Tehachapi Valley
Recreation & Park District

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

REGULAR BOARD MEETING
TUESDAY, MAY 17, 2022, 5:30 P.M.

BOARD OF DIRECTORS

IAN STEELE, CHAIRPERSON
KALEB JUDY, VICE-CHAIRPERSON
DWIGHT DREYER, DIRECTOR
SANDY CHAVEZ, DIRECTOR
MARYANN PACIULLO, DIRECTOR

A G E N D A

1. **FLAG SALUTE**

2. **ROLL CALL**

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

4. **CONSENT CALENDAR**
   All items listed on the Consent Calendar shall be considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board request specific items to be removed from the Consent Calendar for separate action.
   A. Clerk Declaration of Posting of Agenda 72 Hours in Advance of Meeting (Page 3).
   B. Approval of Minutes from the Regular Board Meeting held January 18, 2022 (Pages 4-5).
   C. Approval of the Preliminary Financial Reports for February 2022 and March 2022, (Pages 6-25).
   D. Approval of Tehachapi Valley Recreation and Park District's Job Descriptions and Salary Schedule, (Pages 26-34).

5. RECREATION MANAGER REPORT

6. PARK & FACILITIES MAINTENANCE SUPERVISOR REPORT

7. DISTRICT MANAGER REPORT

8. AGENDA ITEMS

A. Discussion/Approval to move Tehachapi Valley Recreation and Park District's Regular June Board Meeting to Tuesday June 28th, (Page 35).
B. Award of Bid for the Demolition of the Basketball Court/Floor in the Aspen Builders Inc. Activity Center and the Installation of a New Basketball Court/Floor from Pacific Floor Company in an Amount not to Exceed $142,192.00, and a Five Percent Change Order not to Exceed $7,110.00., Discussion/Approval, Resolution #5-22 (Pages 36-95).

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 June 21, 2022.

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 May 17, 2022, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, May 13, 2022, at 5:30 P.M. approximately:

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

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Park District Board of Directors on the 13th day of May 2022.

Dated this 13th day of May 2022.

Carrie Champlin

Carrie Champlin
Clerk of the Board of Directors

REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT

TUESDAY, JANUARY 18, 2022, 5:30 P.M.

CALL TO ORDER: Board Meeting Convened By Vice-Chairperson Judy at 5:30 P.M.

BOARD MEMBERS

Ian Steele, Chairperson
Kaleb Judy, Vice-Chairperson
Sandy Chavez, Director
Dwight Dreyer, Director
Maryann, Paciullo, Director

1. **FLAG SALUTE:** Bill Fisher led the flag salute.

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

3. **PUBLIC COMMENTS:** None.

4. **CONSENT CALENDAR**

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

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

   BOARD APPROVED SECRETARY DECLARATION.

   Dreyer - Paciullo: Ayes: Steele; Chavez; Dreyer; Paciullo
   Noes: None. Motion carried.
   Absent: Judy.

   B. **Approval of the Preliminary Financial Reports for September 2021.**

   BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR SEPTEMBER 2021.

   Dreyer - Paciullo: Ayes: Steele; Chavez; Dreyer; Paciullo
   Noes: None. Motion carried.
   Absent: Judy.

   C. **Approval of Tehachapi Valley Recreation and Park District's Board of Directors 2022 Meeting Schedule.**

   BOARD APPROVES TEHACHAPI VALLY RECREATION AND PARK DISTRICT'S BOARD OF DIRECTORS 2022 MEETING SCHEDULE.

   Dreyer - Paciullo: Ayes: Steele; Chavez; Dreyer; Paciullo
   Noes: None. Motion carried.
   Absent: Judy.

5. **RECREATION MANGER REPORT**
   Recreation Manager Ashley Krempien gave the report.
   Report on file

6. **OPERATIONS MANAGER REPORT**
   Operations Manager Bill Fisher gave the report.
   Report on file

7. **DISTRICT MANAGER REPORT**
District Manager Torres gave the report.
Report on file

8. **AGENDA ITEMS**

A. **Tehachapi Valley Recreation and Park District's 2021-2022 Midyear Budget Adjustments, Discussion/Approval, Resolution #1-22.**
District Manager Corey Torres presented the midyear budget adjustments.
BOARD APPROVES TEHACHAPI VALLEY RECREATION AND PARK DISTRICT'S 2021-2022 MIDYEAR BUDGET ADJUSTMENTS, RESOLUTION #1-22.

Dreyer - Paciullo: Ayes: Steele; Chavez; Dreyer; Paciullo
Noes: None. Motion carried.
Absent: Judy.

B. **Appointment of the Capital Improvement Committee.**
BOARD APPOINTED CHAIRPERSON STEELE AND DIRECTOR CHAVEZ TO THE CAPITAL IMPROVEMENT COMMITTEE.

Dreyer - Paciullo: Ayes: Steele; Chavez; Dreyer; Paciullo
Noes: None. Motion carried.
Absent: Judy.

C. **Approval of the District Manager's Spending Limit not to Exceed $25,000.00.**
BOARD APPROVES THE DISTRICT MANAGER'S SPENDING LIMIT NOT TO EXCEED $25,000.00.

Dreyer - Paciullo: Ayes: Steele; Chavez; Dreyer; Paciullo
Noes: None. Motion carried.
Absent: Judy.

D. **Annual Audit Presentation from Nigro & Nigro.**
Paul Kaymark gave the presentation.

9. **BOARD OF DIRECTORS TIME:** The board thanked TVRPD staff and District Manager Torres for all their hard work with the Sports Park refurbishment.

10. **ADJOURNMENT**
Having no further business the meeting was adjourned at 6:30 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on February 15, 2022.

Dreyer - Chavez: Ayes: Steele; Chavez; Dreyer; Paciullo
Noes: None. Motion carried.
Absent: Judy.

Respectfully Submitted,

Carrie Champlin

Clerk of the Board

Tehachapi Valley Recreation and Park District

Balance Sheet

As of February 28, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	974,877.46
1004 Check BOTS 4470	102,655.74
1005 County Treasury Capital Projects Fund	385,665.26
1006 County FMV	9,306.00
1007 Square Inc	468.53
1051 Change Fund	1,100.00
1100 Petty Cash Fund	400.00
Total Bank Accounts	**$1,474,472.99**
Accounts Receivable	
1200 Accounts Receivable	14,968.52
Total Accounts Receivable	**$14,968.52**
Other Current Assets	
1092 Credit Card Receivables	-5.00
1093 Heartland Merchant Services Receivable	21,469.42
1210 Inventory Asset	4,122.63
Total Other Current Assets	**$25,587.05**
Total Current Assets	**$1,515,028.56**
Fixed Assets	
1150 Land	166,734.76
1161 Building	540,391.52
1162 Improvements	3,083,794.76
1162.1 Improvement Work in Progress	34,476.50
1163 Equipment	1,540,390.88
1166 Furniture & Fixtures	30,946.00
1167 Machinery	61,018.87
1170 Accumulated Depreciation	-3,310,606.00
1180 Fleet Vehicles and Equipment	162,109.22
Total Fixed Assets	**$2,309,256.51**
Other Assets	
1901 DOR-Pension Contributions	57,581.00
1903 DOR-Pension Related	65,678.00
Total Other Assets	**$123,259.00**
TOTAL ASSETS	**$3,947,544.07**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable-General Fund	15,971.11
Total Accounts Payable	**$15,971.11**

Tehachapi Valley Recreation and Park District

Balance Sheet

As of February 28, 2022

	TOTAL
Credit Cards	
2010 Cardmember Services Payable	13,116.07
Total Credit Cards	**$13,116.07**
Other Current Liabilities	
2021 Accrued Salaries & Wages	33,160.93
2022 Accrued Employer PR Taxes	3,345.79
2024 Accrued Vacation, Sick, & Comp Time	76,338.04
2207 Sales Tax Payable-Header	73.48
2208 Kern County Loan Payable	225,000.00
2210 Payroll Liabilities	-5,978.21
Total Other Current Liabilities	**$331,940.03**
Total Current Liabilities	**$361,027.21**
Long-Term Liabilities	
2310 Loan Payable 2016	422,473.00
2900 Net Pension Liability	290,330.00
2902 DIR-Pension Related	39,105.00
Total Long-Term Liabilities	**$751,908.00**
Total Liabilities	**$1,112,935.21**
Equity	
3010 Net Investment In Capital Assets	1,311,900.00
3020 Restricted Funds	479,855.78
3110 Retained Earnings	446,603.43
Net Income	596,249.65
Total Equity	**$2,834,608.86**
TOTAL LIABILITIES AND EQUITY	**$3,947,544.07**

Tehachapi Valley Recreation and Park District

Profit and Loss

February 2022

	TOTAL		
	FEB 2022	JUL 2021 - FEB 2022 (YTD)	% OF INCOME
Income			
4010 Property Taxes	39,541.21	689,390.20	50.07 %
4020 Interest Income	-1.46	4,926.91	-0.00 %
4020.1 Interest Income Cap Proj Fund		1,805.10	
4030 Adult Program Revenues	344.00	13,691.25	0.44 %
4050 Facility Revenue	15,241.60	142,463.93	19.30 %
4210 Events Revenues		32,695.00	
4213 Operational Grants	4,025.00	32,025.00	5.10 %
4215 Capital Grants		311,930.00	
4216 Scholarship Donations	30.00	150.00	0.04 %
4300 Youth Program Revenues	24,139.63	159,325.61	30.57 %
4610 Billable Expense Income		4,255.77	
4650 Discounts given	-4,706.50	-29,403.74	-5.96 %
4690 Other Income		203,329.00	
4704 Sales	350.75	4,774.21	0.44 %
Total Income	**$78,964.23**	**$1,571,358.24**	**100.00 %**
Cost of Goods Sold			
5001 Adult Program Costs		1,545.87	
5004 Contracted Classes Costs	50.00	550.00	0.06 %
5005 Events Costs		39,186.66	
5008 Youth Program Costs	30.17	19,704.41	0.04 %
5110 Scholarship Fund Expense		222.26	
5704 Purchases for Resale		4,200.00	
Total Cost of Goods Sold	**$80.17**	**$65,409.20**	**0.10 %**
GROSS PROFIT	**$78,884.06**	**$1,505,949.04**	**99.90 %**
Expenses			
6000 Employee Costs	73,576.28	688,503.22	93.18 %
7010 Advertising & Marketing	2,045.20	16,464.45	2.59 %
7020 Bank Service Charges	1,363.81	12,991.30	1.73 %
7025 Cash Short/Over	0.75	18.62	0.00 %
7026 Charitable Contribution		990.00	
7030 Dues & Subscriptions	532.99	8,654.88	0.67 %
7035 Equipment Rents & Leases	220.93	3,887.83	0.28 %
7050 Insurance		53,729.32	
7056 Interest Expense	29,057.30	30,231.38	36.80 %
7060 Licenses & Fees	248.00	10,023.51	0.31 %
7070 Maintenance	23,769.76	113,953.98	30.10 %
7084 Meals & Entertainment	237.29	5,144.51	0.30 %
7090 Office Supplies	746.59	14,538.08	0.95 %
7120 Professional Development	1,199.41	5,230.43	1.52 %
7150 Professional Fees	7,264.69	56,187.60	9.20 %
7180 Security	214.95	2,169.60	0.27 %

Tehachapi Valley Recreation and Park District

Profit and Loss

February 2022

	TOTAL		
	FEB 2022	JUL 2021 - FEB 2022 (YTD)	% OF INCOME
7210 Telephone and Internet	967.77	8,495.37	1.23 %
7230 Uniforms & Apparel	119.48	3,465.62	0.15 %
7250 Utilities	6,849.58	63,037.82	8.67 %
Total Expenses	**$148,414.78**	**$1,097,717.52**	**187.95 %**
NET OPERATING INCOME	**$ -69,530.72**	**$408,231.52**	**-88.05 %**
Other Income			
8020 Insurance Settlement Proceeds		121,801.54	
8040 TVRPD Development Fee Revenues	14,959.00	66,247.00	18.94 %
Total Other Income	**$14,959.00**	**$188,048.54**	**18.94 %**
Other Expenses			
8610 Reimbursed Expenses		30.41	
Total Other Expenses	**$0.00**	**$30.41**	**0.00%**
NET OTHER INCOME	**$14,959.00**	**$188,018.13**	**18.94 %**
NET INCOME	**$ -54,571.72**	**$596,249.65**	**-69.11 %**

Tehachapi Valley Recreation and Park District

Profit & Loss Prior Year Comparison

February 2022

	TOTAL			
	FEB 2022	FEB 2021 (PY)	CHANGE	% CHANGE
Income				
4010 Property Taxes	39,541.21	29,535.34	10,005.87	33.88 %
4020 Interest Income	-1.46	1,154.60	-1,156.06	-100.13 %
4020.1 Interest Income Cap Proj Fund		695.03	-695.03	-100.00 %
4030 Adult Program Revenues	344.00		344.00	
4050 Facility Revenue	15,241.60	16,223.00	-981.40	-6.05 %
4213 Operational Grants	4,025.00		4,025.00	
4216 Scholarship Donations	30.00		30.00	
4300 Youth Program Revenues	24,139.63	3,815.75	20,323.88	532.63 %
4650 Discounts given	-4,706.50		-4,706.50	
4704 Sales	350.75	70.00	280.75	401.07 %
Total Income	**$78,964.23**	**$51,493.72**	**$27,470.51**	**53.35 %**
Cost of Goods Sold				
5004 Contracted Classes Costs	50.00	2,000.00	-1,950.00	-97.50 %
5008 Youth Program Costs	30.17	-1,000.00	1,030.17	103.02 %
Total Cost of Goods Sold	**$80.17**	**$1,000.00**	**$ -919.83**	**-91.98 %**
GROSS PROFIT	**$78,884.06**	**$50,493.72**	**$28,390.34**	**56.23 %**
Expenses				
6000 Employee Costs	73,576.28	46,925.29	26,650.99	56.79 %
7010 Advertising & Marketing	2,045.20	773.37	1,271.83	164.45 %
7020 Bank Service Charges	1,363.81	983.36	380.45	38.69 %
7025 Cash Short/Over	0.75		0.75	
7030 Dues & Subscriptions	532.99	500.00	32.99	6.60 %
7035 Equipment Rents & Leases	220.93	619.19	-398.26	-64.32 %
7056 Interest Expense	29,057.30		29,057.30	
7060 Licenses & Fees	248.00	281.65	-33.65	-11.95 %
7070 Maintenance	23,769.76	4,230.48	19,539.28	461.87 %
7084 Meals & Entertainment	237.29	8.70	228.59	2,627.47 %
7090 Office Supplies	746.59	405.13	341.46	84.28 %
7120 Professional Development	1,199.41		1,199.41	
7150 Professional Fees	7,264.69	4,197.50	3,067.19	73.07 %
7180 Security	214.95	224.95	-10.00	-4.45 %
7210 Telephone and Internet	967.77	1,847.89	-880.12	-47.63 %
7230 Uniforms & Apparel	119.48	213.18	-93.70	-43.95 %
7250 Utilities	6,849.58	5,226.68	1,622.90	31.05 %
Total Expenses	**$148,414.78**	**$66,437.37**	**$81,977.41**	**123.39 %**
NET OPERATING INCOME	**$ -69,530.72**	**$ -15,943.65**	**$ -53,587.07**	**-336.10 %**
Other Income				
8040 TVRPD Development Fee Revenues	14,959.00	17,096.00	-2,137.00	-12.50 %
Total Other Income	**$14,959.00**	**$17,096.00**	**$ -2,137.00**	**-12.50 %**
NET OTHER INCOME	**$14,959.00**	**$17,096.00**	**$ -2,137.00**	**-12.50 %**

Tehachapi Valley Recreation and Park District

Profit & Loss Prior Year Comparison

February 2022

	TOTAL			
	FEB 2022	FEB 2021 (PY)	CHANGE	% CHANGE
NET INCOME	**$ -54,571.72**	**$1,152.35**	**$ -55,724.07**	**-4,835.69 %**

Tehachapi Valley Recreation and Park District

Statement of Cash Flows

February 2022

	TOTAL
OPERATING ACTIVITIES	
Net Income	-54,571.72
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-4,000.00
1092 Credit Card Receivables	50.00
1093 Heartland Merchant Services Receivable	-4,044.15
2000 Accounts Payable-General Fund	3,511.38
2010 Cardmember Services Payable	-1,558.15
2207-1 Sales Tax Payable-Header:Sales tax payable	25.46
2207-2 Sales Tax Payable-Header:Sales Tax Payable CDTFA	0.00
2211 Payroll Liabilities:CalPERS Payable	-16.85
2231 Payroll Liabilities:Health Plan Payable	-6,969.68
2241 Payroll Liabilities:AFLAC Payable	-7.76
2250 Payroll Liabilities:Payroll Tax Liabilities	1,005.75
2252 Payroll Liabilities:GVAP2 Payable	-11.84
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	**-12,015.84**
Net cash provided by operating activities	**$ -66,587.56**
FINANCING ACTIVITIES	
2310 Loan Payable 2016	-400,000.00
3010 Net Investment In Capital Assets	-14,959.00
3022 Restricted Funds:Capital Projects	14,959.00
Net cash provided by financing activities	**$ -400,000.00**
NET CASH INCREASE FOR PERIOD	**$ -466,587.56**
Cash at beginning of period	1,941,060.55
CASH AT END OF PERIOD	**$1,474,472.99**

Tehachapi Valley Park and Recreation District

TVRPD Budget vs. Actual 2021-2022

July 2021 - February 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
4010 Property Taxes	689,390.20	1,052,127.00	362,736.80	34.48 %
4020 Interest Income	4,926.91	10,000.00	5,073.09	50.73 %
4020.1 Interest Income Cap Proj Fund	1,805.10		-1,805.10	
4030 Adult Program Revenues	13,691.25	26,950.00	13,258.75	49.20 %
4050 Facility Revenue	142,463.93	241,460.00	98,996.07	41.00 %
4210 Events Revenues	32,695.00	75,220.00	42,525.00	56.53 %
4213 Operational Grants	32,025.00	90,250.00	58,225.00	64.52 %
4215 Capital Grants	311,930.00		-311,930.00	
4216 Scholarship Donations	150.00	1,500.00	1,350.00	90.00 %
4300 Youth Program Revenues	159,325.61	268,060.00	108,734.39	40.56 %
4610 Billable Expense Income	4,255.77	10,150.00	5,894.23	58.07 %
4650 Discounts given	-29,403.74	-10,000.00	19,403.74	-194.04 %
4690 Other Income	203,329.00		-203,329.00	
4704 Sales				
4707 Merchandise Sales-Taxable	4,774.21		-4,774.21	
Total 4704 Sales	**4,774.21**		**-4,774.21**	
Total Income	**$1,571,358.24**	**$1,765,717.00**	**$194,358.76**	**11.01 %**
Cost of Goods Sold				
5001 Adult Program Costs	1,545.87	4,800.00	3,254.13	67.79 %
5002 Fish Stocking		10,000.00	10,000.00	100.00 %
5004 Contracted Classes Costs	550.00	4,000.00	3,450.00	86.25 %
5005 Events Costs	39,186.66	96,970.00	57,783.34	59.59 %
5008 Youth Program Costs	19,704.41	32,380.00	12,675.59	39.15 %
5110 Scholarship Fund Expense				
5115 Chavez Scholarship Fund	127.00	2,000.00	1,873.00	93.65 %
5117 Walter Dye Scholarship Fund	95.26	2,000.00	1,904.74	95.24 %
Total 5110 Scholarship Fund Expense	**222.26**	**4,000.00**	**3,777.74**	**94.44 %**
5704 Purchases for Resale				
5707 Merchandise Purchases	4,200.00		-4,200.00	
Total 5704 Purchases for Resale	**4,200.00**		**-4,200.00**	
Total Cost of Goods Sold	**$65,409.20**	**$152,150.00**	**$86,740.80**	**57.01 %**
GROSS PROFIT	**$1,505,949.04**	**$1,613,567.00**	**$107,617.96**	**6.67 %**
Expenses				
6000 Employee Costs				
6010 Wages & Salaries	518,520.32	771,830.00	253,309.68	32.82 %
6020 Employee Taxable Allowances		9,200.00	9,200.00	100.00 %
6050 Benefits				
6051 Employee MedDentalVisLife	46,482.14	60,000.00	13,517.86	22.53 %

Tehachapi Valley Park and Recreation District

TVRPD Budget vs. Actual 2021-2022

July 2021 - February 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6055 Employee Retirement CalPERS	33,605.75	42,000.00	8,394.25	19.99 %
6056 CalPERS Unfunded Liability Valuation	25,753.00	20,500.00	-5,253.00	-25.62 %
6058 Employer Taxes	45,029.95	58,000.00	12,970.05	22.36 %
6060 Reimbursed Employee Expenses		500.00	500.00	100.00 %
6070 Vacation, Sick, & Admin Leave		1,500.00	1,500.00	100.00 %
6090 Worker's Compensation Insurance	19,112.06	38,000.00	18,887.94	49.71 %
Total 6050 Benefits	**169,982.90**	**220,500.00**	**50,517.10**	**22.91 %**
Total 6000 Employee Costs	**688,503.22**	**1,001,530.00**	**313,026.78**	**31.25 %**
7010 Advertising & Marketing	16,464.45	33,315.00	16,850.55	50.58 %
7015 Loan Repayment		35,897.00	35,897.00	100.00 %
7020 Bank Service Charges	12,991.30	12,500.00	-491.30	-3.93 %
7025 Cash Short/Over	18.62		-18.62	
7026 Charitable Contribution	990.00		-990.00	
7030 Dues & Subscriptions	8,654.88	5,500.00	-3,154.88	-57.36 %
7035 Equipment Rents & Leases				
7036 Maintenance Equipment Rental	681.14	800.00	118.86	14.86 %
7037 Office Equipment Rental	3,206.69	3,500.00	293.31	8.38 %
Total 7035 Equipment Rents & Leases	**3,887.83**	**4,300.00**	**412.17**	**9.59 %**
7050 Insurance				
7052 HUB Insurance	470.32	500.00	29.68	5.94 %
7055 Liability Insurance (Gen, Auto, Property)	53,259.00	54,000.00	741.00	1.37 %
Total 7050 Insurance	**53,729.32**	**54,500.00**	**770.68**	**1.41 %**
7056 Interest Expense	30,231.38	16,000.00	-14,231.38	-88.95 %
7060 Licenses & Fees	10,023.51	21,000.00	10,976.49	52.27 %
7070 Maintenance				
7071 Pool Chemicals	2,744.71	12,500.00	9,755.29	78.04 %
7072 Building & Park Maintenance	76,717.10	98,600.00	21,882.90	22.19 %
7073 Accessibility Upgrades		150.00	150.00	100.00 %
7074 Equipment Maintenance	3,944.42	5,350.00	1,405.58	26.27 %
7075 Fuel	9,531.75	13,000.00	3,468.25	26.68 %
7076 Janitorial Supplies	12,769.98	11,000.00	-1,769.98	-16.09 %
7077 Small Tools & Equipment	5,487.33	1,800.00	-3,687.33	-204.85 %
7079 Fleet Maintenance	2,758.69	7,000.00	4,241.31	60.59 %
Total 7070 Maintenance	**113,953.98**	**149,400.00**	**35,446.02**	**23.73 %**
7084 Meals & Entertainment	5,144.51	4,000.00	-1,144.51	-28.61 %
7090 Office Supplies	14,538.08	22,500.00	7,961.92	35.39 %
7120 Professional Development	5,230.43	7,500.00	2,269.57	30.26 %
7150 Professional Fees				
7151 Annual Audit	12,575.00	12,500.00	-75.00	-0.60 %

Tehachapi Valley Park and Recreation District

TVRPD Budget vs. Actual 2021-2022

July 2021 - February 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
7152 Bookkeeping & Payroll	28,121.60	35,000.00	6,878.40	19.65 %
7153 Information Technology	4,820.00	12,000.00	7,180.00	59.83 %
7155 Legal	10,671.00	15,000.00	4,329.00	28.86 %
Total 7150 Professional Fees	**56,187.60**	**74,500.00**	**18,312.40**	**24.58 %**
7160 Property Tax Collection Fee		12,000.00	12,000.00	100.00 %
7165 Safety Equipment		2,000.00	2,000.00	100.00 %
7180 Security	2,169.60	3,900.00	1,730.40	44.37 %
7210 Telephone and Internet	8,495.37	27,340.00	18,844.63	68.93 %
7230 Uniforms & Apparel	3,465.62	6,000.00	2,534.38	42.24 %
7250 Utilities				
7252 Electric Service	39,785.16	44,600.00	4,814.84	10.80 %
7254 Gas Service	5,468.97	17,450.00	11,981.03	68.66 %
7256 Sanitation Services	9,788.84	10,000.00	211.16	2.11 %
7258 Water Service	7,190.90	9,455.00	2,264.10	23.95 %
7259 Propane	803.95		-803.95	
Total 7250 Utilities	**63,037.82**	**81,505.00**	**18,467.18**	**22.66 %**
Total Expenses	**$1,097,717.52**	**$1,575,187.00**	**$477,469.48**	**30.31 %**
NET OPERATING INCOME	**$408,231.52**	**$38,380.00**	**$ -369,851.52**	**-963.66 %**
Other Income				
8020 Insurance Settlement Proceeds	121,801.54		-121,801.54	
8040 TVRPD Development Fee Revenues	66,247.00		-66,247.00	
Total Other Income	**$188,048.54**	**$0.00**	**$ -188,048.54**	**0.00%**
Other Expenses				
8610 Reimbursed Expenses	30.41		-30.41	
Total Other Expenses	**$30.41**	**$0.00**	**$ -30.41**	**0.00%**
NET OTHER INCOME	**$188,018.13**	**$0.00**	**$ -188,018.13**	**0.00%**
NET INCOME	**$596,249.65**	**$38,380.00**	**$ -557,869.65**	**-1,453.54 %**

Tehachapi Valley Recreation and Park District

Balance Sheet

As of March 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	660,148.68
1004 Check BOTS 4470	72,414.85
1005 County Treasury Capital Projects Fund	402,761.26
1006 County FMV	9,306.00
1007 Square Inc	492.00
1051 Change Fund	1,100.00
1100 Petty Cash Fund	400.00
Total Bank Accounts	**$1,146,622.79**
Accounts Receivable	
1200 Accounts Receivable	9,528.45
Total Accounts Receivable	**$9,528.45**
Other Current Assets	
1092 Credit Card Receivables	-97.80
1093 Heartland Merchant Services Receivable	58,754.20
1094 Reserve America Credit Cards Receivable	3,567.50
1210 Inventory Asset	4,122.63
Total Other Current Assets	**$66,346.53**
Total Current Assets	**$1,222,497.77**
Fixed Assets	
1150 Land	166,734.76
1161 Building	540,391.52
1162 Improvements	3,083,794.76
1162.1 Improvement Work in Progress	34,476.50
1163 Equipment	1,541,420.47
1166 Furniture & Fixtures	30,946.00
1167 Machinery	61,018.87
1170 Accumulated Depreciation	-3,310,606.00
1180 Fleet Vehicles and Equipment	162,109.22
Total Fixed Assets	**$2,310,286.10**
Other Assets	
1901 DOR-Pension Contributions	57,581.00
1903 DOR-Pension Related	65,678.00
Total Other Assets	**$123,259.00**
TOTAL ASSETS	**$3,656,042.87**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable-General Fund	57,470.71

Tehachapi Valley Recreation and Park District

Balance Sheet

As of March 31, 2022

	TOTAL
Total Accounts Payable	**$57,470.71**
Credit Cards	
2010 Cardmember Services Payable	6,528.86
Total Credit Cards	**$6,528.86**
Other Current Liabilities	
2021 Accrued Salaries & Wages	33,160.93
2022 Accrued Employer PR Taxes	3,345.79
2024 Accrued Vacation, Sick, & Comp Time	76,338.04
2207 Sales tax payable	126.92
2210 Payroll Liabilities	17,251.81
Total Other Current Liabilities	**$130,223.49**
Total Current Liabilities	**$194,223.06**
Long-Term Liabilities	
2310 Loan Payable 2016	422,473.00
2900 Net Pension Liability	290,330.00
2902 DIR-Pension Related	39,105.00
Total Long-Term Liabilities	**$751,908.00**
Total Liabilities	**$946,131.06**
Equity	
3010 Net Investment In Capital Assets	1,294,804.00
3020 Restricted Funds	496,951.78
3110 Retained Earnings	446,603.43
Net Income	471,552.60
Total Equity	**$2,709,911.81**
TOTAL LIABILITIES AND EQUITY	**$3,656,042.87**

Tehachapi Valley Recreation and Park District

Profit and Loss

March 2022

	TOTAL		
	MAR 2022	JUL 2021 - MAR 2022 (YTD)	% OF INCOME
Income			
4010 Property Taxes	12,970.63	702,360.83	13.41 %
4020 Interest Income	-5.16	4,921.75	-0.01 %
4020.1 Interest Income Cap Proj Fund	0.00	1,805.10	0.00 %
4030 Adult Program Revenues	4,363.60	18,054.85	4.51 %
4050 Facility Revenue	20,966.20	162,950.82	21.68 %
4210 Events Revenues	25.00	33,199.31	0.03 %
4213 Operational Grants		32,025.00	
4215 Capital Grants	5.00	311,935.00	0.01 %
4216 Scholarship Donations	90.00	240.00	0.09 %
4300 Youth Program Revenues	70,035.02	229,360.63	72.41 %
4610 Billable Expense Income		4,255.77	
4650 Discounts given	-12,490.72	-41,894.46	-12.91 %
4690 Other Income		203,329.00	
4704 Sales	761.91	5,536.13	0.79 %
Total Income	**$96,721.48**	**$1,668,079.73**	**100.00 %**
Cost of Goods Sold			
5001 Adult Program Costs	1,340.00	2,885.87	1.39 %
5002 Fish Stocking	10,453.50	10,453.50	10.81 %
5004 Contracted Classes Costs	75.00	625.00	0.08 %
5005 Events Costs	2,275.00	41,461.66	2.35 %
5008 Youth Program Costs	5,775.42	25,479.83	5.97 %
5110 Scholarship Fund Expense	39.50	261.76	0.04 %
5704 Purchases for Resale		4,200.00	
Total Cost of Goods Sold	**$19,958.42**	**$85,367.62**	**20.63 %**
GROSS PROFIT	**$76,763.06**	**$1,582,712.11**	**79.37 %**
Expenses			
6000 Employee Costs	106,667.71	795,170.93	110.28 %
7010 Advertising & Marketing	427.55	16,892.00	0.44 %
7020 Bank Service Charges	1,591.14	14,582.44	1.65 %
7025 Cash Short/Over		18.62	
7026 Charitable Contribution		990.00	
7030 Dues & Subscriptions	322.83	8,977.71	0.33 %
7035 Equipment Rents & Leases	338.26	4,226.09	0.35 %
7050 Insurance		53,729.32	
7056 Interest Expense		30,231.38	
7060 Licenses & Fees	302.88	10,326.39	0.31 %
7070 Maintenance	86,452.11	200,406.09	89.38 %
7084 Meals & Entertainment	947.23	6,091.74	0.98 %
7090 Office Supplies	1,187.79	15,725.87	1.23 %

Tehachapi Valley Recreation and Park District

Profit and Loss

March 2022

	TOTAL		
	MAR 2022	JUL 2021 - MAR 2022 (YTD)	% OF INCOME
7120 Professional Development		5,230.43	
7150 Professional Fees	8,503.75	64,691.35	8.79 %
7165 Safety Equipment	819.41	819.41	0.85 %
7180 Security	383.32	2,552.92	0.40 %
7210 Telephone and Internet	1,322.95	9,818.32	1.37 %
7230 Uniforms & Apparel	253.63	3,719.25	0.26 %
7250 Utilities	9,035.56	72,073.38	9.34 %
Total Expenses	**$218,556.12**	**$1,316,273.64**	**225.96 %**
NET OPERATING INCOME	**$ -141,793.06**	**$266,438.47**	**-146.60 %**
Other Income			
8020 Insurance Settlement Proceeds		121,801.54	
8040 TVRPD Development Fee Revenues	17,096.00	83,343.00	17.68 %
Total Other Income	**$17,096.00**	**$205,144.54**	**17.68 %**
Other Expenses			
8610 Reimbursed Expenses		30.41	
Total Other Expenses	**$0.00**	**$30.41**	**0.00%**
NET OTHER INCOME	**$17,096.00**	**$205,114.13**	**17.68 %**
NET INCOME	**$ -124,697.06**	**$471,552.60**	**-128.92 %**

Tehachapi Valley Recreation and Park District

Profit & Loss Prior Year Comparison

March 2022

	TOTAL			
	MAR 2022	MAR 2021 (PY)	CHANGE	% CHANGE
Income				
4010 Property Taxes	12,970.63	11,106.34	1,864.29	16.79 %
4020 Interest Income	-5.16	189.09	-194.25	-102.73 %
4030 Adult Program Revenues	4,363.60		4,363.60	
4050 Facility Revenue	20,966.20	23,925.00	-2,958.80	-12.37 %
4210 Events Revenues	25.00		25.00	
4215 Capital Grants	5.00	3,100.00	-3,095.00	-99.84 %
4216 Scholarship Donations	90.00		90.00	
4300 Youth Program Revenues	70,035.02	11,031.00	59,004.02	534.89 %
4650 Discounts given	-12,490.72	-25.00	-12,465.72	-49,862.88 %
4704 Sales	761.91	620.00	141.91	22.89 %
Total Income	**$96,721.48**	**$49,946.43**	**$46,775.05**	**93.65 %**
Cost of Goods Sold				
5001 Adult Program Costs	1,340.00	69.70	1,270.30	1,822.53 %
5002 Fish Stocking	10,453.50		10,453.50	
5004 Contracted Classes Costs	75.00	2,000.00	-1,925.00	-96.25 %
5005 Events Costs	2,275.00		2,275.00	
5008 Youth Program Costs	5,775.42	139.60	5,635.82	4,037.12 %
5110 Scholarship Fund Expense	39.50		39.50	
Total Cost of Goods Sold	**$19,958.42**	**$2,209.30**	**$17,749.12**	**803.38 %**
GROSS PROFIT	**$76,763.06**	**$47,737.13**	**$29,025.93**	**60.80 %**
Expenses				
6000 Employee Costs	106,667.71	66,910.58	39,757.13	59.42 %
7010 Advertising & Marketing	427.55	727.43	-299.88	-41.22 %
7020 Bank Service Charges	1,591.14	1,419.49	171.65	12.09 %
7025 Cash Short/Over		3.00	-3.00	-100.00 %
7030 Dues & Subscriptions	322.83	240.00	82.83	34.51 %
7035 Equipment Rents & Leases	338.26		338.26	
7060 Licenses & Fees	302.88	6,243.53	-5,940.65	-95.15 %
7070 Maintenance	86,452.11	19,143.32	67,308.79	351.60 %
7084 Meals & Entertainment	947.23	366.45	580.78	158.49 %
7090 Office Supplies	1,187.79	1,402.70	-214.91	-15.32 %
7150 Professional Fees	8,503.75	3,938.30	4,565.45	115.92 %
7160 Property Tax Collection Fee		2,062.75	-2,062.75	-100.00 %
7165 Safety Equipment	819.41		819.41	
7180 Security	383.32	516.09	-132.77	-25.73 %
7210 Telephone and Internet	1,322.95	394.09	928.86	235.70 %
7230 Uniforms & Apparel	253.63	1,215.04	-961.41	-79.13 %
7250 Utilities	9,035.56	4,851.89	4,183.67	86.23 %
Total Expenses	**$218,556.12**	**$109,434.66**	**$109,121.46**	**99.71 %**
NET OPERATING INCOME	**$ -141,793.06**	**$ -61,697.53**	**$ -80,095.53**	**-129.82 %**

Tehachapi Valley Recreation and Park District

Profit & Loss Prior Year Comparison

March 2022

	TOTAL			
	MAR 2022	MAR 2021 (PY)	CHANGE	% CHANGE
Other Income				
8020 Insurance Settlement Proceeds		1,507.27	-1,507.27	-100.00 %
8040 TVRPD Development Fee Revenues	17,096.00	14,959.00	2,137.00	14.29 %
Total Other Income	**$17,096.00**	**$16,466.27**	**$629.73**	**3.82 %**
NET OTHER INCOME	**$17,096.00**	**$16,466.27**	**$629.73**	**3.82 %**
NET INCOME	**$ -124,697.06**	**$ -45,231.26**	**$ -79,465.80**	**-175.69 %**

Tehachapi Valley Recreation and Park District

Statement of Cash Flows

March 2022

	TOTAL
OPERATING ACTIVITIES	
Net Income	-124,697.06
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	5,438.11
1092 Credit Card Receivables	92.80
1093 Heartland Merchant Services Receivable	-37,284.78
1094 Reserve America Credit Cards Receivable	-3,567.50
2000 Accounts Payable-General Fund	41,499.60
2010 Cardmember Services Payable	-6,587.21
2200 Suspense	0.00
2207 Sales tax payable	55.41
2207-2 Do not use 2	0.00
2208 Kern County Loan Payable	-225,000.00
2211 Payroll Liabilities:CalPERS Payable	0.00
2231 Payroll Liabilities:Health Plan Payable	9,139.16
2241 Payroll Liabilities:AFLAC Payable	38.76
2250 Payroll Liabilities:Payroll Tax Liabilities	7,570.61
2252 Payroll Liabilities:GVAP2 Payable	54.18
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	**-208,550.86**
Net cash provided by operating activities	**$ -333,247.92**
INVESTING ACTIVITIES	
1163 Equipment	-1,029.59
Net cash provided by investing activities	**$ -1,029.59**
FINANCING ACTIVITIES	
3010 Net Investment In Capital Assets	-17,096.00
3022 Restricted Funds:Capital Projects	17,096.00
Net cash provided by financing activities	**$0.00**
NET CASH INCREASE FOR PERIOD	**$ -334,277.51**
Cash at beginning of period	1,480,900.30
CASH AT END OF PERIOD	**$1,146,622.79**

Tehachapi Valley Park and Recreation District

TVRPD Budget vs. Actual 2021-2022

July 2021 - March 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
4010 Property Taxes	702,360.83	1,255,456.00	553,095.17	44.06 %
4020 Interest Income	4,921.75	10,000.00	5,078.25	50.78 %
4020.1 Interest Income Cap Proj Fund	1,805.10		-1,805.10	
4030 Adult Program Revenues	18,054.85	26,950.00	8,895.15	33.01 %
4050 Facility Revenue	162,950.82	241,460.00	78,509.18	32.51 %
4210 Events Revenues	33,199.31	75,220.00	42,020.69	55.86 %
4213 Operational Grants	32,025.00	90,250.00	58,225.00	64.52 %
4215 Capital Grants	311,935.00		-311,935.00	
4216 Scholarship Donations	240.00	1,500.00	1,260.00	84.00 %
4300 Youth Program Revenues	229,360.63	299,060.00	69,699.37	23.31 %
4610 Billable Expense Income	4,255.77	10,150.00	5,894.23	58.07 %
4650 Discounts given	-41,894.46	-10,000.00	31,894.46	-318.94 %
4690 Other Income	203,329.00		-203,329.00	
4704 Sales				
4707 Merchandise Sales-Taxable	5,536.13		-5,536.13	
Total 4704 Sales	**5,536.13**		**-5,536.13**	
Total Income	**$1,668,079.73**	**$2,000,046.00**	**$331,966.27**	**16.60 %**
Cost of Goods Sold				
5001 Adult Program Costs	2,885.87	4,800.00	1,914.13	39.88 %
5002 Fish Stocking	10,453.50	10,000.00	-453.50	-4.54 %
5004 Contracted Classes Costs	625.00	4,000.00	3,375.00	84.38 %
5005 Events Costs	41,461.66	96,970.00	55,508.34	57.24 %
5008 Youth Program Costs	25,479.83	34,380.00	8,900.17	25.89 %
5110 Scholarship Fund Expense				
5115 Chavez Scholarship Fund	166.50	2,000.00	1,833.50	91.68 %
5117 Walter Dye Scholarship Fund	95.26	2,000.00	1,904.74	95.24 %
Total 5110 Scholarship Fund Expense	**261.76**	**4,000.00**	**3,738.24**	**93.46 %**
5704 Purchases for Resale				
5707 Merchandise Purchases	4,200.00		-4,200.00	
Total 5704 Purchases for Resale	**4,200.00**		**-4,200.00**	
Total Cost of Goods Sold	**$85,367.62**	**$154,150.00**	**$68,782.38**	**44.62 %**
GROSS PROFIT	**$1,582,712.11**	**$1,845,896.00**	**$263,183.89**	**14.26 %**
Expenses				
6000 Employee Costs				
6010 Wages & Salaries	603,724.53	786,830.00	183,105.47	23.27 %
6020 Employee Taxable Allowances		9,200.00	9,200.00	100.00 %
6050 Benefits				
6051 Employee MedDentalVisLife	54,928.77	60,000.00	5,071.23	8.45 %
6055 Employee Retirement CalPERS	39,572.71	42,000.00	2,427.29	5.78 %
6056 CalPERS Unfunded Liability Valuation	25,753.00	20,500.00	-5,253.00	-25.62 %

Tehachapi Valley Park and Recreation District

TVRPD Budget vs. Actual 2021-2022

July 2021 - March 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6058 Employer Taxes	52,079.86	58,000.00	5,920.14	10.21 %
6060 Reimbursed Employee Expenses		500.00	500.00	100.00 %
6070 Vacation, Sick, & Admin Leave		1,500.00	1,500.00	100.00 %
6090 Worker's Compensation Insurance	19,112.06	38,000.00	18,887.94	49.71 %
Total 6050 Benefits	**191,446.40**	**220,500.00**	**29,053.60**	**13.18 %**
Total 6000 Employee Costs	**795,170.93**	**1,016,530.00**	**221,359.07**	**21.78 %**
7010 Advertising & Marketing	16,892.00	33,315.00	16,423.00	49.30 %
7015 Loan Repayment		35,897.00	35,897.00	100.00 %
7020 Bank Service Charges	14,582.44	12,500.00	-2,082.44	-16.66 %
7025 Cash Short/Over	18.62		-18.62	
7026 Charitable Contribution	990.00		-990.00	
7030 Dues & Subscriptions	8,977.71	5,500.00	-3,477.71	-63.23 %
7035 Equipment Rents & Leases				
7036 Maintenance Equipment Rental	681.14	800.00	118.86	14.86 %
7037 Office Equipment Rental	3,544.95	3,500.00	-44.95	-1.28 %
Total 7035 Equipment Rents & Leases	**4,226.09**	**4,300.00**	**73.91**	**1.72 %**
7050 Insurance				
7052 HUB Insurance	470.32	500.00	29.68	5.94 %
7055 Liability Insurance (Gen, Auto, Property)	53,259.00	54,000.00	741.00	1.37 %
Total 7050 Insurance	**53,729.32**	**54,500.00**	**770.68**	**1.41 %**
7056 Interest Expense	30,231.38	16,000.00	-14,231.38	-88.95 %
7060 Licenses & Fees	10,326.39	21,000.00	10,673.61	50.83 %
7070 Maintenance				
7071 Pool Chemicals	3,419.71	12,500.00	9,080.29	72.64 %
7072 Building & Park Maintenance	157,747.30	219,600.00	61,852.70	28.17 %
7073 Accessibility Upgrades		150.00	150.00	100.00 %
7074 Equipment Maintenance	5,360.82	5,350.00	-10.82	-0.20 %
7075 Fuel	11,056.52	13,000.00	1,943.48	14.95 %
7076 Janitorial Supplies	12,863.21	11,000.00	-1,863.21	-16.94 %
7077 Small Tools & Equipment	5,487.33	2,800.00	-2,687.33	-95.98 %
7079 Fleet Maintenance	4,471.20	7,000.00	2,528.80	36.13 %
Total 7070 Maintenance	**200,406.09**	**271,400.00**	**70,993.91**	**26.16 %**
7084 Meals & Entertainment	6,091.74	4,000.00	-2,091.74	-52.29 %
7090 Office Supplies	15,725.87	22,500.00	6,774.13	30.11 %
7120 Professional Development	5,230.43	7,500.00	2,269.57	30.26 %
7150 Professional Fees				
7151 Annual Audit	12,575.00	12,500.00	-75.00	-0.60 %
7152 Bookkeeping & Payroll	35,340.85	35,000.00	-340.85	-0.97 %
7153 Information Technology	5,407.50	12,000.00	6,592.50	54.94 %
7155 Legal	11,368.00	15,000.00	3,632.00	24.21 %
Total 7150 Professional Fees	**64,691.35**	**74,500.00**	**9,808.65**	**13.17 %**

Tehachapi Valley Park and Recreation District

TVRPD Budget vs. Actual 2021-2022

July 2021 - March 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
7160 Property Tax Collection Fee		12,000.00	12,000.00	100.00 %
7165 Safety Equipment	819.41	2,000.00	1,180.59	59.03 %
7180 Security	2,552.92	3,900.00	1,347.08	34.54 %
7210 Telephone and Internet	9,818.32	27,340.00	17,521.68	64.09 %
7230 Uniforms & Apparel	3,719.25	6,000.00	2,280.75	38.01 %
7250 Utilities				
7252 Electric Service	43,833.15	44,600.00	766.85	1.72 %
7254 Gas Service	9,451.50	17,450.00	7,998.50	45.84 %
7256 Sanitation Services	10,364.92	10,000.00	-364.92	-3.65 %
7258 Water Service	7,619.86	9,455.00	1,835.14	19.41 %
7259 Propane	803.95		-803.95	
Total 7250 Utilities	**72,073.38**	**81,505.00**	**9,431.62**	**11.57 %**
Total Expenses	**$1,316,273.64**	**$1,712,187.00**	**$395,913.36**	**23.12 %**
NET OPERATING INCOME	**$266,438.47**	**$133,709.00**	**$ -132,729.47**	**-99.27 %**
Other Income				
8020 Insurance Settlement Proceeds	121,801.54		-121,801.54	
8040 TVRPD Development Fee Revenues	83,343.00		-83,343.00	
Total Other Income	**$205,144.54**	**$0.00**	**$ -205,144.54**	**0.00%**
Other Expenses				
8610 Reimbursed Expenses	30.41		-30.41	
Total Other Expenses	**$30.41**	**$0.00**	**$ -30.41**	**0.00%**
NET OTHER INCOME	**$205,114.13**	**$0.00**	**$ -205,114.13**	**0.00%**
NET INCOME	**$471,552.60**	**$133,709.00**	**$ -337,843.60**	**-252.67 %**

Tehachapi Valley
Recreation & Park District

DISTRICT MANAGER JOB DESCRIPTION

SALARY RANGE
$72,509 - $107,000 Annually

POSITION: DISTRICT MANAGER	**CATEGORY: FULLTIME**
REPORTS TO: BOARD OF DIRECTORS	**FLSA STATUS: EXEMPT**
SUPERVISES: DISTRICT STAFF	

This job description is established by the Tehachapi Valley Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of District Manager. This position is "at will", which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

POSITION SUMMARY

The District Manager is hired by and acts under the direction of the Board. As the Chief Executive Officer (CEO) of the District, the District Manager is responsible for all aspects of the efficient and cost-effective operation and administration of the District, including all District employees, volunteers, independent contractors, and consultants. The District Manager shall have the power and authority to organize, manage and control all activities necessary or appropriate for the efficient operation and administration of the District, in accordance with the policies and procedures established by the Board from time to time, in its sole discretion. The District Manager advises the Board on all matters relating to the planning, development, administration and operation of the District's departments. The District Manager performs a variety of complex executive work in planning, directing, and coordinating management of the District, including planning and implementing programming and recreational amenities, parks and facility operations, parks administration, public relations, marketing and special events. The District Manager works closely with the Board to develop and implement capital improvements, programming goals, and annual budgets.

ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the District Manager and do not constitute an all-inclusive list.

- Consistently promote a positive, professional image of the District and provide excellent customer service at all times;
- Efficiently and effectively administer and conduct the ordinary and usual business and affairs of the District in a reasonable, prudent and professional manner;
- Exercise supervision and control over all District departments, programs and activities, including the District's diverse, year-round recreation, park, and leisure programs, and the management and safe operation of the District's facilities, including but not limited to, the recreation center, ball fields, and parks;
- Annually evaluate and update as necessary short-and long-range plans for programming, capital improvements, facility construction/renovation, staffing, and grant writing; implement the plans as appropriate;

- Make recommendations to the Board regarding the establishment, consolidation, modification or elimination of any department, program or activity the District Manager believes is necessary or appropriate for the efficient and effective administration and operation of the District;
- Comply with the District Policy Handbook, and establish appropriate and effective practices and procedures for implementing and administering the District Policy Handbook, as the Board may amend from time to time;
- Responsible for the efficient and effective administration, management and supervision of the District's workforce, including but not limiting to, hiring/appointment, promotion, demotion, layoffs, transfers, discipline, training. Establish and administer compensation and benefits within parameters established by the Board. Organize, direct, coordinate and review work prepared by regularly employed staff.
- Develop and administer agreements with contract services providers. Determine work procedures, prepare work schedules, and expedite workflow. Plan and organize workloads and staff assignments. Promote harmony among workers and help resolve grievances. Review progress and direct changes as needed;
- Ensure proper human resources functions, including benefits and record-keeping. Oversee human resource functions of subordinate staff through management, including seasonal, temporary, and youth employees and volunteers. Coordinate and evaluate District employee benefit programs, and make recommendations to the Board on plan changes and updates;
- Promote District functions, programs and activities to continually improve public knowledge, understanding, confidence and support. Maintain and oversee effective, comprehensive public information efforts using telephone, email, newspaper, website, mailings or other media;
- Assure coordination of the District's programs with other community organizations, such as the school district and various community agencies. Represent the District's interests effectively and professionally in public meetings and in the community, and through verbal, paper and electronic communications with governmental agencies and private entities, the community and the District's citizens;
- Attend all study sessions, and all regular and special meetings, of the Board, and participate in discussions with the Board in an advisory capacity;
- Support Board functions by working with the Administrative Assistant to prepare and post agendas, prepare meeting minutes and Board packets, meeting regularly with the Board Chairman, and ensuring legal compliance;
- Prepare requests for proposals to provide for improvements to the District's parks and recreation facilities; oversee construction projects and facility improvements;
- Maintain, review, develop and implement administrative procedures and standards for efficient, safe, and effective operation of the District's recreation programs and parks. Enforce compliance with applicable laws, policies and procedures established by the Board, and industry best practices;
- Plan, organize, direct and control the financial activities of the District, including the accounting, revenue collection, investment, purchasing, and payroll functions, and management of the approved budget (and any amendments). Serve as the District's annual Budget Officer, ensuring the timely development and submission of a proposed budget each year in compliance with all statutory requirements and deadlines;
- Assure that all departments stay within the approved budget (and any approved amendments); perform cost control activities and internal financial mechanisms; monitor all revenues and expenditures to assure sound fiscal control; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- Keep the Board advised of the financial condition and future needs of the District and make such recommendations as the District Manager determines are necessary or appropriate for sound financial management of the District, including but not limited to, periodically evaluating and recommending improvements to the District's administrative and financial internal control systems and procedures, and ensuring annual audit compliance;
- Direct the preparation of financial reports as required by law; prepare financial reports and analysis requested by the Board;
- Maintain the District's historical records, including Board activities, budgets, audits, capital projects, legal issues, and employment records; and,
- Establish and maintain positive working relationships with the Board, District employees/volunteers, and partnering agencies;

- Provide consistent high-quality service to the community; and,
- Perform such other duties as may be assigned by the Board, in its sole discretion, from time to time.

MANDATORY QUALIFICATIONS

1. Possess a Bachelors degree in Recreation and Park Administration or closely related field from a nationally accredited educational institution, *and* a minimum of five (5) years experience in recreation programs and facility operations that include experience in coordinating, supervising and administering multi-program operations, *or* any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance;
2. Certified Park and Recreation Professional, or ability to obtain certification within one (1) year of appointment;
3. Possess and maintain a valid Driver's License with good driving record;
4. Possess a positive attitude, and be a self starter; and,
5. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

PREFERRED QUALIFICATIONS

1. Masters degree in Recreation and Park Administration, Public Administration or closely related field.
2. Ability to read, write, speak and understand the Spanish language.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor pool environment; and
  - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Possible exposure to communicable diseases.

COMPENSATION

Exempt, Salary: DOE.

Employment offer contingent on satisfactory SSCI Background check and DMV check.

CLASS HISTORY:
Adopted:
Revised: 02/2020

Tehachapi Valley
Recreation & Park District

BUSINESS MANAGER JOB DESCRIPTION

SALARY RANGE
$35,838 - $75,000 Annually DOE

POSITION: BUSINESS MANAGER	**CATEGORY: FULL TIME**
REPORTS TO: DISTRICT MANAGER	**FLSA STATUS: EXEMPT**
SUPERVISES: OFFICE SPECIALIST I & II, Facility Supervisor	

POSITION SUMMARY

Responsible for the organization and coordination of office operations, financial procedures, and resources to facilitate organizational effectiveness and efficiency.

ESSENTIAL JOB FUNCTIONS

- Manage all aspects of the office to create an organized and efficient working environment for all employees.
- Oversee the process of inquiry requests, registrations, and deposits.
- Oversee all current processes in place, and adjust as needed to best suit the needs of the whole office.
- Receive and screen phone calls and visitors, provide information, take messages, and refer people to other sources of information.
- Assist disgruntled customers.
- Operate office machines including tape recorders, adding machine, fax machine, copy machine, and other office equipment.
- Provide comprehensive secretarial and clerical support to management including the design, implementation, and accuracy of filing systems; establish procedures and monitor record keeping; ensure confidentiality and security of data; etc.
- Prepares a variety of materials such as agendas, forms, reports, letters, memorandums, and other documents.
- Monitor and maintain printed materials in stock, office supplies, etc.
- Handle and process all cancellations, refunds, and credits
- Prepare agenda, take minutes, and prepare minutes for posterity/distribution at all board meetings
- Serves at District Clerk of the Board.
- Attends all TVRPD board meetings and transcribes and records minutes of the proceedings.
- Human resource administrative oversight (responsible for execution of background checks, complete employee files, communication, employee benefit compliance, etc.)
- Maintain all District Director files.
- Oversee all payroll operations.
- Administer all accounts payable and receivable.
- Maintains purchasing card statements.

- Maintains confidential personal records and communication.
- Negotiates the purchase of office supplies and furniture, office equipment, etc., for the entire office staff in accordance with District purchasing policies and budgetary restrictions.
- Coordinates District's yearly audit.
- Reviews, interprets and analyzes new and proposed legislation.
- Determines effects of legislation on operations and programs the District serves.
- Takes appropriate action to ensure compliance with existing rules and regulations.
- Provides technical assistant to District Manager regarding organization policy/procedures.
- Assists other departments in review and preparation of departmental budget.
- Assists the District Manager in preparation of the annual District budget.
- Maintain a safe and secure working environment; maintains the required safety training designated for this position.
- Regular, punctual attendance.
- Performs special projects and other work as assigned.

QUALIFICATIONS

Core Competencies and Skill Sets

- General and efficient office practices and method; filing systems; business forms; letter writing; and office equipment.
- English usage, vocabulary, spelling, grammar, and punctuation.
- Well-developed written and oral communication skills; able to communicate clearly and sensitively with internal and external stakeholders of the Tehachapi Valley Recreation and Park District.
- Competency in information technology/computer skills and other general administrative tools.
- Ability to relate well to the public, in person and on the telephone, while remaining calm in stressful situations.
- Knowledge of and experience with the Brown Act.
- Handle all business matters confidentially.
- Able to work effectively with multiple supervisors, balance and prioritize multiple assignments.
- Ability to function successfully within a team environment.
- Capable and practiced in handling complex and/or multi-faceted tasks. Effective office (clerical / secretarial), time management, and organizational skills.

Personal Attributes

- Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.
- Work with trustworthiness and integrity and with a clear commitment to TVRPD core values and principles.
- Self-motivated with ability to manage work with limited direct supervision.
- Ability to operate effectively under stress; work in a flexible, adaptable, and resilient manner.
- Expert abilities in prioritization and multi-tasking: well planned and organized even within a fluid working environment and a capacity for initiative and decision-making with competent analytical and problem solving skills.
- Demonstrate awareness and sensitivity to gender and diversity.
- Willingness to adapt and learn new skills/approaches.

Education, Training, & Experience

- High school diploma with a number of years' administrative and leadership experience.
- General knowledge of accounting, data, and administrative management practices and procedures.
- Knowledge of Microsoft Office products; QuickBooks Online
- Experience with clerical practices and procedures.
- Experience with human resources management practices and procedures.
- Advanced Computer skills

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; lower body mobility may not be required.
- Perform work that is primarily sedentary.
- Is subject to inside environmental conditions.
- May be subject to stressful situations involving complex problem solving.
- Required to work at a computer/display monitor for prolonged periods.

ADDITIONAL INFROMATION

Employment is contingent on satisfactory DMV and SSCI background check.

Employees must complete twelve (12) months of satisfactory probation.

SALARY RANGE

Exempt, Salary: DOE.
Comprehensive District health and retirement package. Twelve (12) paid holidays, accrued vacation and sick leave

CLASS HISTORY

Adopted:
Revised: 04/2021

Tehachapi Valley
Recreation & Park District

RECREATION MANAGER JOB DESCRIPTION

SALARY RANGE
$54,000 - $76,000 Annually DOE

POSITION: RECREATION MANAGER	**CATEGORY: FULL TIME**
REPORTS TO: DISTRICT MANAGER	**FLSA STATUS: EXEMPT**
SUPERVISES: RECREATION STAFF	

This job description is established by the Tehachapi Valley Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of Recreation Manager. This position is "at will", which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

POSITION SUMMARY

Under general direction of the District Manager, the Recreation Manager plans, organizes and directs a comprehensive community services program to meet the needs of the diverse population within the District. This includes personnel, community relations, grant writing, budget management, and the purchasing of supplies, materials and equipment. Performs other work as required and maywork irregular hours, including evenings, weekends, holidays, and be willing to work outdoors in all weather conditions.

ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the position and do not constitute an all-inclusive list.

PLANNING & OPERATIONS

Consistently promote a positive, professional image of the District and provide excellent customer service.

Directs on-site supervision and logistics of all programs, activities sports, and events.

Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.

Prepares goals and objectives for community-based classes, programs, events and activities including adult and youth sports; aquatics; excursions; special events; camps and special activity classes.

Represents TVRPD at various community and government agency board meetings.

Expands and provides new programs, classes, events, camps and activities for the community;

Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.

Develops procedures for initiating, supervising, and evaluating activities;

Recommends purchasing and inventory;

Develops marketing strategies and materials to promote programs within budgetary constraints;

Develops yearly brochure and event rack card.

Recruitment of volunteers, coaches, instructors, and sponsors;

Coordinates with other departments for the program registration and facility usage;

Recommends and assists in the development of programmatic policies and procedures;

Meets with the community and neighborhood groups to formulate program ideas;

Monitor the day-to-day operations of youth programs, adult and youth sports, special events, classes and camps to include scheduled site visits, handling and resolving complaints, appropriation of materials and supplies, and formulization and organizing program plans and schedules for District programs.

Monitor employee and volunteer professionalism.

Maintain the TVRPD master calendar, social and digital media.

Maintain inventory of supplies and equipment; distributes supplies and equipment; orders supplies and equipment for recreation and athletic programs.

Actively seeks, establishes and nurtures equitable community partnerships and sponsorships enhancing District revenues;

PERSONNEL

- Conducts orientation, training, and appraisal of performance for subordinates;
- Schedule job assignments for subordinates, part-time, and other employees;
- Recommends to district manager for potential or actual employee performance problems;

EVALUATION

- Conducts evaluation of programs, activities, and subordinate employees;

FISCAL

- Maintains revenue and expense program budgets;
- Prepares and submits detailed unit budgets as required;
- Investigates and prepares approved grant applications and external funding mechanisms;

SAFETY

- Reports accidents & unsafe conditions as they occur;

SAFETY TRAINING REQUIRED

- CPR and First Aid, Defensive Driver Education training, Supervisor's Drug Awareness training, Supervisor's Sexual Harassment training;

OTHER

- Assists department staff as required.
- Ensure proper maintenance and repair of facilities;
- Attends and participates in staff meetings and training sessions;
- Represents their department at management team meetings;
- Provide consistent high-quality service to the community, and;
- Performs other related duties as assigned.

MANDATORY QUALIFICATIONS

1. Possess a Bachelor's degree in Recreation and Park Administration or closely related field from a nationally accredited educational institution, *and* a minimum of two (2) years experience in recreation programs and facility operations that include experience in coordinating, supervising and administering multi-program operations, *or* any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance;
2. Certified Park and Recreation Professional, or ability to obtain certification within one (1) year of appointment;
3. Computer proficiency, to include Microsoft Office and recreation registration software;
4. Social and digital media fluency;
5. American Red Cross First Aid/CPR/AED certified or willingness to obtain in three (3) months;
6. Possess and maintain a valid Driver's License with good driving record;

7. Possess a positive attitude, and be a self-starter; and,
8. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

PREFERRED QUALIFICATIONS

1. Master's degree in Recreation and Park Administration, Sports Administration or closely related field.
2. Certified Youth Sports Administrator.
3. American Red Cross LGIT and WSIT certified.
4. Statistical and photo editing software skills.
5. Ability to read, write, speak and understand the Spanish language.
6. NRPA and/or CPRS membership is highly desired.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor pool environment; and
  - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/Cal OSHA regulations is required.
- Possible exposure to communicable diseases.

COMPENSATION

Exempt, Salary: DOE
Employment offer contingent on satisfactory SSCI Background check and DMV check.

CLASS HISTORY:

Adopted:
Revised: 02/2020

Tehachapi Valley
Recreation & Park District

TO: Board of Directors

SUBJECT: June Board Meeting Date Change to June 28th

FROM: District Manager

DATE: 05/17/22

STAFF REPORT

REGULAR BOARD MEETING

TITLE: Discussion/Approval to move Tehachapi Valley Recreation & Park District's Regular June Board Meeting to Tuesday, June 28th.

BACKGROUND: In January, I booked to attend a conference put on by the California Special District's Association. It is the **General Manager's Leadership Conference**. The Conference is being held June 19-22:

"The General Manager Leadership Summit provides the best networking and professional development opportunities for special district general managers and other management staff from districts of all types and sizes throughout California."

STAFF RECOMMENDATION: Move TVRPD's Regular June Board Meeting to Tuesday, June 28th.

FISCAL IMPACT: N/A

Tehachapi Valley
Recreation & Park District

TO: Board of Directors

SUBJECT: ABIAC Gym Floor Demo/Install – Award Bid

FROM: District Manager

DATE: 05/17/22

STAFF REPORT

REGULAR BOARD MEETING

TITLE: Award of Bid for the Demolition of the Basketball Court/Floor in the Aspen Builders Inc. Activity Center and the Installation of a New Basketball Court/Floor from Pacific Floor Company in the Amount not to Exceed **$142,192.00**, and a Five Percent Change Order not to Exceed $7,110.00.

BACKGROUND: In July 2017, the District filed a loss claim on the gym floor. As this board is well aware, the ABIAC Gym Floor has failed (i.e., bubbling of the floor, cracks, etc. due to moisture). After years of paperwork, going back to the installer, months and months of testing, our insurance issued the District a total loss of $123,801.54. Subtracting our $2,000 deductible, the District received a net claim of **$121,801.54** in October of 2021 (report attached).

Since that time, I began researching the type of flooring that would not best meet the needs of the District but would also withstand the moisture issues of the slab below. The product I came across after a site visitation in Valencia, CA is a product made by MateFlex (video and features attached).

The District began advertising ***Requests for Proposals*** for the project (attached). The biggest stipulation being that they *must* be able to start in September. This is the perfect time to start (Summer programming over, and programming in the gym at a minimum). And in theory, the project will be completed before the start of our next youth basketball season.

We received one bid:

Pacific Floor Company has a number of contracts in the local area including CSUB and TUSD. I have met with them, toured a few of their facilities, including the volleyball academy in Valencia. The product is superior and would withstand our various programs and events we hold in our facility.

STAFF RECOMMENDATION: Award bid for the Demolition of the Basketball Court/Floor at ABIAC and the installation of a New Basketball Court/Floor from Pacific Floor Company in the Amount not to exceed $142,192.00, and a five percent change order not to exceed $7,110.00.

FISCAL IMPACT: $142,192.00 - $121,801.54 to be spent using the net claim dollars received from CAPRI. The remainder amount - $20,390.46 - will be taken out of Park Development Fees, along with any necessary change orders, including artwork and logos).

GEORGE HILLS
Our minds over your matters.

October 26, 2021

Corey Torres
Tehachapi Valley Recreation and Park District
PO Box 373
Tehachapi, CA 93561

Property Loss:	Water Damage
Date of Loss:	07/01/17
Claim Number:	GHC0025418

Dear Mr. Torres:

The district's property claim has been reviewed and accepted under the terms of the CAPRI 2017-2018 Memorandum of Coverage. Enclosed is a Proof of Loss Statement to be completed as the final step in the claims procedure. Your total loss is $123,801.54 less your $2,000.00 deductible leaving you with a net claim of $121,801.54.

The payment of the claim will be made to your District as-soon-as the Proof of Loss Statement has been signed and returned to our office.

Very truly yours,
George Hills Company, Inc.

Charles A. Torretta, SCLA, MCSA
Claims Administrator
Sacramento Office

Enclosure: Poof of Loss Statement

PROOF OF LOSS

STATEMENT

CLAIM GHC0025418

TO: California Association for Park
And Recreation Indemnity (CAPRI)
C/O George Hills Company
Chuck Torretta
PO Box 278
Rancho Cordova, CA 95741

The Tehachapi Valley Recreation and Park District was covered by the California Association for Park and Recreation Indemnity (CAPRI) on the date the following loss occurred:

On July 1, 2017 the District sustained damage to their property.

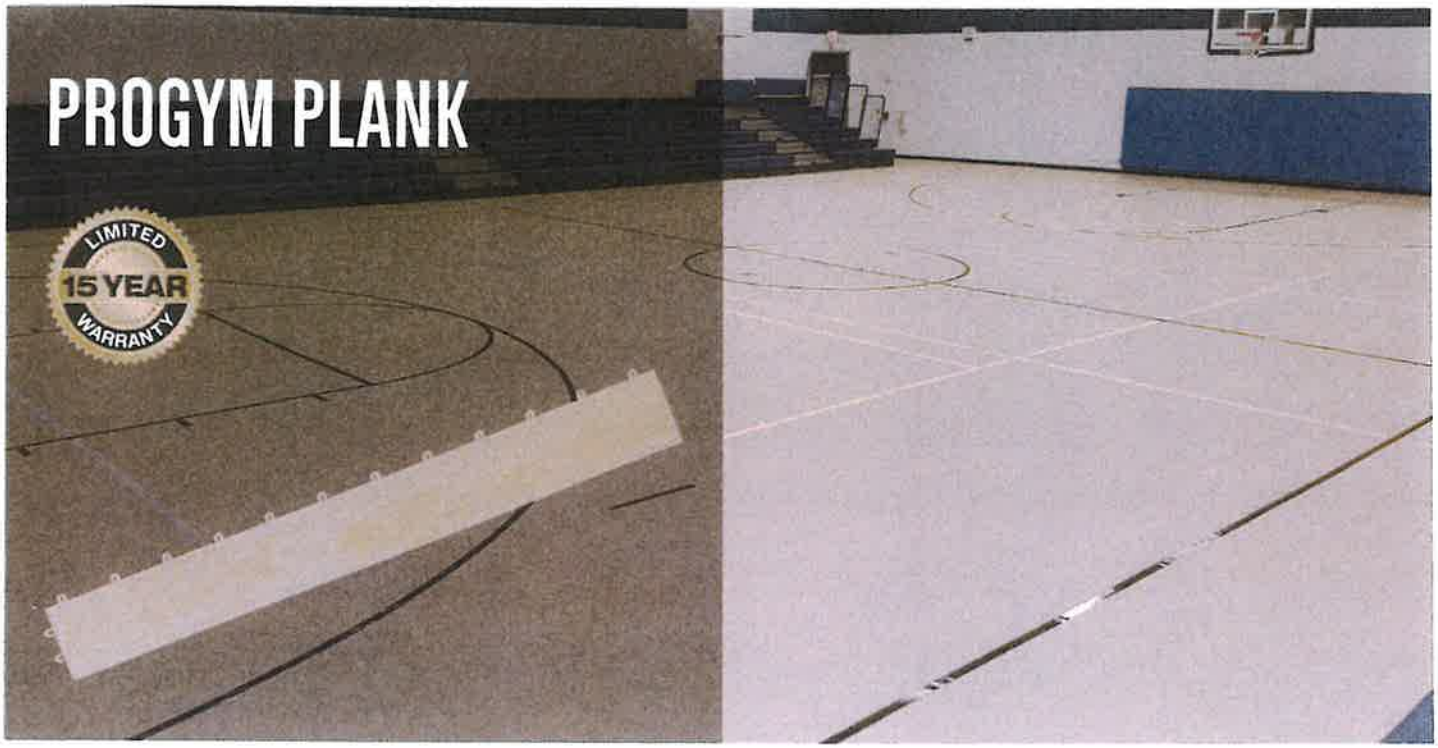
The cause and origin of the loss was due to water damage.

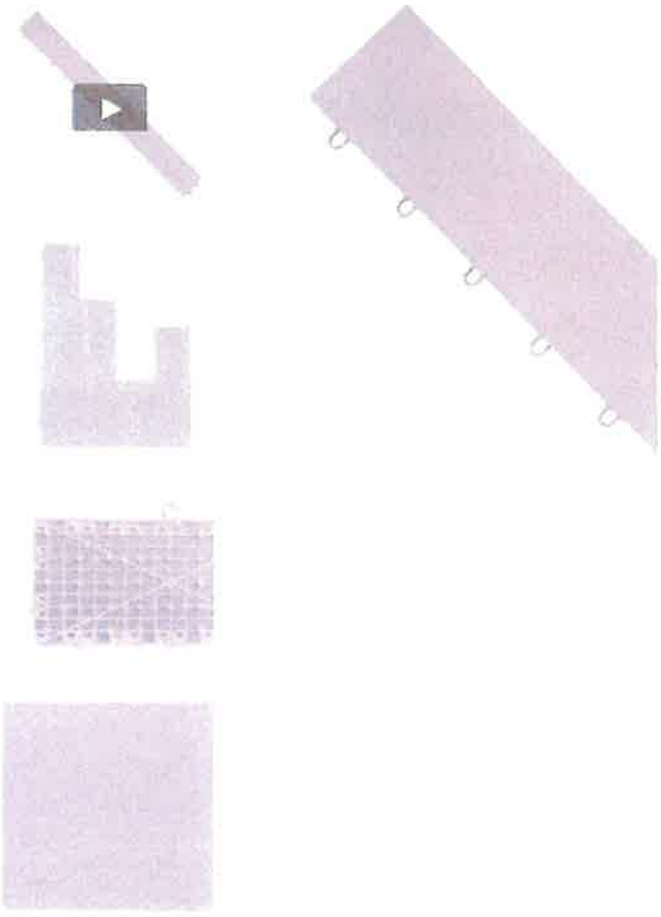
The cost to replace/repair the property	$123,801.54
The District's deductible as described in the CAPRI Memorandum of Coverage	$ (2,000.00)
The total amount claimed by the district under the CAPRI coverage	$121,801.54

The loss did not originate by any act, design or procurement on the part of the District or this affiant; nothing has been done by or with the privity or consent of the District or this affiant, to violate the conditions of the Joint Powers Agreement, CAPRI Bylaws or the Memorandum of Coverage, or render it void; all articles mentioned herein or in any other report or schedule were destroyed or damaged at the time of this loss; no property saved has in any manner been concealed, and no attempt to deceive the California Association for Park and Recreation Indemnity (CAPRI), as to the extent of the loss has in any manner been made. Any other information that may be required will be furnished and considered a part of this proof.

Signed _____ Date: _____

Matéflex
The Original Modular Flooring





PROGYM PLANK

ProGym Plank by Matéflex takes modular athletic flooring to the next level in beauty and functionality. ProGym Plank is the first solid-top tile that marries quality floor finishes with the versatility and durability of a raised modular floor in a plank form.

Features

- Luxury Vinyl Tile in an interlocking modular base
- Extra Heavy duty clear wear layer with a polyurethane finish
- Easy assembly & access to base if needed
- Edges are protected from damage
- No special tools required
- Thermal Break

Longest History | Superior Solution | Minimal Maintenance

DESCRIPTION

ProGym Plank has a unique construction that allows for airflow and keeps the surface away from potential dampness. Each tile is a single, snap-together unit for easy installation. Best of all, you can quickly and easily install vinyl flooring where other products can't go.

ProGym Plank is ideal for gyms, aerobics, basketball courts and many other sport flooring solutions! Make your original design statement with ProGym Plank by Matéflex, America's original modular flooring company.

APPLICATIONS

- Basketball Courts
- Gymnasiums
- Aerobic & Exercise Flooring
- Any other permanent, temporary or portable use

SPECS

- Size: 4.15" x 36.15" x 1/2"
- Weight: 1.6 lbs./sq. ft.
- Material: Luxury Vinyl Tile in a high impact Polypropylene Base
- Extra Heavy Duty Wear Layer
- Support: Surface Supported by 196 Truncated Conical Legs & Gusseted Posts
- Locks: 28 Latch Locks
- Packing: 24 tiles per carton

COLORS

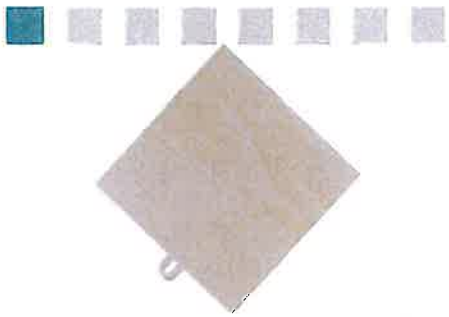
Maple

WARRANTY

- 15 Year Limited Warranty

COMPETITIVE

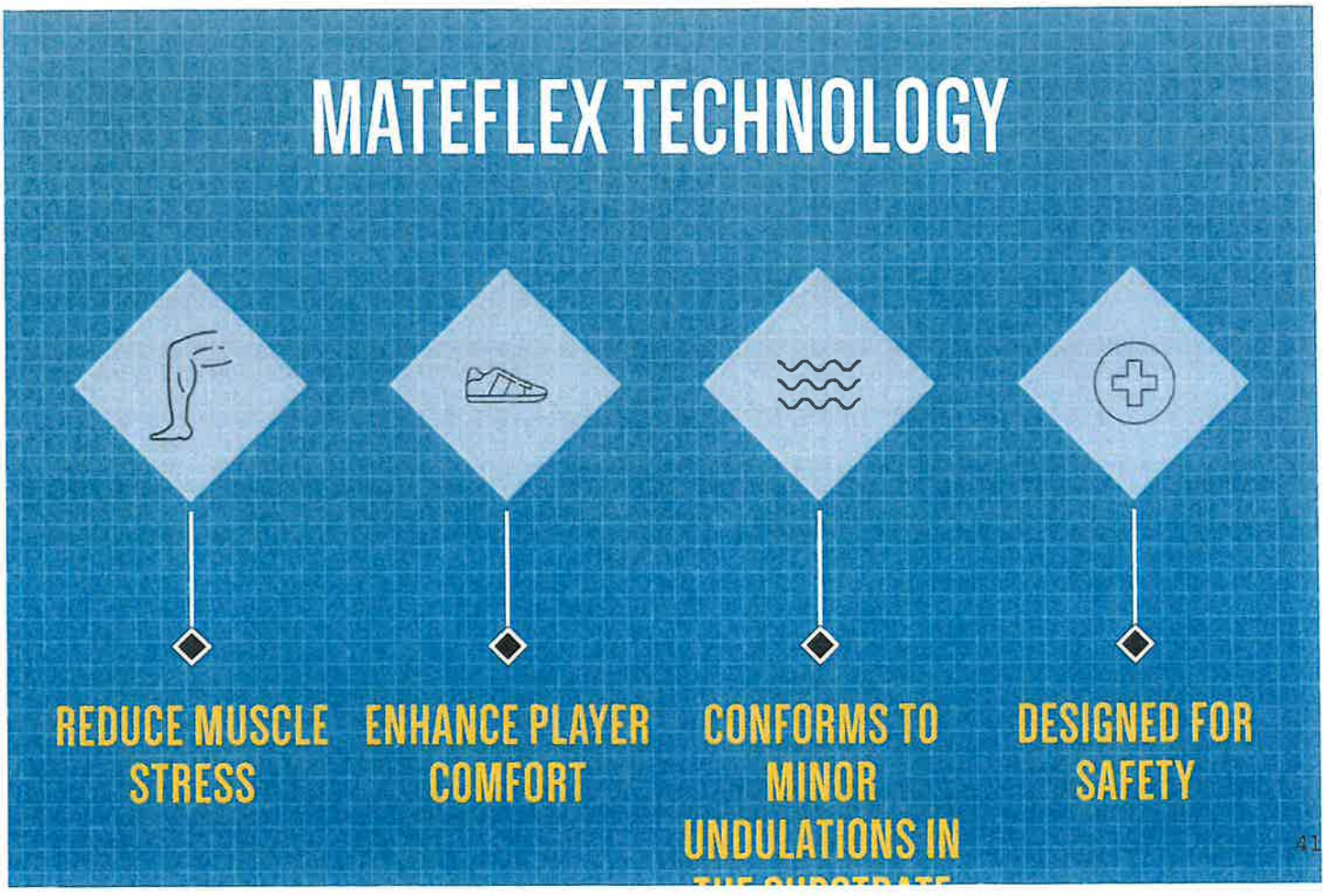
ADVANTAGE



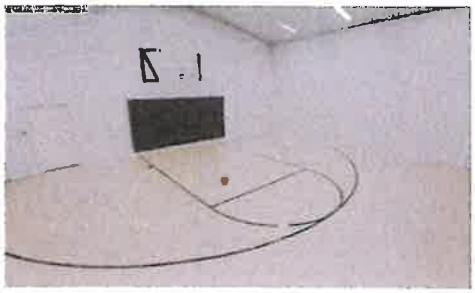
{ PRODUCT OFFERING }

MATEFLEX VS COMPETITION

Largest number of modular surfaces offered. Limited Selections.



THE SUBSTRATE



AFFILIATIONS & MEMBERS

Mateflex

901 BROAD ST.
UTICA, NY 13501

(844) 244-8464

Tehachapi Valley
Recreation & Park District

REQUEST FOR PROPOSALS

RFP# 2022-001 ASPEN BUILDERS INC. ACTIVITY CENTER – GYM FLOOR REPLACEMENT PROJECT (490 W D ST TEHACHAPI, CA 93561)
SUBMITTAL DEADLINE MONDAY, MAY 10, 2022 @ 6:00 PM

P.O. BOX 373 - 490 WEST D STREET TEHACHAPI, CALIFORNIA 93561
www.tvrpd.org - OFFICE (661) 822-3228 - FAX (661)823-8529

Tehachapi Valley Recreation & Park District
Request for Bids: TVRPD ABIAC Gym Floor Replacement Project

Background:

Since 1958, TVRPD has been committed to providing high quality recreation and parks facilities to the Greater Tehachapi Area. Many of us may not realize, but countless numbers of people of all ages enjoy Tehachapi Valley's parks, facilities, and recreational programs and events. Local and regional studies show that many park users do not understand the value this brings to our community's quality of life. Thus, we feel a responsibility to close that gap- and to inspire more people to learn why a quality recreation and parks system is vital to youth development, active senior living, neighborhoods and families, special places for community events, and economic development.

TVRPD's Aspen Builders Inc. Activity Center is home to many of the District's program offerings including youth basketball, volleyball, Tehachapi Tots, community events, and so much more. There is no other public facility like it in the Tehachapi Valley and is one of our most valued assets.

In 2016, the 7,000 sq. ft. gym floor was redone and replaced with a polyurethane, pour-in-place, athletic surface by SignaFlor. The gym floor product has since failed, resulting in bubbling, blistering, and bumps spread out throughout the surface. TVRPD hired an investigator to conduct a study as to the cause of the floor failure. The report will be included in this RFP. In short, the floor failed due to *"1) the presence of alkali-reactive aggregate grains present in the near surface region of the concrete, 2) high humidity and alkalinity in the concrete, and 3) the installation of a low moisture permeance flooring system, i.e., SignaFlor and a moisture mitigation membrane."* With that, TVRPD is seeking proposals to remove the existing floor and replace with luxury vinyl interlocking tile planks.

TVRPD desires a start date in the month of September 2022 and target a completion date no later than the end of October.

Request for Proposals

Sealed bids will be received at 490 West D Street, Tehachapi, CA 93561, until **6:00 PM** local time on **May 10, 2022,** for the gym floor replacement project, at which time submitted bids will be opened and considered. The lowest responsible bidder is anticipated to be awarded at TVRPD's Regular Board Meeting on Tuesday, May 17, 2022, at 5:30pm.

All bids must be in a sealed package marked "**RFP #2022-001 - TVRPD ABIAC Gym Floor Replacement Project Bid.**"

No bid may be withdrawn for a period of thirty (30) days after the bid closing date.

After a thorough review of all available build methods, we have concluded the below specified system best meets the community's needs. We are open to other product types for this project. However, any

tile/plastic interlocking systems wishing to be considered for this bid must submit specifications along with all material and hardware samples with your bid package.

Scope of Work

1) ***Must be able to start in the month of September 2022 and target a completion date no later then the end of October.***
2) Remove existing synthetic floor from entire gymnasium and dispose of off job site.
3) Install four (4) regulation volleyball sleeves and covers (2 courts) – identical to existing two sleeves
4) Purchase and install Mateflex Plastic Planks (or similar product)
5) Paint all standard game lines
    a. Keep existing ABIAC Center Court Logo
6) Install top base and reducers at doorways (if necessary)

Flooring Specifications –

MateFlex ProGym Plank - Suspended Modular Tile Sports Floor System
https://www.mateflex.com/products/progym-plank/

PART 1 – GENERAL

1.01 DESCRIPTION

A) Scope

1. The furnishing of interlocking suspended synthetic modular tile system.
2. Game lining.

1.02 RELATED WORK SPECIFIED ELSEWHERE

A) Installation of concrete, bituminous or wood substrate.

B) Preparation of substrate to provide a medium, dense finish with level tolerance of (+) or (-) 1/8 inch in any ten-foot radius.

C) Substrate shall be free of any debris before modular tiles are installed.

1.03 QUALITY ASSURANCE

A) Acceptable Manufacturer:

1. The manufacturer shall be a firm experienced in the manufacturing of interlocking suspended synthetic floor systems for over 20 years.

B) Acceptable Installer:

1. Flooring contractor shall be a firm experienced in the flooring field and approved by the manufacturer.

C) Warranty:

1. Manufacturer's standard 15-year limited warranty on materials.

1.04 SUBMITTALS

A) Submit samples of the actual sports surface in the standard color and manufacturers literature, as required by Section 01340.

1.05 DELIVERY AND STORAGE

A) Material shall not be installed until all other work is complete to ensure cleanliness and to protect the material from damage.

PART 2 - PRODUCTS

2.01 PROPRIETARY PRODUCT

A) Resilient interlocking modular flooring with manufacturer's brand name: ProGym Plank. SPEC-PGP v2

2.02 PROPRIETARY PRODUCT DESCRIPTION

A) ProGym Plank interlocking modular floor tiles are manufactured from a high impact polypropylene base module with a solid vinyl floor tile inserted and laminated into the base. ProGym Plank is designed for interior residential, commercial, athletic, and light industrial use.

2.03 MANUFACTURER

A) Mateflex Inc., Utica, NY

2.04 PHYSICAL CHARACTERISTICS

A) Dimensions: 36-1/8 x 4-1/8 x 1/2" nominal
B) Weight: 1.75 lbs. (28 oz.)
C) Standard packing: 24 tiles per carton
D) Shipping weight: 40 pounds per carton

2.05 PERFORMANCE CHARACTERISTICS

A) Static load: 100 psi – ASTM F-790
B) Rolling load: not tested

2.06 LVT INSERT, PHYSICAL PROPERTIES

A) A dimensionally stable PVC felt backing
B) 0.07mm high density white based PVC layer with copyrighted pattern printed on it.
C) Minimum 0.20mm (10-mil) high density clear PVC wear layer with light lizard skin emboss.
D) Finished with 3 grams of polyurethane coating, semi-gloss.
E) Size: 36 x 4 inches
F) Overall thickness of 0.120 inches (3.0mm)

2.07 LVT INSERT, MECHANICAL PROPERTIES

A) Hardness: 65 – ASTM D-2240
B) Abrasion resistance: Meets requirements – ASTM D-3389
C) Slip resistance: Meets specifications – ASTM D-2407
D) Static load limit: 250 psi – ASTM F-970-93
E) Residual indentation: Meets specifications – ASTM F-1700 Class III, Type B
F) Fire resistance: Class 1 – ASTM E-648-94a/NFPA 253 (Critical radiant flux)
G) Fire resistance: 450 or less – ASTM E-662/NFPA 258 (Smoke density)
H) Chemical resistance, ASTM F-925: 5% Acetic acid, 70% isopropyl alcohol, Mineral oil, 5% Sodium hydroxide, 5% Hydrochloric acid, 5% Ammonia, Bleach, 5% Phenol, 212 deg. F. hot water – all No Effect.
I) Biological resistance: Aspergillus Niger, Penicillium Pinophilum, Chaetomium Globosum, Glaucidium Virens, Aureobasidium Pullulans, Pseudomonas Aeruginosa.
SPEC-PGP v2
J) Measured Concentration of Total Volatile Organic Compounds (TVOC): Less than/equal to 0.5 mg/m3.

2.08 LVT INSERT, COLOR/PATTERN

A) Maple woodgrain

2.09 BASE MODULE

A) Design: All base modules to include a 0.120" deep rim designed to contain and protect the vinyl insert tile.

B) Material: All modules shall be made from a proprietary blend of no-break engineering grade virgin copolymer polypropylene with incorporated stabilizers, ultraviolet absorbers, antioxidants and color pigments. The material shall be designed to provide high color integrity, excellent weatherability, good traction, resiliency, and durability for normal play. Material to be fungus and mildew resistant.

C) Locks: 28 positive interlocks per module; 14 male parts on two adjacent sides and 14 female parts on two adjacent sides.

D) Support: Combination of truncated conical support legs, outside edges of modules and interlocking locations.

E) Color: Custom matched to vinyl insert.

2.10 LINE MARKING

A) Line marking, paint, or tape, as recommended by sport surface manufacturer.

PART 3 – EXECUTION

3.01 SUBSTRATE

A) Substrate shall be reviewed by the contractor for contamination, dryness and level. Any deviation from specification should be reported in writing to the architect for correction.

B) Architect will implement corrections to substrate and notify installer upon completion of corrections.

3.02 INSTALLATION

A) Install suspended modular tile sports surface in accordance with the latest manufacturer's recommendations.

B) Lines to be installed per manufacturer's recommendations.

3.03 EXTRA STOCK

A) Supply twenty (20) pieces of tile for use by the Owner for implementing flooring repairs. Deliver extra stock to the Owner and provide written receipt upon delivery with copy to be retained by the flooring installer.

Company and Product Checklist:

1. □ Yes □ No **Product Liability:** Must provide certificate of insurance with the bid proposal. This requirement is necessary for proper liability protection.

2. □ Yes □ No **Professional Liability:** Must have at least $1 Million of professional liability insurance in effect and provide certificate of insurance with the bid proposal. This requirement protects TVRPD against design/layout issues and covers what product liability does not.

3. □ Yes □ No **Warranty:** Entire system must come with a 15-year limited warranty. All materials and workmanship furnished must be of the highest quality, free from all defects, and comply with the specifications provided.

4. □ Yes □ No **Experience:** Must have at least 10 years of experience in gymnasium Athletic Floor installations. Provide list in bid of at least 2 gym floors installed to this exact build method, which have been in operation for more than 2 years and are complete with pictures and project write-up with similar desired specifications. This requirement ensures that TVRPD will receive high quality equipment and will not be a "guinea pig" for any company.

List below up to 10 skateparks that have been in operation for more than 2 years to the exact specification listed herein.

	Location	Customer Name	Phone Number	Year Installed	Photos/Write up included?
1					
2					

5. □ Yes □ No **Factory Fabricated:** All components must arrive fully fabricated and ready for assembly. This requirement ensures that all equipment was manufactured under factory-controlled conditions rather than fabricated onsite.

6. □ Yes □ No **Modular:** Equipment must be able to easily bolt together on all sides with the ability to expand widths and lengths by bolting in additional sections. Ramp sections that are dropped into place and not easily expandable to various widths will not be considered. This requirement allows the city to expand with additional phases in a seamless fashion.

7. □ Yes □ No **Bonding:** Must provide 10% bid bond and a letter in bid from bonding company stating that you can provide performance/maintenance bonding for 100% of the project if awarded.

8. □ Yes □ No **Installation Options:** Must offer the option of a full factory install or for the customers to easily install equipment themselves. Must present the option of providing a factory supervisor to oversee self-install either for initial installation or for future add-on considerations.

9. □ Yes □ No **Samples:** Samples of flooring product with bid. Samples must represent actual product and include appropriate finishes.

10. □ Yes □ No **Maintenance Care Plan:** Must provide documents/specifications regarding how to properly maintain and clean flooring.

Payment

1. □ Yes □ No **Payment Method:** Bidder agrees that all Invoices shall be paid within 45 days of submittal. Final 10% will be withheld until after *notice of completion*.

END OF SECTION

August 7, 2020

McLarens
180 Montgomery Street, Suite 2100
San Francisco, CA 94104-4231
ATTN: Diane T. Gordon, CPCU AIC, SCLA, ARM via email: diane.gordon@mclarens.com

Re:	**Addendum to May 22, 2020 "Flooring Failure Investigation Report"**
File Name:	Tehachapi Valley Recreation & Park District (RPD)
J.S. Held #:	19060309

Ms. Gordon:

The following is an addendum to our May 22, 2020 report, "Flooring Failure Investigation," attached in Appendix A of this addendum.

EXECUTIVE SUMMARY ADDENDUM

J.S. Held has concluded that the visible blisters that have appeared on the surface of the gymnasium floor in the Aspen Builders Inc. Activity Center (ABIAC) located in Tehachapi, California are the result of an installation error. Specifically, there was a failure to adequately inspect and test the concrete substrate prior to installation of the flooring system. As stated in our May 22, 2020 report, the ultimate cause of the blisters was the presence of deleterious aggregate and osmotic agents present in the near surface and surface of the concrete that resulted in alkali-aggregate-reaction that in turn resulted in localized upwelling of the concrete under the epoxy floor membrane and osmotic pressures resulting in localized debonding of the epoxy membrane which manifested as blisters on the surface of the gym floor.

The technical and trade literature available demonstrates that manufacturers and installers of flooring systems recognize the risk of placing flooring systems on concrete and many recommend that core samples be taken and analyzed prior to installation by a qualified laboratory for various compounds that may cause floor failures such as soluble salts, alkali-silica-reaction, unreacted water soluble silicates, organic substances etc. This is particularly important in older, existing concrete slabs, especially when the building's history is unknown. It is our understanding that the concrete slab at ABIAC has been in place for some thirty to forty years. ASTM International, one of the world's largest international standards organizations, has developed and published a standard guide for reducing the risk of deleterious alkali-aggregate reaction in concrete. ASTM C1778 specifically states that the risk of expansion occurring as a result of a failure to detect deleteriously reactive aggregates can be reduced by routine testing using petrography, laboratory expansion tests, or both. The failure to conduct these analyses prior to installation of the gym floor system at ABIAC put the flooring system at risk. Had such analyses been conducted it is likely that the deleterious reactive aggregates and osmotic agents would have been identified and appropriate mitigation measures taken.

CLOSING

Thank you for the opportunity to provide professional services. J.S. Held's opinions and conclusions in this report have been formulated within a reasonable degree of professional certainty. Please note that our opinions are based on the information provided and/or obtained as well as our training, knowledge and experience. To the extent that hidden conditions exist, and/or additional information is made available, we reserve the right to revise or update any of the observations, assessments, and/or opinions as conditions change or additional information is provided for our review.

This document is to inure to the benefit of the addressee only and may not be relied upon, used by, or referenced by any third party without the written consent of J.S. Held. If clarification or additional information is required, please do not hesitate to contact us.

Sincerely,
J.S. Held, LLC
WA Business License No. 33916 (Expires 03/20/2021)

John Carroll | Senior Project Manager | Materials Sci & Chem Lab Manager

Reviewed by

DALE ROBERT CLARK STATE OF WASHINGTON 43777 REGISTERED PROFESSIONAL ENGINEER

Dale Robert Clark, P.E. Metallurgist

Addendum

Appendix A

JS|HELD

May 22, 2020

McLarens
180 Montgomery Street, Suite 2100
San Francisco, CA 94104-4231
ATTN: Diane T. Gordon, CPCU AIC, SCLA, ARM
via email: diane.gordon@mclarens.com

Re: **Flooring Failure Investigation Report**
File Name: Tehachapi Valley Recreation & Park District (RPD)
J.S. Held #: 19060309

Ms. Gordon:

At your request, J.S. Held conducted an investigation into the cause of failure of the gymnasium floor installed in the Aspen Builders Inc. Activity Center (ABIAC) located in Tehachapi, California.

EXECUTIVE SUMMARY

J.S. Held's investigations have determined that the flooring failure at ABIAC is the result of several underlying conditions that ultimately manifest as blisters or bumps seen on the gymnasium floor. The phenomena known as osmotic blistering and near-surface alkali aggregate reaction (NSAR) weathering caused blisters to form and are due to 1) the presence of alkali-reactive aggregate grains present in the near surface region of the concrete, 2) high humidity and alkalinity in the concrete, and 3) the installation of a low moisture permeance flooring system, i.e., SignaFlor and a moisture mitigation membrane.

BACKGROUND

It is our understanding that in November 2016 Soils Engineering Inc., (SEI) measured the relative humidity (%RH) and alkalinity of the concrete on which the SignaFlor athletic surface was to be installed. Humidity and alkalinity readings were found to exceed the SignaFlor working condition specifications. In order to mitigate the high humidity and alkaline conditions, Concrete Curative Systems (CCS) prepared the surface of the concrete slab by shotblasting and installed an epoxy-based moisture mitigation system in January 2017. JTS Construction installed the SignaFlor athletic surface in February of 2017. Flooring failures, "bubbling and cracking," were reported throughout the floor starting in July, five months after installation.

INSPECTION & TESTING

J.S. Held visited the ABIAC in Tehachapi California on September 4, 2019 to conduct an inspection of the sports floor, take humidity measurements of the underlying concrete, and take samples of the installed SignaFlor sports floor. Holes (3/4" diameter) were drilled in the concrete floor at three different locations and Rapid RH® sensors were installed to measure the humidity and temperature of the interior of the concrete floor per the ASTM F2170 standard as seen in Figure 1. Two-inch diameter full thickness cores, (i.e., down to the surface of the concrete) were cut in the SignaFlor at four locations where blisters were present. An example of the cut SignaFlor is shown in Figure 2 at blister location core #2 with a pre-existing fissure. The adhesion of the cores to the underlying concrete substrate was qualitatively examined during removal of the cores. The cavity and the cores themselves were examined for evidence of moisture at

each core location. A Delmhorst moisture meter was used to quantify the moisture content of the rubber SignaFlor at all core location as well as several other locations throughout the gymnasium. Where moisture was present, pH was measured with pH paper and/or a flat surface electrode coupled to a pH meter.

The four SignaFlor cores were brought back to the J.S. Held materials science laboratory in Redmond, WA where they were examined under optical and digital microscopes. Chemical analysis was conducted on the bottom layers by Fourier Transform Infrared Spectroscopy (FTIR) to determine layer constituents. Liquid recovered from blister #3 was filtered through a submicron membrane, the filtrate taken to dryness, and the residue analyzed by FTIR.

SEI drilled four cores in the concrete slab on March 19, 2020; one on the west (sample 1), one on the south (sample 2.2), and two on the east (samples 3 and 4) sides of the gym floor at blister locations. Concrete core samples 2.2 and 3, with SignaFlor containing blisters still attached, were sent to Mineralogy Inc. in Tulsa Oklahoma for petrographic analysis. SEI penetrated the full depth of the concrete slab at two locations, south and east sides. The slab on the south side was 4 inches thick with a 4-inch thick "blotter" layer of moist soil in contact with the slab and a visqueen vapor barrier below the soil. On the east side the slab was 4.5 inches thick with 2 inches of moist soil and an underlying visqueen sheet. The moisture content of the underlying soil was 12% and 14.8% at the south and east locations respectively. The full SEI report is attached in Appendix A.

RESULTS & DISCUSSION

Blisters were observed throughout the gym floor during J.S. Held's September 4, 2019 inspection. The blisters were ubiquitous and were not present in any particular pattern or orientation. Five-foot wide rubber layer seams were visible in places running east-west but were not correlated with the location of blisters. Results of the relative humidity tests at three locations in the concrete slab are tabulated in Table 1 and show that saturated conditions exist within the slab. Values of 99% RH were the same as the results from similar testing carried out by SEI in November 21, 2016, prior to installation of a moisture mitigation membrane and the SignaFlor system.

Table 1. Relative humidity and temperature of concrete slab per ASTM F2170

Test Date	Sensor #	Location	%RH	Temp (°F)
9/9/2019	1	East Wall Center 41' S 66.5" E	99%	71
9/9/2019	2	North East wall out 86" E 241" N	99%	72
9/9/2019	3	West Wall Center 5'W 40'4"N	99%	70

Of the four SignaFlor core samples removed, SignaFlor core #1 and core #2 were firmly attached to the concrete. Removal of these two core samples was difficult and was aided with the use of a chisel. Figure 3 and Figure 4 show SignaFlor core #1 after the removal of the core and with the moisture mitigation membrane still attached to the concrete. Similarly, Figure 5 shows the epoxy membrane from SignaFlor core #2 firmly attached to the concrete slab and cohesive failure within the SignaFlor layers occurred during forceful removal.

In contrast, SignaFlor core #3 was easily removed with no adhesive bond between the moisture mitigation membrane and the concrete. The SignaFlor core remaining completely intact with all its layers present. Figure 6 and Figure 7 show the presence of liquid water in the cavity below the moisture mitigation

membrane with the pH measuring between 11.5 and 12. Figure 8 shows the removal of SignaFlor core #4 with all layers of the system intact. The core exhibited a very weak bond to the concrete slab and was easily removed without the aid of tools. Figure 9 and Figure 10 show dampness on the surface of the concrete with the pH measuring between 11.5 – 12.

The moisture mitigation membrane was confirmed by FTIR to be an epoxy-based polymer. Documents provided by SignaFlor indicated that a product called "SignaSeal Plus," Part A/Part B Moisture Remediation System was applied as the membrane. J.S. Held was unable to find any documents indicating such a product exists. We were later informed that a two part epoxy product, CCS–S2 Fast Cure, from Concrete Curative Systems, LLC, out of Sevierville, TN (www.concretecurative.com) was likely applied. Concrete Curative Systems could not be contacted to confirm chemical composition. The company telephone number and website were not active as of May 2020.

Figure 11 and Figure 12 show a digital microscopic image of SignaFlor core #1 in cross-section at 20 magnifications and 200 magnifications respectively. Figure 13 shows SignaFlor core #2 in cross-section at 200 magnifications. Both core #1 and #2 show a smooth even surface at the base of the image where layers of the moisture mitigation system separated during forceful removal, leaving the epoxy moisture mitigation membrane largely attached to the concrete slab. In contrast, the bottom layers seen in the cross-sections of cores #3 and #4 in Figure 14 and Figure 15 respectively are rough, reflecting the contours of the underlying concrete. The roughened surface of the epoxy is consistent with the observation during the on-site core #3 and #4 removal that the epoxy membrane had debonded from the concrete. The concrete surface profile was created during the shotblasting of the concrete floor by CCS to prepare the surface to receive the epoxy moisture mitigation membrane. The roughened surface is critical for the creation of a strong bond between the concrete and the epoxy.

In an April 10, 2019 letter from the president of JTS Construction addressed to Michelle Vance of Tehachapi Valley Recreation and Park District, JTS stated that they as well as the flooring installer (SignaFlor) believe that the moisture was coming from the exterior of the building and was getting between the moisture mitigation membrane and the SignaFlor and this was causing the blisters. In an earlier August 1, 2017 email the SignaFlor lead technician claimed that moisture was "coming in between the vapor barrier and urethane." J.S. Weld found no evidence of moisture between the moisture mitigation membrane and the SignaFlor. The moisture content of all four SignaFlor core samples, as well as at several locations across the gym floor, showed dry conditions throughout the full depth of the Signaflor system. The only locations where moisture was detected was under the moisture mitigation membrane and in the concrete slab itself.

The petrographic analysis performed by Mineralogy Inc is included in Appendix B. Their analysis of two core samples with blisters present showed that the moisture mitigation membrane was generally well-adhered to the concrete. This was similar to what J.S. Held observed at SignaFlor core #1 and #2 samples. Mineralogy did not examine a sample where the moisture mitigation membrane was debonded from the concrete as was the case for SignaFlor core #3 and #4. Their petrographic analysis showed that the cause of the blisters at locations where the moisture mitigation membrane is strongly adhered is a phenomenon identified as near-surface alkali aggregate reaction (NSAR) weathering - a sub-type of alkali silica reaction (ASR) weathering. As the name suggests, NSAR occurs in the near-surface region of a concrete slab. ASR occurs when aggregates containing certain forms of silica react with alkali hydroxide in concrete to form a gel that swells as it adsorbs water from their surroundings. These gels can induce enough expansive pressure to damage concrete. Conventional understanding has always dictated that when potentially reactive aggregates are present, ASR should take many years to develop, that the reactive aggregates are

associated with large course particles and the fracture patterns exhibit three-dimensional map-like cracking patterns as illustrated in Figure 16.

In the case of NSAR the reactive aggregates are small sand-sized fragments located very near the surface of the concrete. These small grains react very readily to elevated levels of moisture and alkalinity in the concrete and the damage can manifest relatively quickly, e.g., months, compared to traditional ASR which may take years. Figure 17 and Figure 18 show petrographic microscope images of concrete core 2.2 and 3 with near surface, two-dimensionally oriented horizonal micro-cracks associated with alkali-reactive aggregate grains. The expansive swelling that occurs within the grains and micro-cracks are telegraphed to the surface of the SignaFlor and seen as bumps or blisters. All three of the following conditions are necessary for NSAR and all were present:

- the presence of alkali-reactive aggregate grains in the near surface of the concrete
- high humidity and alkalinity in the concrete
- the installation of the moisture mitigation membrane to contain moisture

The low permeance epoxy membrane effectively trapped and concentrated the alkaline moisture within a narrow band of the concrete just beneath the epoxy membrane causing very localized swelling associated with NSAR. This swelling was manifested as blisters at the surface of the tightly bonded floor. Had a petrographic analysis of the concrete slab at ABIAC been conducted prior to installation of the epoxy membrane and SignaFlor, the potential for NSAR may have gone undetected by the analyst as NSAR is different and more difficult to detect than ASR.

The moisture mitigation membranes attached to the SignaFlor core #3 and #4 had debonded from the underlying concrete and highly alkaline water was detected below the epoxy membrane. Debonding of the membrane and the resulting blisters at these locations may have multiple causes. Expansive forces from NSAR could certainly result in the debonding which then allowed alkaline moisture to fill the void between the concrete and the epoxy membrane. However, it is also possible that a separate phenomenon known as osmotic blistering contributed to the blisters on the SignaFlor. Osmotic blistering can occur when water soluble ionic species are present just below the impermeable membrane. The presence of a semi-permeable membrane, in this case the uppermost region of the concrete, allows water to pass but not larger ionic molecules. The more purified water is osmotically driven to dilute the ionic species present next to the impermeable membrane. Pressure builds below the membrane causing it to debond. This often presents as pressurized liquid filled blisters and usually does not appear until months after coating applications. In the ABAIC gymnasium the upper region of the concrete would be the semi permeable membrane and the bonded, epoxy-based membrane acts as the impermeable containment. Soluble alkali salts (ionic species) were confirmed by FTIR in the filtered water recovered from blister location core #2. The presence of salts between a semi-permeable membrane and an impermeable coating would act as the osmotic agent drawing in moisture from surroundings regions.

CONCLUSIONS

- High humidity and high alkalinity conditions exist in the concrete slab and existed prior to the 2017 installation of the SignaFlor system.
- Petrography confirmed near-surface alkali aggregate reaction (NSAR) had occurred at blister locations.
- Petrography showed NSAR swelling and resulting micro-cracking of the concrete resulted in visible blisters on the surface of the SignaFlor.
- The conditions necessary for NSAR were present in the concrete floor of the ABIAC gymnasium; specifically:
    - the presence of small alkali-reactive aggregate grains in the near surface of the concrete
    - high humidity and alkalinity in the concrete
    - the installation a low permeance floor moisture mitigation membrane
- The epoxy moisture mitigation membrane had debonded from the concrete at locations where water was present under observed blisters.
- Osmotic effects may also have contributed to the debonding of the epoxy membrane and associated surface blistering that resulted.
- There was no evidence of water between the moisture mitigation membrane and the SignaFlor as was alleged by JTS Construction and SignaFlor.
- There was no evidence of water intrusion into the rubber SignaFlor layers.

CLOSING

Thank you for the opportunity to provide professional services. J.S. Held's opinions and conclusions in this report have been formulated within a reasonable degree of professional certainty. Please note that our opinions are based on the information provided and/or obtained as well as our training, knowledge and experience. To the extent that hidden conditions exist, and/or additional information is made available, we reserve the right to revise or update any of the observations, assessments, and/or opinions as conditions change or additional information is provided for our review.

This document is to inure to the benefit of the addressee only and may not be relied upon, used by, or referenced by any third party without the written consent of J.S. Held. If clarification or additional information is required, please do not hesitate to contact us.

Sincerely,
J.S. Held, LLC
WA Business License No. 33916 (Expires 03/20/2021)

John Carroll | Senior Project Manager | Materials Sci & Chem Lab Manager

Reviewed by

DALE ROBERT CLARK
STATE OF WASHINGTON
43737
REGISTERED
PROFESSIONAL ENGINEER

Dale Robert Clark, P.E. Metallurgist

FIGURES

Figure 1. Rapid RH® sensor before insertion into hole drilled in the concrete to measure humidity and temperature in the interior of the concrete slab.

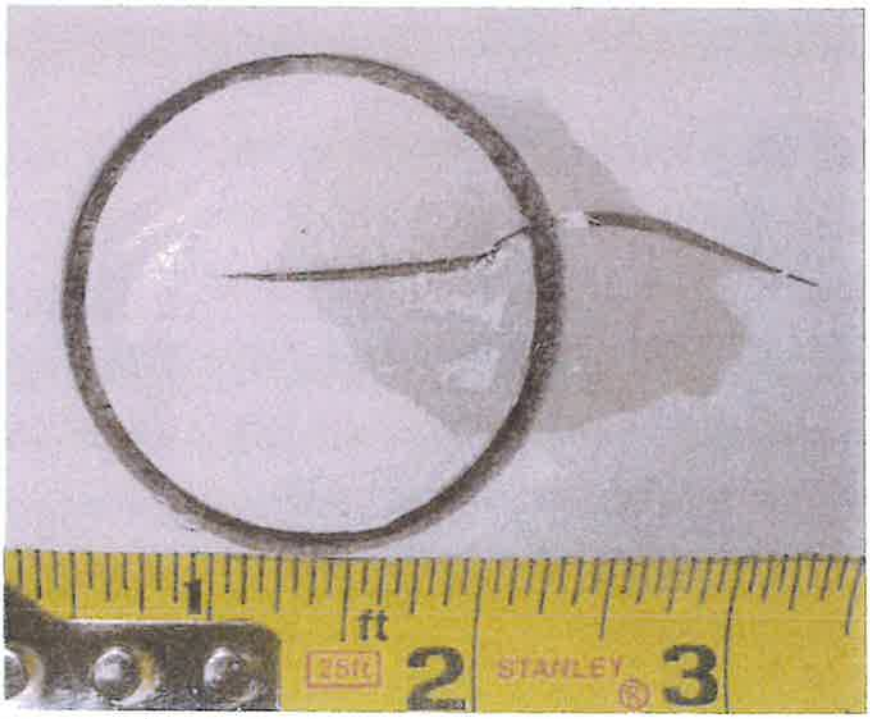


Figure 2. Two inch diameter SignaFlor core sample at blister location #2 with pre-existing fissure. The core is shown after hole cutting but prior to being removed.

Figure 3. SignaFlor core #1 showing inverted core and cavity after removal.

Figure 4. SignaFlor core #1 cavity. Part of the moisture mitigation membrane firmly attached to concrete.

Figure 5. SignaFlor core #2 being removed. The moisture mitigation membrane was firmly attached to the concrete slab. Cohesive failure can be seen within the SignaFlor layers.

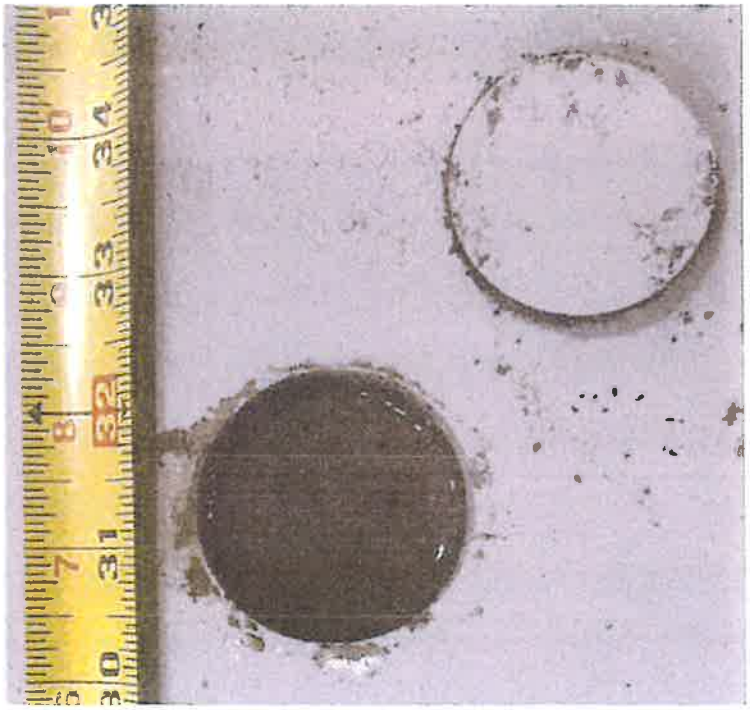


Figure 6. SignaFlor core #3 showing the presence of water under the moisture mitigation membrane . Membrane was not attached to concrete.

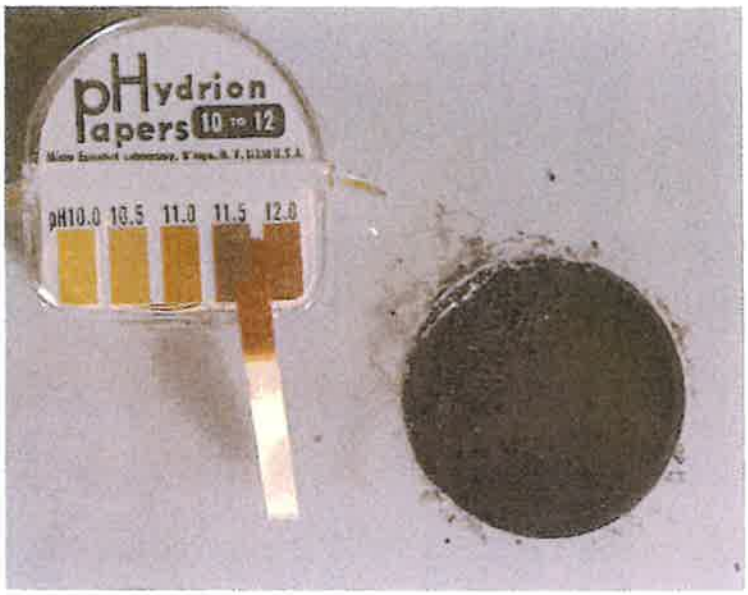


Figure 7. SignaFlor core #3 cavity with highly alkaline water, pH = 11.5 - 12.

Figure 8. SignaFlor core #4 being removed. Only very weak adhesion to concrete.

Figure 9. SignaFlor core #4 with moisture mitigation membrane attached to core but not the concrete. Concrete below membrane is damp.

Figure 10. SignaFlor core #4 cavity with highly alkaline water, pH = 11.5 - 12.

Figure 11. Microscope image at 20X magnification showing a cross-section of the lower portion of SignaFlor core #1. The black layer is the rubber base mat. The moisture mitigation membrane was strongly adherent to the concrete slab. The smooth surface (bottom) is where the SignaFlor system split during forceful removal of the SignaFlor core sample.

Figure 12. Microscope image at 200X magnification showing SignaFlor core #1 in cross-section. The smooth surface (bottom) is where the SignaFlor system split during forceful removal of the SignaFlor core sample.

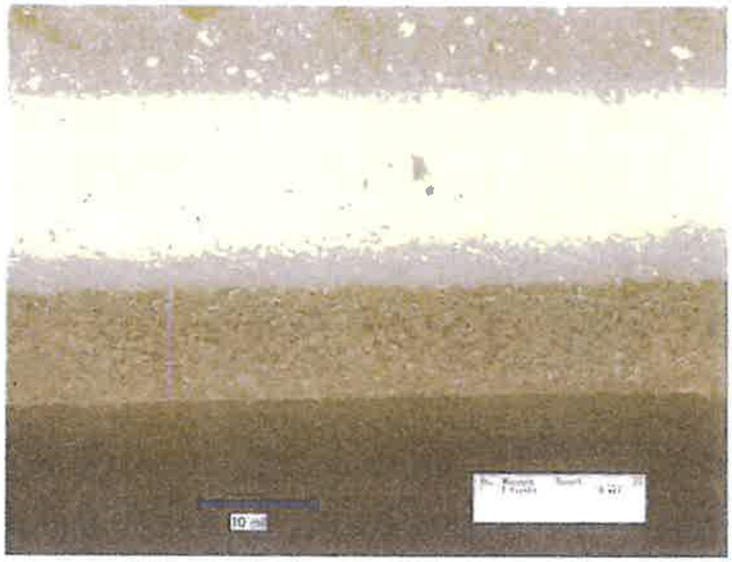


Figure 13. Microscope image at 200X magnification showing a cross-section of the lower portion of SignaFlor core #2. The smooth surface (bottom) is where the SignaFlor system split during forceful removal of the SignaFlor core sample.

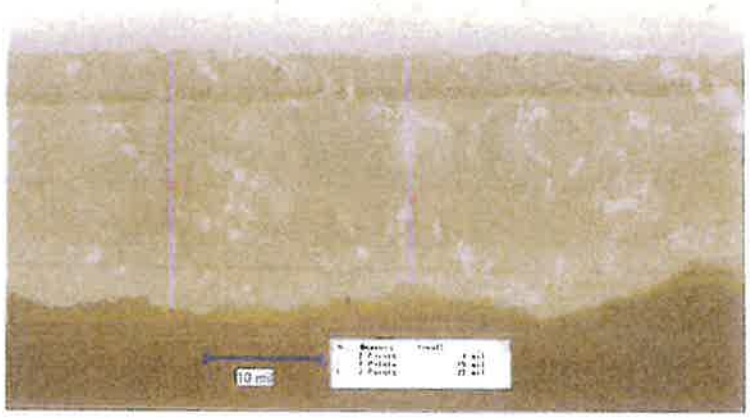


Figure 14. Microscope image at 200X magnification showing SignaFlor core #3 in cross-section with moisture mitigation membrane intact (bottom layer). The membrane had debonded from the concrete and the intact core was easily removed. The uneven surface is the epoxy/concrete interface showing adhesive failure.

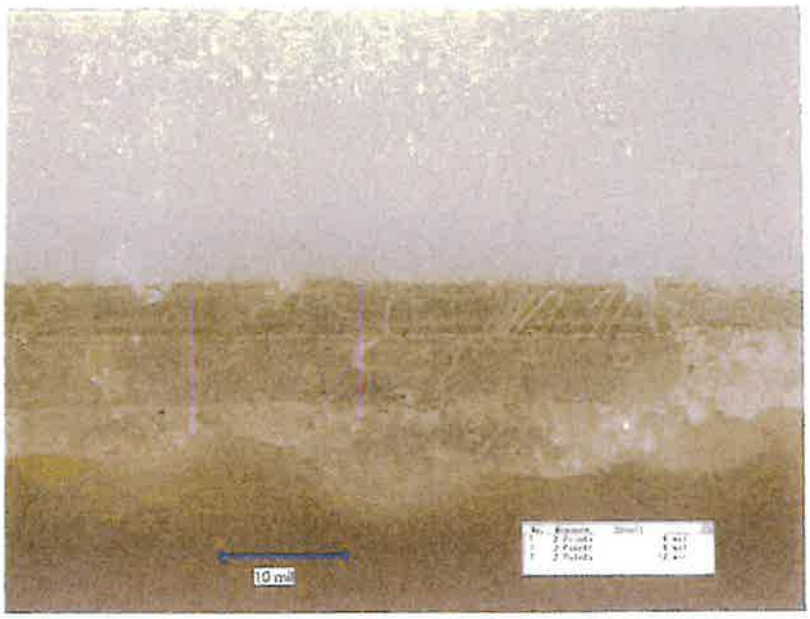


Figure 15. Microscope image at 200X magnification showing SignaFlor core #4 in cross-section with moisture mitigation membrane intact (bottom layer). The membrane had mostly debonded from the concrete and the intact core was easily removed. The uneven surface is the epoxy/concrete interface showing adhesive failure.

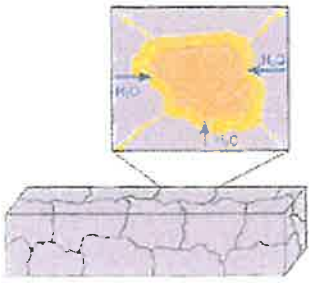


Figure 16. Random map cracking patterns in concrete are typical indicators of ASR.

Figure 17. Cross section of concrete core 2.2 showing sub-horizontal micro-cracks and gel deposits attributed to the localized swelling of alkali-reactive volcanic rock fragments embedded in the near-surface slab.

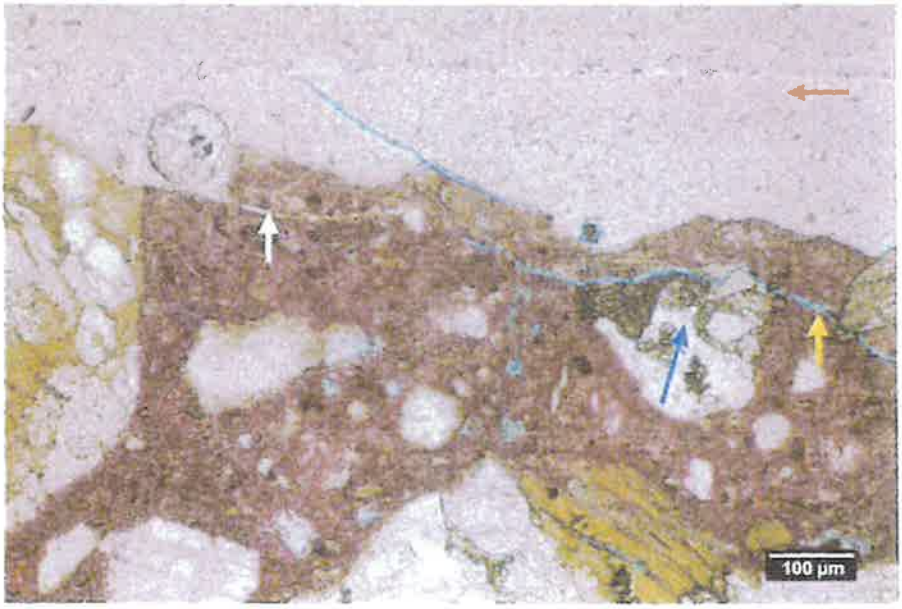


Figure 18. Cross section of concrete core 3 showing a sand-sized, alkali-reactive igneous rock fragment (blue arrow), associated with a network of micro-cracks (yellow arrow) attributed to NSAR corrosion. Note the crack-filling metasilicate gel (white arrow). The moisture mitigation membrane is indicated with the red arrow.

Appendix A - SEI Report

Soils Engineering, Inc.

March 20, 2020 SEI File: 17576

Mr. John Carroll (jcarroll@jsheld.com)
J. S. Held
617 West 7th Street
Los Angeles, CA 90017

Subject: **Concrete Floor Slab Core Sampling**
Aspen Builders Community Center
490 West D Street
Tehachapi, California

Dear Mr. Carroll;

At your request, Soils Engineering, Inc. drilled four cores in the existing concrete slab-on-ground in the gymnasium at the Aspen Builders Community Center in Tehachapi, California on March 19, 2020. Three cores were drilled to obtain samples of the concrete with floor covering for examination by Mineralogy, Inc. Those cores were shipped on March 20, 2020. These partial depth cores were drilled about three inches deep into the slab and a chisel was used to break the core loose. The core locations are as follows:

1. Gym floor slab, 17' south and 2' 3" east of the northwest corner of the slab.

2. Gym floor slab, 25' east and 3' 6" north of the southwest corner of the slab. Labeled "2.2" on the core.

3. Gym floor slab, 53' 10" south and 2' 7" west of the northeast corner of the slab.

At core location 2, the partial depth sample core was dislodged from the slab and removed and the residual water in the hole was vacuumed out. Then a roto-hammer drill was used to break up the remainder of the concrete at the bottom of the hole. As a result, no coring water infiltrated into the underlying blotter layer. As was common practice at the time of construction, a vapor retarder consisting of polyethylene sheet (visqueen) was placed on the native soil. This sheet was, in turn, overlain by a "blotter" layer of what appeared to be native soil or a clayey/silty fill sand material. At this location the slab was 4" thick and the blotter layer was 4" thick. A sample of the blotter layer material between the bottom of the slab and the underlying visqueen plastic sheet was collected for a moisture test. The moisture content was 12% by dry weight. Welded wire mesh was encountered at the bottom of the slab.

At core location 3, an additional core was drilled through the slab adjacent to the partial depth sample core. As the core bit approached the bottom of the slab, the water to the bit was reduced to minimal flow. As soon as the bit cut through the bottom of the slab, the water flow was turned off. As a result, very little coring water infiltrated below the slab. The water was quickly vacuumed from the hole. The slab was

underlain by a similar blotter material and a visqueen vapor retarder. At this location the slab was 4¼" thick and the blotter layer was 2" thick. A sample of the blotter layer soil between the bottom of the slab and the underlying visqueen plastic sheet was collected for a moisture test. The moisture content was 14.8% by dry weight.

We hope this provides the information you require. If you have any questions or need further assistance, please contact our office.

Respectfully submitted,
SOILS ENGINEERING, INC.

Brian D. Marier, P.E.
Senior Engineer

Attachments: photographs

4400 YEAGER WAY
BAKERSFIELD, CA 93313-2019

Phone: (661) 831-5100
Fax: (661) 831-2111

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www.soilsengineering.com

The top layer of the concrete of core 1 separated from the remainder when a chisel was used to break it loose at the base of the core.

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Core at location 2.

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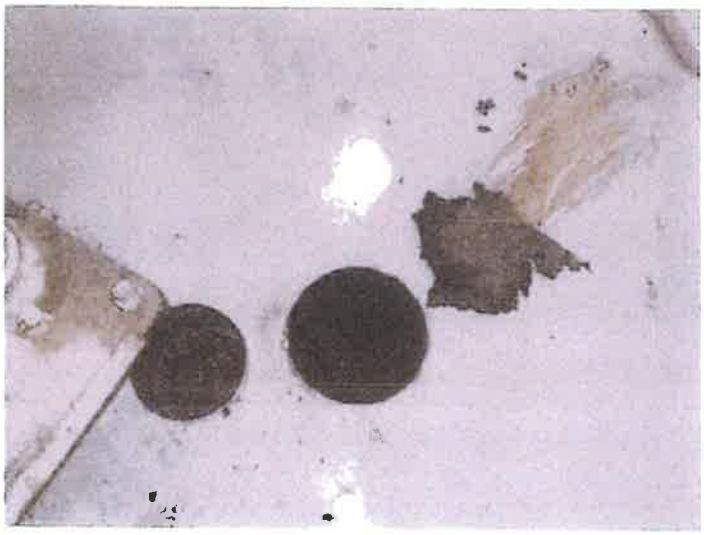
Fax: (661) 831-2111

info@soilsengineering.com
www.soilsengineering.com

Cores from location 3.



Core holes at location 3 with the "blotter" material from beneath the slab.

4400 YEAGER WAY
BAKERSFIELD, CA 93313-2019

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Fax: (661) 831-2111

info@soilsengineering.com
www.soilsengineering.com

Appendix B - Mineralogy Inc. Petrographic Report

MINERALOGY INC

Aspen Builders Community Center

490 West D Street | Tehachapi, CA

Concrete Core Evaluation

Requested by:
Mr. John Carroll
J. S. Held

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Conditions & Qualifications

Section I	Introduction
	Summary
	Conclusions

Appendix II			
Sample ID		Petrographic Data	Thin Section Images
SEI 17576-2.2	**20059-02**	•	•
SEI 17576-3	**20059-03**	•	•

CONDITIONS AND QUALIFICATIONS

Mineralogy, Inc. will endeavor to provide accurate and reliable laboratory measurements of the samples provided by the client. The results of any x-ray diffraction, petrographic or core analysis test are necessarily influenced by the condition and selection of the samples to be analyzed. It should be recognized that geological samples are commonly heterogeneous and lack uniform properties. Mineralogical, geochemical and/or petrographic data obtained for a specific sample provides compositional data pertinent to that specific sampling location. Such "site-specific data" may fail to provide adequate characterization of the range of compositional variability possible within a given project area, thus the "projection" of these laboratory findings and values to adjoining, "untested" areas of the formation or project area is inherently risky, and exceeds the scope of the laboratory work request. Hence, Mineralogy, Inc. shall not assume any liability risk or responsibility for any loss or potential failure associated with the application of "site or sample-specific laboratory data" to "untested" areas of the formation or project area. Unless otherwise directed, the samples selected for analysis will be chosen to reflect a visually representative portion of the bulk sample submitted for analysis. Where provided, the interpretation of x-ray diffraction, petrographic or core analysis results constitutes the best geological judgment of Mineralogy, Inc., and is subject to the sampling limitations described above, and the detection limits inherent to semi-quantitative and/or qualitative mineralogical and microscopic analysis. Mineralogy, Inc. assumes no responsibility nor offers any guarantee of the productivity, suitability or performance of any oil or gas well, hydrocarbon recovery process, dimension stone and/or ore material based upon the data or conclusions presented in this report.

This report is to only be replicated in its entirety.

Sample Return: Samples will be stored for a period of 30 days and thereafter discarded. If additional sample storage time and/or return shipping is required, appropriate charges will be billed to the client.

Introduction

Two concrete core samples, from a distressed gym floor at the Aspen Builders Community Center located in Tehachapi CA, have been submitted for concrete petrographic analysis. The as-received core samples are coated with a vapor membrane layer followed by a composite, resilient flooring system. The composite system includes a 7.5 mm thick layer of rubber flooring sandwiched between layers of polymer resin. Each of the cores exhibits a low amplitude blister defect that locally displaces the finished coating surface. The purpose of the core study is to identify the source and nature of the flooring system defect(s) at these core locations. The concrete petrographic analysis has been performed utilizing lab methods adapted from ASTM C856 (Standard Practice for the Petrographic Examination of Hardened Concrete). Petrographic summaries that highlight selected mix design properties along with representative images of the core samples are provided in Appendix I.

Sample ID	Mineralogy, Inc. ID	Testing Protocol
SEI 17576-2.2	20059-02	TSP
SEI 17576-3	20059-03	TSP

Summary

The principle findings of the concrete core evaluation for this concrete slab are noted as follows:

- The cores are partial penetration cylinders with a fractured base contact surface. The samples are coated with a well-adhered composite flooring system that includes a vapor membrane layer + rubber flooring materials sandwiched between layers of epoxy polymer. The cores exhibit an OD of ~ 3.2" (8.1 cm), with core lengths of ~ 3.0" - 3.18" (7.6 - 8.0 cm). The concrete substrate surface exhibits an ICRI CSP 4 surface profile, with irregular indications of near-surface carbonation [~0.1 - 0.8 mm BTC (below top of the core)]. The concrete fabric is grain-supported, very poorly sorted, well-graded, granule and pebble-rich, moderately porous, and well-lithified with micro-porous Portland cement. No indications of embedded reinforcing steel are present at the core locations in this study.

- The flooring system is generally well-adhered to the concrete substrate. The vapor membrane was installed as a 2 coat system with a total (mean) thickness of ~ 0.35 - 0.75 mm. Shallow, dis-continuous, sub-horizontal micro-cracks are locally present along the uppermost 0.5 mm of the slab cross section. The micro-crack strain impacts ~ 5-14% of the epoxy / concrete boundary surface length at these core locations. The micro-cracks a narrow aperture width (~ 50 - 75 µm), with cracks that commonly range between ~ 0.2 - 1.2 mm in length. Traces of amorphous metasilicate gel are locally present as a fracture-filling cement material. The micro-crack strain at core location 2.2 is attributed to expansive cracking of an alkali-reactive, glass-rich volcanic RF (rock fragment) embedded within the uppermost 0.5 mm of the slab cross section.

- Aggregate materials comprise ~ 66 - 69% of the bulk volume within this mix design and include sand to pebble-sized igneous RFs coupled with significant amounts of feldspar and quartz. The coarse aggregate materials include granodiorite and granite RFs (rock fragments) coupled with minor amounts of gabbro, basalt, andesite, and dacite RFs. The igneous RFs are commonly weathered and locally altered and partially replaced with authigenic clay matrix. Selected glass-rich volcanic RFs (especially andesite and dacite fragments) exhibit early indications of alkali-reactivity. Artifacts of alkali-reactivity include marginally altered grain rims (flanked by ion depletion halos preserved in the cement paste), and intra-particle micro-cracks that locally project outwards into the flanking cement paste materials. Trace accumulations of amorphous metasilicate gel are also locally present as a fracture-filling chemical byproduct of early stage alkali aggregate corrosion. Sand-rich aggregate grains include igneous RFs, feldspar (especially plagioclase), quartz (including mono-crystalline and poly-crystalline quartz varieties), chert RFs, mica (especially biotite mica), augite, and hornblende.

- Cement paste materials account for ~ 16 - 21% of the bulk volume within this mix design. The paste components are micro-crystalline, micro-porous and are commonly well-adhered to the aggregate grain surfaces. Cement components include amorphous calcium silicate hydrate coupled with hydrated portlandite, larnite, and alite, calcium iron oxide, and calcium aluminum oxide. Traces of micro-crystalline calcite are present as a near-surface replacement cement attributed to localized carbonation of the cement paste.

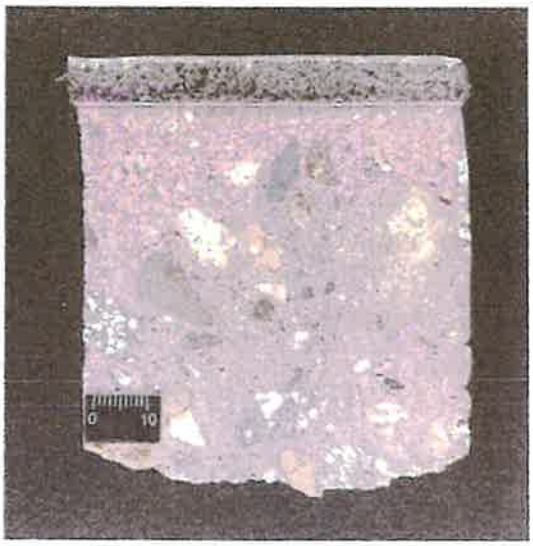
- Void types present within this concrete include inter-crystalline micro-porosity as well as moderate amounts of air-entrapment macro-pores and traces of micro-crack fracture porosity. The water/cement ratio estimated for this mix design is ~ 0.43 - 0.45.

Conclusions

Flooring system defects expressed at these core locations are attributed to micro-crack strain localized within the uppermost 0.5 mm of the slab cross section. The strain artifacts are attributed to the expansive swelling of marginally altered, alkali-reactive aggregate grains embedded in the near surface cross section of the slab. The micro-cracks attributed to this corrosion process preferentially extend laterally into the concrete matrix, following a path of least-resistance, sub-parallel to the bond surface of the vapor membrane. The projection, extension, and networking of the near-surface micro crack strain can locally under-mine and weaken the cohesive attachment of the overlying concrete 'cap' + any adhered flooring materials. This concrete corrosion phenomenon is identified as near-surface alkali aggregate reaction (NSAR) weathering - a sub-type of alkali silica aggregate reaction (ASR) weathering. Concrete slabs that exhibit NSAR corrosion commonly share a host of similarities and properties that include: 1) the presence of embedded, alkali-reactive aggregate grains within the concrete mix design, 2) elevated concrete relative humidity (>85%) & alkalinity - especially within the 'boundary zone' near the exposure surface of the substrate, and 3) the presence of a low permeance membrane or flooring system that inhibits the release of concrete moisture vapor into the building envelope. The installation of the vapor membrane & flooring system for this slab efficiently trapped and concentrated the alkaline moisture vapor within a narrow band of concrete just beneath the polymer contact surface. The aggressive corrosion environment that developed within the boundary zone of the substrate contributed to the localized swelling of alkali-reactive volcanic RFs and chert fragments embedded in the near-surface slab cross section, leading directly to the localized cohesive failure of the concrete cap and flooring system.

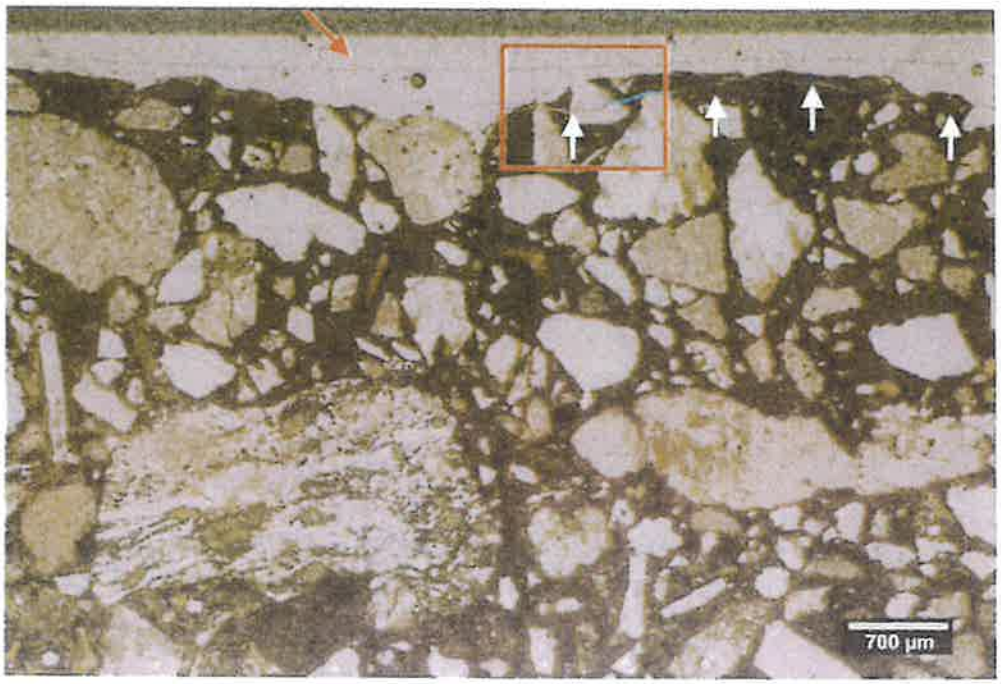
Appendix I
Petrographic Findings

SEI 17576-2.2; MI#20059-02 - Petrographic Data

Slab View	Phenolphthalein
	

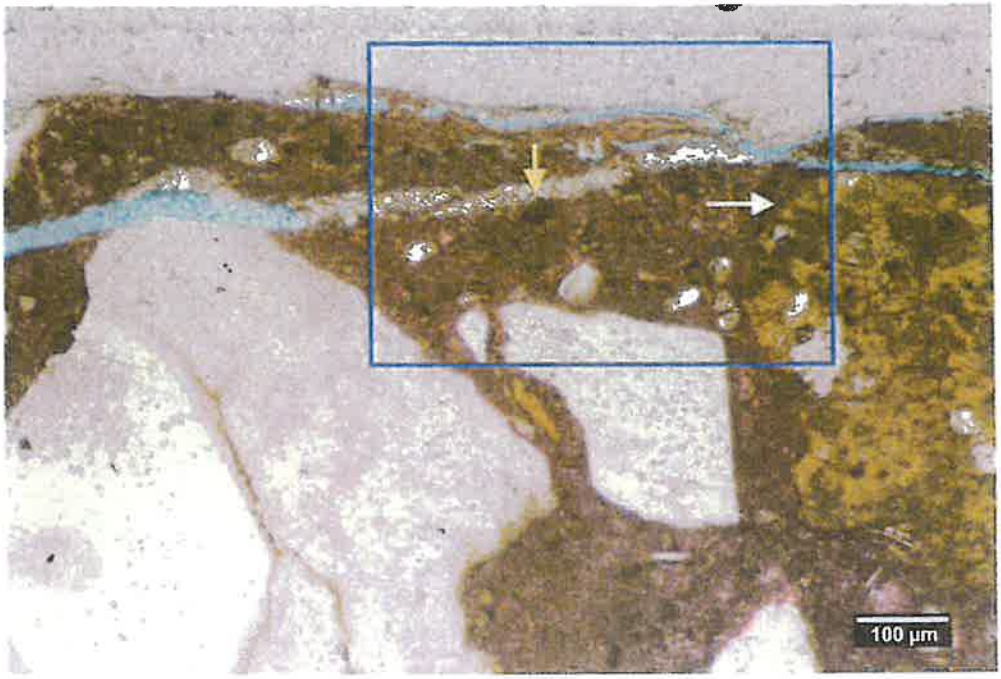
Macroscopic Properties	SEI 17576-2.2 MI#20059-02
Length (cm) / in	3.2" (8.1 cm)
Diameter (cm) / in	3.2" (8.1 cm)
Embedded Objects	Not present
Cement Color	Light gray (N7)
Surface Coatings	The flooring construction assembly (base to top) includes the following layers: 1) vapor membrane (~0.35 mm, minimum thickness 0.19 mm) 2) Base resin layer (~1.3 mm) 3) Rubber flooring (~7.5 mm) 4) Top resin layer [+ urethane (?) top-coat; ~2.5 mm] Near-surface micro-crack strain with trace accumulations of metasilicate gel are locally present in the uppermost 0.5 mm of the concrete substrate (along ~ 5% of the cross section boundary surface)
General Condition	Granule & pebble-rich, grain-supported, very poorly sorted, well-graded, moderately porous Portland concrete.

ICRI Surface Profile	CSP 4
Carbonation (BTC) (below top of core)	Variable ~0 to 0.8 mm BTC
Base Surface	Fractured base contact - partial penetration core cylinder
Max Grain Diameter	28 mm
Concrete Mix Design	**SEI 17576-2.2 MI#20059-02**
Total Aggregate (%)	~67-69%
Coarse Aggregate	Igneous rock fragments (RFs) - including: coarsely crystalline granodiorite RFs + minor gabbro, basalt, andesite, and dacite RFs Selected glass-rich volcanic RFs (especially andesite & dacite fragments) exhibit susceptibility to alkali surface corrosion and grain swelling.
Sand Aggregate	Lithic fragments (as above) > feldspar > quartz (mono & polycrystalline) > chert RFs > mica > augite > hornblende
Cement (%)	~17-19%; amorphous calcium silicate hydrate > partially hydrated portlandite > belite > alite > calcium aluminum oxide > calcium iron oxide > calcite > ettringite. Authigenic ettringite occurs as a pore-lining secondary cement rimming selected air-entrapment macropores.
Water / Cement	~0.43-0.45
Macroporosity	~ 3.5% (air-entrapment macro porosity). Intercrystalline microporosity is common & is distributed throughout the concrete groundmass.
Alkali-aggregate reaction (ASR / NSAR / ACR)	Localized indications of near-surface micro crack strain attributed to NSAR corrosion are present. Corrosion artifacts attributed to NSAR include: marginally altered volcanic RFs and chert RFs embedded in the uppermost 1 mm of the slab cross section, projecting, sub-horizontal micro-crack strain that has weakened the near-surface cap of the slab (within the concrete fabric below the polymer contact surface), and trace accumulations of amorphous metasilicate gel (a byproduct of alkali-aggregate corrosion).



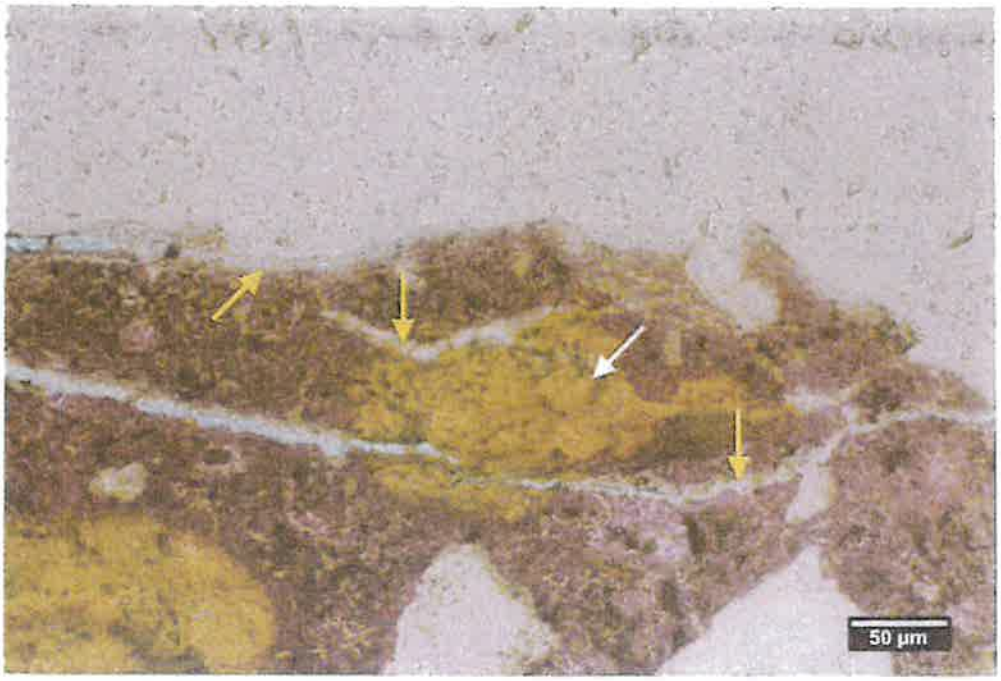
2A. Two-coat vapor membrane (red <) applied to an ICRI CSP 4 surface profile. Note the sub-horizontal micro-crack strain (blue; white <).

2B. Detail of the highlighted area from 2A. This portion of the cross section underlies the defect expressed on the surface of the flooring system. Note the amorphous metasilicate gel (white; yellow <) that locally fills the micr-crack.

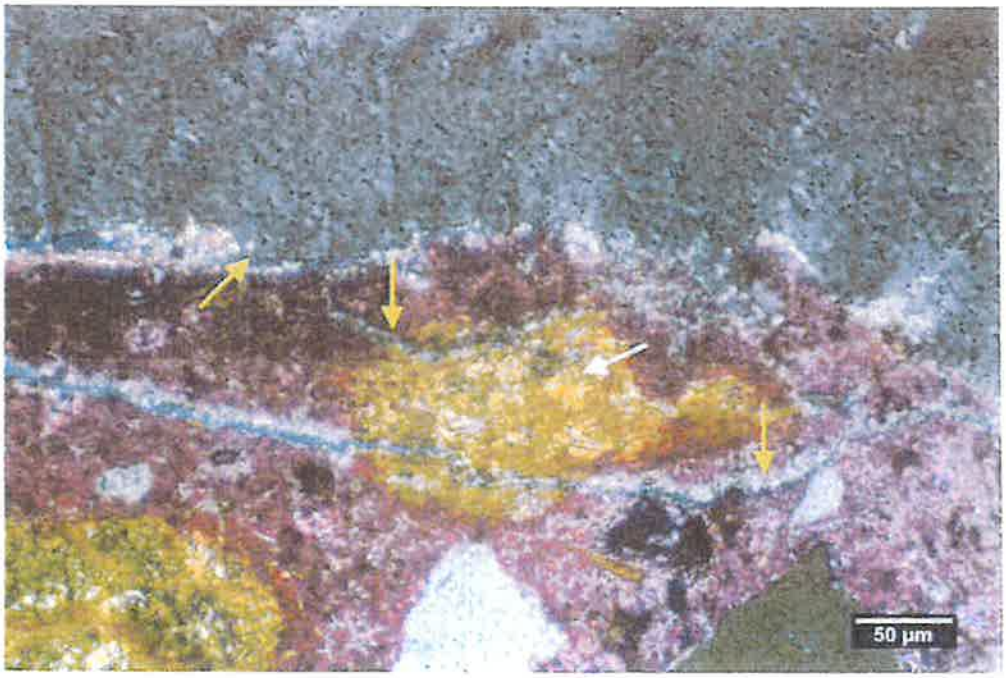


2C. Sub-horizontal micro-cracks + gel deposits are attributed to the localized swelling of alkali-reactive volcanic RFs embedded in the near-surface slab cross section (white <).

2D. Detail of the crack-filling amorphous metasilicate gel (yellow <).

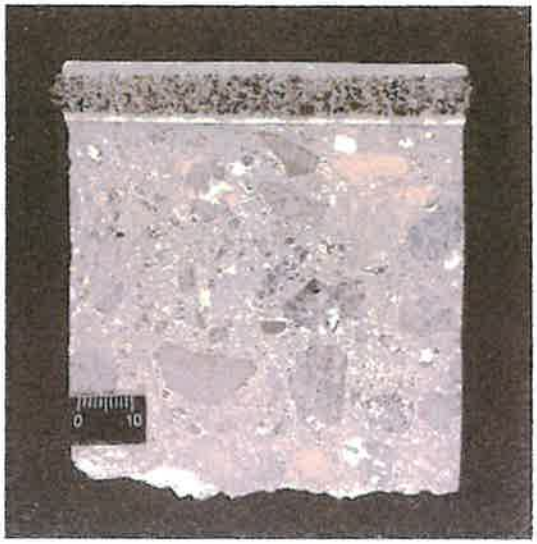
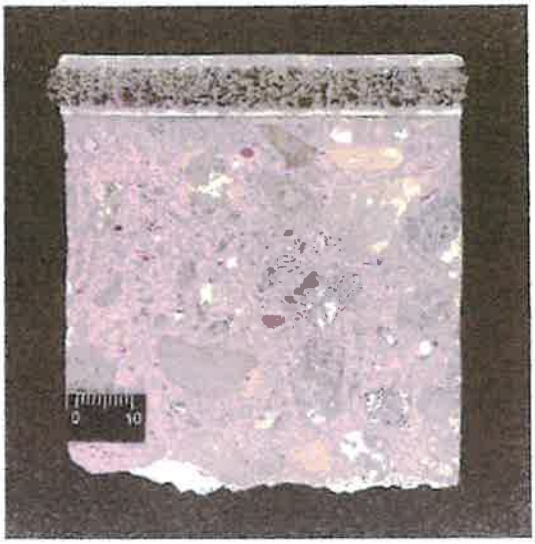


2E. Marginally altered and cracked volcanic RF (white <) that has directly contributed to the projection of micro-crack strain & evolution of the flooring defect at this core location.



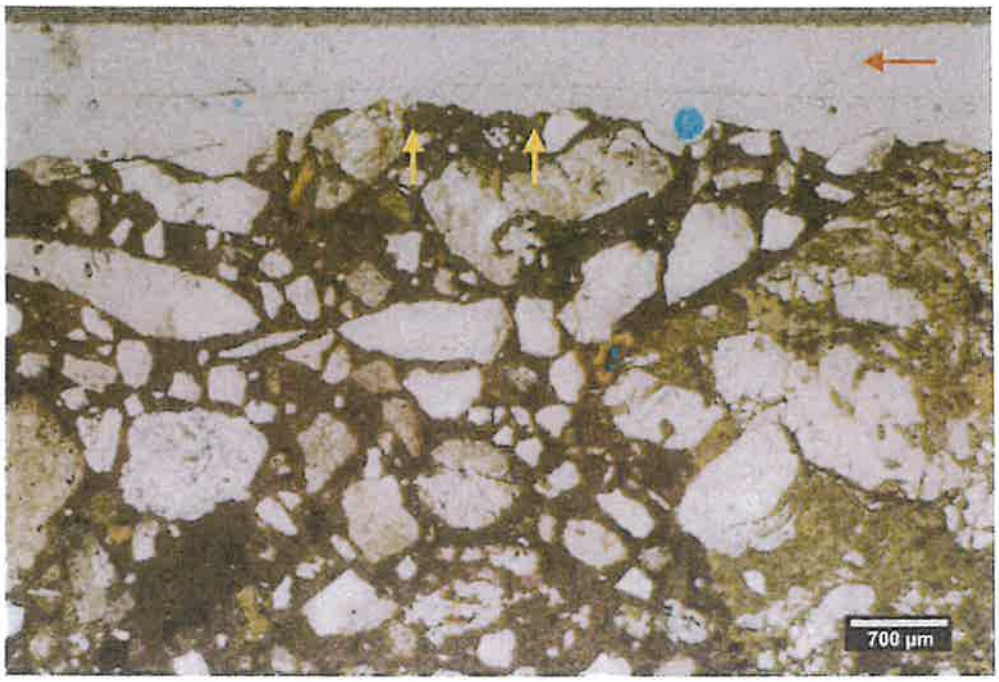
2F. As in Figure 2E, with cross polarized light. The metasilicate gel deposits (yellow <) are amorphous and hence, opaque in cross polarized transmitted light.

SEI 17576-3; MI#20059-03 - Petrographic Data

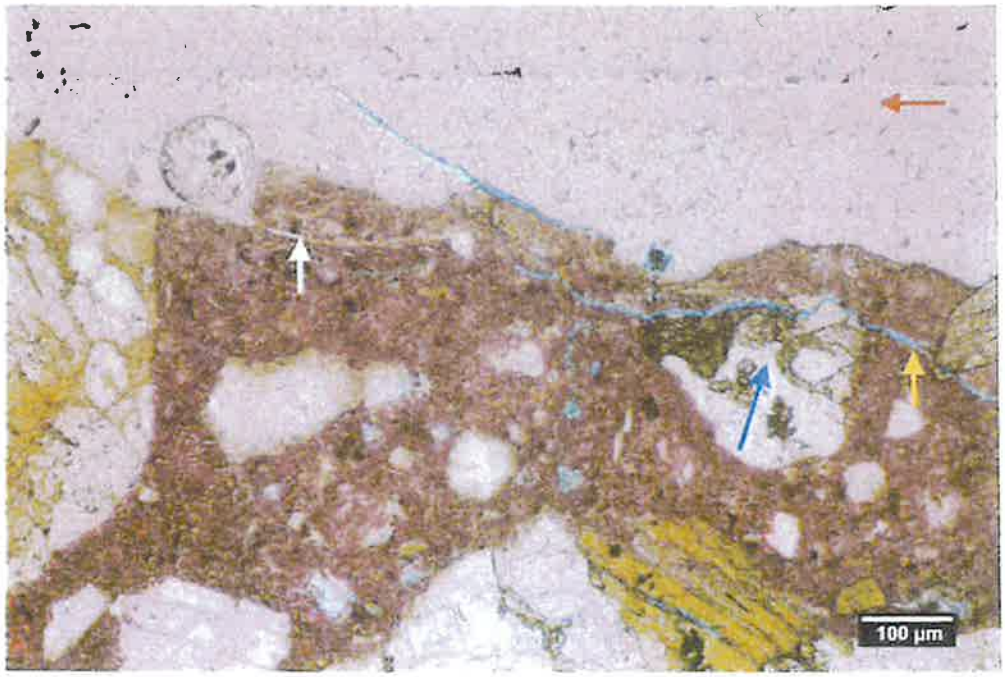
Slab View	Phenolphthalein
	

Macroscopic Properties	SEI 17576-3 MI#20059-03
Length (cm) / in	3.20" (7.6 cm)
Diameter (cm) / in	3.2" (8.1 cm)
Embedded Objects	Not present
Cement Color	Light gray (N7)
Surface Coatings	The flooring construction assembly (base to top) includes the following layers: 1) vapor membrane (~0.35 mm, minimum thickness 0.19 mm) 2) Base resin layer (~1.3 mm) 3) Rubber flooring (~7.5 mm) 4) Top resin layer [+ urethane (?) top-coat; ~2.5 mm] Near-surface micro-crack strain with trace accumulations of metasilicate gel are locally present in the uppermost 0.5 mm of the concrete substrate (along ~ 10-15% of the cross section boundary surface)
General Condition	Granule & pebble-rich, grain-supported, very poorly sorted, well-graded, moderately porous Portland concrete.

ICRI Surface Profile	CSP 4
Carbonation (BTC) (below top of core)	Not detected
Base Surface	Fractured base contact - partial penetration core cylinder
Max Grain Diameter	34 mm
Concrete Mix Design	**SEI 17576-3 MI#20059-03**
Total Aggregate (%)	~66-68%
Coarse Aggregate	Igneous rock fragments (RFs) - including: coarsely crystalline granodiorite RFs + minor gabbro, basalt, andesite, and dacite RFs Selected glass-rich volcanic RFs (especially andesite & dacite fragments) exhibit susceptibility to alkali surface corrosion and grain swelling.
Sand Aggregate	Lithic fragments (as above) > feldspar > quartz (mono & polycrystalline) > chert RFs > mica > augite > hornblende
Cement (%)	~17-19%; amorphous calcium silicate hydrate > partially hydrated portlandite > belite > alite > calcium aluminum oxide > calcium iron oxide > calcite > ettringite. Authigenic ettringite occurs as a pore-lining secondary cement rimming selected air-entrapment macropores.
Water / Cement	~0.43-0.45
Macroporosity	~ 4.5% (air-entrapment macro porosity). Intercrystalline microporosity is common & is distributed throughout the concrete groundmass.
Alkali-aggregate reaction (ASR / NSAR / ACR)	Localized indications of near-surface micro crack strain attributed to NSAR corrosion are present. Corrosion artifacts attributed to NSAR include: marginally altered volcanic RFs and chert RFs embedded in the uppermost 1 mm of the slab cross section, projecting, sub-horizontal micro-crack strain that has weakened the near-surface cap of the slab (within the concrete fabric below the polymer contact surface), and trace accumulations of amorphous metasilicate gel (a byproduct of alkali-aggregate corrosion).



3A. Vapor membrane (red <) over a CSP 4 profile. Near-surface micro-crack strain (yellow <) have locally under-mined the cohesive integrity of the substrate surface.



3B. Sand-sized, alkali-reactive igneous RF (blue <), associated with a network of micro cracks (yellow <) attributed to NSAR corrosion. Note the crack-filling metasilicate gel (white <).

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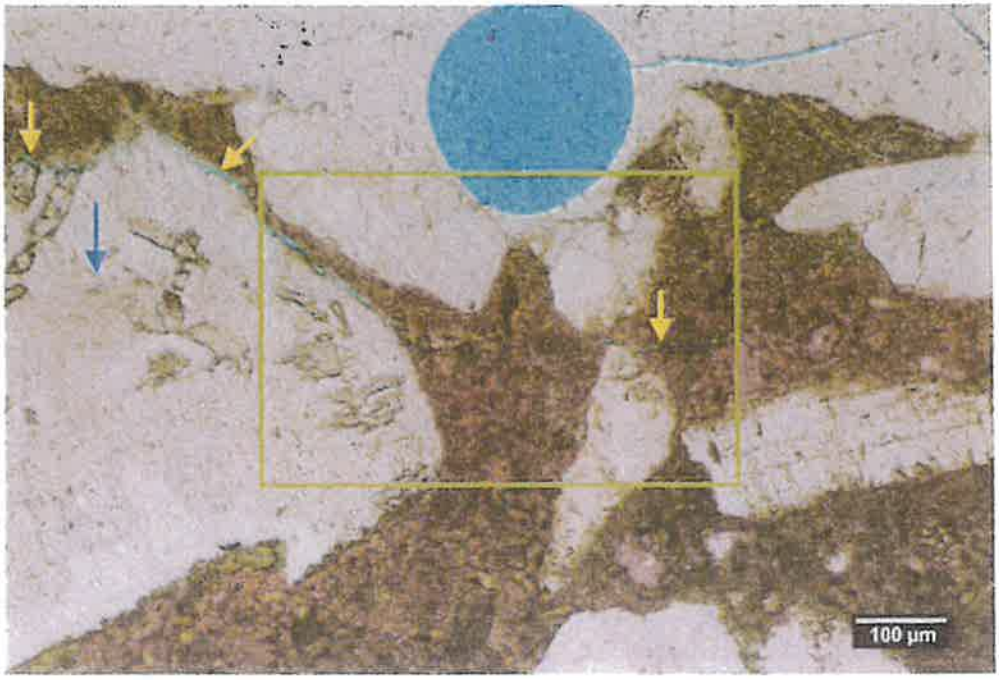

3C. Marginally altered, alkali-reactive granodiorite RF (blue <) embedded in the near-surface concrete substrate. Note the projection of micro-crack strain (yellow <).

3D. Detailed view of the highlighted area from 3C. The fractures and cracks are locally filled with metasilicate gel (white <) and have weakened the cohesive integrity of the substrate surface.

Proposal/Contract

PACIFIC FLOOR COMPANY
9300 Oso Avenue, Chatsworth, CA 91311
(818)775-0438 Ph (818)349-9429 Fax
www.pacificfloor.com Lic. # 327932 DIR # 1000005618

Proposal For:	Date	Job Name / Job Site
Tehachapi Valley Recreation & Park Distri 410 West D Street Tehachapi, CA 93561	5/6/22	
	Estimate #	
	11154	Project: 2022 - Plastic Floor

Rep	Customer Contact	Customer Phone	Customer Cell	Customer E-mail
Steve	Corey Torres	661-822-3228	661-300-1819	c.torres@tvrpd.org

Description	Total
Tehachapi Valley Recreation & Park District 2022 - Pro Gym Planks	
Purchase and install Mateflex Plastic Planks Paint all standard game lines.(Artwork and logo not included) Install top set base and reducers at doorways.	124,592.00
Remove existing synthetic floor from entire gymnasium and dispose of off job site.	14,000.00
Purchase and install four (4) Jaypro volleyball sleeves and covers (2 courts)	3,600.00
If payment and performance bond is required please add 1% ($1,422.00)	0.00
Pacific Floor Company, Inc is registered with the DIR and is in compliance with other prevailing wage laws. "NO DATES ARE GUARANTEED UNTIL A SIGNED PROPOSAL IS RECEIVED" **Price is good for 30 days** **TOTAL**	$142,192.00

Any operation or deviation from the above specifications involving extra cost of materials or labor will become an extra charge over the sum mentioned in this contract. Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the Registrar.

Signature _____ Customer Signature _____

Date _____ Date _____

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

IN THE MATTER OF

AWARD OF BID FOR THE DEMOLITION OF THE EXISTING BASKETBALL COURT/FLOOR IN THE ASPEN BUILDERS INC. ACTIVITY CENTER, AND THE INSTALLATION OF A NEW BASKETBALL COURT/FLOOR IN AN AMOUNT NOT TO EXCEED $142,192.00, AND A FIVE PERCENT CHANGE ORDER NOT TO EXCEED $7,110.00.

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Park District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director _____ and seconded by Director _____ was duly passed and adopted by said Board of Directors at an official meeting thereof this 17th day of May 2022 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

RESOLUTION NO. 5-22

AWARD OF BID FOR THE DEMOLITION OF THE EXISTING BASKETBALL COURT/FLOOR IN THE ASPEN BUILDERS INC. ACTIVITY CENTER, AND THE INSTALLATION OF A NEW BASKETBALL COURT/FLOOR IN AN AMOUNT NOT TO EXCEED $142,192.00, AND A FIVE PERCENT CHANGE ORDER NOT TO EXCEED $7,110.00.

WHEREAS, the Tehachapi Valley Recreation and Park District (TVRPD) is the owner in fee of certain real property commonly known as Aspen Builders Inc. Activity Center;

WHEREAS, it has been determined that is Aspen Builders Inc. Activity Center in need of a new basketball court/floor; and

WHEREAS, the Board desires to authorize the District Manager to execute a contract with Pacific Floor Company for the demolition of the basketball court/floor in the Aspen Builders Inc. Activity Center and the installation of a new basketball court/floor; and

NOW, THEREFORE, BE IT FINALLY RESOLVED THAT the Board of Directors accepts the bid for the demolition of the basketball court/floor in the Aspen Builders Inc. Activity Center and the installation of a new basketball court/floor from Pacific Floor Company in the amount not to exceed $142,192.00, and a five percent change order not to exceed $7,110.00.

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