

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

**REGULAR BOARD MEETING
TUESDAY, OCTOBER 15, 2013, 5:30 P.M.**

BOARD OF DIRECTORS

GAYLE STEWART, CHAIRPERSON
PAUL PRESS, VICE-CHAIRPERSON
PAULETTE RUSH, SECRETARY
NICK CYR, DIRECTOR
BRIAN DUHART, DIRECTOR

A G E N D A

1. FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENTS

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

4. CONSENT CALENDAR

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

- A. Clerk Declaration of Posting of Agenda 72 Hours in Advance of Meeting (Page 3)
- B. Approval of Minutes from the Regular Board Meeting held September 17, 2013 (Pages 4-7)
- C. Approval of Minutes from the Special Board Meeting held October 3, 2013 (Pages 8-9)
- D. Approval of the Preliminary Financial Reports for September (Pages 10-23)

5. MAINTENANCE FOREMAN REPORT (Page 24)

6. RECREATION SUPERVISOR REPORT (Page 25)

7. DISTRICT MANAGER REPORT (Page 26)

8. REPORTS OF STANDING COMMITTEES

- A. Personnel and Personnel Policies
- B. Budget and Finance
- C. Program and Program Policy
- D. Park and Facility Improvement and Development

9. AGENDA ITEMS

- A. Presentation by David Brust Regarding the Tehachapi Mountain Brew and Grill Festival at Brite Lake - Discussion
- B. Award of Bid for the Reconstruction of the Interior of the Dye Natatorium Facility - Discussion/Approval, Resolution #38-13 (Pages 27-42)
- C. Authorizing the District Manager to Submit a Proposal to the Eastern Kern Air Pollution Control District for a Grant Under the 2014 DMV Vehicle Emission Reduction Program – Discussion/Approval, Resolution #39-13 (Pages 43-44)
- D. Approving an Amount not to Exceed \$3000.00 for legal work by District Counsel and Related Costs and Fees for the Formation of the Tehachapi Parks Foundation -- Discussion/Approval, Resolution # 40-13 (Pages 45-46)
- E. Approving District Manager Salary Increase Included in FY 2013/2014 Budget – Discussion/Approval (Page 47)

10. BOARD OF DIRECTORS' TIME

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

11. OTHER BUSINESS

12. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Parks District scheduled on November 19, 2013.



CERTIFICATE OF POSTING AGENDA

I, the Clerk of the Tehachapi Valley Recreation and Parks District Board of Directors hereby certify that a copy of the October 15, 2013, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, October 11, 2013, at 12:00 P.M. approximately:

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

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Parks District Board of directors on the 11th day of October 2013.

Dated this 11th day of October 2013



Carrie Champlin
Clerk of the Board of Directors

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY SEPTEMBER 17, 2013, 5:30 P.M.**

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

BOARD MEMBERS:

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

ALSO PRESENT:

Matt Young, TVRPD District Manager
Mike Walsh, TVRPD Maintenance Foreman
LeAnn Williams, TVRPD Recreation Supervisor
Laura Lynn Wyatt, GHCSO Board President
Greg Garrett, City Manager
Matt Martz, Tehachapi News
Ryan Rush, Kern County BOS
Susan Wiggins
Glenn Baumann

1. **FLAG SALUTE:** Secretary Rush led the Flag Salute.

2. **ROLL CALL:** All here.

3. **PUBLIC COMMENTS:** None.

4. CONSENT CALENDAR

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

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

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

Noes: None. Motion carried.

Absent: None

B. Approval of Minutes from the Regular Board Meeting held August 20, 2013.

Request by Clerk of the Board of Directors to approve the minutes from the August 20, 2013 Regular Board Meeting. BOARD APPROVES MINUTES.

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

Noes: None. Motion carried.

Absent: None

C. Approval of Financial Reports.

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

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

5. MAINTENANCE FOREMAN REPORT

Maintenance Foreman Mike Walsh gave the report.

- Central Park: Replaced sprinkler valve. Mountain Festival and Old Timers Picnic preparation. Removal of dead trees.
- Scout Hall: Big Tot and Tiny Tot program preparation.
- WPAC: Walsh apologized to the Tehachapi Mountain Quilters for not having the evaporation cooler working. Cooler is now working.
- Skate Park: Rail repair.
- Britc Lake: Restroom repair. Sink Faucet repair. Urinal repair. Cable repair around lake.
- Dye Natatorium: Work continues. Additional work added for ADA compliance. Insurance will cover the ADA accessibility. Interior construction due to start first half of October approximately.
- Other: Repair to riding lawn mowers.

6. RECREATION SUPERVISOR REPORT

Recreation Supervisor LeAnn Williams gave the report.

- Upcoming program: In cooperation with the City of Tehachapi and the Tehachapi Airport we will have the Tarmac 5K & Kids 1 Mile Run September 28, 2013 at Tehachapi Airport. There will be a war bird fly in after the run. We will evaluate this program upon completion.
- We will help staff the tourism booth for the Kern County Fair.
- ED2GO implementation continues.
- New Programs: Kids Boot Camp, Well Fed Nutrition, and Herbalife Challenge.
- Upcoming Programs: Youth Basketball.
- Spring and summer programming in process. Contracts signed with Lego Engineering and Mad Science.
- Lehigh will sponsor all of Music in the Park. Very excited to have them as a community partner.
- Professional Development: Certified Youth Sports Administrator Course.
Director Press asked if we could look into offering youth volleyball and youth flag football.
Director Press also suggested a questionnaire be distributed to the elementary schools regarding this programming.

7. DISTRICT MANAGER REPORT

District Manager Matt Young gave the report.

- Master Plan Update: The final edits will be received next week. District Manager Young stated that he was happy with the edits to the document.
- Audit Update: Roc Foster from Fisher, Keathley and Ross has started the audit and the work continues. District Manager Young stated that he was pleased with the process thus far.
- Ordinance Update: District Manager Young stated that he has been working with City and County law enforcement agencies to implement TVRPD's ordinances including signage for the District's properties.

- Capital Improvements Update: As soon as the Master Plan is complete we will be selecting a Technical Committee. The Committee will then work on selecting a Landscape Architect for the refurbishment of Meadowbrook Park.
- Central Park Amphitheater Update: District Manager Young met with City Manager Greg Garrett and TUSD Superintendent Lisa Gilbert regarding the possible project. The project is in the early stages of planning.
- Lehigh Southwest Cement has promised to allocate capital improvement funds to the District on an annual basis. Amount to be determined. Lehigh is interested in naming rights. We are very excited to have Lehigh Southwest Cement as our community partner. There was a brief discussion regarding a procedure for naming rights.
- District Manager Young stated that he would be applying for several vehicle replacement grants to update the fleet of vehicles.
- Professional Development: Carrie Champlin will be attending the annual CalPERS Educational Forum in San Jose. Matt Young and Mike Walsh will attend the CPRS Maintenance Management School in November. Mike Walsh received a scholarship award from CPRS in the amount of \$680.00. Mike Walsh will also attend the Aquatic Facilities Operator School in October.
- District Manager Young presented a Uniform Water Conservation Program at the Water Availability Preservation Committee.
- District Manager Young presented at the BVCSD Board of Directors Meeting regarding the Gran Fondo cycling event.

Vice Chairperson Press inquired about the availability of the JMS tennis courts and suggested an update be placed in the newspaper regarding the status of the Dye Natatorium.

District Manager Young stated that he did have a conversation with TUSD regarding the JMS tennis courts. The courts are in need of repair. Looking at funding possibilities for the repairs. Youth and adult programming possibilities at the tennis courts are very exciting.

Young gave a brief update on the Dye Natatorium and stated that all updates are on the TVRPD website as well as the social media sites.

All Reports Received and Filed.

8. REPORTS OF STANDING COMMITTEES - None

9. AGENDA ITEMS

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

District Manager Young recommended that the Board approve Chapter 4: Personnel Policy and Procedure, Resolution #32-13.

Vice Chairperson Press requested that the registration discount for board members be omitted from the policy manual and all members of the Board agreed.

BOARD APPROVES CHAPTER 4: PERSONNEL POLICY AND PROCEDURE WITH THE STIPULATION THAT THE BOARD MEMBER REGISTRATION DISCOUNT IS OMITTED, RESOLUTION #32-13.

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

Noes: None. Motion carried.

Absent: None

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

District Manager Young recommended that the Board approve Chapter 6: Finance, Resolution #33-13.

BOARD APPROVES CHAPTER 6: FINANCE, RESOLUTION #33-13.

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

Noes: None. Motion carried.

Absent: None

C. Approving the Purchase of an ADA Compliant Chair Lift for Dye Natatorium Facility in an Amount not to Exceed \$5000.00.

District Manager Young explained that this is a mandatory addition to the Dye Natatorium Facility and recommended that the Board approve the purchase. There was a brief discussion regarding various models of pool chair lifts.

BOARD APPROVES THE PURCHASE OF AN ADA COMPLIANT CHAIR LIFT FOR DYE NATATORIUM FACILITY IN AN AMOUNT NOT TO EXCEED \$5000.00.

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

Noes: None. Motion carried.

Absent: None.

D. Approving Salary Increases for Administrative Assistant, Recreation Supervisor, and Maintenance Foreperson.

District Manager Young gave a brief explanation of the performance evaluations and recommended that the Board approve the salary increases.

BOARD APPROVES SALARY INCREASES FOR ADMINISTRATIVE ASSISTANT, RECREATION SUPERVISOR, AND MAINTENANCE FOREPERSON.

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

Noes: None. Motion carried.

Absent: None

10. BOARD OF DIRECTORS TIME: None

11. OTHER BUSINESS: None

12. ADJOURNMENT


Having no further business the meeting was adjourned at 6:25 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Parks District scheduled on October 15, 2013.

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

Noes: None. Motion carried.

Absent: None

Respectfully Submitted,


Carrie Champlin, Clerk of the Board

**MINUTES OF THE SPECIAL BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
THURSDAY OCTOBER 3, 2013, 5:30 P.M.**

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

BOARD MEMBERS:

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

ALSO PRESENT:

Matt Young, TVRPD District Manager
Mike Walsh, TVRPD Maintenance Foreman
LeAnn Williams, TVRPD Recreation Supervisor
Laura Lynn Wyatt, GHCSO Board President
Greg Garrett, City Manager
Michelle Vance, Community Outreach Coordinator
Matt Martz, Tehachapi News

1. FLAG SALUTE: Secretary Rush led the Flag Salute.

2. ROLL CALL: Director Cyr and Director Duhart were absent.

3. PUBLIC COMMENTS: None.

4. CONSENT CALENDAR

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

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

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

Noes: None. Motion carried.

Absent: Duhart; Cyr

5. DISTRICT MANAGER REPORT

District Manager Matt Young gave the report.

- Dye Natatorium Update: Award of bid for the reconstruction of the interior of the Dye Natatorium will be included in the October 15, 2013 Board Meeting.
- Attended the General Manager Workshop held by CPRS.
- CPRS District 15 awarded TVRPD \$1300.00 in professional development scholarships. Carrie Champlin was awarded the fee for the annual CPRS conference, Aimee Hansen was awarded the fee for annual CPRS membership, and Mike Walsh was awarded the fee for attending Maintenance Management School.
- TVRPD's new website went live this week and online registration is close to completion.

6. AGENDA ITEMS

A. Adoption of Tehachapi Valley Recreation and Parks District 2013 Master Plan, Resolution #37-13.

City Manager Greg Garrett, Community Outreach Coordinator Michelle Vance and President of GHCSO Laura Lynn Wyatt stated their approval and support of TVRPD's 2013 Master Plan.

District Manager Young gave a brief synopsis of the Master Plan process and recommended that the Board approve Tehachapi Valley Recreation and Parks District 2013 Master Plan, Resolution #37-13.

BOARD ADOPTS THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT 2013 MASTER PLAN, RESOLUTION #37-13.

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

Noes: None. Motion carried.

Absent: Duhart; Cyr

B. Tehachapi Valley Recreation and Parks District Board Member Master Plan Workshop - Discussion.

Chairperson Stewart gave a brief explanation of what is to be accomplished with the Master Plan Workshops. District Manager Young stated that the workshops will help us utilize the Master Plan document. Young stated that he believes that it is important to have a public forum to introduce the Master Plan document, and he believes that it is important that the public know how we are going to utilize the data from the document. Vice Chairperson Press suggested that each Board Member take a section of the Master Plan to review and present at the workshop. There was a brief discussion regarding possible dates for the first workshop.

7. BOARD OF DIRECTORS TIME:

Vice Chairperson Press thanked staff for making the commitment to attend professional development classes.

8. OTHER BUSINESS:

District Manager Young announced that Maintenance Foreman Mike Walsh is a certified Aquatics Facilities Operator.

Young attended a tour of Taft facilities during the CPRS District 15 meeting.

9. ADJOURNMENT

Having no further business the meeting was adjourned at 6:00 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Parks District scheduled on October 15, 2013.

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

Noes: None. Motion carried.

Absent: Duhart; Cyr

Respectfully Submitted,


Carrie Champlin, Clerk of the Board

Tehachapi Valley Recreation & Parks
District
Financials
September 2013

Prepared without audit by Better Ledger Inc

Tehachapi Valley Recreation and Park District Balance Sheet

As of September 30, 2013

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury Special Revenue Fund	
1001 Cash in County Treasury-General Fund	504,008.44
1003 Cash in County Treasury-Quimby	27,040.56
Total 1000 Cash in County Treasury Special Revenue Fund	531,049.00
1004 Check BOTS 4470	116,833.37
1005 County Treasury Capital Projects Fund	462,068.51
1051 Change Fund	500.00
1100 Petty Cash Fund	200.00
Total Bank Accounts	\$1,110,650.88
Accounts Receivable	
1200 Accounts Receivable	813.99
Total Accounts Receivable	\$813.99
Other current assets	
1070 Prepaid Expenses	5,710.01
1092 Credit Card Receivables	460.00
Total Other current assets	\$6,170.01
Total Current Assets	\$1,117,634.88
Fixed Assets	
1150 Land	166,734.76
1161 Building	556,453.52
1162 Improvements	1,446,433.41
1163 Equipment	538,065.85
1164 Swimming Pool & Building	265,383.67
1165 Lake	412,294.78
1170 Accumulated Depreciation	-2,325,382.00
Total Fixed Assets	\$1,059,983.99
TOTAL ASSETS	\$2,177,618.87
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	25,438.98
Total Accounts Payable	\$25,438.98
Credit Cards	

2010 Cardmember Services Payable	4,790.21
2014 Home Depot Payable	146.87
Total Credit Cards	\$4,937.08
Other Current Liabilities	
2021 Accrued Salaries & Wages	8,413.36
2022 Accrued Employer PR Taxes	716.06
2024 Accrued Vacation, Sick, & Comp Time	0.00
2024.2 Accrued Vacation	5,206.34
2024.3 Accrued Sick Leave	7,671.69
2024.5 Accrued Comp Time	1,592.54
Total 2024 Accrued Vacation, Sick, & Comp Time	14,470.57
2208 Kern County Loan Payable	346,435.04
2210 Payroll Liabilities	
2211 CalPERS Payable	547.10
2231 Health Plan Payable	-410.48
2250 Payroll Tax Liabilities	4,720.16
Total 2210 Payroll Liabilities	4,856.78
2260 Veterans Memorial Fund Payable	1,526.17
Total Other Current Liabilities	\$376,417.98
Total Current Liabilities	\$406,794.04
Total Liabilities	\$406,794.04
Equity	
3010 Net Investment In Capital Assets	
3012 Investment in Fixed Assets	1,132,680.57
Total 3010 Net Investment In Capital Assets	1,132,680.57
3020 Restricted Funds	
3022 Capital Projects	442,387.26
Total 3020 Restricted Funds	442,387.26
3030 Unrestricted Funds	408,173.22
3110 Retained Earnings	-90,470.14
Net Income	-121,946.08
Total Equity	\$1,770,824.83
TOTAL LIABILITIES AND EQUITY	\$2,177,618.87

Wednesday, Oct 09, 2013 02:15:09 AM PDT GMT-7 - Accrual Basis

Tehachapi Valley Recreation and Park District

Profit & Loss

September 2013

	Total	
	Sep 2013	Jul - Sep, 2013 (PY)
Income		
4010 Property Taxes	36,631.31	43,619.76
4020 Interest Income		991.47
4030 Adult Program Revenues		1,890.00
4050 Facility Revenue	12,113.22	35,204.51
4200 Contracted Classes Revenues	473.00	6,214.00
4210 Events Revenues	2,542.50	16,340.69
4211 Grant Income	1,229.00	1,229.00
4300 Youth Program Revenues	1,185.40	10,562.86
Total Income	\$54,174.43	\$116,052.29
Cost of Goods Sold		
5001 Adult Program Costs		20.48
5004 Contracted Classes Costs	100.80	5,101.00
5005 Events Costs	1,699.28	13,288.79
5008 Youth Program Costs	155.38	6,077.04
Total Cost of Goods Sold	\$1,955.46	\$24,487.31
Gross Profit	\$52,218.97	\$91,564.98
Expenses		
6000 Employee Costs	56,098.84	124,512.62
7010 Advertising & Marketing	3,084.40	6,700.97
7020 Bank Service Charges	351.47	1,223.05
7030 Dues & Subscriptions	26.00	176.00
7035 Equipment Rents & Leases	244.00	1,430.01
7050 Insurance	1,469.33	4,071.33
7056 Interest Expense	130.72	130.72
7060 Licenses & Fees	40.00	1,065.00
7070 Maintenance	22,479.18	31,881.54
7090 Office Supplies	383.94	1,558.70
7120 Professional Development	1,045.87	5,168.87
7150 Professional Fees	12,636.75	20,636.08
7170 Publications & Legal	74.70	74.70
7180 Security	284.25	582.75
7210 Telephone	1,114.73	3,235.44
7230 Uniforms & Apparel		849.25
7250 Utilities	9,232.38	25,367.03
Total Expenses	\$108,696.56	\$228,664.06
Net Operating Income	\$ -56,477.59	\$ -137,099.08
Other Income		

8040 TVRPD Development Fee Revenues	6,411.00	19,233.00
Total Other Income	\$6,411.00	\$19,233.00
Other Expenses		
8505 Quimby Expense		4,080.00
Total Other Expenses	\$0.00	\$4,080.00
Net Other Income	\$6,411.00	\$15,153.00
Net Income	\$ -50,066.59	\$ -121,946.08

Wednesday, Oct 09, 2013 02:19:49 AM PDT GMT-7 - Accrual Basis

Tehachapi Valley Recreation and Park District

Profit & Loss Prior Year Comparison

July - September, 2013

	Total			
	Jul - Sep, 2013	Jul - Sep, 2012 (PY)	Change	% Change
Income				
4010 Property Taxes	43,619.76	32,576.94	11,042.82	33.90 %
4020 Interest Income	991.47	58.84	932.63	1,585.03 %
4030 Adult Program Revenues	1,890.00	18,890.59	-17,000.59	-90.00 %
4050 Facility Revenue	35,204.51	42,893.17	-7,688.66	-17.93 %
4200 Contracted Classes Revenues	6,214.00	5,633.00	581.00	10.31 %
4210 Events Revenues	16,340.69	8,965.52	7,375.17	82.26 %
4211 Grant Income	1,229.00		1,229.00	
4300 Youth Program Revenues	10,562.86	35,051.21	-24,488.35	-69.86 %
Total Income	\$116,052.29	\$144,069.27	\$ -28,016.98	-19.45 %
Cost of Goods Sold				
5001 Adult Program Costs	20.48	186.89	-166.41	-89.04 %
5004 Contracted Classes Costs	5,101.00	4,191.93	909.07	21.69 %
5005 Events Costs	13,288.79	3,325.33	9,963.46	299.62 %
5008 Youth Program Costs	6,077.04	7,353.89	-1,276.85	-17.36 %
Total Cost of Goods Sold	\$24,487.31	\$15,058.04	\$9,429.27	62.62 %
Gross Profit	\$91,564.98	\$129,011.23	\$ -37,446.25	-29.03 %
Expenses				
6000 Employee Costs				
6010 Salaries & Wages	0.00		0.00	
6012 Administrative Wages	35,832.18	20,395.35	15,436.83	75.69 %
6013 Adult Program Wages	1,512.90	6,633.90	-5,121.00	-77.19 %
6014 Maintenance Wages	34,413.66	37,804.92	-3,391.26	-8.97 %
6015 Gym Supervisor	846.50	2,568.00	-1,721.50	-67.04 %
6016 Recreation Supervisor	12,674.80		12,674.80	
6017 Recreation Coordinator	3,597.60	7,352.80	-3,755.20	-51.07 %
6018 Contracted Class Wages	2,800.85	939.00	1,861.85	198.28 %
6019 Youth Program Wages	7,171.25	43,122.95	-35,951.70	-83.37 %
6021 Event Wages	616.00		616.00	
Total 6010 Salaries & Wages	99,465.74	118,816.92	-19,351.18	-16.29 %
6050 Benefits				
6051 Employee MedDentalVisLife	7,045.05	19,774.07	-12,729.02	-64.37 %
6055 Employee Retirement CalPERS	5,411.31	2,760.73	2,650.58	96.01 %
6058 Employer Taxes	8,226.60	12,843.29	-4,616.69	-35.95 %
6060 Reimbursed Employee Expenses	247.92		247.92	
6090 Worker's Compensation Insurance	4,116.00	5,326.00	-1,210.00	-22.72 %
Total 6050 Benefits	25,046.88	40,704.09	-15,657.21	-38.47 %

Total 6000 Employee Costs	124,512.62	159,521.01	-35,008.39	-21.95 %
7010 Advertising & Marketing	6,700.97	2,883.89	3,817.08	132.36 %
7020 Bank Service Charges	1,223.05	725.70	497.35	68.53 %
7025 Cash Short/Over		-195.10	195.10	100.00 %
7030 Dues & Subscriptions	176.00	170.00	6.00	3.53 %
7035 Equipment Rents & Leases	1,430.01	690.39	739.62	107.13 %
7050 Insurance				
7051 Auto Insurance	733.50	755.76	-22.26	-2.95 %
7052 HUB Insurance	-336.66	462.68	-799.34	-172.76 %
7053 Property Insurance	2,183.49	2,057.49	126.00	6.12 %
7055 Liability Insurance	1,491.00	1,369.74	121.26	8.85 %
Total 7050 Insurance	4,071.33	4,645.67	-574.34	-12.36 %
7056 Interest Expense	130.72	70.13	60.59	86.40 %
7060 Licenses & Fees	1,065.00	613.00	452.00	73.74 %
7070 Maintenance				
7072 Building Maintenance	18,211.00	1,390.14	16,820.86	1,210.01 %
7074 Equipment Maintenance	2,125.95	1,933.84	192.11	9.93 %
7075 Fuel	3,360.22	4,942.06	-1,581.84	-32.01 %
7076 Janitorial Supplies	3,316.91	4,640.93	-1,324.02	-28.53 %
7078 Materials & Supplies	4,867.46	16,222.32	-11,354.86	-70.00 %
7079 Fleet Maintenance		896.20	-896.20	-100.00 %
Total 7070 Maintenance	31,881.54	30,025.49	1,856.05	6.18 %
7080 Master Plan Expenses				
7081 Master Plan-County		11,739.21	-11,739.21	-100.00 %
7082 Master Plan-TPRPD		33.10	-33.10	-100.00 %
Total 7080 Master Plan Expenses	0.00	11,772.31	-11,772.31	-100.00 %
7085 Misc Prior Year Adjustments		3,539.73	-3,539.73	-100.00 %
7090 Office Supplies	1,558.70	2,190.81	-632.11	-28.85 %
7120 Professional Development	5,168.87	911.00	4,257.87	467.38 %
7150 Professional Fees				
7151 Annual Audit	8,950.00		8,950.00	
7152 Accounting	4,275.00	3,800.00	475.00	12.50 %
7155 Legal	6,716.08	4,209.80	2,506.28	59.53 %
7156 Payroll Preparation Service	695.00	1,480.22	-785.22	-53.05 %
7158 Intrim District Manager (deleted)		11,719.16	-11,719.16	-100.00 %
Total 7150 Professional Fees	20,636.08	21,209.18	-573.10	-2.70 %
7160 Property Tax Collection Fee		-25.00	25.00	100.00 %
7170 Publications & Legal	74.70		74.70	
7180 Security	582.75	364.00	218.75	60.10 %
7210 Telephone	3,235.44	2,899.30	336.14	11.59 %
7230 Uniforms & Apparel	849.25		849.25	
7250 Utilities	275.25		275.25	
7252 Electric Service	15,424.14	18,956.81	-3,532.67	-18.64 %
7254 Gas Service	79.88	2,270.15	-2,190.27	-96.48 %
7256 Sanitation Services	3,994.32	5,385.82	-1,391.50	-25.84 %
7258 Water Service	5,593.44	8,027.47	-2,434.03	-30.32 %

Total 7250 Utilities	25,367.03	34,640.25	-9,273.22	-26.77 %
Total Expenses	\$228,664.06	\$276,651.76	\$ -47,987.70	-17.35 %
Net Operating Income	\$ -137,099.08	\$ -147,640.53	\$10,541.45	7.14 %
Other Income				
8040 TVRPD Development Fee Revenues	19,233.00	0.00	19,233.00	
Total Other Income	\$19,233.00	\$0.00	\$19,233.00	0.00%
Other Expenses				
8505 Quimby Expense	4,080.00	76,617.89	-72,537.89	-94.67 %
Total Other Expenses	\$4,080.00	\$76,617.89	\$ -72,537.89	-94.67 %
Net Other Income	\$15,153.00	\$ -76,617.89	\$91,770.89	119.78 %
Net Income	\$ -121,946.08	\$ -224,258.42	\$102,312.34	45.62 %

Wednesday, Oct 09, 2013 02:14:43 AM PDT GMT-7 - Accrual Basis

Tehachapi Valley Recreation and Park District

Statement of Cash Flows

July - September, 2013

	Total
OPERATING ACTIVITIES	
Net Income	-121,946.08
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	186.01
1070 Prepaid Expenses	-2,797.73
1080 Accrued Employee PR Deductions	3,765.57
1092 Credit Card Receivables	670.00
2000 Accounts Payable	-10,018.10
2010 Cardmember Services Payable	2,192.70
2014 Home Depot Payable	-634.89
2021 Accrued Salaries & Wages	-8,672.45
2022 Accrued Employer PR Taxes	-3,735.14
2208 Kern County Loan Payable	346,435.04
2211 Payroll Liabilities:CalPERS Payable	-182.77
2221 Payroll Liabilities:Garnishment Payable	-134.68
2231 Payroll Liabilities:Health Plan Payable	-410.48
2250 Payroll Liabilities:Payroll Tax Liabilities	4,720.16
2260 Veterans Memorial Fund Payable	-328.78
Net cash provided by operating activities	\$209,108.38
INVESTING ACTIVITIES	
1163 Equipment	-1,834.63
Net cash provided by investing activities	\$ -1,834.63
Net cash increase for period	\$207,273.75
Cash at beginning of period	903,377.13
Cash at end of period	\$1,110,650.88

Wednesday, Oct 09, 2013 02:20:21 AM PDT GMT-7

Tehachapi Valley Recreation and Park District

Budget vs. Actuals: 2013-2014 TVRPD Budget - FY14 P&L

July - September, 2013

	Total			
	Actual	Budget	Remaining	% Remaining
Income				
4010 Property Taxes	43,619.76	732,272.00	688,652.24	94.04 %
4020 Interest Income	991.47	1,500.00	508.53	33.90 %
4030 Adult Program Revenues	1,890.00	29,360.00	27,470.00	93.56 %
4050 Facility Revenue	35,204.51	98,705.00	63,500.49	64.33 %
4200 Contracted Classes Revenues	6,214.00	23,100.00	16,886.00	73.10 %
4210 Events Revenues	16,340.69	29,050.00	12,709.31	43.75 %
4211 Grant Income	1,229.00		-1,229.00	
4300 Youth Program Revenues	10,562.86	102,940.00	92,377.14	89.74 %
Total Income	\$116,052.29	\$1,016,927.00	\$900,874.71	88.59 %
Cost of Goods Sold				
5001 Adult Program Costs	20.48	1,783.00	1,762.52	98.85 %
5004 Contracted Classes Costs	5,101.00	9,487.00	4,386.00	46.23 %
5005 Events Costs	13,288.79	22,319.00	9,030.21	40.46 %
5008 Youth Program Costs	6,077.04	30,400.00	24,322.96	80.01 %
Total Cost of Goods Sold	\$24,487.31	\$63,989.00	\$39,501.69	61.73 %
Gross Profit	\$91,564.98	\$952,938.00	\$861,373.02	90.39 %
Expenses				
6000 Employee Costs				
6010 Salaries & Wages	0.00		0.00	
6012 Administrative Wages	35,832.18	125,880.00	90,047.82	71.53 %
6013 Adult Program Wages	1,512.90	22,750.00	21,237.10	93.35 %
6014 Maintenance Wages	34,413.66	141,240.00	106,826.34	75.63 %
6015 Gym Supervisor	846.50	10,000.00	9,153.50	91.54 %
6016 Recreation Supervisor	12,674.80	50,840.00	38,165.20	75.07 %
6017 Recreation Coordinator	3,597.60	12,000.00	8,402.40	70.02 %
6018 Contracted Class Wages	2,800.85	8,288.00	5,487.15	66.21 %
6019 Youth Program Wages	7,171.25	66,195.00	59,023.75	89.17 %
6021 Event Wages	616.00	3,500.00	2,884.00	82.40 %
Total 6010 Salaries & Wages	99,465.74	440,693.00	341,227.26	77.43 %
6050 Benefits				
6051 Employee MedDentalVisLife	7,045.05		-7,045.05	
6055 Employee Retirement CalPERS	5,411.31	57,000.00	51,588.69	90.51 %
6058 Employer Taxes	8,226.60	82,800.00	74,573.40	90.06 %
6060 Reimbursed Employee Expenses	247.92	3,120.00	2,872.08	92.05 %
6090 Worker's Compensation Insurance	4,116.00	16,500.00	12,384.00	75.05 %
Total 6050 Benefits	25,046.88	159,420.00	134,373.12	84.29 %
Total 6000 Employee Costs	124,512.62	600,113.00	475,600.38	79.25 %

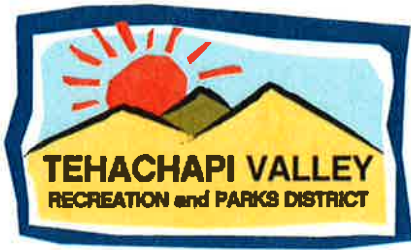
7010 Advertising & Marketing	6,700.97	15,000.00	8,299.03	55.33 %
7020 Bank Service Charges	1,223.05	2,700.00	1,476.95	54.70 %
7030 Dues & Subscriptions	176.00	2,200.00	2,024.00	92.00 %
7035 Equipment Rents & Leases	1,430.01	3,700.00	2,269.99	61.35 %
7050 Insurance		18,000.00	18,000.00	100.00 %
7051 Auto Insurance	733.50		-733.50	
7052 HUB Insurance	-336.66		336.66	
7053 Property Insurance	2,183.49		-2,183.49	
7055 Liability Insurance	1,491.00		-1,491.00	
Total 7050 Insurance	4,071.33	18,000.00	13,928.67	77.38 %
7056 Interest Expense	130.72		-130.72	
7060 Licenses & Fees	1,065.00	2,500.00	1,435.00	57.40 %
7070 Maintenance				
7072 Building Maintenance	18,211.00	11,000.00	-7,211.00	-65.55 %
7074 Equipment Maintenance	2,125.95	6,150.00	4,024.05	65.43 %
7075 Fuel	3,360.22	15,000.00	11,639.78	77.60 %
7076 Janitorial Supplies	3,316.91	8,100.00	4,783.09	59.05 %
7078 Materials & Supplies	4,867.46	52,060.00	47,192.54	90.65 %
Total 7070 Maintenance	31,881.54	92,310.00	60,428.46	65.46 %
7090 Office Supplies	1,558.70	13,000.00	11,441.30	88.01 %
7120 Professional Development	5,168.87	10,000.00	4,831.13	48.31 %
7150 Professional Fees		0.00	0.00	
7151 Annual Audit	8,950.00	13,000.00	4,050.00	31.15 %
7152 Accounting	4,275.00	12,500.00	8,225.00	65.80 %
7155 Legal	6,716.08	22,000.00	15,283.92	69.47 %
7156 Payroll Preparation Service	695.00	4,200.00	3,505.00	83.45 %
Total 7150 Professional Fees	20,636.08	51,700.00	31,063.92	60.08 %
7160 Property Tax Collection Fee		7,500.00	7,500.00	100.00 %
7170 Publications & Legal	74.70	1,000.00	925.30	92.53 %
7180 Security	582.75	1,390.00	807.25	58.08 %
7210 Telephone	3,235.44	16,270.00	13,034.56	80.11 %
7230 Uniforms & Apparel	849.25		-849.25	
7250 Utilities	275.25		-275.25	
7252 Electric Service	15,424.14	52,920.00	37,495.86	70.85 %
7254 Gas Service	79.88	21,200.00	21,120.12	99.62 %
7256 Sanitation Services	3,994.32		-3,994.32	
7258 Water Service	5,593.44	15,685.00	10,091.56	64.34 %
Total 7250 Utilities	25,367.03	89,805.00	64,437.97	71.75 %
Total Expenses	\$228,664.06	\$927,188.00	\$698,523.94	75.34 %
Net Operating Income	\$ -137,099.08	\$25,750.00	\$162,849.08	632.42 %
Other Income				
8040 TVRPD Development Fee Revenues	19,233.00		-19,233.00	
Total Other Income	\$19,233.00	\$0.00	\$ -19,233.00	0.00%
Other Expenses				
8505 Quimby Expense	4,080.00	19,698.00	15,618.00	79.29 %

Total Other Expenses	\$4,080.00	\$19,698.00	\$15,618.00	79.29 %
Net Other Income	\$15,153.00	\$ -19,698.00	\$ -34,851.00	176.93 %
Net Income	\$ -121,946.08	\$6,052.00	\$127,998.08	2,114.97 %

Wednesday, Oct 09, 2013 02:16:11 AM PDT GMT-7 - Accrual Basis

	2.Administration	3.Maintenance	4.Capital Project Fund	AP	Adult Rec Swim	Mens Basketball	Womens Softball	Total AP	
Income									
4010 Property Taxes	43,619.76								
4020 Interest Income	490.35		501.12						
4030 Adult Program Revenues					-60.00	450.00	1,500.00	1,890.00	
4050 Facility Revenue									
4200 Contracted Classes Revenues									
4210 Events Revenues									
4211 Grant Income	1,229.00								
4300 Youth Program Revenues									
Total Income	\$45,339.11	\$0.00	\$501.12	\$0.00	\$ -60.00	\$450.00	\$1,500.00	\$1,890.00	\$0.00
Cost of Goods Sold									
5001 Adult Program Costs							20.48	20.48	
5004 Contracted Classes Costs									
5005 Events Costs	1,950.13								
5008 Youth Program Costs									
Total Cost of Goods Sold	\$1,950.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.48	\$20.48	\$0.00
Gross Profit	\$43,388.98	\$0.00	\$501.12	\$0.00	\$ -60.00	\$450.00	\$1,479.52	\$1,869.52	\$0.00
Expenses									
6000 Employee Costs									
6010 Salaries & Wages									
6012 Administrative Wages	32,605.33								
6013 Adult Program Wages						826.00	360.00	1,186.00	
6014 Maintenance Wages		11,921.56							
6015 Gym Supervisor									
6016 Recreation Supervisor	11,501.55								
6017 Recreation Coordinator	3,126.00								
6018 Contracted Class Wages									
6019 Youth Program Wages									
6021 Event Wages									
Total 6010 Salaries & Wages	47,232.89	11,921.56	0.00	0.00	0.00	826.00	360.00	1,186.00	\$0.00
6050 Benefits									
6051 Employee MedDentalVisLife	1,225.47	5,088.53							
6055 Employee Retirement CalPERS	2,406.81	2,457.40							
6058 Employer Taxes	3,644.29	935.30				102.87	44.83	147.70	
6060 Reimbursed Employee Expenses	46.10	201.82							
6090 Worker's Compensation Insurance	2,058.00	2,058.00							
Total 6050 Benefits	9,381.67	10,741.05	0.00	0.00	0.00	102.87	44.83	147.70	\$0.00
Total 6000 Employee Costs	56,614.56	22,662.61	0.00	0.00	0.00	928.87	404.83	1,333.70	\$0.00
7010 Advertising & Marketing	6,700.97								
7020 Bank Service Charges	1,170.18		52.87						
7030 Dues & Subscriptions	176.00								
7035 Equipment Rents & Leases	1,089.91								
7050 Insurance									
7051 Auto Insurance		733.50							
7052 HUB Insurance									
7053 Property Insurance	2,183.49								
7055 Liability Insurance	1,491.00								
Total 7050 Insurance	3,674.49	733.50	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
7056 Interest Expense	130.72								
7060 Licenses & Fees	275.00	40.00							
7070 Maintenance									
7072 Building Maintenance									
7074 Equipment Maintenance									
7075 Fuel		3,360.22							
7076 Janitorial Supplies									
7078 Materials & Supplies	17.20								
Total 7070 Maintenance	17.20	3,360.22	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
7090 Office Supplies	1,407.87	30.00							
7120 Professional Development	5,168.87								
7150 Professional Fees									
7151 Annual Audit	8,950.00								
7152 Accounting	4,275.00								
7155 Legal	6,716.08								
7156 Payroll Preparation Service	695.00								
Total 7150 Professional Fees	20,636.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
7170 Publications & Legal	74.70								
7180 Security									

7210 Telephone	573.84	203.10							
7230 Uniforms & Apparel	805.93	43.32							
7250 Utilities									
7252 Electric Service									
7254 Gas Service									
7256 Sanitation Services									
7258 Water Service									
Total 7250 Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	\$98,526.32	\$27,072.75	\$52.87	\$0.00	\$0.00	\$928.87	\$404.83	\$1,333.70	\$1,333.70
Net Operating Income	\$ -55,137.34	\$ -27,072.75	\$448.25	\$0.00	\$ -60.00	\$ -478.87	\$1,074.69	\$535.82	\$535.82
Other Income:									
8040 TVRPD Development Fee Revenues			19,233.00						
Total Other Income	\$0.00	\$0.00	\$19,233.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses									
8505 Quimby Expense									
Total Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Other Income	\$0.00	\$0.00	\$19,233.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Income	\$ -55,137.34	\$ -27,072.75	\$19,681.25	\$0.00	\$ -60.00	\$ -478.87	\$1,074.69	\$535.82	\$535.82



AGENDA ITEM 5

TVRPD Board Meeting
490 West D Street
Tehachapi, CA 93561

October 15, 2013

Maintenance Foreman Report

Facilities report

1. Central Park
 - Replace sprinkler valve
2. West Park/West Park Activity Center
 - Replace sprinkler valve
 - WPAC – Repair toilet valve
 - WPAC - Repair drinking fountain
3. Dye Natatorium
 - Install two new equipment room fluorescent lights
 - Repairs/contract update

Equipment

- Repairs to trimmer

Facility rentals

1. WPAC
 - Sept. 20th and 21st – Fiddlers contest
 - Sept. 25th – Business Showcase
 - Oct. 5th – TVHD Health Fair
2. Skate Park
 - Oct. 18th – Extreme Tour

Professional Development

- AFO class



AGENDA ITEM 6

TVRPD Board Meeting
490 West D Street
Tehachapi, CA 93561

October 15, 2013

Recreation Supervisor Report

- Recap
 - Tarmac 5K & Kids 1 mile runway run
- Upcoming programs
 - Youth Basketball
- Sponsorships
 - Youth Basketball
 - Pool
- Looking ahead
 - Summer is contracted and confirmed
 - Men's Spring Basketball
 - Men's Softball
 - Coed Softball
 - Women's Softball
 - Youth T-ball
- Researching feasibility of flag football, geo-caching, youth and/or adult volleyball
- WebTrac Update



AGENDA ITEM 7

TVRPD Board Meeting
490 West D Street
Tehachapi, CA 93561

October 15, 2013

District Manager Report

- Bulb Donation from Pam Pousson
- Master Plan Workshop
- Activation of Standing Committees
- Meadowbrook Capital Improvement update
- Formation/Mission of the Tehachapi Park Foundation

Send Result Report

MFP

FS-3640MFP

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Page: 010

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ServicEMASTER
Clean

SERVICEMASTER AT BAKERSFIELD

FAX TRANSMITTAL SHEET

TO:	FROM:
Mike Walsh	Josh Ayers
COMPANY:	DATE:
Tehachapi Valley Recreation & Parks Dis	9/17/13
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
661-823-8529	10
PHONE NUMBER:	SENDER'S FAX NUMBER:
	661-322-7677
RE:	SENDER'S TELEPHONE NUMBER:
	661-322-7677

No.	Date and Time	Destination	Times	Type	Result	Resolution/ECM
001	09/17/13 15:51	16618238529	0°02'34"	FAX	OK	200x100 Normal/Dn

LM 9-23
10:34 AM
For Follow up



SERVICEMASTER AT BAKERSFIELD

FAX TRANSMITTAL SHEET

TO:	FROM:
Mike Walsh	Josh Ayers
COMPANY:	DATE:
Tehachapi Valley Recreation & Parks Dis	9/17/13
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
661-823-8529	10
PHONE NUMBER:	SENDER'S FAX NUMBER:
	661-322-7677
RE:	SENDER'S TELEPHONE NUMBER:
Estimate	661-324-4063

☐ URGENT ☒ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

SERVICEMASTER AT BAKERSFIELD

BENEVENTO-MUELLER INC.
217 Daniels Lane
Bakersfield, CA 93307
661-324-4063
Fed I.D. # 26-3215860

Insured: Tehachapi Valley Rec and Parks
Property: 400 S Snyder Ave
Tehachapi, CA 93561

Home: (661) 345-9699
E-mail: m.walsh@tvrpd.org

Estimator: Josh Ayers
Business: 217 Daniels Lane
Bakersfield, CA 93307

Business: (661) 703-0680

Contractor:
Company: BENEVENTO-MUELLER INC.

Claim Number: **Policy Number:** **Type of Loss:** Water Damage

Date of Loss: Date Received: 9/12/2013 10:00 AM
Date Inspected: 9/12/2013 3:30 PM Date Entered: 9/16/2013 10:30 AM

Price List: CABA7X_SEP13
Restoration/Service/Remodel
Estimate: TEHACHAPI_POOL

To whom it may concern:

This prospectus represents visible damage only and is subject to supplemental increases if additional damage from loss is found. All supplemental increases will be executed by signed change order only and ServiceMASTER at Bakersfield will contact customer of any additional damage found.

ServiceMASTER at Bakersfield will notify customer immediately on any repairs and/or construction needed that is not included within the scope of contracted work. Any work performed out side of original scope will be the responsibility of the customer and will be contracted separately from original claim.

ServiceMASTER at Bakersfield will perform all work in a timely manner and will inform customer of progress during each stage of construction. Customer should contact ServiceMASTER at Bakersfield immediately at (661) 324-4063 if any questions need to be addressed.

Specific Exclusions:

Any work beyond the scope of work listed on the following pages will only be completed after a fully executed change order is approved by the project owner.

All building permit fees will be paid directly by the project owner to the City of Tehachapi.

All work within is to include prevailing wage rates as determined by the California Department of Industrial Relations.

SERVICEMASTER AT BAKERSFIELD

BENEVENTO-MUELLER INC.
217 Daniels Lane
Bakersfield, CA 93307
661-324-4063
Fed I.D. # 26-3215860

TEHACHAPI_POOL

Main Level

Main Level

DESCRIPTION	QNTY
1. Single axle dump truck - per load - including dump fees	2.00 EA
2. Final cleaning - construction - Commercial	1,188.24 SF
3. Electrician - per hour	16.00 HR
Re-work existing electrical before new drywall is installed. Includes one electrician two days to re-route existing and remove un-necessary electrical in ceiling areas at lower level as well as ensuring wire in attic area for new fluorescent lights is properly working.	
4. Recessed light fixture - Premium grade	25.00 EA
Includes furnishing and installation of new LED recessed light fixtures throughout Office, dressing rooms, restrooms, entry and hallways. Material allowance of \$95 per fixture, includes a total of 25 fixtures.	
5. Batt insulation - 6" - R19 - paper faced	1,157.65 SF
R-19 insulation throughout ceiling areas at lower level only.	
6. Containment Barrier/Airlock/Decon. Chamber	360.00 SF
Includes plastic dust containment to keep debris from contaminating pool, to be hung up over open wall areas on shared wall with pool area.	

Mens Dressing Room

Height: 8'

DESCRIPTION	QNTY
7. 5/8" mold/mildew resistant - hung, taped ready for texture	184.08 SF
8. Texture drywall - heavy hand texture	184.08 SF
9. Paint the walls and ceiling - two coats	773.54 SF
10. Floor protection - self-adhesive plastic film	184.33 SF
11. Pedestal sink	1.00 EA
Includes a \$250 allowance for sink. Does not include any plumbing re-routing or changes to fit drain and supply lines behind sink.	
12. Paint door or window opening - 2 coats (per side)	2.00 EA
13. Paint door slab only - 2 coats (per side)	2.00 EA
14. Casing - 2 1/4"	18.00 LF

Office

Height: 8'

DESCRIPTION	QNTY
15. Batt insulation - 6" - R19 - unfaced batt	100.00 SF
16. 5/8" mold/mildew resistant - hung, taped ready for texture	532.75 SF
17. Texture drywall - heavy hand texture	532.75 SF
18. Paint the walls and ceiling - two coats	532.75 SF
19. Floor protection - self-adhesive plastic film	176.75 SF
20. Thermostat - Detach & reset	1.00 EA

SERVICEMASTER AT BAKERSFIELD

BENEVENTO-MUELLER INC.
217 Daniels Lane
Bakersfield, CA 93307
661-324-4063
Fed I.D. # 26-3215860

CONTINUED - Office

DESCRIPTION	QNTY
21. Paint door or window opening - 2 coats (per side)	2.00 EA
22. Paint door slab only - 2 coats (per side)	2.00 EA

Office Restroom

Height: 8'

DESCRIPTION	QNTY
23. Toilet - Detach & reset	1.00 EA
24. 5/8" mold/mildew resistant - hung, taped ready for texture	152.50 SF
25. Texture drywall - heavy hand texture	152.50 SF
26. Paint the walls and ceiling - two coats	152.50 SF
27. Floor protection - self-adhesive plastic film	16.50 SF
28. Paint door or window opening - 2 coats (per side)	1.00 EA
29. Paint door slab only - 2 coats (per side)	1.00 EA
30a. Remove Hot air hand dryer - High grade	1.00 EA
30b. Hot air hand dryer - High grade	1.00 EA

South Hall

Height: 8'

DESCRIPTION	QNTY
31. 5/8" mold/mildew resistant - hung, taped ready for texture	443.22 SF
32. Texture drywall - heavy hand texture	443.22 SF
33. Paint the walls and ceiling - two coats	443.22 SF
34. Floor protection - self-adhesive plastic film	85.00 SF
35a. Remove Shower faucet	1.00 EA
35b. Shower faucet	1.00 EA
Add hand held shower faucet to one shower head in hallway for ADA compliance. Includes a \$75 allowance for fixture.	
36. Carpenter - General Framer - per hour	2.00 HR
Widen existing doorway framing to 37" finished opening.	
37a. Remove Door opening (jamb & casing) - 32"to36"wide - paint grade	1.00 EA
37b. Door opening (jamb & casing) - 32"to36"wide - paint grade	1.00 EA
New cased opening at widened doorway.	
38. Ceramic tile base	44.33 LF
39. Ceramic tile - bullnose - 3/4" x 6"	44.33 LF
40. Paint door or window opening - 2 coats (per side)	1.00 EA

Entry

Height: 8'

TEHACHAPI_POOL

9/16/2013

Page: 3

SERVICEMASTER AT BAKERSFIELD

BENEVENTO-MUELLER INC.
217 Daniels Lane
Bakersfield, CA 93307
661-324-4063
Fed I.D. # 26-3215860

DESCRIPTION	QNTY
41. 5/8" mold/mildew resistant - hung, taped ready for texture	234.50 SF
42. Paint the walls and ceiling - two coats	645.83 SF
43. Floor protection - self-adhesive plastic film	234.50 SF
44. General Demolition - per hour	32.00 HR
Includes two demolition technicians two days to remove handrails and remove all handrail curbing throughout entry way. Approx a total of 14 lf of curb and handrail.	
45. Concrete patch / small repair	4.00 EA
Concrete patches to be completed where stem walls are to be removed (4 locations).	
46. Texture drywall - heavy hand texture	234.50 SF
47. Door closer - Heavy duty - Commercial grade	2.00 EA
48. Paint door or window opening - 2 coats (per side)	3.00 EA
49. Paint door slab only - 2 coats (per side)	2.00 EA
Paint inside of double entry doors.	

North Hall

Height: 8'

DESCRIPTION	QNTY
50. 5/8" mold/mildew resistant - hung, taped ready for texture	443.22 SF
51. Texture drywall - heavy hand texture	443.22 SF
52. Paint the walls and ceiling - two coats	443.22 SF
53. Floor protection - self-adhesive plastic film	85.00 SF
54a. Remove Shower faucet	1.00 EA
54b. Shower faucet	1.00 EA
Add hand held shower faucet to one shower head in hallway for ADA compliance. Includes a \$75 allowance for fixture.	
55. Carpenter - General Framer - per hour	2.00 HR
Widen existing doorway framing to 37" finished opening.	
56a. Remove Door opening (jamb & casing) - 32"to36"wide - paint grade	1.00 EA
56b. Door opening (jamb & casing) - 32"to36"wide - paint grade	1.00 EA
New cased opening at widened doorway.	
57. Ceramic tile base	44.33 LF
58. Ceramic tile - bullnose - 3/4" x 6"	44.33 LF
59. Paint door or window opening - 2 coats (per side)	1.00 EA

Stairs

Height: 17'

DESCRIPTION	QNTY
60. Stairway - 3' wide (8' rise plus joist)	1.00 EA
61. 5/8" mold/mildew resistant - hung, taped ready for texture	221.17 SF
62. Seal & paint stair tread - per side - per LF	30.00 LF
63. Paint the walls - two coats	221.17 SF
64. Floor protection - self-adhesive plastic film	55.02 SF
65. Paint handrail - wall mounted	25.00 LF

SERVICEMASTER AT BAKERSFIELD

BENEVENTO-MUELLER INC.
217 Daniels Lane
Bakersfield, CA 93307
661-324-4063
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CONTINUED - Stairs

DESCRIPTION	QNTY
66. Texture drywall - heavy hand texture	221.17 SF

Room1	Height: 8'
DESCRIPTION	QNTY
67. 5/8" mold/mildew resistant - hung, taped ready for texture	65.33 SF
68. Texture drywall - heavy hand texture	65.33 SF
69. Paint the walls - two coats	65.33 SF
70. Paint door slab only - 2 coats (per side)	2.00 EA
71. Paint door or window opening - 2 coats (per side)	2.00 EA
72. Floor protection - self-adhesive plastic film	7.92 SF

Womens Dressing Room	Height: 8'
DESCRIPTION	QNTY
73. 5/8" mold/mildew resistant - hung, taped ready for texture	211.27 SF
74. Texture drywall - heavy hand texture	211.27 SF
75. Paint the walls and ceiling - two coats	790.48 SF
76. Floor protection - self-adhesive plastic film	211.40 SF
77. Painter - per hour	8.00 HR
Additional time necessary to paint stall dividers.	
78. General Demolition - per hour	4.00 HR
Labor to convert two end changing stalls to one for ADA access. Includes the removal of one partition as well as cutting off the existing bench seating.	
79. Paint door slab only - 2 coats (per side)	2.00 EA
80. Paint door or window opening - 2 coats (per side)	2.00 EA

Non Accessable Restroom	Height: 8'
DESCRIPTION	QNTY
81. 5/8" mold/mildew resistant - hung, taped ready for texture	64.60 SF
82. Texture drywall - heavy hand texture	64.60 SF
83. Remove Urinal - wall hung	1.00 EA
84. Ceramic/porcelain tile	6.00 SF
Repair/new tile at existing wall mounted urinal to be removed.	
85. Door lockset - exterior - High grade	1.00 EA

SERVICEMASTER AT BAKERSFIELD

BENEVENTO-MUELLER INC.
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CONTINUED - Non Accessable Restroom

DESCRIPTION	QNTY
Includes lever handset to meet ada guidelines.	
86. On site door prep. for full mortised lockset - Labor only	1.00 EA
Includes onsite door prep of existing door to convert to handle leverset from push door only. It is anticipated that the existing door can be bored and drilled to accept new lockset.	
87. Paint door slab only - 2 coats (per side)	2.00 EA
88. Paint door or window opening - 2 coats (per side)	2.00 EA
89a. Remove Door closer - Commercial grade	1.00 EA
89b. Door closer - Commercial grade	1.00 EA
90a. Remove Hot air hand dryer - High grade	1.00 EA
90b. Hot air hand dryer - High grade	1.00 EA
91. Paint the walls and ceiling - two coats	359.26 SF
92. Floor protection - self-adhesive plastic film	64.60 SF

Accessible Restroom

Height: 8'

DESCRIPTION	QNTY
93. 5/8" mold/mildew resistant - hung, taped ready for texture	67.22 SF
94. Texture drywall - heavy hand texture	67.22 SF
95. Door lockset - exterior - High grade	1.00 EA
Includes lever handset to meet ada guidelines.	
96. On site door prep. for full mortised lockset - Labor only	1.00 EA
Includes onsite door prep of existing door to convert to handle leverset from push door only. It is anticipated that the existing door can be bored and drilled to accept new lockset.	
97. Plumber - per hour	6.00 HR
Includes labor for a plumbing technician to uncover, cap, and correctly seal abandoned toilet flange.	
98. Concrete patch / small repair	1.00 EA
Includes flooring patch after proper abandonment of toilet flange.	
99a. Remove Water closet (Commercial grade) - handicap accessible	1.00 EA
99b. Water closet (Commercial grade) - handicap accessible	1.00 EA
100a. Remove Sink faucet - Bathroom	1.00 EA
100b. Sink faucet - Bathroom	1.00 EA
101a. Remove Sink - wall mounted	1.00 EA
101b. Sink - wall mounted	1.00 EA
102. Mirror - 1/4" plate glass	6.00 SF
103a. Remove Door closer - Commercial grade	1.00 EA
103b. Door closer - Commercial grade	1.00 EA
104. Hot air hand dryer - High grade	1.00 EA
105. Soap dispenser - wall mounted	1.00 EA
106. Paint door slab only - 2 coats (per side)	2.00 EA
107. Paint door or window opening - 2 coats (per side)	2.00 EA

SERVICEMASTER AT BAKERSFIELD

BENEVENTO-MUELLER INC.
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CONTINUED - Accessable Restroom

DESCRIPTION	QNTY
108. Paint the walls and ceiling - two coats	331.22 SF
109. Floor protection - self-adhesive plastic film	67.22 SF

Attic Storage

ATTIC	Height: 8'
DESCRIPTION	QNTY
110a. Remove Fluorescent light fixture	2.00 EA
110b. Fluorescent light fixture	2.00 EA

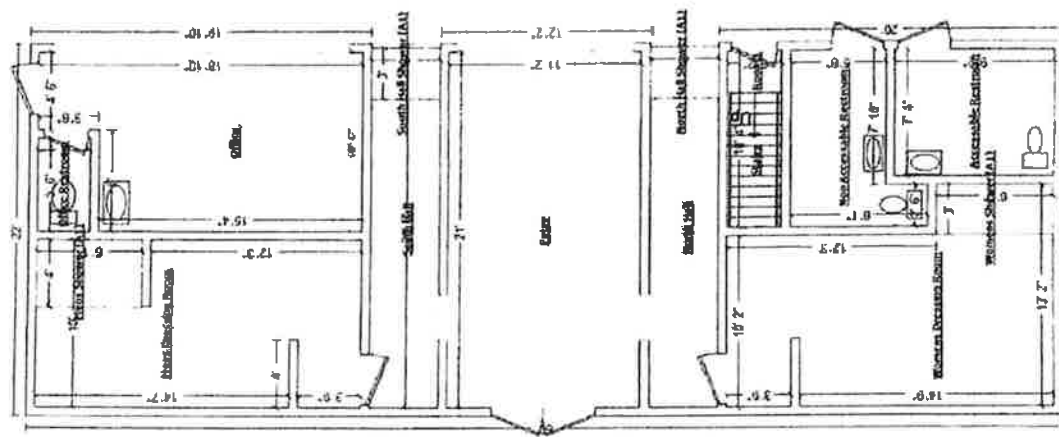
Grand Total

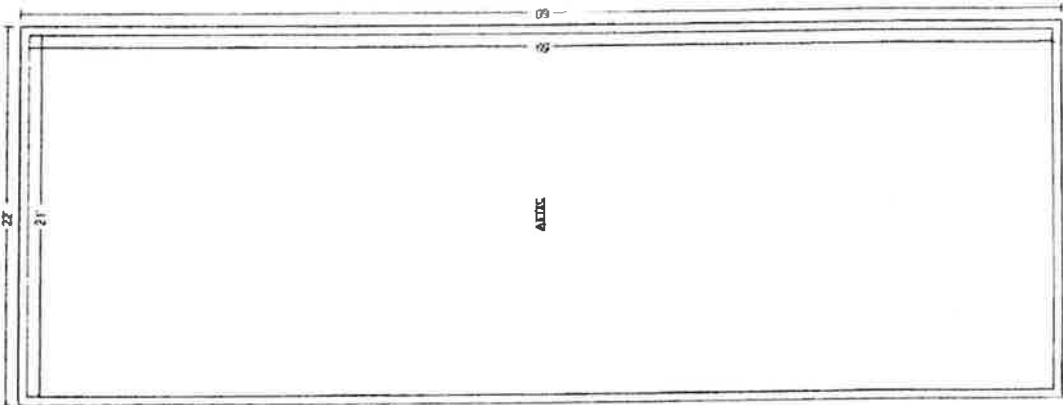
50,906.59

Josh Ayers

Grand Total Areas:

4,914.03 SF Walls	2,397.47 SF Ceiling	7,311.50 SF Walls and Ceiling
2,428.06 SF Floor	269.78 SY Flooring	606.38 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	640.14 LF Ceil. Perimeter
2,428.06 Floor Area	2,638.85 Total Area	4,742.86 Interior Wall Area
2,707.36 Exterior Wall Area	328.05 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	







Lic # 809030

4241 E Brundage Lane, Bakersfield, CA 93307

(661) 588-0552, 661-588-0264 (fax)

PROPOSAL

To: Mike Walsh
Tehachapi Valley Recreation and Park District

date: 09/27/13

Fax to: 661-823-8529

Project: Repairs to Dye Natatorium Pool Building

Scope of Work This proposal is to make repairs to the Dye Pool Building are as specified in the scope of work dated 9/9/13 as well as plans Sheets 1 & 2 dated 9/10/13

Proposal good for 60 days

PROPOSAL AMOUNT:	\$	45,700.00	Non Prevailing Wage
	\$	59,900.00	Prevailing Wage

Respectfully Submitted by:

Darrell Ward, Project Manager
Superior Construction, Inc.



Alert Disaster Restoration

FIRE | WATER | MOLD
PO Box 20729
Bakersfield, CA 93390

IICRC Specialists, CA Contractor #950983

Insured: Tehachapi Valley Recreation and Parks District
Property: Dye Natatorium 490 West D Street
Bakersfield, CA 93561
Adjuster: Capri Insurance - Bob Miller 916-722-5550
Business: Matt Young (M.Young@tvrpd.org); Mike Walsh (M.
Walsh)

Business: (661) 822-3228 x 12
E-mail:

Claim Rep.: Debra Watkins
Company: Alert Disaster Restoration

Business: (661) 396-7908
Fax: (661) 396-1728
E-mail: dwatkins@alertdisaster.com

Estimator: Steve Flores

Cellular: (661) 889-0202
E-mail: sflores@alertdisaster.com

Contractor:
Company: Alert Disaster Restoration

Claim Number: UNKNOWN

Policy Number: UNKNOWN

Type of Loss: Water Damage

Date Contacted: 8/12/2013
Date of Loss: 8/1/2013
Date Inspected: 8/13/2013
Date Est. Completed: 9/27/2013 8:47 AM

Date Received: 8/13/2013
Date Entered: 8/13/2013 4:52 AM

Price List: CABA7X_AUG13
Restoration/Service/Remodel
Estimate: PARKSANDREC-RST1

Prevailing Wage Rates determinations applied per the California Department of Industrial Relations found at <http://www.dir.ca.gov/OPRL/pwd/> for California and Kern County. Crafts/trades include Carpenter, Insulation Installer, Electrician, Plumber, Painter, Tile layer, General Laborer, Demolition Laborer, Plasterer.

NOTE:

This estimate is written as an insurance scope of work. Note that some line items have been added per instruction/non-approved building plans from Tehachapi Valley Recreation and Parks District.



Alert Disaster Restoration

FIRE | WATER | MOLD
PO Box 20729
Bakersfield, CA 93390

IICRC Specialists, CA Contractor #950983

Recap by Category

O&P Items	Total	%
CABINETRY	2,086.92	2.05%
GENERAL DEMOLITION	2,347.07	2.30%
DOORS	55.02	0.05%
ELECTRICAL	12,631.02	12.39%
FLOOR COVERING - CERAMIC TILE	1,130.41	1.11%
PERMITS AND FEES	595.00	0.58%
FINISH CARPENTRY / TRIMWORK	404.41	0.40%
FINISH HARDWARE	962.39	0.94%
HEAT, VENT & AIR CONDITIONING	93.28	0.09%
INSULATION	1,524.01	1.50%
LABOR ONLY	5,490.12	5.39%
LIGHT FIXTURES	26.36	0.03%
MARBLE - CULTURED OR NATURAL	121.80	0.12%
INTERIOR LATH & PLASTER	22,386.63	21.96%
PLUMBING	14,926.69	14.64%
PAINTING	9,062.97	8.89%
STAIRS	698.53	0.69%
TOILET & BATH ACCESSORIES	1,745.09	1.71%
TILE	5,668.56	5.56%
WATER EXTRACTION & REMEDIATION	1,343.40	1.32%
O&P Items Subtotal	83,299.68	81.72%
Material Sales Tax	1,639.80	1.61%
Overhead	8,494.08	8.33%
Profit	8,494.08	8.33%
Total	101,927.64	100.00%

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

IN THE MATTER OF

**AWARD OF BID TO SERVICEMASTER FOR THE RECONSTRUCTION OF
THE INTERIOR OF THE DYE NATATORIUM FACILITY IN AN AMOUNT
NOT TO EXCEED \$50,906.59.**

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Parks District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director _____ and seconded by Director _____ was duly passed and adopted by said Board of Directors at an official meeting thereof this 15th day of October 2013 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Carrie Champlin, Clerk of the Board of Directors
of the Tehachapi Valley Recreation and Parks District

RESOLUTION NO. 38-13

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

WHEREAS, it has been determined that the interior of the Dye Natatorium is in need of reconstruction as a result of the mold abatement work that was needed due to water damage from the roof leaking; and

WHEREAS, bids were received from companies that can perform the required reconstruction needed for the interior of the Dye Natatorium.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors accepts the bid from Service Master for the reconstruction of the interior of the Dye Natatorium in an amount not to exceed \$50,906.59;

AND BE IT FINALLY RESOLVED THAT staff be authorized to pay for the indicated job upon the satisfactory completion of said job by ServiceMaster who was awarded the bid.

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

IN THE MATTER OF

**AUTHORIZING DISTRICT MANAGER TO SUBMIT A PROPOSAL TO THE
EASTERN KERN AIR POLLUTION CONTROL DISTRICT FOR A GRANT UNDER
THE 2014 DMV VEHICLE EMISSION REDUCTION PROGRAM**

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Parks District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director _____ and seconded by Director _____ was duly passed and adopted by said Board of Directors at an official meeting thereof this 15th day of October 2013 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Carrie Champlin, Clerk of the Board of Directors
of the Tehachapi Valley Recreation and Parks District

RESOLUTION NO. 39-13

WHEREAS, the Eastern Air Pollution Control District (EKAPCD) administers the Motor Vehicle Emission Reduction Program; and

WHEREAS, the Tehachapi Valley Recreation and Parks District (TVRPD) is an eligible agency under this program; and

WHEREAS, the Tehachapi Valley Recreation and Parks District has an older model vehicle with high mileage that may be replaced with matching funds from this program; and

WHEREAS, the Tehachapi Valley Recreation and Parks District wishes to submit a proposal for these funds under the Eastern Kern Air Pollution Control District Program; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Tehachapi Valley Recreation and Parks District authorizes the District Manager to submit a proposal to the Eastern Kern Air Pollution Control District for a grant under the 2014 DMV Vehicle Emission Reduction Program.

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

IN THE MATTER OF

**APPROVING AN AMOUNT NOT TO EXCEED \$3000.00 FOR LEGAL WORK BY
DISTRICT COUNSEL AND RELATED COSTS AND FEES FOR THE FORMATION
OF THE TEHACHAPI PARKS FOUNDATION**

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Parks District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director _____ and seconded by Director _____ was duly passed and adopted by said Board of Directors at an official meeting thereof this 15th day of October 2013 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

RESOLUTION NO. 40-13

WHEREAS, the Tehachapi Valley Recreation and Parks District (TVRPD) is a recreation and park district duly organized and existing under Chapter 4 of Division 5 of the Public Resources Code of the State of California (Section 5780 et seq.); and

WHEREAS, the Board of Directors of the Tehachapi Valley Recreation and Parks District are of the belief that the formation of the Tehachapi Parks Foundation, for the exclusive benefit of the Tehachapi Valley Recreation and Parks District, would support and further the core mission of the District; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of Tehachapi Valley Recreation and Parks District hereby authorize an amount not to exceed \$3000.00 for

legal work by district counsel and related costs and fees for the formation of the Tehachapi Parks Foundation; and

BE IT FURTHER RESOLVED that the Board of Directors of the Tehachapi Valley Recreation and Parks District hereby orders that funds hereinabove authorized are to be used for legal work by district counsel and related costs and fees for the formation of the Tehachapi Parks Foundation.

TVRPD

Employee Compensation

Administration	Payroll	
District Manager	78,840	
Administrative Secretary	35,840	
Office Assistant - Part Time	11,200	
		Net Total
		125,880

Recreation	Payroll	
Recreation Supervisor	50,840	
Recreation Coordinator (960)	12,000	
Gym Supervisor (960)	10,000	
Referees and Officials (960)	26,180	
Lifeguards (960)	20,000	
		Net Total
		119,020

Maintenance	Payroll	
Maintenance Forman	50,840	
Groundsman II	28,000	
Groundskeeper	20,800	
Groundskeeper	20,800	
Janitorial	20,800	
		Net Total
		141,240

Employee Benefits		
FICA 1 & 2		35,000
Employee Ret (PERS)		27,000
Employee Ret In Arrears		30,000
Employee Group Medical, Dental & Vision		37,800
Unemployment Comp Ins		10,000
Workers Comp Ins Fund		16,500
		Net Total
		156,300

Grand Net Total
542,440

Professional Services	Contract Payroll	
Legal	22,000	
Bookkeeper	12,500	
Audit	13,000	
Payroll Expense	4,200	
		Net Total
Total	51,700	51,700