>-\$46,433.98</b>



## Profit & Loss Prior Year Comparison

Tehachapi Valley Recreation and Park District

November 2025

Distribution account	TOTAL	
	Nov 1 - Nov 30 2025	Nov 1 - Nov 30 2024 (custom)
<b>Income</b>		
4020.3 Interest Income - CA CLASS	19.03	412.58
4030 Adult Program Revenues	505.00	1,380.00
4050 Facility Revenue	12,269.00	10,632.61
4210 Events Revenues	4,381.00	4,380.00
4213 Operational Grants	200.00	8,500.00
4216 Scholarship Donations	5.00	10.00
4300 Youth Program Revenues	69,991.15	70,697.95
4650 Discounts given	-9,587.10	-11,028.15
4704 Sales		
4707 Merchandise Sales-Taxable	3,389.49	2,902.09
<b>Total for 4704 Sales</b>	<b>\$3,389.49</b>	<b>\$2,902.09</b>
4010 Property Taxes		46,824.58
4020.1 Interest Income Cap Proj Fund		1,521.71
4020 Interest Income		-172.59
4215 Capital Grants		13,000.00
<b>Total for Income</b>	<b>\$81,172.57</b>	<b>\$149,060.78</b>
<b>Cost of Goods Sold</b>		
5001 Adult Program Costs	162.70	194.71
5004 Contracted Classes Costs	230.00	499.00
5005 Events Costs	1,877.85	1,187.98
5008 Youth Program Costs	2,448.18	2,129.02
5110 Scholarship Fund Expense	\$581.25	
5115 Chavez Scholarship Fund		603.75
5117 Walter Dye Scholarship Fund		120.75
<b>Total for 5110 Scholarship Fund Expense</b>	<b>\$581.25</b>	<b>\$724.50</b>
<b>Total for Cost of Goods Sold</b>	<b>\$5,299.98</b>	<b>\$4,735.21</b>



# Profit & Loss Prior Year Comparison

Tehachapi Valley Recreation and Park District

November 2025

Distribution account	TOTAL	
	Nov 1 - Nov 30 2025	Nov 1 - Nov 30 2024 (custom)
<b>Gross Profit</b>	<b>\$75,872.59</b>	<b>\$144,325.57</b>
<b>Expenses</b>		
6000 Employee Costs		
6010 Wages & Salaries	76,165.97	71,916.64



## Profit & Loss Prior Year Comparison

Tehachapi Valley Recreation and Park District

November 2025

Distribution account	TOTAL	
	Nov 1 - Nov 30 2025	Nov 1 - Nov 30 2024 (custom)
6050 Benefits		
6051 Employee Benefits	520.82	7,654.55
6055 Employee Retirement CalPERS	3,580.53	4,278.87
6058 Employer Taxes	6,102.64	5,627.20
6090 Worker's Compensation Insurance	597.00	12,433.00
<b>Total for 6050 Benefits</b>	<b>\$10,800.99</b>	<b>\$29,993.62</b>
<b>Total for 6000 Employee Costs</b>	<b>\$86,966.96</b>	<b>\$101,910.26</b>
7010 Advertising & Marketing	132.99	237.75
7020 Bank Service Charges	5,058.46	3,445.47
7027 Depreciation Expense	8,853.66	8,853.64
7030 Dues & Subscriptions	607.00	204.99
7035 Equipment Rents & Leases		
7037 Office Equipment Rental	485.99	2,349.53
<b>Total for 7035 Equipment Rents &amp; Leases</b>	<b>\$485.99</b>	<b>\$2,349.53</b>
7060 Licenses & Fees	4,471.50	6,772.72
7070 Maintenance		
7072 Building & Park Maintenance	3,810.81	5,201.34
7074 Equipment Maintenance	239.37	28.61
7075 Fuel	920.83	1,156.15
7076 Janitorial Supplies	38.65	
7079 Fleet Maintenance	341.29	2,278.71
<b>Total for 7070 Maintenance</b>	<b>\$5,350.95</b>	<b>\$8,664.81</b>
7084 Meals & Entertainment	112.47	2,796.02
7090 Office Supplies	457.38	3,051.51
7120 Professional Development	615.00	2,100.12
7150 Professional Fees		
7152 Bookkeeping & Payroll	270.00	6,008.14



## Profit & Loss Prior Year Comparison

Tehachapi Valley Recreation and Park District

November 2025

Distribution account	TOTAL	
	Nov 1 - Nov 30 2025	Nov 1 - Nov 30 2024 (custom)
7153 Information Technology	937.50	
7155 Legal	90.00	1,444.55
7151 Annual Audit		5,500.00
<b>Total for 7150 Professional Fees</b>	<b>\$1,297.50</b>	<b>\$12,952.69</b>
7165 Safety Equipment	9.27	
7210 Telephone and Internet	933.23	865.37



## Profit & Loss Prior Year Comparison

Tehachapi Valley Recreation and Park District

November 2025

Distribution account	TOTAL	
	Nov 1 - Nov 30 2025	Nov 1 - Nov 30 2024 (custom)
7250 Utilities		
7252 Electric Service	4,032.13	4,593.96
7254 Gas Service	80.30	72.00
7256 Sanitation Services	1,466.86	1,413.76
7258 Water Service	1,374.92	
<b>Total for 7250 Utilities</b>	<b>\$6,954.21</b>	<b>\$6,079.72</b>
7025 Cash Short/Over		-2.29
7230 Uniforms & Apparel		-68.19
<b>Total for Expenses</b>	<b>\$122,306.57</b>	<b>\$160,214.12</b>
<b>Net Operating Income</b>	<b>-\$46,433.98</b>	<b>-\$15,888.55</b>
Other Income		
8040 TVRPD Development Fee Revenues		13,022.40
<b>Total for Other Income</b>		<b>\$13,022.40</b>
Other Expenses		
<b>Net Other Income</b>		<b>\$13,022.40</b>
<b>Net Income</b>	<b>-\$46,433.98</b>	<b>-\$2,866.15</b>



**Statement of Cash Flows**  
Tehachapi Valley Recreation and Park District  
November 2025

Full name	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	-46,433.98
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1090.3 Clearing for Deposits:Firefly Reservation Cash Deposits	82.00
1092 Merchant Services Receivable:Worldpay Merchant Services (BL Pay Arm)	2,800.04
1093 Merchant Services Receivable:Heartland Merchant Services (Rec Trac)	1,737.19
1094 Merchant Services Receivable:Firefly (fmrly Rsrv Am) Credit Cards (fmrly BL Recon Rpt)	-398.50
1200 Accounts Receivable	700.00
2000 Accounts Payable-General Fund	-42.83
2010 Cardmember Services Payable	-1,248.40
2207.1 Old Sales Tax Account	0.00
2207 Sales Tax Payable	279.62
2210 Payroll Liabilities	0.03
2211 Payroll Liabilities:CalPERS Payable	-2,493.11
2250 Payroll Liabilities:Payroll Tax Liabilities	0.00
<b>Total for Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>\$1,416.04</b>
<b>Net cash provided by operating activities</b>	<b>-\$45,017.94</b>
<b>INVESTING ACTIVITIES</b>	
1163 Equipment	-4,640.80
1170 Accumulated Depreciation	8,853.66
<b>Net cash provided by investing activities</b>	<b>\$4,212.86</b>
<b>FINANCING ACTIVITIES</b>	
<b>NET CASH INCREASE FOR PERIOD</b>	<b>-\$40,805.08</b>
<b>Cash at beginning of period</b>	<b>\$197,899.07</b>
<b>CASH AT END OF PERIOD</b>	<b>\$157,093.99</b>



# Tehachapi Valley Recreation and Park District

## Budget vs. Actuals: Final Budget 25-26 - FY26 P&L Classes

July - November, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4010 Property Taxes	36,275.27	500,526.05	-464,250.78	7.25 %
4020 Interest Income	0.32	0.00	0.32	
4020.1 Interest Income Cap Proj Fund	-5,296.32	2,500.00	-7,796.32	-211.85 %
4020.3 Interest Income - CA CLASS	101.05	2,083.35	-1,982.30	4.85 %
4030 Adult Program Revenues	28,470.14	29,308.40	-838.26	97.14 %
4050 Facility Revenue	89,254.37	96,666.65	-7,412.28	92.33 %
4210 Events Revenues	28,248.00	31,827.10	-3,579.10	88.75 %
4213 Operational Grants	11,175.00	28,491.70	-17,316.70	39.22 %
4216 Scholarship Donations	775.00		775.00	
4300 Youth Program Revenues	204,961.60	226,237.40	-21,275.80	90.60 %
4650 Discounts given	-27,693.56	-28,654.15	960.59	96.65 %
4704 Sales	936.00		936.00	
4707 Merchandise Sales-Taxable	6,979.75	3,874.95	3,104.80	180.12 %
<b>Total 4704 Sales</b>	<b>7,915.75</b>	<b>3,874.95</b>	<b>4,040.80</b>	<b>204.28 %</b>
QuickBooks Payments Sales	0.00		0.00	
<b>Total Income</b>	<b>\$374,186.62</b>	<b>\$892,861.45</b>	<b>\$ -518,674.83</b>	<b>41.91 %</b>
<b>Cost of Goods Sold</b>				
5001 Adult Program Costs	3,969.21	5,791.70	-1,822.49	68.53 %
5002 Fish Stocking		14,583.35	-14,583.35	
5004 Contracted Classes Costs	914.75	250.00	664.75	365.90 %
5005 Events Costs	34,119.98	30,956.25	3,163.73	110.22 %
5005.1 Prizes and Awards		5,416.65	-5,416.65	
<b>Total 5005 Events Costs</b>	<b>34,119.98</b>	<b>36,372.90</b>	<b>-2,252.92</b>	<b>93.81 %</b>
5008 Youth Program Costs	28,867.93	33,175.00	-4,307.07	87.02 %
5110 Scholarship Fund Expense	1,128.62		1,128.62	
5115 Chavez Scholarship Fund	341.25		341.25	
<b>Total 5110 Scholarship Fund Expense</b>	<b>1,469.87</b>		<b>1,469.87</b>	
5704 Purchases for Resale				
5707 Merchandise Purchases		625.00	-625.00	
<b>Total 5704 Purchases for Resale</b>		<b>625.00</b>	<b>-625.00</b>	
<b>Total Cost of Goods Sold</b>	<b>\$69,341.74</b>	<b>\$90,797.95</b>	<b>\$ -21,456.21</b>	<b>76.37 %</b>
<b>GROSS PROFIT</b>	<b>\$304,844.88</b>	<b>\$802,063.50</b>	<b>\$ -497,218.62</b>	<b>38.01 %</b>
<b>Expenses</b>				
6000 Employee Costs				
6010 Wages & Salaries	466,293.13	425,416.65	40,876.48	109.61 %
6050 Benefits				
6051 Employee Benefits	28,337.44	36,458.35	-8,120.91	77.73 %
6055 Employee Retirement CalPERS	17,722.04	21,666.65	-3,944.61	81.79 %
6056 CalPERS Unfunded Liability Valuation		15,000.00	-15,000.00	



# Tehachapi Valley Recreation and Park District

## Budget vs. Actuals: Final Budget 25-26 - FY26 P&L Classes

July - November, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6058 Employer Taxes	39,519.63	36,666.65	2,852.98	107.78 %
6090 Worker's Compensation Insurance	19,673.00	18,750.00	923.00	104.92 %
<b>Total 6050 Benefits</b>	<b>105,252.11</b>	<b>128,541.65</b>	<b>-23,289.54</b>	<b>81.88 %</b>
<b>Total 6000 Employee Costs</b>	<b>571,545.24</b>	<b>553,958.30</b>	<b>17,586.94</b>	<b>103.17 %</b>
7010 Advertising & Marketing	3,571.11	4,166.65	-595.54	85.71 %
7020 Bank Service Charges	28,951.20	18,750.00	10,201.20	154.41 %
7025 Cash Short/Over	-35.00	43.75	-78.75	-80.00 %
7027 Depreciation Expense	44,268.30	41,700.00	2,568.30	106.16 %
7030 Dues & Subscriptions	16,613.58	2,916.65	13,696.93	569.61 %
7035 Equipment Rents & Leases				
7036 Maintenance Equipment Rental		208.35	-208.35	
7037 Office Equipment Rental	2,324.02	3,958.35	-1,634.33	58.71 %
<b>Total 7035 Equipment Rents &amp; Leases</b>	<b>2,324.02</b>	<b>4,166.70</b>	<b>-1,842.68</b>	<b>55.78 %</b>
7050 Insurance				
7055 Liability Insurance (Gen, Auto, Property)	36,630.00	31,666.65	4,963.35	115.67 %
<b>Total 7050 Insurance</b>	<b>36,630.00</b>	<b>31,666.65</b>	<b>4,963.35</b>	<b>115.67 %</b>
7056 Interest Expense	4,951.49	1,250.00	3,701.49	396.12 %
7060 Licenses & Fees	9,151.94	18,985.40	-9,833.46	48.21 %
7070 Maintenance				
7071 Pool Chemicals	2,562.43	2,500.00	62.43	102.50 %
7072 Building & Park Maintenance	47,005.90	44,166.65	2,839.25	106.43 %
7073 Accessibility Upgrades	3,000.00	8,333.35	-5,333.35	36.00 %
7074 Equipment Maintenance	1,083.71	1,041.65	42.06	104.04 %
7075 Fuel	5,894.67	6,666.65	-771.98	88.42 %
7076 Janitorial Supplies	5,038.38	4,166.65	871.73	120.92 %
7077 Small Tools & Equipment		916.65	-916.65	
7079 Fleet Maintenance	4,782.76	2,500.00	2,282.76	191.31 %
<b>Total 7070 Maintenance</b>	<b>69,367.85</b>	<b>70,291.60</b>	<b>-923.75</b>	<b>98.69 %</b>
7084 Meals & Entertainment	3,701.10	2,916.65	784.45	126.90 %
7090 Office Supplies	7,804.72	10,000.00	-2,195.28	78.05 %
7120 Professional Development	7,098.62	5,000.00	2,098.62	141.97 %
7150 Professional Fees				
7151 Annual Audit	8,000.00	5,208.35	2,791.65	153.60 %
7152 Bookkeeping & Payroll	1,485.00	4,583.35	-3,098.35	32.40 %
7153 Information Technology	4,467.50	5,208.35	-740.85	85.78 %
7155 Legal	1,390.00	3,125.00	-1,735.00	44.48 %
<b>Total 7150 Professional Fees</b>	<b>15,342.50</b>	<b>18,125.05</b>	<b>-2,782.55</b>	<b>84.65 %</b>
7165 Safety Equipment	1,583.22	1,458.35	124.87	108.56 %
7180 Security	2,057.29	1,166.60	890.69	176.35 %
7210 Telephone and Internet	5,611.76	4,104.20	1,507.56	136.73 %



# Tehachapi Valley Recreation and Park District

## Budget vs. Actuals: Final Budget 25-26 - FY26 P&L Classes

July - November, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7230 Uniforms & Apparel	1,451.43	2,916.65	-1,465.22	49.76 %
7250 Utilities				
7252 Electric Service	31,458.25	29,666.70	1,791.55	106.04 %
7254 Gas Service	7,919.20	9,833.30	-1,914.10	80.53 %
7256 Sanitation Services	7,188.05	6,104.15	1,083.90	117.76 %
7258 Water Service	11,012.30	4,875.00	6,137.30	225.89 %
7259 Propane		416.65	-416.65	
<b>Total 7250 Utilities</b>	<b>57,577.80</b>	<b>50,895.80</b>	<b>6,682.00</b>	<b>113.13 %</b>
<b>Total Expenses</b>	<b>\$889,568.17</b>	<b>\$844,479.00</b>	<b>\$45,089.17</b>	<b>105.34 %</b>
NET OPERATING INCOME	<b>\$ -584,723.29</b>	<b>\$ -42,415.50</b>	<b>\$ -542,307.79</b>	<b>1,378.56 %</b>
Other Income				
8040 TVRPD Development Fee Revenues		50,000.00	-50,000.00	
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$ -50,000.00</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$ -50,000.00</b>	<b>0.00 %</b>
NET INCOME	<b>\$ -584,723.29</b>	<b>\$7,584.50</b>	<b>\$ -592,307.79</b>	<b>-7,709.45 %</b>



## Balance Sheet

Tehachapi Valley Recreation and Park District  
As of December 31, 2025

Distribution account	Total
1092 Worldpay Merchant Services (BL Pay Arm)	-7,090.54
1093 Heartland Merchant Services (Rec Trac)	-2,899.55
1094 Firefly (fmrly Rsrv Am) Credit Cards (fmrly BL Recon Rpt)	-7,200.46
<b>Total for 1091 Merchant Services Receivable</b>	<b>-\$17,190.55</b>
1096 Undeposited Funds	-5.00
1201 Other Receivable	0.00
1210 Inventory Asset	15,413.20
<b>Total for Other Current Assets</b>	<b>\$559,626.37</b>
<b>Total for Current Assets</b>	<b>\$545,944.88</b>



## Balance Sheet

Tehachapi Valley Recreation and Park District  
As of December 31, 2025

Distribution account	Total
<b>Fixed Assets</b>	
1150 Land	166,734.76
1161 Building	527,922.00
1162.1 Improvement Work in Progress	6,937.50
1162 Improvements	1,671,045.07
1163.1 Equipment Not Placed In Service	0.00
1163 Equipment	735,541.80
1166 Furniture & Fixtures	26,404.00
1167 Machinery	45,015.00
1170 Accumulated Depreciation	-1,647,478.14
1180 Fleet Vehicles and Equipment	224,221.25
<b>Total for Fixed Assets</b>	<b>\$1,756,343.24</b>
<b>Other Assets</b>	
1901 DOR-Pension Contributions	74,821.00
1903 DOR-Pension Related	193,162.00
<b>Total for Other Assets</b>	<b>\$267,983.00</b>
<b>Total for Assets</b>	<b>\$2,570,271.12</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000.1 Accounts Payable (A/P)-Capital Projects Fund	0.00
2000 Accounts Payable-General Fund	3,845.07
<b>Total for Accounts Payable</b>	<b>\$3,845.07</b>
<b>Credit Cards</b>	
2010 Cardmember Services Payable	17,269.20
2014 Home Depot Payable	0.00
<b>Total for Credit Cards</b>	<b>\$17,269.20</b>
<b>Other Current Liabilities</b>	



## Balance Sheet

Tehachapi Valley Recreation and Park District  
As of December 31, 2025

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Distribution account	Total
2020 Year End Accruals (deleted)	0.00
2021 Accrued Salaries & Wages	0.00
2022 Accrued Employer PR Taxes	0.00
2024 Accrued Vacation, Sick, & Comp Time	\$0.00
2024.2 Accrued Vacation	55,675.44
2024.3 Accrued Sick Leave (50%)	39,705.92



## Balance Sheet

Tehachapi Valley Recreation and Park District  
As of December 31, 2025

Distribution account	Total
<b>Total for 2024 Accrued Vacation, Sick, &amp; Comp Time</b>	<b>\$95,381.36</b>
2200 Suspense	0.00
2207.1 Old Sales Tax Account	0.00
2207 Sales Tax Payable	-12.82
2208 Kern County Loan Payable	450,000.00
2210 Payroll Liabilities	\$3.08
2211 CalPERS Payable	-30,478.21
2221 Garnishment Payable	0.00
2231 Health Plan Payable	0.00
2241 AFLAC Payable	0.00
2250 Payroll Tax Liabilities	-10,685.50
2252 GVAP2 Payable	0.00
<b>Total for 2210 Payroll Liabilities</b>	<b>-\$41,160.63</b>
2270 Refundable Deposits	0.00
2311 Accrued Interest Payable	0.00
<b>Total for Other Current Liabilities</b>	<b>\$504,207.91</b>
<b>Total for Current Liabilities</b>	<b>\$525,322.18</b>
Long-term Liabilities	
2300 Capital Lease - John Deere (deleted)	0.00
2310 Loan Payable 2016	175,759.00
2900 Net Pension Liability	443,969.57
2902 DIR-Pension Related	19,528.00
<b>Total for Long-term Liabilities</b>	<b>\$639,256.57</b>
<b>Total for Liabilities</b>	<b>\$1,164,578.75</b>
Equity	
3000 Opening Bal Equity	0.00
3010 Net Investment In Capital Assets	2,094,555.88
3020 Restricted Funds	



## Balance Sheet

Tehachapi Valley Recreation and Park District  
As of December 31, 2025

Distribution account	Total
3022 Capital Projects	579,522.24
3028 Site Lease Funds	21,630.52
<b>Total for 3020 Restricted Funds</b>	<b>\$601,152.76</b>
3110 Retained Earnings	-540,219.03
Net Income	-749,797.24
<b>Total for Equity</b>	<b>\$1,405,692.37</b>
<b>Total for Liabilities and Equity</b>	<b>\$2,570,271.12</b>



## Profit Loss December

Tehachapi Valley Recreation and Park District

Distribution account	Total
<b>Income</b>	
4020 Interest Income	0.31
4030 Adult Program Revenues	520.00
4050 Facility Revenue	8,940.44
4210 Events Revenues	35.00
4213 Operational Grants	500.00
4300 Youth Program Revenues	33,226.07
4650 Discounts given	-2,160.50
4704 Sales	
4707 Merchandise Sales-Taxable	8.77
<b>Total for 4704 Sales</b>	<b>\$8.77</b>
<b>Total for Income</b>	<b>\$41,070.09</b>
<b>Cost of Goods Sold</b>	
5004 Contracted Classes Costs	92.00
5005 Events Costs	533.00
5008 Youth Program Costs	1,354.71
5110 Scholarship Fund Expense	96.00
<b>Total for Cost of Goods Sold</b>	<b>\$2,075.71</b>
<b>Gross Profit</b>	<b>\$38,994.38</b>
<b>Expenses</b>	
6000 Employee Costs	
6010 Wages & Salaries	80,031.28
6050 Benefits	
6051 Employee Benefits	16,966.25
6055 Employee Retirement CalPERS	3,390.93
6058 Employer Taxes	6,289.47
<b>Total for 6050 Benefits</b>	<b>\$26,646.65</b>
<b>Total for 6000 Employee Costs</b>	<b>\$106,677.93</b>



## Profit Loss December

Tehachapi Valley Recreation and Park District

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Distribution account	Total
7010 Advertising & Marketing	4,296.99
7020 Bank Service Charges	6,989.06
7027 Depreciation Expense	8,954.59
7030 Dues & Subscriptions	670.00
7035 Equipment Rents & Leases	
7037 Office Equipment Rental	470.89
<b>Total for 7035 Equipment Rents &amp; Leases</b>	<b>\$470.89</b>

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## Profit Loss December

Tehachapi Valley Recreation and Park District

Distribution account	Total
7050 Insurance	
7055 Liability Insurance (Gen, Auto, Property)	46,168.00
<b>Total for 7050 Insurance</b>	<b>\$46,168.00</b>
7060 Licenses & Fees	686.00
7070 Maintenance	
7072 Building & Park Maintenance	1,504.07
7074 Equipment Maintenance	295.12
7075 Fuel	1,023.26
7077 Small Tools & Equipment	224.99
7079 Fleet Maintenance	338.27
<b>Total for 7070 Maintenance</b>	<b>\$3,385.71</b>
7084 Meals & Entertainment	1,101.53
7090 Office Supplies	3,492.73
7120 Professional Development	894.20
7150 Professional Fees	
7151 Annual Audit	7,500.00
7152 Bookkeeping & Payroll	1,300.00
7153 Information Technology	750.00
7155 Legal	427.50
<b>Total for 7150 Professional Fees</b>	<b>\$9,977.50</b>
7165 Safety Equipment	612.79
7180 Security	158.75
7210 Telephone and Internet	932.40
7230 Uniforms & Apparel	489.95
7250 Utilities	
7252 Electric Service	5,094.43
7254 Gas Service	308.43
7256 Sanitation Services	1,467.27
7258 Water Service	1,239.18



## Profit Loss December

Tehachapi Valley Recreation and Park District

Distribution account	Total
<b>Total for 7250 Utilities</b>	<b>\$8,109.31</b>
<b>Total for Expenses</b>	<b>\$204,068.33</b>
<b>Net Operating Income</b>	<b>-\$165,073.95</b>
<b>Net Other Income</b>	
<b>Net Income</b>	<b>-\$165,073.95</b>



## Profit & Loss Prior Year Comparison

Tehachapi Valley Recreation and Park District  
December 2025

Distribution account	TOTAL	
	Dec 1 - Dec 31 2025	Dec 1 - Dec 31 2024 (custom)
<b>Income</b>		
4020 Interest Income	0.31	-9.52
4030 Adult Program Revenues	520.00	360.00
4050 Facility Revenue	8,940.44	9,474.00
4210 Events Revenues	35.00	60.00
4213 Operational Grants	500.00	
4300 Youth Program Revenues	33,226.07	17,333.20
4650 Discounts given	-2,160.50	-3,094.80
4704 Sales		
4707 Merchandise Sales-Taxable	8.77	195.75
<b>Total for 4704 Sales</b>	<b>\$8.77</b>	<b>\$195.75</b>
4010 Property Taxes		510,986.71
4020.1 Interest Income Cap Proj Fund		0.00
4020.3 Interest Income - CA CLASS		411.23
4690 Other Income		80.00
<b>Total for Income</b>	<b>\$41,070.09</b>	<b>\$535,796.57</b>
<b>Cost of Goods Sold</b>		
5004 Contracted Classes Costs	92.00	200.00
5005 Events Costs	533.00	300.00
5008 Youth Program Costs	1,354.71	1,514.58
5110 Scholarship Fund Expense	\$96.00	
5115 Chavez Scholarship Fund		138.00
<b>Total for 5110 Scholarship Fund Expense</b>	<b>\$96.00</b>	<b>\$138.00</b>
5001 Adult Program Costs		195.00
<b>Total for Cost of Goods Sold</b>	<b>\$2,075.71</b>	<b>\$2,347.58</b>
<b>Gross Profit</b>	<b>\$38,994.38</b>	<b>\$533,448.99</b>
<b>Expenses</b>		



# Profit & Loss Prior Year Comparison

Tehachapi Valley Recreation and Park District

December 2025

Distribution account	TOTAL	
	Dec 1 - Dec 31 2025	Dec 1 - Dec 31 2024 (custom)
6000 Employee Costs		
6010 Wages & Salaries	80,031.28	76,751.13
6050 Benefits		
6051 Employee Benefits	16,966.25	7,622.34
6055 Employee Retirement CalPERS	3,390.93	4,318.71
6058 Employer Taxes	6,289.47	5,987.28
6090 Worker's Compensation Insurance		8,873.50
<b>Total for 6050 Benefits</b>	<b>\$26,646.65</b>	<b>\$26,801.83</b>
<b>Total for 6000 Employee Costs</b>	<b>\$106,677.93</b>	<b>\$103,552.96</b>



## Profit & Loss Prior Year Comparison

Tehachapi Valley Recreation and Park District  
December 2025

Distribution account	TOTAL	
	Dec 1 - Dec 31 2025	Dec 1 - Dec 31 2024 (custom)
7010 Advertising & Marketing	4,296.99	3,511.99
7020 Bank Service Charges	6,989.06	3,057.66
7027 Depreciation Expense	8,954.59	8,853.64
7030 Dues & Subscriptions	670.00	2.99
7035 Equipment Rents & Leases		
7037 Office Equipment Rental	470.89	474.13
<b>Total for 7035 Equipment Rents &amp; Leases</b>	<b>\$470.89</b>	<b>\$474.13</b>
7050 Insurance		
7055 Liability Insurance (Gen, Auto, Property)	46,168.00	37,782.50
<b>Total for 7050 Insurance</b>	<b>\$46,168.00</b>	<b>\$37,782.50</b>
7060 Licenses & Fees	686.00	1,298.00
7070 Maintenance		
7072 Building & Park Maintenance	1,504.07	1,755.38
7074 Equipment Maintenance	295.12	94.10
7075 Fuel	1,023.26	1,007.24
7077 Small Tools & Equipment	224.99	285.60
7079 Fleet Maintenance	338.27	77.91
7071 Pool Chemicals		346.08
<b>Total for 7070 Maintenance</b>	<b>\$3,385.71</b>	<b>\$3,566.31</b>
7084 Meals & Entertainment	1,101.53	892.70
7090 Office Supplies	3,492.73	1,817.56
7120 Professional Development	894.20	581.37
7150 Professional Fees		
7151 Annual Audit	7,500.00	
7152 Bookkeeping & Payroll	1,300.00	
7153 Information Technology	750.00	1,997.50
7155 Legal	427.50	



## Profit & Loss Prior Year Comparison

Tehachapi Valley Recreation and Park District  
December 2025

Distribution account	TOTAL	
	Dec 1 - Dec 31 2025	Dec 1 - Dec 31 2024 (custom)
<b>Total for 7150 Professional Fees</b>	<b>\$9,977.50</b>	<b>\$1,997.50</b>
7165 Safety Equipment	612.79	
7180 Security	158.75	587.49
7210 Telephone and Internet	932.40	976.38
7230 Uniforms & Apparel	489.95	
7250 Utilities		
7252 Electric Service	5,094.43	5,991.21
7254 Gas Service	308.43	400.86
7256 Sanitation Services	1,467.27	328.10
7258 Water Service	1,239.18	1,506.64



## Profit & Loss Prior Year Comparison

Tehachapi Valley Recreation and Park District  
December 2025

Distribution account	TOTAL	
	Dec 1 - Dec 31 2025	Dec 1 - Dec 31 2024 (custom)
7259 Propane		342.03
<b>Total for 7250 Utilities</b>	<b>\$8,109.31</b>	<b>\$8,568.84</b>
<b>Total for Expenses</b>	<b>\$204,068.33</b>	<b>\$177,522.02</b>
<b>Net Operating Income</b>	<b>-\$165,073.95</b>	<b>\$355,926.97</b>
Other Income		
8040 TVRPD Development Fee Revenues		9,766.80
<b>Total for Other Income</b>		<b>\$9,766.80</b>
Other Expenses		
<b>Net Other Income</b>		<b>\$9,766.80</b>
<b>Net Income</b>	<b>-\$165,073.95</b>	<b>\$365,693.77</b>



**Statement of Cash Flows**  
Tehachapi Valley Recreation and Park District  
December 2025

Full name	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	-165,073.95
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1090.3 Clearing for Deposits:Firefly Reservation Cash Deposits	-266.71
1092 Merchant Services Receivable:Worldpay Merchant Services (BL Pay Arm)	2,440.50
1093 Merchant Services Receivable:Heartland Merchant Services (Rec Trac)	102.60
1094 Merchant Services Receivable:Firefly (fmrlly Rsrv Am) Credit Cards (frmly BL Recon Rpt)	291.50
1200 Accounts Receivable	1,000.00
2000 Accounts Payable-General Fund	-1,028.59
2010 Cardmember Services Payable	-272.72
2207.1 Old Sales Tax Account	0.00
2207 Sales Tax Payable	-487.56
2211 Payroll Liabilities:CalPERS Payable	-4,840.24
2250 Payroll Liabilities:Payroll Tax Liabilities	-10,682.47
<b>Total for Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-\$13,743.69</b>
<b>Net cash provided by operating activities</b>	<b>-\$178,817.64</b>
<b>INVESTING ACTIVITIES</b>	
1170 Accumulated Depreciation	8,954.59
<b>Net cash provided by investing activities</b>	<b>\$8,954.59</b>
<b>FINANCING ACTIVITIES</b>	
2900 Net Pension Liability	-917.43
<b>Net cash provided by financing activities</b>	<b>-\$917.43</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>-\$170,780.48</b>
Cash at beginning of period	\$157,093.99
<b>CASH AT END OF PERIOD</b>	<b>-\$13,686.49</b>



# Tehachapi Valley Recreation and Park District

## Budget vs. Actuals: Final Budget 25-26 - FY26 P&L Classes

July - December, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4010 Property Taxes	36,275.27	600,631.26	-564,355.99	6.04 %
4020 Interest Income	0.63	0.00	0.63	
4020.1 Interest Income Cap Proj Fund	-5,296.32	3,000.00	-8,296.32	-176.54 %
4020.3 Interest Income - CA CLASS	101.05	2,500.02	-2,398.97	4.04 %
4030 Adult Program Revenues	28,990.14	35,170.08	-6,179.94	82.43 %
4050 Facility Revenue	98,194.81	115,999.98	-17,805.17	84.65 %
4210 Events Revenues	28,283.00	38,192.52	-9,909.52	74.05 %
4213 Operational Grants	11,675.00	34,190.04	-22,515.04	34.15 %
4216 Scholarship Donations	775.00		775.00	
4300 Youth Program Revenues	238,187.67	271,484.88	-33,297.21	87.74 %
4650 Discounts given	-29,854.06	-34,384.98	4,530.92	86.82 %
4704 Sales	936.00		936.00	
4707 Merchandise Sales-Taxable	6,988.52	4,649.94	2,338.58	150.29 %
<b>Total 4704 Sales</b>	<b>7,924.52</b>	<b>4,649.94</b>	<b>3,274.58</b>	<b>170.42 %</b>
QuickBooks Payments Sales	0.00		0.00	
<b>Total Income</b>	<b>\$415,256.71</b>	<b>\$1,071,433.74</b>	<b>\$ -656,177.03</b>	<b>38.76 %</b>
<b>Cost of Goods Sold</b>				
5001 Adult Program Costs	3,969.21	6,950.04	-2,980.83	57.11 %
5002 Fish Stocking		17,500.02	-17,500.02	
5004 Contracted Classes Costs	1,006.75	300.00	706.75	335.58 %
5005 Events Costs	34,652.98	37,147.50	-2,494.52	93.28 %
5005.1 Prizes and Awards		6,499.98	-6,499.98	
<b>Total 5005 Events Costs</b>	<b>34,652.98</b>	<b>43,647.48</b>	<b>-8,994.50</b>	<b>79.39 %</b>
5008 Youth Program Costs	30,222.64	39,810.00	-9,587.36	75.92 %
5110 Scholarship Fund Expense	1,224.62		1,224.62	
5115 Chavez Scholarship Fund	341.25		341.25	
<b>Total 5110 Scholarship Fund Expense</b>	<b>1,565.87</b>		<b>1,565.87</b>	
5704 Purchases for Resale				
5707 Merchandise Purchases		750.00	-750.00	
<b>Total 5704 Purchases for Resale</b>		<b>750.00</b>	<b>-750.00</b>	
<b>Total Cost of Goods Sold</b>	<b>\$71,417.45</b>	<b>\$108,957.54</b>	<b>\$ -37,540.09</b>	<b>65.55 %</b>
<b>GROSS PROFIT</b>	<b>\$343,839.26</b>	<b>\$962,476.20</b>	<b>\$ -618,636.94</b>	<b>35.72 %</b>
<b>Expenses</b>				
6000 Employee Costs				
6010 Wages & Salaries	546,324.41	510,499.98	35,824.43	107.02 %
6050 Benefits				
6051 Employee Benefits	45,303.69	43,750.02	1,553.67	103.55 %
6055 Employee Retirement CalPERS	21,112.97	25,999.98	-4,887.01	81.20 %
6056 CalPERS Unfunded Liability Valuation		18,000.00	-18,000.00	



# Tehachapi Valley Recreation and Park District

## Budget vs. Actuals: Final Budget 25-26 - FY26 P&L Classes

July - December, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6058 Employer Taxes	45,809.10	43,999.98	1,809.12	104.11 %
6090 Worker's Compensation Insurance	19,673.00	22,500.00	-2,827.00	87.44 %
<b>Total 6050 Benefits</b>	<b>131,898.76</b>	<b>154,249.98</b>	<b>-22,351.22</b>	<b>85.51 %</b>
<b>Total 6000 Employee Costs</b>	<b>678,223.17</b>	<b>664,749.96</b>	<b>13,473.21</b>	<b>102.03 %</b>
7010 Advertising & Marketing	7,868.10	4,999.98	2,868.12	157.36 %
7020 Bank Service Charges	35,940.26	22,500.00	13,440.26	159.73 %
7025 Cash Short/Over	-35.00	52.50	-87.50	-66.67 %
7027 Depreciation Expense	53,222.89	50,040.00	3,182.89	106.36 %
7030 Dues & Subscriptions	17,283.58	3,499.98	13,783.60	493.82 %
7035 Equipment Rents & Leases				
7036 Maintenance Equipment Rental		250.02	-250.02	
7037 Office Equipment Rental	2,794.91	4,750.02	-1,955.11	58.84 %
<b>Total 7035 Equipment Rents &amp; Leases</b>	<b>2,794.91</b>	<b>5,000.04</b>	<b>-2,205.13</b>	<b>55.90 %</b>
7050 Insurance				
7055 Liability Insurance (Gen, Auto, Property)	82,798.00	37,999.98	44,798.02	217.89 %
<b>Total 7050 Insurance</b>	<b>82,798.00</b>	<b>37,999.98</b>	<b>44,798.02</b>	<b>217.89 %</b>
7056 Interest Expense	4,951.49	1,500.00	3,451.49	330.10 %
7060 Licenses & Fees	9,837.94	22,782.48	-12,944.54	43.18 %
7070 Maintenance				
7071 Pool Chemicals	2,562.43	3,000.00	-437.57	85.41 %
7072 Building & Park Maintenance	48,509.97	52,999.98	-4,490.01	91.53 %
7073 Accessibility Upgrades	3,000.00	10,000.02	-7,000.02	30.00 %
7074 Equipment Maintenance	1,378.83	1,249.98	128.85	110.31 %
7075 Fuel	6,917.93	7,999.98	-1,082.05	86.47 %
7076 Janitorial Supplies	5,038.38	4,999.98	38.40	100.77 %
7077 Small Tools & Equipment	224.99	1,099.98	-874.99	20.45 %
7079 Fleet Maintenance	5,121.03	3,000.00	2,121.03	170.70 %
<b>Total 7070 Maintenance</b>	<b>72,753.56</b>	<b>84,349.92</b>	<b>-11,596.36</b>	<b>86.25 %</b>
7084 Meals & Entertainment	4,802.63	3,499.98	1,302.65	137.22 %
7090 Office Supplies	11,297.45	12,000.00	-702.55	94.15 %
7120 Professional Development	7,992.82	6,000.00	1,992.82	133.21 %
7150 Professional Fees				
7151 Annual Audit	15,500.00	6,250.02	9,249.98	248.00 %
7152 Bookkeeping & Payroll	2,785.00	5,500.02	-2,715.02	50.64 %
7153 Information Technology	5,217.50	6,250.02	-1,032.52	83.48 %
7155 Legal	1,817.50	3,750.00	-1,932.50	48.47 %
<b>Total 7150 Professional Fees</b>	<b>25,320.00</b>	<b>21,750.06</b>	<b>3,569.94</b>	<b>116.41 %</b>
7165 Safety Equipment	2,196.01	1,750.02	445.99	125.48 %
7180 Security	2,216.04	1,399.92	816.12	158.30 %
7210 Telephone and Internet	6,544.16	4,925.04	1,619.12	132.88 %



# Tehachapi Valley Recreation and Park District

## Budget vs. Actuals: Final Budget 25-26 - FY26 P&L Classes

July - December, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7230 Uniforms & Apparel	1,941.38	3,499.98	-1,558.60	55.47 %
7250 Utilities				
7252 Electric Service	36,552.68	35,600.04	952.64	102.68 %
7254 Gas Service	8,227.63	11,799.96	-3,572.33	69.73 %
7256 Sanitation Services	8,655.32	7,324.98	1,330.34	118.16 %
7258 Water Service	12,251.48	5,850.00	6,401.48	209.43 %
7259 Propane		499.98	-499.98	
<b>Total 7250 Utilities</b>	<b>65,687.11</b>	<b>61,074.96</b>	<b>4,612.15</b>	<b>107.55 %</b>
<b>Total Expenses</b>	<b>\$1,093,636.50</b>	<b>\$1,013,374.80</b>	<b>\$80,261.70</b>	<b>107.92 %</b>
NET OPERATING INCOME	<b>\$ -749,797.24</b>	<b>\$ -50,898.60</b>	<b>\$ -698,898.64</b>	<b>1,473.12 %</b>
Other Income				
8040 TVRPD Development Fee Revenues		60,000.00	-60,000.00	
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>\$ -60,000.00</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>\$ -60,000.00</b>	<b>0.00 %</b>
NET INCOME	<b>\$ -749,797.24</b>	<b>\$9,101.40</b>	<b>\$ -758,898.64</b>	<b>-8,238.26 %</b>

**REGULAR BOARD MEETING  
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT  
TUESDAY, NOVEMBER 18, 2025, 5:30 P.M.**

**CALL TO ORDER:** Board Meeting Convened by Chairperson Paciullo at 5:30 P.M.

**BOARD MEMBERS**

Maryann Paciullo, Chairperson  
Dwight Dreyer, Vice-Chairperson  
Sandy Chavez, Director  
Ian Steele, Director  
Heather Silva, Director

1. **FLAG SALUTE:** Director Ian Steele led the flag salute.
2. **ROLL CALL:** Director Paciullo and Director Silva were absent.

**3. PUBLIC COMMENTS**  
NO PUBLIC COMMENTS

**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.  
**Steele/Chavez: Ayes: Dreyer; Chavez, Steele.**  
**Noes: None. Motion carried.**  
**Absent: Paciullo/Silva**
- B. **Approval of the Preliminary Financial Reports for August - October 2025.**  
BOARD APPROVES PRELIMINARY FINANCIAL REPORTS FOR AUGUST - OCTOBER 2025  
**Steele/Chavez: Ayes: Dreyer; Chavez, Steele.**  
**Noes: None. Motion carried.**  
**Absent: Paciullo/Silva**
- C. **Approval of the Minutes from the Regular Board Meeting held September 16, 2025.**  
BOARD APPROVES THE MINUTES FROM THE REGULAR BOARD MEETING HELD SEPTEMBER 16, 2025.  
**Steele/Chavez: Ayes: Dreyer; Chavez, Steele.**  
**Noes: None. Motion carried.**  
**Absent: Paciullo/Silva**
- D. **Approval of Tehachapi Valley Recreation and Park District's Board of Directors 2026 Meeting Schedule.**

BOARD APPROVES TEHACHAPI VALLEY RECREATION AND PARK DISTRICT'S BOARD OF DIRECTORS 2026 MEETING SCHEDULE.

**Steele/Chavez: Ayes: Dreyer; Chavez, Steele.**

**Noes: None. Motion carried.**

**Absent: Paciullo/Silva**

## 5. AGENDA ITEMS

### A. Approval of 2026 Lease Agreement between Tehachapi Valley Recreation and Park District and Tehachapi Little League - Discussion/Approval

BOARD APPROVES LEASE AGREEMENT BETWEEN TEHACHAPI VALLEY RECREATION AND PARK DISTRICT AND TEHACHAPI LITTLE LEAGUE.

**Steele/Chavez: Ayes: Dreyer; Chavez, Steele.**

**Noes: None. Motion carried.**

**Absent: Paciullo/Silva**

## 6. RECREATION DEPARTMENT REPORTS

Community Events Supervisor Sarai Diaz gave reports for Events, Sports and Tots.  
*Reports on file.*

## 7. OPERATIONS MANAGER REPORT

Operations Manager Kent Beal gave report.  
*Report on file.*

## 8. BOARD OF DIRECTORS TIME

Director Steele thanked TVRPD staff for working through the weather. Steele was impressed with this years art show. Director Dreyer thanked maintenance staff for the hard work done for the art show. The art show was a great success.

## 9. ADJOURNMENT

Having no further business, the meeting was adjourned at 5:55 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on November 18, 2025.

**Steele/Chavez: Ayes: Dreyer; Chavez, Steele.**

**Noes: None. Motion carried.**

**Absent: Paciullo/Silva**

Respectfully Submitted,

*Taylor Davis*

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Clerk of the Board



## **Professional Boundary Policy**

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### **Boundaries Defined**

This policy is intended as a guide to Park and Recreation Staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of employees and volunteers and to specify boundaries between minors and staff. The term “Boundaries” is defined as acceptable professional behavior by employees and volunteers while interacting with minors. Trespassing beyond the Boundaries of a minor and employee/volunteer relationship is deemed an abuse of power and a betrayal of public trust.

### **Scope**

This policy applies to all staff members, volunteers, contractors, and anyone else working directly with minors.

### **General Principles**

This policy should clearly define the boundaries, so everyone understands the expectations and the consequences of not obeying them.

Staff shall respect the individual rights of minors and act in their best interest.

Minors shall not be discriminated against regardless of their race, ethnicity, gender, sexual orientation, religion, socioeconomic status, or disability.

The District shall have zero tolerance for harassment or abuse.

### **Unacceptable and Acceptable Behavior**

Some activities may seem innocent from an employee’s perspective, but some of these can be perceived as flirtation or sexual insinuation from a minor or parental point of view. The purpose of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between employees and minors but to prevent relationships that could lead to, or may be perceived as, misconduct.

#### **Unacceptable Behavior**

The following is an illustrative list of unacceptable behavior, which includes but is not limited to:

- Remarks about the physical attributes or physiological development of anyone.

- Excessive attention toward a particular minor.
- Sending e-mails, text messages, instant messages, social media messages, or letters to minors if the content is not about park and recreation activities and not in accordance with applicable District policies or in violation of the District's Social Media and/or Technology Policy.
- Communicating with minors or parents/guardians in violation of the District's Social Media Policy.
- Engaging in inappropriate and/or unprofessional communications.
- Using profanity with or to a minor.
- Involving minors in non-District related issues, including, but not limited to, the employee's employment issues.
- Working while unfit for service, including the inability to appropriately instruct or associate with minors.
- Being alone with a minor.

### **Acceptable Behavior**

The following is an illustrative list of acceptable and recommended behavior, which includes, but is not limited to:

- E-mails, text messages, phone conversations, and other communications to and with minors must be professional and pertain to District activities.
- Keeping reasonable space between the employee and the minor.
- Stopping and correcting minors if minors cross the employee's own personal boundaries.
- Keeping parents and District supervisors informed when a significant issue develops regarding a minor.
- Seeking advice from senior staff (such as administrators, managers, or Human Resources) if an employee finds themselves in a difficult situation related to Boundaries.
- Involving an employee's supervisor if conflict arises with a minor.
- Informing Human Resources or the Superintendent/District Manager about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing the responsibility to stop unacceptable behavior of minors and/or coworkers.
- Asking another staff member to be present if an employee will be alone with any minor.
- Giving minors praise and recognition without touching them in questionable areas; giving appropriate pats on the back, high fives, and handshakes.
- Keeping professional conduct a high priority during all moments of minor contact.
- Discuss only program-related issues and keep communications within program hours.

## **Transportation**

Staff shall not transport minors in private vehicles.

Staff shall not be alone in a District vehicle with a minor.

Staff should inform a supervisor and/or another responsible adult of the details of any trip involving minors, including the time, location, and purpose.

## **Reporting Violations**

When any employee reasonably suspects or believes that another staff member may have violated the items specified in this policy, they must immediately report the matter to Human Resources or District Manager. All reports shall be kept as confidential as possible. Prompt reporting is essential to protect minors, the suspected employee, any witnesses, and the District as a whole. Employees must also report to the administration any awareness of, or concern about, minor behavior that crosses boundaries or any situation in which a minor appears to be at risk for sexual abuse.

## **Child Abuse and Neglect Reporting**

California Penal Code section 11166 requires any mandated reporter who has knowledge of, or observes, a child in their professional capacity or within the scope of their employment whom knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. Employees are required to report such incidents to an administrator and Human Resources. Reporting such incidents to an administrator and Human Resources does not relieve the employee of responsibility to also immediately report such incidents to the appropriate child protective agency by telephone and to send a written report thereof within thirty-six (36) hours. However, employees may work cooperatively to report the incidents and to file one written report. Employees who have any questions about these reporting requirements should contact Human Resources.

The District will provide training every two years on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

**Investigating**

The District Manager will promptly investigate any allegations.

**Violations**

Violations of this policy may result in disciplinary action, up to and including termination. When appropriate, violations of this policy may also be reported to authorities for potential legal action.

# WORKPLACE VIOLENCE PREVENTION PROGRAM for Tehachapi Valley Recreation & Park District

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: 1/20/25

Date of Last Revision(s): N/A

## DEFINITIONS

**Emergency** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

**Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log** - The violent incident log required by LC section 6401.9.

**Plan** - The workplace violence prevention plan required by LC section 6401.9.

**Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment.

**Workplace violence** includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

**Workplace violence** does not include lawful acts of self-defense or defense of others.

**Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards.

## RESPONSIBILITY

The WVPP administrator, **the District Manager**, has the authority and responsibility for implementing the provisions of this plan for [Name of employer]. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Corey Torres	District Manager	<i>District Manager approves the final plan and any major changes.]</i>	661-822-3228 x 101	c.torres@tvrpd.org
Taylor Davis	Business Manager	<i>Business Manager organizes safety meetings, updates training materials, and handles any reports of workplace violence.]</i>	661-822-3228 x 104	t.davis@tvrpd.org
Kent Beal	Operations Manager	<i>Semore conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]</i>	661-822-3228 x 102	operations@tvrpd.org

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

## EMPLOYEE ACTIVE INVOLVEMENT

TVRPD ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

*Management will have monthly safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures).*

- Designing and implementing training:

*Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.*

- Reporting and investigating workplace violence incidents.

*Employees may report incidents to supervisors, HR, or the District Manager. Employees may submit reports verbally or in writing and may request confidentiality to the extent allowed by law. All workplace violence prevention policies are clearly communicated, enforced consistently, and reviewed regularly.*

Employees are expected to:

Follow all WVPP policies and procedures, report threats, suspicious behavior, or violent acts immediately, Cooperate with investigations

- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

## EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of TVRPD Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. This is accomplished by mandatory WVPP training for all employees and supervisor monitoring and enforcement.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by verbal acknowledgement, written commendations, and/or performance evaluations.
- Discipline employees for failure to comply with the WVPP. This is done in accordance with TVRPD personnel policies for violations of the WVPP.
- [List and explain other procedures for ensuring employee compliance with the WVPP]

## COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. TVRPD maintains open, two way communication through new employee orientation, annual WVPP training, regular staff and quarterly safety meetings, email and memos.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.

- Employees can anonymously report a violent incident, threat, or other violence concerns.
- Employees are not restricted from using personal communication devices to seek emergency assistance. For any emergency, dial 911 from any phone. Then, contact the District manager immediately after emergency response.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken. This will be accomplished by clear communication in a formal meeting setting, followed by email documentation.
- Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates include information about the progress of investigations (nonconfidential information), the results of investigations, and any corrective actions taken.
- Updates during daily/weekly/monthly/quarterly meetings with other employees in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.
- Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employees.

## COORDINATION WITH OTHER EMPLOYERS

TVRPD will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, [name of employer] will ensure that if its employees experience workplace violence incident that [name of employer] will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

## WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

TVRPD will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by both verbal and written communication and dated documentation. If that's not possible, employees will report incidents directly to the WVPP administrator, Corey Torres, District Manager.
- Employees can report incidents to their supervisor or HR, or through an anonymous hotline.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively per TVRPD Policy 4-900 Discipline and Grievance.

# EMERGENCY RESPONSE PROCEDURES

TVRPD has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following: direct verbal communication in person or by phone (personal communication device or TVRPD owned).
- **TVRPD** will have evacuation or sheltering plans per evacuation plan [specific to each TVRPD Facility]:
  - The purpose of this Emergency Action & Evacuation Plan is to establish clear procedures to prepare for, respond to, and recover from emergencies at TVRPD parks, facilities, and programs. The primary goal is to protect employees, participants, volunteers, and members of the public by ensuring a timely and organized response in any emergency situation.
- **Scope**
- This plan applies to all TVRPD locations and operations, including parks, community rooms, gyms, and offices. It covers full-time and part-time staff, seasonal and contract employees, volunteers, facility users, program participants, and event attendees.
- **Types of Emergencies Covered**
- TVRPD facilities may encounter a variety of emergencies, including but not limited to fire, medical emergencies, severe weather events, active threats or violence, hazardous material exposure, earthquakes, power outages, missing persons, bomb threats, and structural failures. This plan provides general guidance for managing these situations, with more detailed protocols available in supplemental documents as needed.
- **Roles & Responsibilities**
- **The District Manager** oversees the districtwide emergency response framework, ensures policies remain up to date, and communicates with emergency services and government agencies as necessary. During an incident, **the supervisor** assumes immediate control until relieved by emergency responders. They are responsible for initiating evacuation or shelter-in-place procedures, ensuring communication with staff and leadership, and directing occupants to safety.
- **All staff members** are expected to understand emergency procedures, follow the instructions of supervisory personnel, and assist with the safe movement of the public. **Program leaders** must maintain attendance rosters and account for their participants during evacuations or sheltering situations, reporting any missing individuals without delay.
- **Evacuation Procedures**
- Evacuation should be initiated whenever a situation poses immediate danger to building occupants or facility users. **Employees** should quickly assess conditions, activate alarms if applicable, and call 911 when emergency assistance is required. Staff are expected to assist individuals in moving to the nearest safe exit and escort everyone to the designated assembly location, avoiding elevators and unsafe areas.
- Attendance or participant rosters should be brought out whenever feasible, and a roll call must be taken immediately upon reaching the assembly location. Missing individuals must be reported to the on-site supervisor and emergency services. No one may re-enter a building until cleared by emergency responders or the District Manager.
- **Shelter-in-Place Procedures**
- If evacuation is not safe, such as during an active threat, severe environmental hazard, or external chemical release, supervisors may direct a shelter-in-place response. Staff should bring individuals indoors, secure doors and access points, close blinds if appropriate, and move occupants away from windows or exterior walls. Communication should be monitored until an official “all-clear” is issued by emergency services or district leadership.
- **Emergency Communication**
- Emergency services shall always be contacted immediately in life-threatening situations. Staff should use available communication tools such as phones, two-way radios, alarms, and public address systems to relay information. The on-site supervisor must notify the District Manager and relevant department heads as soon as practical following an incident. After the event, a summary and any required documentation

must be completed in line with District reporting procedures.

- **Specific Response Guidelines**

- **Fire**

- In the event of fire or smoke, activate the building alarm, contact emergency services, and evacuate the facility. Doors should be closed behind employees when possible. Occupants must remain outside until the fire department authorizes re-entry.

- **Medical Emergency**

- Call 911 immediately. Provide care only within the scope of an employee's training and avoid moving the injured person unless they are in immediate danger. The area should be cleared to allow emergency responders to work efficiently.

- **Severe Weather**

- Programs may be relocated or cancelled in cases of serious weather conditions such as lightning, high winds, snow, or extreme heat. Activities should move indoors when necessary, and the District's Heat Illness Prevention measures must be followed during high temperatures.

- **Active Threat**

- Staff should follow the "Run, Hide, Fight" model whenever possible. Lights may be turned off and areas secured. Emergency services must be contacted immediately, and individuals must remain sheltered until police or district leadership declares the situation safe.

- **Earthquake**

- Employees and participants should drop, cover, and hold on until shaking stops. If structural damage is suspected, the building should be evacuated and individuals moved away from hazardous features such as trees, poles, or buildings.

- **Hazardous Materials**

- In the event of a suspected gas leak, chemical release, or other hazardous material exposure, the area must be evacuated immediately without operating electrical switches or equipment. Emergency services should be notified at once.

- **Missing Child or Person**

- Supervisors must be notified immediately. A rapid sweep of facilities and grounds should occur, and law enforcement should be contacted if the individual is not located within a short timeframe. Parents or guardians must also be notified.

- **Emergency Equipment**

- District facilities shall maintain appropriate emergency equipment such as first aid kits, fire extinguishers, accessible evacuation maps, flashlights, emergency contact sheets, and communication devices. Equipment must be inspected regularly, and deficiencies corrected promptly.

- **Training**

- All employees must receive emergency response training at the time of hire and refresher training annually. Fire drills and evacuation exercises will be conducted at least once per year. Staff who may provide first aid or CPR should hold appropriate certifications.

- **Incident Reporting**

- After any emergency situation, an incident report must be completed and submitted to the District Manager and Human Resources within 24 hours. The District Manager, in collaboration with appropriate leadership, will evaluate the incident response and revise procedures if needed.

- **Plan Review and Maintenance**

- This plan will be reviewed annually and updated whenever significant operational changes occur or when post-incident evaluations identify opportunities for improvement. Updated copies will be distributed to all supervisors and maintained in accessible locations at each TVRPD facility.

- If one needs help from staff, security personnel, or law enforcement: **If an emergency/immediate danger - first dial 9-1-1. The non-emergency number is 661-822-2222 and then notify WVPP Administrator. These numbers are posted in all TVRPD indoor facilities: District Office, ABIAC, SSAC, Dye Natatorium, Brite Lake.**

# WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by TVRPD to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards:

All threats or acts of workplace violence must be reported immediately to a supervisor, HR, or the District Manager.

Reports may be made:

- Verbally or in writing
- In person, by phone, or by email

All reports are investigated promptly. Retaliation is strictly prohibited and subject to disciplinary action.

## Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted: annually. Hazards assessed include:

- Public access and visibility
- Lighting conditions
- After-hours operations
- Cash handling
- Isolated work assignments
- Special events and large gatherings

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Corey Torres, District Manager	Parks
	ABIAC
	SSAC
	District Office
	Brite Lake

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting

employees, who are not security guards, from confronting violent persons or persons committing a criminal act.

- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

## **WORKPLACE VIOLENCE HAZARD CORRECTION**

Workplace violence hazards will be evaluated and corrected in a timely manner. TVRPD will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.

This applies to all TVRPD employees, including seasonal, part-time, and full-time staff. Employees may only remain in an area with an imminent workplace violence hazard if their presence is necessary to secure the area, provide emergency response, assist with evacuation, or coordinate with law enforcement or emergency responders. These employees may include supervisors, management staff, or designated responders who are trained and authorized to perform such duties.

Protections provided may include, but are not limited to: coordination with law enforcement, maintaining a safe distance, use of radios or mobile communication devices, access to secure areas

implementation of buddy systems, and removal from the area as soon as conditions allow.

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- **All corrective actions taken will be documented and dated on the appropriate forms.**  
All corrective actions will be documented using TVRPD's Workplace Violence Incident Report, hazard correction logs, inspection checklists, or written investigation summaries. Documentation will include the date identified, description of the hazard, corrective action taken, responsible party, and date of completion. Records will be maintained by management or Human Resources in accordance with recordkeeping requirements outlined in this plan.
- **Corrective measures for workplace violence hazards will be specific to a given work area.**

**Examples:**

- **Make the workplace unattractive to robbers by:**
  - Improve lighting around and at the workplace.
  - Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
  - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
  - Hire security guards and have them patrol the workplace interior and perimeter.
  - Install security surveillance cameras in and around the workplace.
- **Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by:**
  - Ensure the adequacy of workplace violence systems
  - Post emergency telephone numbers for law enforcement, fire, and medical services
  - Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
  - Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
  - Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
    - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
    - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
    - Improve how well our establishment's management and employees communicate with each other.
    - Procedures for reporting suspicious persons, activities, and packages.
    - Provide/review employee, supervisor, and management training on emergency action

procedures.

- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence. Awareness of warning signs of potential workplace violence will be increased through annual WPP training, supervisor-led safety meetings, incident trend reviews, and distribution of guidance materials. Training will include behavioral indicators, escalation warning signs, and appropriate reporting procedures. Supervisors are responsible for reinforcing awareness during regular staff interactions.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. Employee disciplinary and discharge procedures will address workplace violence risks by ensuring timely reporting, management review, and appropriate intervention when threatening behavior is identified. Separation procedures may include access control changes, retrieval of District property, notification to supervisors, and coordination with law enforcement when appropriate to reduce risk to employees.
- TVRPD prohibits threats, acts of violence, intimidation, harassment, and possession of weapons on District property or during District operations, except as permitted by law. This includes firearms, knives, or other objects used as weapons. Violations of this policy may result in disciplinary action up to and including termination.
- Limit the amount of cash on hand and use time access safes for large bills.
- Provide procedures for a "buddy" system for specified emergency events.

## **PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION**

After a workplace incident, the WPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [\[See attached Violent Incident Log\]](#)
  - The date, time, and location of the incident.
  - The workplace violence type or types involved in the incident.
  - A detailed description of the incident.

- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
  - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
  - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
  - Threat of physical force or threat of the use of a weapon or other object.
  - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
  - Animal attack.
  - Other.
- Consequences of the incident, including, but not limited to:
  - Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
  - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Other post-incident procedures:

Additional corrective measures may include modifying work schedules, increasing staffing levels, limiting after-hours access, adjusting program operations, coordinating with local law enforcement for special events, and implementing temporary closures or relocations when necessary to ensure employee safety.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

## TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.

- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

**TVRPD** will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures **TVRPD** has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities **TVRPD** has for interactive questions and answers with a person knowledgeable about the **TVRPD** plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
  - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
  - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

**Note:** Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.

## **EMPLOYEE ACCESS TO THE WRITTEN WVPP**

**TVRPD** ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by **TVRPD** will make the written WVPP available to employees through electronic distribution, shared network drives, and printed copies upon request. Supervisors and Human Resources will provide copies during onboarding and upon employee request. The plan will be accessible during normal working hours without restriction.

## RECORDKEEPING

TVRPD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

## EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

## REVIEW AND REVISION OF THE WVPP

The **TVRPD** WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of **TVRPD's** WVPP should include, but is not limited to:
  - Review of incident investigations and the violent incident log.
  - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]
- Additional review procedures may include employee surveys, supervisor feedback, review of near-misses,

incidents, and coordination with insurance providers or risk management advisors to evaluate plan effectiveness.

## EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\), Reporting Work-Connected Fatalities and Serious Injuries](#), TVRPD immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

### Example:

["I, Corey Torres, District Manager of TVRPD, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention."]

**Please note:** These are just examples and should be customized to fit the specific needs of your company. It is important to ensure that the statement of authorization is approved, signed, and dated by a top management representative or owner of the company.]

[Name and title of person authorizing this WVPP]

[Signature of person authorizing this WVPP]

[Date of Signature]

## Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred]a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

**Note:** It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

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Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

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A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

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This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]

# Heat Illness Prevention Plan for *Tehachapi Valley Recreation & Park District*

## Responsibility

*The District Manager* has overall authority and responsibility for implementing the provisions of this program in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the Heat Illness Prevention Program in their assigned work areas and for ensuring workers receive answers to questions about the procedures in a language they understand.

All workers are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

This plan is maintained at our worksite at *the TVRPD District Office 490 West D Street Tehachapi, CA 93561* and can be accessed electronically at *through District shared drives and email distribution*. It is available to workers or their representatives upon request.

## Procedures for the Provision of Water:

1. Fresh, pure, suitably cool water will be provided to workers free of charge through:
  - Plumbed drinking fountains in indoor facilities
  - Portable water coolers, bottled water, and refill stations at outdoor parks, maintenance yard, and event sites.
  - When water is not continuously supplied, supervisors will ensure at least **one quart per worker per hour** is available for the entire shift and replenished as needed.
2. Supervisors will ensure that the water is fresh, pure, and suitably cool. *Supervisors will visually inspect water supplies at the start of the shift and periodically throughout the day to ensure cleanliness and cool temperature.* During hot weather or high indoor heat work conditions, the water will be cooler than the ambient temperature, but not so cool as to cause discomfort.
3. The water will be located:
  - In break rooms and common areas indoors
  - In shaded or cool-down areas outdoors
  - As close as practicable to active work areas
4. Workers will be reminded and encouraged to frequently consume small quantities of water throughout their shift by supervisor reminders, pre-shift tailgate meetings, verbal check-ins throughout the shift.
5. All water containers will be kept in a sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.

6. For outdoor work locations, when the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage workers to drink plenty of water and to remind workers of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors/foremen will lead by example and remind workers throughout the work shift to drink water.
7. *Other: Additional bottled water will be staged during special events and high-attendance programs.*

## Procedures for Access to Cool-Down Areas for Indoor Places of Employment

1. Cool-down areas(s) will be located at *air-conditioned break rooms, offices, kitchens*. The temperature in the indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit by *HVAC systems, fans, and/or portable cooling units*.
2. The cool-down area(s) will be available at the site to accommodate all of the workers who are on a break at any point in time and will be large enough so that all workers on break can sit in a normal posture fully in the cool-down area(s) without having to be in physical contact with each other. To ensure this, *seating capacity will be determined based on maximum staffing levels to ensure all employees on break can sit comfortably without physical contact*.
3. Workers will be informed of the location of the cool-down area(s) and will be encouraged and allowed to take cool-down breaks in the cool-down area(s) whenever they feel they need a break. A worker who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs or symptoms of heat illness have abated (see the section on Emergency Response for additional information). If a worker exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area.
4. *Other: Portable fans or temporary cooling zones may be established during HVAC outages or peak heat days.*

## Procedures for Access to Shade for Outdoor Places of Employment

1. Shade will be as close as practicable to the workers when the outdoor temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by a worker. *Shade will be provided through:*

- Trees
- Canopies
- Pop-up shade structures
- Park shelters

Shade will be provided when temperatures reach 80°F or upon request.

**Note:** The interior of a vehicle will not be used to provide shade unless the vehicle has a working air conditioner and is cooled down ahead of time.

2. Enough shade will be available at the site to accommodate all of the workers who are on a break at any point in time. During meal periods, there will be enough shade for all workers who choose to remain in the general area of work or in areas designated for recovery and rest periods. To ensure that the provided shade will be enough, we will rotate workers in and out of breaks, including meal periods, and recovery and rest periods, if the number of workers in the crew is higher than the number that can fit comfortably under the shade.
3. Workers will be informed of the location of the shade and will be encouraged to take a five-minute cool-down rest in the shade. Such access will be permitted at all times. A worker who takes a preventative cool-down rest break will be monitored, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs and symptoms of heat illness have abated, and in no event less than 5 minutes in addition to the time needed to access the shade. See the section on Emergency Response for additional information.
4. As crews move, shade structures will be relocated to be placed as close as practicable to the workers so that access to shade is provided at all times. To ensure this is done, *The Operations Manager is responsible for relocating shade structures as crews move.* All workers on a recovery, rest break, or a meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.
5. Before trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect workers throughout the workday, as the shade moves. Natural shade sources will be evaluated throughout the day to ensure effectiveness.
6. In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), the unsafe or unfeasible conditions will be documented, and alternative procedures will be used to provide access to shade that provides equivalent protection. *When shade is unsafe (e.g., high winds), alternative cooling (air-conditioned vehicles, indoor facilities) will be used and documented.*
7. *Other: Event staff may rotate through air-conditioned facilities.*

## Procedures for Temperature Assessment for Indoor Places of Employment

1. Temperature will be measured using: Wall thermometers and portable digital *thermometers* will be used throughout the workplace to monitor temperature or heat index. Monitoring instruments will be maintained according to manufacturer's recommendations and the instruments used to measure the heat index shall be based on the heat index chart in Appendix A of Section 3396. The locations for the temperature measurements will be:
  - A. *ABIAC*
  - B. *District Office*
  - C. *Maintenance Yard*
  - D. *Brite Lake*
  - E *SSAC*
2. The temperature or heat index will be measured and recorded by *the Operations Manager*. Employees will be actively involved in the planning, conducting, and recording of measurements of temperature or heat index. *Employees may participate by reporting heat concerns.*
3. Records of the temperature or heat index measurements, whichever value is greater, will be retained for 1 year or until the next measurements are taken, whichever is later, and made available at the District Office 490 West D Street to workers or designated representatives upon request. The records will include the date, time, and specific location of all measurements.
4. Initial temperature or heat index measurements shall be taken where workers work and at times during the work shift when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit.
5. Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where workers work and at times during the work shift when worker exposures are expected to be the greatest.
6. *Other: HVAC service logs may supplement temperature records.*
7. Workers will be actively involved in identifying and evaluating other environmental risk factors for heat illness that may exist in the workplace. *Environmental risk factors (PPE, radiant heat, physical exertion) will be identified through supervisor observation and employee reporting.*

## Procedures for Monitoring the Weather for Outdoor Places of Employment

1. The supervisor will be trained and instructed to check the extended weather forecast in advance. *Supervisors will monitor forecasts using:*
  - *National Weather Service*
  - *Weather apps*
  - *Local forecasts*

### **CALIFORNIA Dial-A-Forecast**

*Eureka 707-443-7062*

*Hanford 559-584-8047*

*Los Angeles 805-988-6610*

*Sacramento 916-979-3051*

*San Diego 619-297-2107*

*San Francisco 831-656-1725]*

*Planning begins when temperatures are expected to reach **70°F or higher**.*

2. Prior to each workday, the supervisor will monitor the weather at the worksite by the method described above. This critical weather information will be taken into consideration to evaluate the risk level for heat illness and when it will be necessary to make modifications to the work schedule (e.g., stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).
3. The supervisor will use a *portable thermometer* throughout the job site and throughout the work shift to monitor for an increase in outdoor temperature and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be opened and made available to the workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented. See the high-heat procedures section for additional information.
4. *Other: Event permits and schedules may be adjusted based on forecasted heat.*

## Procedures for Control Measures for Indoor Places of Employment

Control measures will be implemented when either of the following occurs:

- Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
  - Indoor temperature is 82 degrees Fahrenheit or higher and workers are either:
    - Wearing clothing that restricts heat removal or
    - Working in an area with high radiant heat.
1. Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (or temperature to below 82°F for workers working in clothing that restricts heat removal or working in high radiant heat areas). Administrative controls will be added if feasible engineering controls are not enough to comply with the standard. If both feasible engineering and administrative controls are not enough to decrease the temperature and minimize the risk of heat illness, then personal heat-protective equipment will be provided.
  2. The following engineering controls will be implemented to lower the indoor temperature, heat index, or both to the lowest possible level. These controls help make the work environment cooler or create a barrier between the worker and the heat:
    - *Cooling fans or air conditioning*
    - *Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index*
    - *Insulating/isolating heat sources from workers, or isolating workers from heat source*
    - *Evaporative coolers*
  3. The following administrative controls will be implemented once all feasible engineering controls have been implemented. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules:
    - *Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves. Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days. For newly hired workers and unacclimatized existing workers, gradually increase shift length over the first one to two weeks.*
    - *Require mandatory rest breaks in a cooler environment, such as a shady location or an air-conditioned building. The duration of the rest breaks should increase as heat stress rises.*
    - *Schedule work at cooler periods or times of day, such as early morning or late afternoon.*
    - *Rotate job functions among workers to help minimize exertion and heat exposure. If workers must be in proximity to heat sources, mark them clearly, so they are aware of the hazards.*
    - *Require workers to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.*
  4. The following personal heat-protective equipment will be provided if feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness. This personal heat-protective equipment consists of special cooling devices that the worker wears on their body that can protect them in hot environments:

- *Water and/or air-cooled garments, cooling vests, jackets, and neck wraps. The cooling source can be reusable ice packs or cooled air connected to an external source.*
- *Supplied air personal cooling systems*
- *Infrared reflecting face shields*

## Procedures for Handling a Heat Wave for Outdoor Places of Employment

Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

1. During a heat wave, all workers will be closely observed by a supervisor or designee. *Supervisors will closely observe workers and conduct frequent check-ins.*
2. During a heat wave or heat spike, the workday will be cut short or rescheduled (e.g., conducted at night or during cooler hours).
3. During a heat wave or heat spike and before starting work, tailgate meetings will be held to review the company Heat Illness Prevention Procedures, the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.
4. Each worker will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.
5. *Other: Non-essential outdoor work may be postponed.*

## Procedures for Acclimatization:

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. The body needs time to adapt when temperatures rise suddenly, and a worker risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the worker to heat to which the worker's body hasn't yet adjusted. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that workers are not accustomed to.

1. The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which workers haven't been exposed for several weeks or longer.
2. New workers and those who have been newly assigned to a high-heat area will be closely observed by the supervisor for the first 14 days.
3. The intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening). Steps taken to lessen the intensity of the workload for new workers will be documented.
4. For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 87 degrees Fahrenheit, or when the temperature or heat index equals or exceeds 82 degrees Fahrenheit when a worker wears clothing that restricts heat removal or when a worker works in a high radiant heat area.
5. Workers and supervisors will be trained in the importance of acclimatization, how it is developed, and how these company procedures address it.
6. *Other: Additional breaks may be provided.*

## Procedures for Emergency Response:

1. Effective means of bringing emergency services to the worker in need, or the worker in need to emergency services will be ensured by:
  - *Calling 911*
  - *Providing directions*
  - *Assigning staff to guide responders*
2. Effective communication will be ensured by *communication via cell phone* and will be maintained so that workers can contact a supervisor when necessary.
3. Appropriately trained and equipped personnel will be made available at the site to render first aid. *Supervisors ensure first-aid trained staff are present.*
4. Determinations will be made if there is a language barrier present in the workplace that might inhibit the calling of emergency services. The following will be the measures taken to ensure emergency services can be promptly called *English-speaking supervisors or leads will assist with emergency calls.*
5. To ensure that emergency medical services can be called, all supervisors will have access to or carry communication devices, such as *Supervisors carry functional communication devices..* These communication devices will be checked prior to each shift to ensure that they are functional.
6. When a worker shows signs or symptoms of severe heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken worker cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected worker be left unattended.
7. During a heat wave, heat spike, or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
8. Workers and supervisors will be trained in these written procedures for emergency response.
9. *Other: Incident reports completed post-event.*

## Procedures for Handling a Sick Worker:

1. When a worker displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will evaluate the sick worker and determine whether resting in the *shade or air-conditioned areas* and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker will not be left alone in the *shade or air-conditioned areas*, as their condition could take a turn for the worse.
2. When a worker displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be immediately called by the *supervisor*.
3. Emergency service providers will be called immediately if a worker displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is en route, first aid will be initiated (e.g., cool the worker by placing the worker in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). We will not let a sick worker go home, because even if they start to feel better, their condition could worsen, and they may die before reaching a hospital.
4. If a worker displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an ambulance will be requested.
5. *Other: Transportation to medical care will not be delayed.*

## Procedures for Worker and Supervisor Training:

To be effective, training must be understood by workers. Therefore, it must be given in a language and vocabulary the workers understand. Training records will be maintained and will include the date of the training, who performed the training, who attended the training, and the subject(s) covered. Training records will be maintained by Human Resources.

1. Supervisors will be trained prior to being assigned to supervise other workers. Training will include this company's written procedures and the steps supervisors will follow when workers exhibit symptoms consistent with heat illness.
2. Supervisors and workers will be trained as it is *TVRPD*'s responsibility to provide water, access to cool-down areas or shade, preventative cool-down rests, and first aid, as well as the workers' right to exercise their rights under this standard without retaliation.
3. Supervisors and workers will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.
4. Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature or heat index highs and periodically using a thermometer). Supervisors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.
5. All workers and supervisors will be trained prior to working. Training will include all aspects of implementing this company's written procedures, including access to sufficient water and *shade or air-conditioned spaces*, cool down rests, high-heat procedures, emergency response procedures, control measures, importance of frequent consumption of water, different types of heat illness, common signs and symptoms of heat illness, and acclimatization procedures. Workers and supervisors will also be trained on the environmental and personal risk factors of heat illness, as well as the burden of heat load on the body caused by exertion, clothing, and personal protective equipment. The importance of immediately reporting signs and symptoms of heat illness will be especially emphasized.
6. In addition to initial training, workers will be retrained annually.
7. Workers will be trained on the steps for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided, how to transport ill workers to a point where they can be reached by an emergency responder, and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite, if necessary.
8. New workers will be assigned a "buddy," or experienced co-worker, to ensure that they understand the training and follow company procedures.

## LEASE AGREEMENT

This Lease Agreement (the "Agreement"), which shall become effective as of February 1, 2026 (the "Effective Date"), is made and entered into by and between the **TEHACHAPI VALLEY RECREATION AND PARK DISTRICT**, a political subdivision of the State of California ("District"), and **TEHACHAPI LITTLE LEAGUE, INC.**, a California corporation ("Little League"). District and Little League are referred to herein singularly as a "party" and collectively as "parties."

### RECITALS

**WHEREAS**, District is the owner in fee of certain real property located in the City of Tehachapi and commonly known as West Park located at 490 West D Street, Tehachapi, California, 93561;

**WHEREAS**, District operates playing fields at West Park (collectively referred to as the "Premises");

**WHEREAS**, District also operates a storage yard located at West Park (the "Storage Yard");

**WHEREAS**, Little League operates a baseball and softball program for children of the City of Tehachapi and surrounding environs during the late spring and summer of each year;

**WHEREAS**, Little League desires to lease from District, and District is willing to lease to Little League, the Premises and the Storage Yard on the terms stated herein; and,

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

### AGREEMENT

1. **Term.** Unless earlier terminated as set forth in Sections 7 or 16, the term of this Agreement for use of the Premises shall commence on February 1, 2026, and shall continue until midnight, Pacific Time, on July 31, 2026, and the term for the use of the Storage Yard shall commence on February 1, 2026 and shall continue until midnight, Pacific Time, on January 31, 2027, (collectively, the "Term") and thereafter the Term shall automatically renew on an annual basis for successive terms from February 1 through July 31 of each year for the Premises and February 1 through January 31 of each year for the Storage Yard, unless either party provides written notice of termination on or before November 1 of the then-current year. For illustration purposes only, a party would need to provide notice of termination on or before November 1, 2026, or this Agreement will automatically renew in regards to the Premises and the Storage Yard for the Term beginning February 1, 2027. Notwithstanding the foregoing, Little League shall not have a right to renew this Agreement and it shall automatically terminate if Little League is in default of this Agreement and it is not promptly cured to the District's satisfaction as exercised in the District's sole discretion.

2. Scope of Agreement. The Premises and the Storage Yard, as those terms are defined above, are the only facilities at West Park to which this Agreement applies. With the exception of the use of the Concession Bar as set forth in Section 4, Little League has no other rights to any other facilities at West Park.

3. Little League 's Responsibilities. Little League understands and agrees that:

3.1. Little League's use of the Premises will not be exclusive, but that the Premises will be made available for use by the general public at times when not utilized by Little League.

3.2. Little League's use of the Premises shall not compete with nor duplicate any of District's sanctioned programs or activities, including, but not limited to, T-Ball and Coach Pitch Youth Baseball for ages 3 through 6.

3.3. Little League shall provide evidence to District that it carries adequate insurance and indemnification to cover Little League activities and use of the Premises and the Storage Yard by Little League in accordance with the terms provided in Section 7.

3.4. Little League shall provide evidence to District that it carries all the necessary permits required by law for Little League's activities on the Premises, including, but not limited to, a current Health permit to operate the Concession Bar as set forth in Section 4.

3.5. Little League shall ensure that all field volunteers have undergone annual screening and background checks by a nationally certified screening agency. Little League shall provide District annually with proof of same.

3.6. Prior to each and every use of the Premises, Little League shall conduct a thorough inspection of the Premises, including all turf areas, to confirm the conditions of the Premises are acceptable to Little League and that the conditions of the Premises are safe for the use intended by Little League. Little League shall immediately notify TVRPD of any condition(s) deemed by Little League to pose a risk of injury to persons using the Premises. Little League's use of the Premises, with or without the inspection required herein, shall be deemed Little League's acceptance of the condition of the Premises and acceptance of full responsibility for any and all claims stemming from a condition existing on the Premises.

3.7. As consideration for the lease of the Premises and the Storage Yard and the use of the Concession Bar, Little League shall pay to District a facility fee in the amount of Nine Thousand Dollars Two Hundred Seventy Dollars and No Cents (\$9,270.00) (the "Facility Fee") for the Term of this Agreement. Little League will pay to District fifty percent (50%) of the Facility Fee on or before February 1, 2026, and the remaining fifty percent (50%) on or before June 1, 2026. Payment of the Facility Fee shall follow in the same manner for each year during the Term, with fifty percent (50%) due on or before each February 1 and the remaining fifty percent (50%) due on or before each June 1.

3.7. Little League also shall pay to District, in immediately available funds, a security deposit in the amount of One Thousand Dollars and No Cents (\$1,000.00) on or before February 1, 2026, which is in addition to the fifty percent (50%) of the Facility Fee due on or before February 1, 2026 as described in Paragraph 3.6 above. The security deposit will be returned to Little League following the termination or early expiration of this Agreement, and District's receipt of final reconciled invoices and District inspection of the Premises, Storage Yard and Concession Bar (as defined in Section 4 below), and confirming the condition of same. Little League is responsible for all damages resulting from Little League use or misuse of the Premises, Storage Yard, or Concession Bar. In the event it is necessary for District to use the security deposit for damages or misuse of the Premises, Storage Yard, or Concession Bar by Little League, the parties understand and agree that the amount will include an administrative fee for District of Two Hundred Dollars and No Cents (\$200.00) per occurrence in addition to the actual amount necessary to address the damages or misuse.

3.8. No later than March 15 of each year during the Term, Little League shall provide District with a Field Use Schedule of practices and games to be played on the Premises (the "Field Use Schedule") prior to commencement of the season. Little League also shall provide league regular season schedules, tournament schedules, and any/all special event dates to the District in digital format with the executed Agreement, for inclusion on the District website on or before March 15 of each year during the Term.

3.9. Any request for early termination of this Agreement shall be submitted in writing by Little League to District management and shall be granted at District's sole discretion.

4. Use of Concession Bar. During the Term, Little League may operate the concession bar at West Park (the "Concession Bar") for organizational purposes only at its sole cost and expense. Little League may submit, in writing, requests for improvements required to obtain a health permit for operating the Concession Bar for the duration of the Tenn. Upon District approval, without right of reimbursement from the District, Little League shall be granted permission to conduct facility improvements. Little League may only operate the Concession Bar during those times set forth on the Field Use Schedule.

5. Utilities; District Responsibilities.

5.1. Electricity. District shall pay all charges for electricity used at the Premises, Storage Yard and Concession Bar, including electricity used by Little League, namely all electricity metered by Southern California Edison Meter No. 223000-023535 (Account# 3-8450-78) for scoreboards, batting machine and concession bar and Meter No. 3-045-8392-95 Read Field Lights Meter No. 222013-773435 (Account# 3-003-6570-56) for the Grimes and Uli Fields. Little League understands and agrees that it shall use best efforts to be responsible and reasonable in its use of electricity at the Premises, Storage Yard and Concession Bar. Little League's failure to do so shall be considered a material breach of this Agreement.

5.2. Telephone. Little League may install a telephone at the Premises, at its sole expense and in its own name. Little League shall be solely responsible for paying all telephone charges accrued through its telephone service, without liability to District.

5.3. Water. District shall pay the full cost of water for the Premises, Storage Yard and Concession Bar as reflected in invoices for City of Tehachapi account No 000433-001. Watering of fields shall be the responsibility of District during the pre-season and regular season play. Turf areas will be watered using timers set by District, which shall not be changed or altered by Little League. Little League shall use hand watering for all infield prepping. Upon the expiration or early termination of this Agreement, District shall be solely responsible for irrigating the infields at its sole cost and expense. Little League understands and agrees that it shall use best efforts to be responsible and reasonable in its use of water at the Premises, Storage Yard and Concession Bar. Little League's failure to do so shall be considered a material breach of this Agreement.

5.4. Mowing. District shall be responsible for mowing the fields during the Term.

5.5. Foul Ball Striping. District shall be responsible for marking and striping all foul ball lines on the playing fields located on the Premises during the Term with paint that shall be provided by Little League at Little League's sole cost and expense. In the event Little League fails to deliver the paint necessary to mark and stripe the foul ball lines, District shall not have any obligation to perform the marking and striping responsibilities set forth herein.

6. Use. The Premises are leased to Little League for the purposes of operating an organized baseball and softball program for the youth of Tehachapi and its environs. Little League shall have first priority to use the Premises at the times set forth in the Field Use Schedule. District shall have the right to use the Premises at all times that are not included in the Field Use Schedule. Little League shall not allow other entities to use the Premises without District's prior written consent, even if dates and times are within the Field Use Schedule. Notwithstanding the Field Use Schedule, Little League agrees as follows:

6.1. District shall have exclusive use of the Premises the Saturday before Easter.

6.2. District shall have exclusive use of Grimes field and the storage containers located thereon starting July 1st. Prior to July 1, Little League shall remove the portable mound, all signs, banners or other similar items, and all items located in the storage containers associated with Grimes field.

6.3. District shall have use of Read Field when Little League is not in tournament play on approved days.

7. Insurance. Little League shall purchase, maintain, and enforce at all times during the Term of this Agreement and any extensions thereof, comprehensive general liability insurance in an amount of no less than Four Million Dollars and No Cents (\$4,000,000.00) per occurrence combined single limits, with the following coverage and extensions of coverage:

7.1. Third party bodily injury, including death resulting therefrom, and property damage liability;

7.2. Bodily injury, including death resulting therefrom, and property damage for all Little League participants, employees, volunteers, or other persons performing services for Little League or participating in Little League activities and the spouses, children, parents, and siblings of same;

7.3. Non-owned automobile liability for on-Premises and off-Premises activities;

7.4. Contractual coverage for Little League's obligations under this Agreement, including, but not limited to, the obligations to indemnify District as set forth in Section 8; and,

7.5. Products liability for all products distributed by Little League, whether by sale or otherwise. Little League's insurance policy shall name District, its agents, officers, directors, employees, and representatives as additional insureds. The policy shall be issued by an insurance company authorized to do business in the State of California and shall be approved by District. Little League's policy shall provide primary coverage, and no insurance of District shall be called upon to contribute to a loss under the limits of Little League's policy. Little League's policy shall not be subject to cancellation or coverage reduction without the provision of fifteen (15) days' prior written notice to District. On or before February 1 of each year during the Term or any extension thereof, Little League shall provide District with a duly certified Certificate of Insurance evidencing that the required policy has been issued, is effective, and complies with the requirements of this Section. Cancellation of any of the insurance described herein, or any portion of said insurance, shall automatically suspend Little League's rights under this Agreement. Upon such an occurrence, Little League shall immediately cease all operations under this Agreement and vacate the Premises. District shall have the right to immediately terminate, without notice, all operations in the event Little League fails or refuses to do so.

7.6 Waiver of Subrogation: Little League's General Liability and Workers' Compensation policies are to be endorsed to waive all rights of subrogation against the District. Little League's insurance must provide a Waiver of Transfer of Rights of Recovery Against Others to Us endorsement at least as broad as ISO CG 24 04 with the District, its Directors, Officers, Agents, Volunteers, and Employees scheduled on the endorsement.

## 8. Indemnification.

8.1. Little League agrees to defend, indemnify and hold harmless the District, its officers, directors, employees, and agents from any and all claims, injuries, including death, damages, judgments, liabilities, costs, and expenses, including attorneys' fees, arising out of or relating to Little League's use or occupancy of the Premises, regardless of whether caused in whole or in part by an act or omission of District or District's active or passive negligence.

8.2. District does not, and shall not, waive any rights against Little League which it may have by reason of this hold harmless agreement. This hold harmless agreement shall apply to all liability, regardless of whether any insurance policies are applicable. The policy limits of Little League's insurance shall not act as a limitation upon the amount of indemnification to be

provided by Little League to the District in the event of loss, claim, damage or expense. This Section 8 shall survive the expiration or earlier termination of this Agreement.

9. Non-Liability of Public Officials and Employees. No member, official, employee, or director of District shall be personally liable to Little League in the event of any default by District in the performance of any of District's obligations under the terms of this Agreement.

10. Maintenance.

10.1. Generally. District shall provide general maintenance to the Premises, at no additional expense to Little League. Little League shall be solely responsible for preparation of the fields at the Premises for scheduled games, and for furnishing the necessary equipment and personnel to prepare the fields.

10.2. Trash. District shall be responsible for emptying all trash receptacles on the Premises during the Term. Little League shall be responsible for removing loose trash and litter from the Premises immediately following any Little League use. In the event that the trash receptacles are full when removing loose trash and litter from the Premises, Little League shall utilize trash bags to dispose of the loose trash and litter, and shall dispose of any trash bag utilized for such purpose in the dumpsters located at the Premises. District shall supply trash bags to Little League upon request to District's Operation Manager between the hours of 8:00 a.m. and 5:00 p.m., Monday through Thursday. Little League's failure to request trash bags shall not relieve it from its obligation to remove and properly dispose of loose trash and litter from the Premises immediately following any Little League use. If necessary, District will provide Little League with access to locked receptacles. If the District must spend extra time cleaning up litter after Little League games the District may charge \$30.00 per hour, per employee to remove the trash from the District fields. Little League will be notified if litter is becoming a chronic problem.

10.3. Portable Toilets. Little League shall provide a minimum of six (6) portable toilets and three (3) wash stations for Little League use during the Term at its sole cost and expense. Little League shall coordinate with District's Operations Manager for placement prior to the first use by Little League under the Field Use Schedule. Little League is responsible for maintenance, repairs and security for all portable toilets, wash stations and trash receptacles at its sole cost and expense.

11. Storage.

11.1. Little League may not store any Little League equipment or any other items on the Premises or other District property without prior written consent from the District, as exercised in its sole discretion. Items or equipment stored on the Premises or other District property will be stored and organized in a safe and orderly manner acceptable to District. Little League is to remove all Little League equipment and items from the Premises or other District property on or before the expiration or early termination of this Agreement at its sole cost and expense.

11.2. All items in storage units must be removed immediately following the end of the Facility Use Schedule.

12. Oil, Gas and Mineral Rights. All rights to all minerals, oil, gas, and other hydrocarbons (the "Mineral Rights") located on or under the Premises are particularly reserved to District and are excepted from the property covered by the Term. Little League expressly grants District, District's agents, licensees and lessees of the Mineral Rights, a right-of-entry and right-of-way for ingress and egress in and to, over and on, the Premises during the Term for the exploration, drilling and mining of minerals, oil, gas and other hydrocarbons on the Premises.

13. Inspection. Little League shall allow District, District's agents and assigns, at all reasonable times, to enter the Premises for the purposes of inspection, compliance with the terms of this Agreement, the exercise of all rights under this Agreement, posting of notices, and all other lawful purposes. District shall issue, to Little League, keys and access to the Concession Bar for the duration of the Term. Little League shall supply District and its agents and assigns with keys and other instruments necessary to gain access to any additional facilities or storage areas utilized on the Premises.

14. Ownership of Permanent Improvements and Unaffixed Items. Little League shall not construct any permanently affixed improvements ("Permanent Improvements") on the Premises without the express written consent of District, exercised in its sole discretion. In the event such Permanent Improvements are made to the Premises, said Permanent Improvements shall be constructed, maintained and repaired at the sole cost and expense of Little League. District may, in its sole and absolute discretion, agree to pay up to fifty percent (50%) of the cost of certain Permanent Improvements, and only if District's annual budget allows for such payment. Upon expiration or early termination of this Agreement, and except as specifically provided herein, said Permanent Improvements shall become property of District, without cost to District. Permanent Improvements shall include, without limitation, fences, dugouts, walkways, turf and infields. Little League shall provide District management with an appropriate scope of work, drawings, permits, estimates and timeline for completion for each Permanent Improvement upon application for District approval. District may, in its sole discretion, request that Little League remove any or all Permanent Improvements installed on the Premises by Little League. Upon such request, Little League shall promptly remove such Permanent Improvements and return the Premises to its original condition as nearly as may be practical at its sole cost and expense.

Permanent Improvements shall not include items placed upon the Premises by Little League which are not permanently affixed to the Premises ("Unaffixed Items"), which Unaffixed Items shall include, without limitation, scoreboards, bleachers, storage boxes, and pitching L screens. Upon expiration or earlier termination of this Agreement, Little League may remove and take possession of all Unaffixed Items. Little League shall use a licensed electrician approved in writing by District for removal of the scoreboards. Upon removal of the Unaffixed Items, Little League shall restore the Premises to its original condition, ordinary wear and tear excepted, at its sole cost and expense.

15. Repair and Removal of Structures. District may repair, remove or replace any Improvement or equipment which, in District's sole opinion, is unsafe or for any other reason determined by District would be of benefit to remove.

16. Default and Remedies.

16.1. Upon Little League's breach of this Agreement, District shall have the right or re-entry, after giving seven (7) days' notice, the right to take possession of all properties remaining on the Premises, and the right to remove all persons and property from the Premises. District may store property removed from the Premises in a public warehouse, or elsewhere, at Little League's expense and for its account.

16.2. If District elects to re-enter, as provided above, or to take possession under legal proceedings or under any notice provided by law, District may:

(a) Terminate this Agreement; or

(b) From time to time, without terminating this Agreement, relet the entire, or any portion, of the Premises for such terms, which may extend beyond the Term and at such rentals and other conditions as District, in its sole discretion deems advisable. District also has the right to make alterations and repairs to the Premises. On each such reletting, Little League shall immediately pay to District the expenses of reletting and making the alterations and repairs incurred by District and all other indebtedness, except rent, due under this Agreement; or

(c) Exercise all other rights that become available to it.

16.3. No re-entry or taking of possession of the Premises by District shall be construed as an election by District to terminate this Agreement unless written notice of such intent is delivered to Little League or this Agreement is declared to be terminated by a court of competent jurisdiction.

16.4. Nothing contained in this Agreement, and no security or guaranty that District holds now or in the future under this Agreement, shall in any way constitute a bar or defense to any action by District in unlawful detainer or for recovery of the Premises.

16.5. The notice requirements provided herein shall not be applicable to a breach of Section 7 of this Agreement, wherein District may, in its sole discretion, terminate this Agreement forthwith and without notice, in the manner specified therein.

17. Insolvency. Any one of the following constitutes a default under this Agreement by Little League:

17.1. The appointment of a receiver to take possession of all or substantially all assets of Little League; or,

17.2. A general assignment by Little League for the benefit of its creditors; or,

17.3. An action taken or suffered by Little League under any insolvency or bankruptcy act.

18. Waste or Nuisance. Little League and its agents and representatives shall not commit, or permit others to commit, waste on the Premises while exercising its rights under this Agreement. Little League and its agents and representatives also shall not, or permit others to commit, maintain or permit the commission of any nuisance (as defined pursuant to California Civil Code Section 3479 or the Kern County Ordinance Code Section 19.04.50) on the Premises while exercising its rights under this Agreement.

19. Liens. Little League shall pay all its expenses as set forth hereinabove, and all other expenses which it personally incurs when same are due and before delinquency. Little League shall keep the Premises and its leasehold interest free from any and all liens, claims of lien, charges, demands or liabilities, based upon or arising out of any work, act or operation performed by or on behalf of Little League upon the Premises. Little League shall defend, indemnify and hold harmless District from any and all liens arising out of any work, act or operation performed by or on behalf of Little League upon the Premises and any loss incurred by District on account of such liens.

20. Existing Rights of Others. This Agreement is subject to (a) all existing easements, servitudes, licenses, and rights-of-way, whether recorded or not; and (b) the rights of other lessees under any existing or future oil, gas, and mineral lease or leases from District affecting the entire or any portion of the Premises, whether recorded or not.

21. Licenses, Permits, Fees and Assessments. Little League shall, at its sole cost and expense, obtain such licenses, permits, and approvals as may be required by law and this Agreement for its activities on the Premises. Little League shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the performance of the services required by this Agreement, except those which are waived by District.

22. Environmental Health Permit. Little League, at its sole cost and expense, shall obtain and post an environmental health permit for the Concession Bar on an annual basis, and provide District with a copy of same on or before its first use of the Premises under the Field Use Schedule.

23. Assignment. Subletting. Encumbrances. Little League shall not assign this Agreement or any right under it, and shall not sublet the entire or any part of the Premises or any right or privilege appurtenant to the Premises, or permit any other person, the agents and servants of Little League excepted, to occupy or use any portion of the Premises without first obtaining District's written consent. A consent from District to one assignment, subletting, occupation, or use by one person shall not be a consent to a future assignment, subletting, occupation, or use by another person. An assignment or a subletting without District's prior consent shall be void, and shall, at District's option, terminate this Agreement. No interest of Little League in this Agreement shall be assignable by operation of law without District's written consent.

24. Notice. Any notice or demand by either party to the other in connection with this Agreement shall be deemed to be given or made when written and deposited in a sealed envelope in the United States Mail, registered or certified, postage prepaid, and addressed to the party to

whom given at the address specified below. The address to which any notice may be given to either party may be changed upon written notice given by such party to the other as provided herein.

To District: Tehachapi Valley Recreation and Park District  
Attention: Corey Torres  
P.O. Box 373, Tehachapi, CA 93581

To Little League: Tehachapi Little League, Inc.  
Attention: Amy Porter  
P.O. Box 529 Tehachapi, CA 93581

25. Attorneys' Fees and Costs. In any action or proceeding by either party to enforce or interpret this Agreement or any provision thereof, the prevailing party shall be entitled to recover its attorneys' fees, court costs and other non-reimbursable litigation expenses, such as witness fees and investigation expenses.

26. Compliance with Law. Little League shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments.

27. Binding Effect. This Agreement shall inure to and for the benefit of and be binding upon each party's respective agents, directors, employees, independent contractors, members, officers, partners, predecessors, representatives, stockholders, successors and assigns and all others acting for or in concert with it.

28. Time is of the Essence. Time is of the essence in this Agreement and of each provision contained herein.

29. Mailing List. During the Term, Little League shall maintain District on Little League's regular mailing list for all general correspondence, at the address indicated in Section 24.

30. Waiver. All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of District and Little League. The parties agree that waiver by either party of any conditions of performance under this Agreement shall not be 'Construed as a waiver of any other condition of performance or a continuing waiver of the same condition of performance under this Agreement.

31. Player Waivers. Little League shall obtain written waivers of liability executed by a parent or legal guardian of each participant in Little League's programs to protect and hold harmless District and Little League from any injuries that result from participation in Little League's programs.

32. Entire Agreement. This Agreement contains the entire agreement between the parties and constitutes an integration of the entire agreement, contract, promise and understandings

of the parties. All prior agreements, conditions, contracts, promises, representations, understandings, or warranties, whether oral or written, express or implied, concerning the subject matter of this Agreement are expressly superseded hereby and have no further force or effect, except for the documents referenced herein.

33. Modification. This Agreement may not be altered, amended, or modified in any respect, except by a writing duly executed by all the parties.

34. Governing Law/Venue. This Agreement shall be construed and enforced in accordance with the internal laws, and not the law of conflicts, of California, where it is to be executed, delivered and performed. Should any civil action be commenced between the parties concerning this Agreement, or any rights, or duties, obligations or responsibilities thereunder, such civil action must be commenced and venued in the Kern County Superior Court, Metropolitan Division, in Bakersfield, California.

35. Construction. Headings are used herein for convenience only and shall have no force or effect in the construction or interpretation of this Agreement. As used in this Agreement, the singular includes the plural and masculine includes the feminine and neuter. This Agreement shall not be construed against the party drafting it but shall be construed fairly and equitably as though it was the joint product of the parties.

36. Partial Invalidity. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

37. Separate Counterparts. This Agreement may be executed in counterparts (including by facsimile or e-mailed portable document format file), all of, which shall constitute one document, and that by the signature(s) hereto, the undersigned further agree that facsimile or e-mailed portable document format file signatures shall be effective for all purposes.

Dated: \_\_\_\_\_, 2025

**TEHACHAPI VALLEY RECREATION AND  
PARK DISTRICT**, a political subdivision of the  
State of California (“District”)

By: \_\_\_\_\_

COREY TORRES

Its: District Manager

Dated: \_\_\_\_\_, 2025

**TEHACHAPI LITTLE LEAGUE, INC.**, a  
California Corporation (“Little League”)

By: \_\_\_\_\_

AMY PORTER

Its: President/Chief Executive Officer

By: \_\_\_\_\_  
KRISTINA DODSON

Its: Secretary



## **Operations Manager's Report January 20, 2026**

STAFF REPORT

REGULAR BOARD MEETING

---

Added a light and a camera to watch over the Meadowbrook Park Storage building

We set up our stage downtown for Hometown Christmas

Set up tables, chairs and lights for the Christmas ball and Winter Wonderland events

Cleaned up and repaired the two sets of Basketball hoops at Monroe school for the start of Youth Basketball.

Removed the Green fence topper of Read Field fencing and replaced with a new yellow version. Added it to Valdez field. All fence topper was supplied by Little League.

The rainstorms on Christmas Eve and day damaged a few trees around the Parks. The City was nice enough to clean up a large broken branch on the street outside the Sports Park.

In between those projects we have still been mowing because the grass is not going into winter dormant. Been repairing faucets, fencing, removing graffiti and other general maintenance items.



## **Community Event Supervisor Report**

**Jan 20, 2026**

STAFF REPORT

REGULAR BOARD MEETING

---

### **Turkey Trot**

- Went really well. Though super cold but we had great costumes this year.
- We added new category and kids loved it.

### **Seniors**

- We started it in November and have heard that many of the gals that attend are feeling so much better physically.
- We have a volunteer, Sherry and she brings in so much energy

### **Community**

- I am also on the CPRS District 15 board now. First meeting was last Thursday.
- Reaching out to businesses to start on sponsorships for next years events.

### **Roller Wonderland**

- Was a huge hit.
- We had well over 100 participants.
- Native Real Estate sponsored and loved it so much that they want to sponsor more

## **2026**

### **Polar Plunge**

- We are expanding this event where we are taking in donations to help with our swim lessons and give kids from low income a chance to take the lessons.
- Happening February 16
- We will have hot chocolate and heaters for after the plunge

### **Signs**

- Pool and baseball fields are getting new signs!
- Signs were designed by me and made by Tehachapi Sign Co.
- Will be going up soon.

### **St Patrick's Day Hunt**

- Happening March 1-april 6
- We will have Lucky the Leprechaun helping us promote again
- Families go out to different locations to look for the gold coins.
- Those who complete it get a goodie bag and entered to win the pot of gold.
- Sponsored by Native

### **Easter Egg Hunt**

- Happening April 4
- We will have 5 divisions again
- Sponsored by Native Real Estate
- Have a bounce house, face painting, games and more.
- Looking to add bigger prizes and more eggs!

### **Pool**

- Lifeguard Certifications happening March and April
- Pool set to open April 6
- Doing deep and shallow aerobics

### **Adventure Camp**

- Started planning with camp staff
- Hiring camp counselor application is out
- We will do Tots camp, regular camp, and Teen camp again.
- Looking for sponsors.
- Theme this year will be Summer Island



**American Red Cross**  
**LIFEGUARD CERTIFICATION**

**LOCATION**  
 Day 1: Ocean Club  
 450 West O St  
 3:30PM to 6:30PM  
 Day 2 & 3: DYE Natatorium Pool  
 600B South Snyder  
 9AM to 5PM

**DATES**  
 March 20-22 or  
 April 17-19

**COST**  
 \$175

All students MUST be at least 15 years old and complete the Lifeguard Pre-Registration form to be in session. Pool at Ocean Club Natatorium is reserved for lifeguard training.  
 All students MUST complete the Lifeguard Pre-Registration form in order to attend L4 view.  
 There are 100 yards in 25 laps. 2 minutes of treading water, 100 yd. 100 yd. test.

**TYPO WILL BE HELD IN JUNE & MAY**

For more information or to register, please visit [TYPO.org](http://TYPO.org)  
 For city assistance, please contact [city@valdez.org](mailto:city@valdez.org)



PRESIDENTIAL  
**POLAR**



**DONATIONS FOR SWIM LESSONS**

Participate to make a difference for swim lessons and growing awareness will be assisting our friends to make swim lessons accessible for all. All proceeds from the event go directly to support our swim lesson programs and help youth have fun, increase fitness, swim to safety and learn to love life!

**DIVE IN & FEEL GOOD**

As you dive in, you'll see how the benefits of a cold water swim can help you feel better. It's a great way to get your heart rate up and feel good. We'll have a hot tub and refreshments for you to enjoy. Thank you to our donors!

**PLUNGE**

**FEBRUARY 16**  
 Dye Natatorium Pool  
 9:00AM  
 400 B South Snyder



**EASTER EGG HUNT**

**APRIL 4<sup>TH</sup>, 2025**



**Age Divisions**

4-5  
 6-7  
 8-9  
 10-11  
 12-13  
 14-15

Registration fee: \$5.00 (includes a water bottle and a snack)

Thank you to our sponsor!

**NATIVE REAL ESTATE**



## **Sports Supervisor Report**

**January 20<sup>th</sup>, 2026**

STAFF REPORT

REGULAR BOARD MEETING

---

### **Youth Basketball**

- Registration opened August 18 and closes November 13th
- League started Jan 3
- We have 64 volunteer coaches sign up
- 64 basketball teams were drafted. Kinder ball has 6 teams, 1st-2<sup>nd</sup> division has 12 teams, Boys 3<sup>rd</sup>-4<sup>th</sup> Division has 10 team, Girls 3<sup>rd</sup>-4<sup>th</sup> Division has 6 teams, Boys 5<sup>th</sup>-6<sup>th</sup> Division has 8 teams, Girls 5<sup>th</sup>-6<sup>th</sup> Division has 6 teams, Boys 7<sup>th</sup>-8<sup>th</sup> Division has 8 teams, Girls 7<sup>th</sup>-12<sup>th</sup> Division has 4 teams, and Boys 9<sup>th</sup>-12<sup>th</sup> Division has 4 teams.
- 573 children registered this year.
- Jerseys, Hoodies and Coaches shirts came in and were distributed.
- Youth Hoodies - \$21.50 Adult Hoodies- \$24.00
- We have hired 14 new staff and 16 returning staff.
- We trained the referees and scorekeepers with United Youth Sports Training.
- We held 6 scrimmages for the staff to train in a game situation.
- Coaching meeting for Kinderball and 1st-2<sup>nd</sup> grade Division went well and everyone received their roster.
- Games started Jan 3<sup>rd</sup> and we are in our second week.
- We had Home and Guest metal signs made and we hung them up in the ABIAC gym.
- 3<sup>rd</sup>-4<sup>th</sup> Girls/Boys Division and Girls 5<sup>th</sup>-6<sup>th</sup> Division Games are running from 8am-7pm at ABIAC Gym
- 5<sup>th</sup>-6<sup>th</sup>, 7<sup>th</sup>-8<sup>th</sup> Boys Division Games are running from 8am-4pm at JMS Gym
- Kinder ball, 1st- 2<sup>nd</sup>, Girl's 7<sup>th</sup>-12<sup>th</sup> and Boys 9<sup>th</sup>-12<sup>th</sup> Division Games are running from 8am-6:30pm at Monero TEC Gym

### **Volleyball Clinic**

- We are finding coaches to help run this years Volleyball Clinic.
- The volleyball clinic will start March 16<sup>th</sup> through April 15<sup>th</sup>
- It is offered to 3<sup>rd</sup>-8<sup>th</sup> grade youth.

### **T-Ball/Coaches Pitch**

- Registrations for T-Ball/Coaches pitch are now open. Registration closes 3/5/26.
- Coached meeting will be held on 3/10/25
- Season Starts 04/07/26 through 05/09/26

- T- Ball games are on Tuesday and Saturdays.
- Coaches Pitch games are on Thursdays and Saturdays.
- Coaches meeting on 03/10/26.

### **Rec One/Registrations**

- Adult Sports Registration is now open through Rec One
- Co-Ed Volleyball Registration ends 04/23/26 Seasons start 05/05/2026.  
Managers meeting is on 04/27/26  
Games are on Tuesdays and Thursdays  
Cost: \$600.00  
Playoffs are 06/16/26 and Championships are 06/23/26
- 5v5 Basketball Registration ends 04/23/26 Season starts 05/04/26.  
Managers meeting is on 04/27/26  
Games are on Monday and Wednesday.  
Cost: \$690.00  
No games on May 25<sup>th</sup> Memorial Day  
Playoff 06/15 and 06/16 Championships 06/22/26
- Women Softball Registration closes 06/18/26 Seasons starts 6/29/26  
Managers meeting on 06/22/26  
Games are on Monday and Wednesday  
Cost: \$640.00  
Playoffs on 8/3 and 8/5 championships 8/10
- Men's softball Registration 06/18/26 Season starts 6/29  
Managers meeting on 06/22/26  
Games are on Monday, Tuesday, Wednesday and Thursday  
Cost: \$640.00  
Playoffs on 8/4, 8/5, 8/6 championships 8/11/2026
- Coed Softball Registration ends 08/13/26 Season starts 8/24  
Managers meeting is on 08/17/26  
Games are on Monday through Thursdays Games  
Cost: \$640.00  
Playoffs 09/28 through 10/1/26 champ 10/5/26
- 3v3 Basketball Registration ends 9/24/26 Season starts 10/6/26  
Managers meeting on 09/28/26  
Games are on Tuesday and Thursday  
Cost: \$320.00  
Except games will be shifted the week of 11/2/25 and 11/6/26  
Playoff 11/9/26 and championships 11/16/26

### **Quickscores**

- Been using them to make schedules and it has been phenomenal
- Using them for all sports
- Even makes playoffs brackets
- Saves us time to work on more things

## Open Gym

- Open gym is on Sundays from Volleyball from 2-5pm and Basketball from 5-7pm for 35+ adults and 7-9pm for 16+
- November 3<sup>rd</sup> we are starting a senior open gym exercising day on Tuesdays and Thursdays from 8:30am to 9:30am.
- First day went well and we had 14 seniors join us. We did warm up with stretching and walking; we did chair exercises and little bit of modified aerobics. Then we had cool down stretching and walking around the Gym some more.
- We have a Volunteer that runs the exercises that have been fingerprinted.



