



Play Up. Live Up.

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

**REGULAR BOARD MEETING
TUESDAY, SEPTEMBER 18, 2012, 5:30 P.M.**

BOARD OF DIRECTORS

GAYLE STEWART, CHAIRPERSON
OPEN, VICE-CHAIRMAN
BRIAN DUHART, DIRECTOR
NICK CYR, DIRECTOR
PAULETTE RUSH, DIRECTOR

A G E N D A

1. FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENTS

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

A. FIELD Kern Service and Conservation Corp request for TVRPD work assignment (Page 1)

4. CONSENT CALENDAR

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

A. Approval of Minutes: Special Board Meeting, August 30, 2012 (Pages 2-5)

B. Approval of Financial Reports (Pages 6-15)

5. CORRESPONDENCE

6. INTERIM DISTRICT MANAGER REPORT (Pages 16-17)

7. PROGRAM REPORT (Pages 18-20)

8. FACILITY REPORT (Pages 21–22)

9. AGENDA ITEMS

- A. Master Plan Update—Discussion
 - (1) Community Workshop
- B. Interim District Manager Purchasing Limit—Discussion/Approval
- C. Interim District Manager Retroactive Agreement—Discussion/Approval (Pages 23–26)
- D. Proposed Expenditures—Discussion/Approval
 - (1) Office Furniture

10. BOARD OF DIRECTORS' TIME

11. OTHER BUSINESS

12. ADJOURNMENT

Next board meeting: Tuesday, October 16, 2012, 5:30 P.M.



PHOTO COURTESY OF FIELD

FIELD grads from left to right are Alisha E. Trujillo, Samantha Strong, Ashley A. Pitts, Russell N. Krafthefer, Shawn P. Flynn, Rocio Carrasco and Valedictorian, Aaron A. Warren

FIELD successfully graduates seven in their first class

Seven local residents received high school diplomas from the recently accredited local high school within the Farmworker Institute for Leadership and Development (FIELD) Learning Center in Tehachapi. The theme of the graduation ceremony was "Go forth and Serve."

The inaugural commencement exercise took place on the evening of June 14, as family and friends, and classmates gathered at FIELD's Learning Center.

Instructor, and Tehachapi native, Yvonne Lara, an accredited teacher who holds a Master's degree in Education from the University of Southern California, led the exercises and handed out diplomas from FIELD's education partner John Muir Charter School, to each of the seven graduating students.

The graduates included class Valedictorian Aaron Anthony Warren, Rocio Carrasco, Shawn P. Flynn, Russell N. Krafthefer, Ashley Pitts, Samantha Strong, and Alisha Trujillo. The graduates wore green and gold robes, smiles on their faces and exuded a sense

of confidence.

The invocation was led by a prayer from Father Michael Cox, Pastor of St. Malachy's Catholic Church. The keynote speaker was Lisa Gilbert, Superintendent for Tehachapi Unified School District. The evening's graduates and guests were entertained with a musical number by Michelle Arsenault — a FIELD high school student currently enrolled in the charter school.

"If you will help fund us, we will mobilize our intellectual resources to address society's most pressing needs. We will educate your students and contribute to the social, economic, political and cultural life of this nation," said FIELD President and CEO David Villarino before he introduced Gilbert.

She delivered an encouraging speech about rising above challenges to the realization of one's potential to the center's first graduates.

They were part of FIELD's 25 students who are currently enrolled in the local high school diploma program which totals

close to 200 countywide. The Tehachapi Learning Center opened in November of 2011 and will increase enrollment this coming academic year.

In addition, next year's students will have the opportunity to complete paid work experience and learn valuable skills as part of FIELD's newest county wide program entitled — the Kern Service and Conservation Corps (KSACC.) KSACC partners include many local Tehachapi agencies in need of various types of community service related work to environmental conservation. FIELD's programs are based on the Core Values of Opportunity, Excellence, Integrity, Innovation and Si Se Puede.

FIELD is currently on year-round Tri-mester schedule with Tehachapi classes resuming on July 23. Individuals aged 18 to 25 are interested in more information or to enroll, may contact Instructor Yvonne Lara at 661-972-4523 or visit FIELD's Learning Center at 410 West J. St., Suite A, in Tehachapi.

**MINUTES OF THE SPECIAL BOARD MEETING OF THE
TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT
TEHACHAPI, CALIFORNIA 93561**

AUGUST 30, 2012

5:30 P.M.

BOARD MEMBERS PRESENT

Gayle Stewart, Chairperson
Nick Cyr, Director
Paulette Rush, Director

ALSO PRESENT

Debbie Williams, Interim District Manager
Debbie Knowles, Administrative Assistant
Pat Osborn, Legal Counsel
Bob Lerude, Kern County Parks Department
Carrie Champlin, Facility Coordinator
Sandy Chavez, Recreation Coordinator
Claudia Elliott, Tehachapi News
Laura Lynn Wyatt, GHCSO Board Member
Virginia Staabs, Simply Accurate
Chris Lee, Chris's Tree Trimming
Carl Gehricke
Greg Garrett, City Manager
Michelle Vance, Field Rep.

1. FLAG SALUTE

Nick Cyr led the flag salute.

2. ROLL CALL

All three Board Members were present.

3. PUBLIC COMMENTS

City Manager Greg Garrett thanked Debbie Williams for working with the City of Tehachapi.

4. CONSENT CALENDAR

MOTION: Rush/Cyr approve Minutes for the July 10, 2012 Special Board Meeting, Minutes for the July 17, 2012 Regular Board Meeting and the July 30, 2012 Special Board Meeting. Also approve Financial Reports for the month of July 2012. Ayes All

Virginia Staabs, from Simply Accurate was present and stated that all reports will be prepared from Quick Books. A Budget versus Actual will be provided each month. Formatting was briefly discussed.

Chairperson Stewart stated that TVRPD property tax revenue will increase \$167,000 this fiscal year. Final calculations will be available in October. Income on the budget will be amended when final figures are finalized.

5. CORRESPONDENCE

It was reported that we received a Revised Remittance Procedure Ordinance from the Planning and Community Development Department regarding the County Impact Fees. The remittance procedure for TVRPD will now be consistent with NORRPD. TVRPD will not have to go before the Board of Supervisors to access fees.

TVRPD was asked to waive Impact Fees for Greg Reihman who was a victim of last years' wild fires in West Ranch. He is rebuilding his home and other agencies have granted his request. Interim District Manager, Debbie Williams wrote a letter on behalf of TVRPD to waive the fees.

It was also reported that an individual who was due a refund for County Impact Fees because he did not build his home after taking out a building permit, was reimbursed \$2,182.13, which included interest.

6. INTERIM DISTRICT MANAGER REPORT

The Board received a copy of the Manager's report with a detailed list of tasks she has been working on since she accepted the position.

7. PROGRAM REPORT

The Board received a copy of the Program Report. Recreation Coordinator Sandy Chavez briefly went over a few items.

8. FACILITY REPORT

The Board also received a copy of the Facility Report. Facility Coordinator Carrie Champlin gave a report on facilities and maintenance. The District's community partners that helped in the past month were acknowledged: Greg Garrett and the City staff who assisted with the skate park renovation as well as the tuff vandalism at Meadowbrook Park, Alex Steele, from Tehachapi Cummings Water District who is assisting with rodent control at Brite Lake, Bill Fisher and Golden Hills Community Services District staff who assisted with their backhoe at Meadowbrook Park, Rafael Curiel From Tehachapi Turf, Lucia Sandy with Tehachapi Rose Society, and Kirk Gilbert and Tehachapi Unified School District for their assistance at Meadowbrook Park.

9. AGENDA ITEMS

A. MASTER PLAN UPDATE – DISCUSSION

1. Community Workshop Promotion

2. Master Plan Existing Conditions Draft

3. Reminder: September 13, 2012 6:30 p.m., West Park Activity Center

An update was given on the Master Plan. A Community Workshop will be held September 13, 2012 at the West Park Activity Center. TVRPD had a booth at Mountain

Festival to promote the workshop with Jim Pickel from MIG in attendance on Sunday. The workshop is also being promoted on the websites of other agencies.

**B. OVERTIME/COMPENSATORY-TIME POLICY CHANGE –
DISCUSSION/APPROVAL**

A lengthy discussion took place regarding Comp time and overtime hours. Williams presented a proposed policy change but after review, Legal Counsel Pat Osborn recommended attorney John Szewczyk review the changes. It was the consensus of the Board for Chairperson Stewart, Debbie Williams and Bob Lerude to serve on an Ad Hoc committee to draft changes and send them to Szewczyk for review and once approved by Legal Counsel, present to the Board for approval.

C. DISTRICT MANAGER HIRE – DISCUSSION/APPROVAL

1. Proposed Compensation and Benefit Package

2. Proposed Job Description

3. Proposed Job Listing

It was consensus of the Board to negotiate Benefit Package for the new manager's position. Board was in agreement with newly drafted job description and posting position in CPRS and NRPA job announcements as well as local newspapers. Agreed salary range will be \$70,000 to \$85,000.

MOTION: Rush/Cyr approve posting job listing and job description for District Manager position. Ayes All

MOTION: Cyr/Rush approve salary range of \$70,000-\$85,000 for District Manager. Ayes All

**D. BOOKKEEPING CONTRACT WITH SIMPLY ACCURATE –
DISCUSSION/APPROVAL**

Legal council reviewed the contract between TVRPD and Simply Accurate.

MOTION: Cyr/Rush approve the contract between Simply Accurate and Tehachapi Valley Recreation and Parks District. Ayes All

E. PROPOSED EXPENDITURES DISCUSSION/APPROVAL

1. Central Park group picnic area

The Board tabled this item for a later date.

2. Temporary clerical/administrative support

The Board directed Interim District Manager Williams to hire a temporary clerical/administrative assistant.

BOARD OF DIRECTORS TIME

Director Rush stated that she was very pleased with the progress of the District as well as the direction the District is going.

OTHER BUSINESS

Director Cyr invited Chriso Lee to advise the Board about his evaluation of the trees in West Park. During the course of this presentation the Board was provided a report from Arborist Albert Thibodeau , which the Board was not previously aware of , on his inspection of the trees in West Park. In that report the arborist indicated that a number of trees in the park presented an immediate risk to the safety of the public. Based on this report, which was not available to the Board at the time of the posting of the Agenda, the Board unanimously found that there was a need to take immediate action per Government Code section 54954.1 (b) (1) and (2) 1 to address a circumstance which would constitute an emergency under Government Code section 54956.5(1). Thereupon Director Rush moved to authorize Chriso's Tree Trimming to proceed with the recommendations contained in the report of Arborist Thibodeau relating to the trees in West Park. The motion was seconded by Director Cyr and passed unanimously.

Board asked Chriso Lee when he would be able to start the tree trimming at West Park. Lee responded that he would start in one week.

MOTION: Cyr/Rush Approve the \$25,580.00 proposal from Chriso's Tree Trimming for the trimming of the trees at West Park. Ayes All

Chairperson Stewart stated that she appreciates the hard work of all the staff.

ADJOURNMENT

MOTION: Cyr/Rush having no further business to adjourn meeting at 7:00 p.m. Ayes All

Respectfully Submitted,

Carrie Champlin

Vouchers Summary

Dept	Claimant	Vendor No	Claim No	Claim Type	Fund No	Claim Amt	Claim Date	Issue Date	Warrant No	Claim Status	MSG
0956	<u>ANTHEM BLUE CROSS</u>	100091	V12000282	Voucher	42420	\$6,821.10	07/18/2012	07/20/2012	011928244	Paid	Insert
0956	<u>AT&T</u>	100119	V12000285	Voucher	42420	\$151.38	07/18/2012	07/20/2012	011928245	Paid	Insert
0956	<u>AT&T</u>	116550	V12000288	Voucher	42420	\$600.56	07/18/2012	07/20/2012	011928265	Paid	Insert
0956	<u>CHEVRON AND TEXACO BUSINESS</u>	124082	V12000289	Voucher	42420	\$1,684.59	07/18/2012	07/23/2012	V011274387	Paid	Insert
0956	<u>HUB INTERNATIONAL OF CA</u>	114568	V12000290	Voucher	42420	\$126.02	07/18/2012	07/20/2012	011928261	Paid	
0956	<u>SHORT, TAMMY</u>	118013	V12000291	Voucher	42420	\$850.00	07/18/2012	07/20/2012	011928266	Paid	Insert
0956	<u>SOUTHERN CALIFORNIA EDISON</u>	118205	V12000295	Voucher	42420	\$5,317.04	07/18/2012	07/20/2012	011928267	Paid	Insert
0956	<u>WAXIE SANITARY SUPPLY</u>	103446	V12000296	Voucher	42420	\$1,083.43	07/18/2012	07/23/2012	V011274381	Paid	Insert
0956	<u>VISION SERVICE PLAN</u>	119342	V12000297	Voucher	42420	\$108.29	07/18/2012	07/20/2012	011928273	Paid	
0956	<u>CALPERS</u>	112104	V12000298	Voucher	42420	\$743.05	07/18/2012	07/20/2012	011928255	Paid	Insert
0956	<u>ABATE A WEED</u>	100015	V12000303	Voucher	42420	\$235.61	07/18/2012	07/23/2012	V011274379	Paid	Insert
0956	<u>AMERICAN BUSINESS MACHINES CO</u>	110713	V12000304	Voucher	42420	\$137.94	07/18/2012	07/20/2012	011928251	Paid	Insert
0956	<u>BENZ CONSTRUCTION SERVICES</u>	111481	V12000305	Voucher	42420	\$219.99	07/18/2012	07/23/2012	V011274383	Paid	Insert
0956	<u>CAPRI</u>	112160	V12000306	Voucher	42420	\$5,326.00	07/18/2012	07/20/2012	011928256	Paid	Insert
0956	<u>CED-BAKERSFIELD</u>	112281*	V12000307	Voucher	42420	\$274.26	07/18/2012	07/20/2012	011928257	Paid	Insert
0956	<u>FERGUSON ENTERPRISES, INC</u>	195263	V12000308	Voucher	42420	\$230.33	07/18/2012	07/20/2012	011928277	Paid	Insert
0956	<u>HOME 4 LESS</u>	114543	V12000309	Voucher	42420	\$156.32	07/18/2012	07/20/2012	011928260	Paid	Insert
0956	<u>KERN COUNTY AUDITOR-CONTROLLER</u>	100722*	V12000310	Voucher	42420	\$170.00	07/18/2012	07/20/2012	011928248	Paid	Insert

Dept	Claimant	Vendor No	Claim No	Claim Type	Fund No	Claim Amt	Claim Date	Issue Date	Warrant No	Claim Status	MSG
0956	<u>COUNTY OF KERN</u>	100372*	V12000311	Voucher	42420	\$581.00	07/18/2012	07/20/2012	011928247	Paid	Insert
0956	<u>KNORR SYSTEMS, INC.</u>	115400	V12000312	Voucher	42420	\$627.78	07/18/2012	07/20/2012	011928262	Paid	Insert
0956	<u>M & M'S SPORTS UNIFORMS & EMB</u>	115718	V12000313	Voucher	42420	\$205.12	07/18/2012	07/20/2012	011928263	Paid	Insert
0956	<u>MERCURY GRAPHICS</u>	195089	V12000314	Voucher	42420	\$2,041.71	07/18/2012	07/20/2012	011928275	Paid	Insert
0956	<u>MIG</u>	195546	V12000315	Voucher	42420	\$15,964.00	07/18/2012	07/20/2012	011928280	Paid	Insert
0956	<u>MOJAVE SANITATION</u>	116010	V12000316	Voucher	42420	\$1,255.91	07/18/2012	07/23/2012	V011274385	Paid	Insert
0956	<u>MY PRINTING COMPANY</u>	116212	V12000317	Voucher	42420	\$121.18	07/18/2012	07/20/2012	011928264	Paid	Insert
0956	<u>PIONEER</u>	100878	V12000318	Voucher	42420	\$143.62	07/18/2012	07/20/2012	011928249	Paid	Insert
0956	<u>RELIABLE OFFICE SUPPLIES</u>	195350	V12000322	Voucher	42420	\$104.50	07/18/2012	07/20/2012	011928278	Paid	Insert
0956	<u>SIMPLY ACCURATE</u>	918772*	V12000323	Voucher	42420	\$800.00	07/18/2012	07/20/2012	011928282	Paid	Insert
0956	<u>SPARKS ARTS</u>	118353	V12000325	Voucher	42420	\$967.18	07/18/2012	07/20/2012	011928268	Paid	Insert
0956	<u>SWIFT NAPA AUTO PARTS</u>	195095	V12000332	Voucher	42420	\$38.92	07/18/2012	07/20/2012	011928276	Paid	Insert
0956	<u>TLAGEC</u>	194986	V12000333	Voucher	42420	\$13.93	07/18/2012	07/20/2012	011928274	Paid	Insert
0956	<u>TEHACHAPI NEWS</u>	118780	V12000336	Voucher	42420	\$176.00	07/18/2012	07/20/2012	011928269	Paid	Insert
0956	<u>TEL-TEC SECURITY SYSTEM INC</u>	118900	V12000338	Voucher	42420	\$72.00	07/18/2012	07/20/2012	011928271	Paid	Insert
0956	<u>TEHACHAPI VALLEY RECREATION &</u>	118860	V12000608	Voucher	42420	\$788.39	07/18/2012	07/20/2012	011928270	Paid	
0956	<u>CALPERS</u>	112100	V12000695	Voucher	42420	\$504.42	07/18/2012	07/20/2012	011928254	Paid	Insert
0956	<u>CHRISO'S TREE TRIMMING</u>	195527	V12000696	Voucher	42420	\$17,300.00	07/18/2012	07/20/2012	011928279	Paid	Insert
1110	<u>EMPLOYMENT DEVELOPMENT DEPT</u>	918743	V12000782	Voucher	42420	\$3,266.46	07/17/2012	07/18/2012	011927644	Paid	

Dept	Claimant	Vendor No	Claim No	Claim Type	Fund No	Claim Amt	Claim Date	Issue Date	Warrant No	Claim Status	MSG
0956	<u>AVAYA INC</u>	100120	V12000831	Voucher	42420	\$118.35	07/18/2012	07/20/2012	011928246	Paid	Insert
0956	<u>BONNER, MELISSA</u>	111710	V12000833	Voucher	42420	\$157.50	07/18/2012	07/20/2012	011928253	Paid	Insert
0956	<u>CAPRI</u>	112160	V12000834	Voucher	42420	\$8,366.00	07/18/2012	07/20/2012	011928256	Paid	Insert
0956	<u>CARDMEMBER SERVICE</u>	195684	V12000843	Voucher	42420	\$7,247.79	07/18/2012	07/20/2012	011928281	Paid	Insert
0956	<u>CITY OF TEHACHAPI</u>	112410	V12000844	Voucher	42420	\$2,252.61	07/18/2012	07/20/2012	011928258	Paid	Insert
0956	<u>GAS COMPANY, THE</u>	118950	V12000845	Voucher	42420	\$919.34	07/18/2012	07/20/2012	011928272	Paid	Insert
0956	<u>KEYEDUP MOBILE LOCK/JIM GRACEY</u>	918773*	V12000846	Voucher	42420	\$298.32	07/18/2012	07/20/2012	011928283	Paid	Insert
0956	<u>HOME DEPOT CREDIT SERVICES</u>	114542	V12000847	Voucher	42420	\$770.89	07/18/2012	07/20/2012	011928259	Paid	Insert
0956	<u>MERCURY GRAPHICS</u>	195089	V12000848	Voucher	42420	\$78.08	07/18/2012	07/20/2012	011928275	Paid	Insert
0956	<u>SOUTHERN CALIFORNIA EDISON</u>	118205	V12000849	Voucher	42420	\$34.50	07/18/2012	07/20/2012	011928267	Paid	Insert
0956	<u>WAXIE SANITARY SUPPLY</u>	103446	V12000851	Voucher	42420	\$828.09	07/18/2012	07/23/2012	V011274381	Paid	Insert
0956	<u>THIBODEAU, ALBERT J</u>	918774*	V12000852	Voucher	42420	\$190.00	07/18/2012	07/20/2012	011928284	Paid	Insert
0956	<u>AQUA ACES SWIM TEAM</u>	110835	V12000853	Voucher	42420	\$937.50	07/18/2012	07/20/2012	011928252	Paid	Insert
0956	<u>JAFT TIGER SHARKS</u>	918775*	V12000854	Voucher	42420	\$339.00	07/18/2012	07/20/2012	011928285	Paid	Insert
0956	<u>RIO BRAVO GREELEY SWIM TEAM</u>	918776*	V12000855	Voucher	42420	\$462.00	07/18/2012	07/20/2012	011928286	Paid	Insert
0956	<u>KNOWLTON, EVAN</u>	918777*	V12000856	Voucher	42420	\$290.00	07/18/2012	07/20/2012	011928287	Paid	Insert
0956	<u>FIEDC</u>	918778*	V12000857	Voucher	42420	\$100.00	07/18/2012	07/20/2012	011928288	Paid	
0956	<u>LAKESIDE SWIM TEAM</u>	918779*	V12000862	Voucher	42420	\$285.00	07/18/2012	07/20/2012	011928289	Paid	Insert
0956	<u>SHAFTER STINGRAYS SWIM TEAM</u>	100967	V12000863	Voucher	42420	\$442.50	07/18/2012	07/20/2012	011928250	Paid	Insert

Dept	Claimant	Vendor No	Claim No	Claim Type	Fund No	Claim Amt	Claim Date	Issue Date	Warrant No	Claim Status	MSG
0956	<u>CALPERS</u>	112104	V12001832	Voucher	42420	\$504.42	08/03/2012	08/07/2012	011931993	Paid	Insert
0956	<u>ANTHEM BLUE CROSS</u>	100091	V12001952	Voucher	42420	\$6,821.10	08/08/2012	08/13/2012	011933195	Paid	Insert
0956	<u>AT&T</u>	100119	V12001953	Voucher	42420	\$161.79	08/08/2012	08/13/2012	011933196	Paid	Insert
0956	<u>AT&T</u>	116550	V12001955	Voucher	42420	\$557.85	08/08/2012	08/13/2012	011933200	Paid	Insert
0956	<u>BONNER, MELISSA</u>	111710	V12001956	Voucher	42420	\$110.25	08/08/2012	08/13/2012	011933197	Paid	
0956	<u>CHEVRON AND TEXACO BUSINESS</u>	124082	V12001957	Voucher	42420	\$1,704.23	08/08/2012	08/14/2012	V011276202	Paid	Insert
0956	<u>DUFF, CHRIS</u>	918970*	V12001958	Voucher	42420	\$588.00	08/08/2012	08/13/2012	011933204	Paid	
0956	<u>KEYEDUP MOBILE LOCK/JIM GRACEY</u>	918971*	V12001959	Voucher	42420	\$566.82	08/08/2012	08/13/2012	011933205	Paid	
0956	<u>JOHN DEERE CREDIT</u>	195513	V12001960	Voucher	42420	\$110.49	08/08/2012	08/13/2012	011933203	Paid	Insert
0956	<u>SOUTHERN CALIFORNIA EDISON</u>	118205	V12001961	Voucher	42420	\$6,585.53	08/08/2012	08/13/2012	011933201	Paid	Insert
0956	<u>TEHACHAPI POLICE EXPLORERS</u>	918972*	V12001963	Voucher	42420	\$150.00	08/08/2012	08/13/2012	011933206	Paid	
0956	<u>OLOFSON, CHRIS</u>	918973*	V12001966	Voucher	42420	\$2,692.51	08/08/2012	08/13/2012	011933207	Paid	
0956	<u>WAXIE SANITARY SUPPLY</u>	103446	V12001967	Voucher	42420	\$758.12	08/08/2012	08/14/2012	V011276201	Paid	Insert
0956	<u>HUB INTERNATIONAL OF CA</u>	114568	V12001969	Voucher	42420	\$673.32	08/08/2012	08/13/2012	011933199	Paid	
0956	<u>VISION SERVICE PLAN</u>	119342	V12001970	Voucher	42420	\$23.61	08/08/2012	08/13/2012	011933202	Paid	
0956	<u>CALPERS</u>	112104	V12001971	Voucher	42420	\$504.42	08/08/2012	08/13/2012	011933198	Paid	Insert
0956	<u>ABATE A WEED</u>	100015	V12002580	Voucher	42420	\$232.82	08/16/2012	08/24/2012	V011277049	Paid	Insert
0956	<u>ARGO CHEMICAL</u>	110840	V12002582	Voucher	42420	\$2,149.04	08/16/2012	08/23/2012	011935987	Paid	Insert
0956	<u>AUTOZONE/ AZ COMMERCIAL</u>	194946*	V12002583	Voucher	42420	\$25.72	08/16/2012	08/23/2012	011936005	Paid	Insert

Dept	Claimant	Vendor No	Claim No	Claim Type	Fund No	Claim Amt	Claim Date	Issue Date	Warrant No	Claim Status	MSG
0956	<u>BENZ CONSTRUCTION SERVICES</u>	111481	V12002584	Voucher	42420	\$692.31	08/16/2012	08/24/2012	V011277050	Paid	Insert
0956	<u>CHRISO'S TREE TRIMMING</u>	195527	V12002586	Voucher	42420	\$10,900.00	08/16/2012	08/23/2012	011936008	Paid	Insert
0956	<u>CITY OF TETIACHAPI</u>	112410	V12002599	Voucher	42420	\$2,918.69	08/16/2012	08/23/2012	011935988	Paid	Insert
0956	<u>CLIFFORD & BROWN</u>	112460	V12002604	Voucher	42420	\$1,721.65	08/16/2012	08/23/2012	011935989	Paid	Insert
0956	<u>GAS COMPANY, THE</u>	118950	V12002605	Voucher	42420	\$681.31	08/16/2012	08/23/2012	011936003	Paid	Insert
0956	<u>HIGGINS & ASSOCIATES</u>	114435*	V12002606	Voucher	42420	\$5,849.26	08/16/2012	08/23/2012	011935990	Paid	Insert
0956	<u>HOME 4 LESS</u>	114543	V12002607	Voucher	42420	\$340.59	08/16/2012	08/23/2012	011935992	Paid	Insert
0956	<u>HOT AND SMOKING CATERING</u>	195825*	V12002608	Voucher	42420	\$1,250.00	08/16/2012	08/23/2012	011936010	Paid	Insert
0956	<u>KNORR SYSTEMS, INC.</u>	115400	V12002609	Voucher	42420	\$1,787.78	08/16/2012	08/23/2012	011935993	Paid	Insert
0956	<u>M & M'S SPORTS UNIFORMS & EMB</u>	115718	V12002610	Voucher	42420	\$891.18	08/16/2012	08/23/2012	011935994	Paid	Insert
0956	<u>MERCURY GRAPHICS</u>	195089	V12002611	Voucher	42420	\$1,023.38	08/16/2012	08/23/2012	011936007	Paid	Insert
0956	<u>MIRACLE RECREATION EQUIPMENT</u>	115900*	V12002612	Voucher	42420	\$1,693.65	08/16/2012	08/23/2012	011935995	Paid	Insert
0956	<u>MOJAVE SANITATION</u>	116010	V12002615	Voucher	42420	\$1,262.72	08/16/2012	08/24/2012	V011277051	Paid	Insert
0956	<u>PIONEER</u>	100878	V12002617	Voucher	42420	\$155.64	08/16/2012	08/23/2012	011935986	Paid	Insert
0956	<u>SIMPLY ACCURATE</u>	919007*	V12002618	Voucher	42420	\$450.00	08/16/2012	08/23/2012	011936011	Paid	Insert
0956	<u>SLICK FISH MARKETING CO</u>	118065*	V12002623	Voucher	42420	\$95.00	08/16/2012	08/23/2012	011935997	Paid	Insert
0956	<u>SOUTHERN CALIFORNIA EDISON</u>	118205	V12002625	Voucher	42420	\$406.70	08/16/2012	08/23/2012	011935998	Paid	Insert
0956	<u>SPARKS ARTS</u>	118353	V12002627	Voucher	42420	\$805.44	08/16/2012	08/23/2012	011935999	Paid	Insert
0956	<u>THS GIRLS VOLLEYBALL</u>	919009	V12002629	Voucher	42420	\$449.00	08/16/2012	08/23/2012	011936012	Paid	

Dept	Claimant	Vendor No	Claim No	Claim Type	Fund No	Claim Amt	Claim Date	Issue Date	Warrant No	Claim Status	MSG
0956	<u>TLAGEC</u>	194986	V12002630	Voucher	42420	\$311.61	08/16/2012	08/23/2012	011936006	Paid	Insert
0956	<u>TEL-TEC SECURITY SYSTEM INC</u>	118900	V12002633	Voucher	42420	\$292.00	08/16/2012	08/23/2012	011936002	Paid	Insert
0956	<u>THIBODEAU, ALBERT J</u>	919010*	V12002639	Voucher	42420	\$325.00	08/16/2012	08/23/2012	011936013	Paid	Insert
0956	<u>TIRE STORE, THE</u>	118771*	V12002644	Voucher	42420	\$12.00	08/16/2012	08/23/2012	011936000	Paid	Insert
0956	<u>WTTTS- EVERYTHING FOR THE</u>	119790	V12002645	Voucher	42420	\$627.08	08/16/2012	08/23/2012	011936004	Paid	Insert
0956	<u>AT&T</u>	116550	V12002746	Voucher	42420	\$36.71	08/16/2012	08/23/2012	011935996	Paid	Insert
0956	<u>CARDMEMBER SERVICE</u>	195684	V12002747	Voucher	42420	\$1,765.68	08/16/2012	08/23/2012	011936009	Paid	Insert
0956	<u>CUNNINGHAM, GREG</u>	919011*	V12002748	Voucher	42420	\$75.00	08/16/2012	08/23/2012	011936014	Paid	Insert
0956	<u>TEHACHAPI VALLEY RECREATION &</u>	118860	V12002749	Voucher	42420	\$778.09	08/16/2012	08/23/2012	011936001	Paid	
0956	<u>HOME DEPOT CREDIT SERVICES</u>	114542	V12002779	Voucher	42420	\$3,673.13	08/16/2012	08/23/2012	011935991	Paid	Insert

Total Count: 104

Total Amount: \$159,516.14

* Denotes Claims where Vendor Number was entered by Auditor AP Staff

12:04 PM

09/15/12

Accrual Basis

Tehachapi Valley Recreation and Park District
Profit & Loss Budget vs. Actual
July through August 2012

	<u>Jul - Aug 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010 · Grant Income	0.00	100,000.00	-100,000.00	0.0%
4070 · Pool	0.00			
4020 · Program Income	45,844.02	204,420.00	-158,575.98	22.4%
4030 · Property Taxes	0.00	537,235.00	-537,235.00	0.0%
4050 · Rental Income	24,384.83	105,680.00	-81,295.17	23.1%
Total Income	70,228.85	947,335.00	-877,106.15	7.4%
Cost of Goods Sold				
4510 · Program Costs	11,613.50	60,902.00	-49,288.50	19.1%
Total COGS	11,613.50	60,902.00	-49,288.50	19.1%
Gross Profit	58,615.35	886,433.00	-827,817.65	6.6%
Expense				
Ask	12,097.81			
Collection Fee & Property	0.00	7,500.00	-7,500.00	0.0%
Conf/Training/Meetings	60.00	3,500.00	-3,440.00	1.7%
Credit Cards Fees	453.85	2,000.00	-1,546.15	22.7%
Grant Expenses	0.00	100,000.00	-100,000.00	0.0%
Insurance-Liability	9,165.34	18,000.00	-8,834.66	50.9%
Maintenance	59,087.97	89,200.00	-30,112.03	66.2%
Membership	0.00	2,200.00	-2,200.00	0.0%
Office Expense	2,632.70	5,000.00	-2,367.30	52.7%
Payroll Voucher Service	1,480.22	5,500.00	-4,019.78	26.9%
Professional Services	3,661.25	22,000.00	-18,338.75	16.6%
Publications & Legal	0.00	1,000.00	-1,000.00	0.0%
QUIMBY Expense	5,577.01			
Rents & Leases	0.00	1,000.00	-1,000.00	0.0%
Special Dept. Expense	751.00	11,000.00	-10,249.00	6.8%
Structures & Improv. Expense	0.00	10,000.00	-10,000.00	0.0%
Utilities	24,039.81	82,800.00	-58,760.19	29.0%
Wages & Benefits	129,158.29	555,653.00	-426,494.71	23.2%
Worker's Compensation Insurance	5,326.00			
Total Expense	253,491.25	916,353.00	-662,861.75	27.7%
Net Ordinary Income	-194,875.90	-29,920.00	-164,955.90	651.3%
Other Income/Expense				
Other Income				
Misc Income	-7,269.51	40,000.00	-47,269.51	-18.2%
Interest	851.97	4,000.00	-3,148.03	21.3%
Total Other Income	-6,417.54	44,000.00	-50,417.54	-14.6%
Other Expense				
Fixed Assets	0.00	10,000.00	-10,000.00	0.0%
Total Other Expense	0.00	10,000.00	-10,000.00	0.0%
Net Other Income	-6,417.54	34,000.00	-40,417.54	-18.9%
Net Income	-201,293.44	4,080.00	-205,373.44	-4,933.7%

Tehachapi Valley Recreation and Park District

Unpaid Bills Detail

All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
Abate-A-Weed					
Bill	8/22/2012	503270	9/1/2012	14	163.38
Total Abate-A-Weed					163.38
American Business Machines					
Bill	8/23/2012	154934	9/2/2012	13	472.14
Total American Business Machines					472.14
AT&T/MCI					
Bill	8/12/2012		8/22/2012	24	57.62
Bill	8/12/2012		8/22/2012	24	48.13
Bill	8/12/2012		8/22/2012	24	61.29
Bill	8/12/2012		8/22/2012	24	45.48
Bill	8/12/2012		8/22/2012	24	275.42
Bill	8/12/2012		8/22/2012	24	36.57
Bill	8/12/2012		8/22/2012	24	54.41
Bill	8/12/2012		8/22/2012	24	46.73
Bill	8/12/2012		8/22/2012	24	100.33
Total AT&T/MCI					725.98
Benz Construction Service					
Bill	8/13/2012		8/23/2012	23	692.31
Bill	9/1/2012		9/11/2012	4	164.99
Bill	9/1/2012		9/11/2012	4	55.00
Bill	9/1/2012		9/11/2012	4	405.87
Total Benz Construction Service					1,318.17
Bonner, Melissa					
Bill	8/27/2012		9/6/2012	9	353.67
Total Bonner, Melissa					353.67
Chevron and Texaco					
Bill	8/8/2012		8/18/2012	28	1,704.23
Bill	8/21/2012		8/31/2012	15	1,802.04
Total Chevron and Texaco					3,506.27
Chriso's Tree Trimming					
Bill	8/17/2012	1055	8/27/2012	19	350.00
Total Chriso's Tree Trimming					350.00
Clifford & Brown					
Bill	8/15/2012	5178...	8/25/2012	21	1,489.60
Total Clifford & Brown					1,489.60
CPA1					
General Journal	6/30/2012	2012-3			-11,373.00
General Journal	6/30/2012	2012-5			-5,326.00
General Journal	6/30/2012	2012-4			2,938.25
General Journal	7/1/2012	2012-...			11,373.00
General Journal	7/1/2012	2012-...			5,326.00
General Journal	7/1/2012	2012-...			-2,938.25
Total CPA1					0.00
CS Construction					
Bill	9/1/2012		9/11/2012	4	1,858.00
Total CS Construction					1,858.00
Design Maps					
Bill	8/24/2012		9/3/2012	12	200.00
Total Design Maps					200.00
Fassbender & Sons Heating & Air					
Bill	8/30/2012	15774	9/9/2012	6	105.00
Total Fassbender & Sons Heating & Air					105.00

Tehachapi Valley Recreation and Park District

Unpaid Bills Detail

All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
Home 4 Less					
Bill	8/31/2012		9/10/2012	5	563.30
Total Home 4 Less					563.30
John Deere Credit					
Bill	8/12/2012		8/22/2012	24	220.98
Total John Deere Credit					220.98
kern Brothers Trucking					
Bill	8/31/2012	61457	9/10/2012	5	5,577.01
Total kern Brothers Trucking					5,577.01
Linda's Cakes					
Bill	8/5/2012		8/15/2012	31	200.00
Total Linda's Cakes					200.00
Merchant's Printing & Envelope, LLC					
Bill	8/13/2012		8/23/2012	23	1,023.38
Total Merchant's Printing & Envelope, LLC					1,023.38
Mercury Graphics					
Bill	8/17/2012	4211	8/27/2012	19	262.76
Bill	8/20/2012	4212	8/30/2012	16	134.87
Total Mercury Graphics					397.63
MISCELLANEOUS					
General Journal	6/30/2006	AUDIT4			-15,108.63
General Journal	7/1/2006	AJE1			15,108.63
General Journal	6/30/2007	CPA 6			11,373.75
General Journal	7/1/2007	CPA ...			-11,373.75
Total MISCELLANEOUS					0.00
Mojave Sanitation					
Bill	8/1/2012		8/11/2012	35	1,079.26
Bill	8/14/2012		8/24/2012	22	1,262.72
Bill	9/1/2012		9/11/2012	4	183.46
Bill	9/1/2012		9/11/2012	4	43.80
Total Mojave Sanitation					2,569.24
Pioneer					
Bill	8/1/2012		8/11/2012	35	7.68
Total Pioneer					7.68
Quill.com					
Bill	8/16/2012	28289	8/26/2012	20	426.17
Bill	8/16/2012	28291	8/26/2012	20	53.61
Bill	8/17/2012	27563	8/27/2012	19	15.00
Total Quill.com					494.78
Southern California Edison					
Bill	9/4/2012		9/14/2012	1	6,132.58
Total Southern California Edison					6,132.58
Sparks Arts					
Bill	9/1/2012	1450	9/11/2012	4	2,031.81
Total Sparks Arts					2,031.81
Swift Napa Auto Parts					
Bill	8/1/2012	276-4...	8/11/2012	35	19.24
Total Swift Napa Auto Parts					19.24
Tehachap Lawn & Garden Equip. Ct					
Bill	8/20/2012		8/30/2012	16	11.74
Total Tehachap Lawn & Garden Equip. Ct					11.74

12:04 PM

09/15/12

Tehachapi Valley Recreation and Park District

Unpaid Bills Detail

All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
Tel-Tec Security System, Inc.					
Bill	9/1/2012	39126	9/11/2012	4	72.00
Total Tel-Tec Security System, Inc.					72.00
The Tire Store					
Bill	9/4/2012	72606	9/14/2012	1	340.00
Total The Tire Store					340.00
THS Volleyball Program					
Bill	9/14/2012		9/24/2012		304.00
Total THS Volleyball Program					304.00
Waxie Sanitary Supply					
Bill	8/17/2012	7345...	8/27/2012	19	1,140.57
Total Waxie Sanitary Supply					1,140.57
Witts					
Bill	8/30/2012		9/9/2012	6	133.52
Total Witts					133.52
TOTAL					31,781.67



Play Up. Live Up.

TVRPD Board Meeting
490 West D Street
Tehachapi, CA 93561

Special Board Meeting
September 18, 2012; 5:30 P.M.

Interim District Manager Report

1. Administration
 - a. Moved offices
 - i. Office furniture
 - ii. Office improvements in physical efficiency
 - b. Professional development opportunities for staff initiated
2. Miscellaneous
 - a. District Manager Hire
 - i. Job posting
 1. *Tehachapi News*
 2. National Recreation and Parks Association
 3. California Parks and Recreation Society
3. Ongoing
 - a. Administrative organization
 - b. Investigate Workmen's Comp/Liability insurance costs
 - c. Medical benefits review/renewal
 - d. PERS contract review
 - e. Review/Update current contracts
 - f. Review liability waiver use
 - g. Update office and professional documents:
 - i. Professional services templates
 - ii. Job application
 - iii. Facilities rental contracts
 - iv. Employee vacation/sick-leave cards
 - h. Policy & Procedure/ Personnel Manual revision
 - i. Employee handbook
 - j. Board of Director Orientation/related materials
 - k. Fingerprinting
 - l. Comp/OT policy
 - m. RecTrac: Investigate upgrade pros/cons
 - n. Investigating the potential of TVRPD meeting space as a profit center
 - o. Create maintenance log for vehicles
 - p. Meadowbrook Dog Park Signage
 - q. Brite Lake
 - r. Morris Park

- s. Little League
- t. Field-to-office communication
- u. Annual marketing production schedule
- v. Web site
 - i. More useful to user
 - ii. Investigate online registration
 - iii. Drive most inquiries to Web resource
- w. Key organization/sign out
- x. New identity Style Guide
- y. Public identity during events
- z. Professional photography stock
- aa. Foundation?



Play Up. Live Up.

TVRPD Board Meeting
490 West D Street
Tehachapi, CA 93561

Board Meeting
September 18, 2012; 5:30 P.M.

Program Report

1. Recap of Events since last board meeting—**None**
2. Recap of Programs
 - a. Current programs running:
 - i. Lap swim
 - ii. Adult rec swim
 - iii. Terrio
 - iv. Open gym (youth and adult)
 - v. Skate park
 - b. Programs to begin before next board meeting:
 - i. Co-ed Slow pitch Softball League
 - ii. Fall Instructional Basketball Camp
3. Marketing
 - a. Fall program and event brochure
 - i. Ordered: 5,000
 - ii. Distribution
 1. Joyful Junction Pre School (100)
 2. Sunshine Pre School (50)
 3. New Life Pre School (50)
 4. Tompkins Elementary (770)
 5. Golden Hills Elementary (720)
 6. Cummings Valley Elementary (659)
 7. Jameson Middles School (950)
 8. Monroe High School (200)
 9. Cardin (200)
 10. Heritage Oaks (200)
 11. Valley Oaks (300)
 12. Brite Lake (25)
 13. Tehachapi Library (50)
 14. City of Tehachapi (100)
 15. Tehachapi Chamber of Commerce (100)

- b. Forthcoming
 - i. Individual brochures to promote popular programs:
 - 1. Pool
 - 2. Parks
 - 3. Brite Lake
 - 4. Adventure Camp
 - 5. Dye Natatorium
 - 6. Events

- 4. Budget
 - a. Adventure Camp P&L (Attachment A)
 - i. Camper weeks: 218
 - ii. Bottom line: +\$916.34

								15%	
								Adminstration	
		Labor	Supplies	Expenses	Fee	Revenue			
218 Camper Week Registrations						\$12,890.00			
Clean Sweep Grant						\$1,500.00			
Coordinator I: 10 wks 222.90 hrs @ \$12.50 hr		\$2,786.25							
Coordinator II: 10 wks 192.50 hr @ \$10.00 hr.		\$1,925.00							
Rec Leaders (7): 10 wks 694.80hrs @ \$8.00 hr.		\$5,558.40							
Supplies(Oriental Trading Company)			\$412.33						
Supplies (S&S)			\$204.29						
T-Shirts				\$309.95					
Set up fees				\$343.94					
Adminstration Fee					\$1,933.50				
TOTALS		\$10,269.65	\$616.62	\$653.89	\$1,933.50	\$14,390.00		Net/(Loss)	\$916.34



Play Up. Live Up.

TVRPD Board Meeting
490 West D Street
Tehachapi, CA 93561

Board Meeting
5:30 September 18, 2012

Facility Report

1. Central Park
 - a. Update on major maintenance since last meeting: Repair of one valve. Scout Hall rekey is complete. Scout Hall baseboards and inside doors have been painted.
 - b. Vandalism of one of the tot slides occurred on September 9, 2012.
 - i. The slide will have to be replaced.
 - ii. Insurance notified.
 - iii. Further information pending estimate/direction from insurance.
 - c. Forthcoming maintenance to be accomplished before next meeting: replacement of four valves. Replacement and cost report of the vandalized slide.
2. West Park/West Park Activity Center
 - a. Update on major maintenance since last meeting: Clean out of the maintenance yard continues. Thank you to Michelle Vance and Supervisor Scrivner for introducing us to the "Friends of District 2 Illegal Dump Clean Up Program." As a part of this program the District will be able to take any illegally dumped non-hazardous waste from our properties to the Kern County Landfill without assessment of the disposal gate fees.
 - b. Tree trimming is in progress at West Park.
 - c. Sand volleyball court is in the process of being refurbished.
 - d. Forthcoming maintenance to be accomplished before next meeting: Repair of vandalized drinking fountains. Meeting with Little League regarding fixing their storage shed that is in need of repair. Completion of the volleyball court.
3. Ollie Mountain Skate park
 - a. Update on major maintenance since last meeting: Trees were trimmed by the skate park.
4. Brite Lake
 - a. Update on major maintenance since last meeting: Received an estimate for the replacement of the on-demand hot water heater for the shower facility at Brite Lake: \$2,400.00.

- b. Forthcoming maintenance to be accomplished before next meeting:
Replacement of hot water heater.
- 5. Meadowbrook/Meadowbrook Dog Park
 - a. Update on major maintenance since last meeting:
 - i. Replaced a damaged doggie station.
 - ii. Work continues on the "Spuce Up" list.
 - b. The pump shed at Meadowbrook was vandalized on September 1, 2012. The door to the shed was destroyed. The door has been replaced and we are in the process of refurbishing the shed (mismatched siding and paint colors being remedied).
 - c. Forthcoming maintenance to be accomplished before next meeting:
Completion of the shed refurbishment. Parking lot restriped.
- 6. Dye Natatorium
 - a. Update on major maintenance since last meeting:
 - i. We had to close the pool on September 13 and 14, 2012, due to the chlorine level being out of balance. Knorr Systems came out and discovered an electrical flow problem. They fixed the problem and the pool reopened September 15, 2012.
 - ii. Thank you to John Curry and the City for also coming out to help us trouble shoot the problem.
 - b. Forthcoming maintenance to be accomplished before next meeting:
Replacement of one gauge in the pump room.
- 7. Other
 - a. F-150 truck was vandalized on September 8, 2012.
 - i. Insurance notified.
 - ii. Further information pending estimate/direction from insurance.



Play Up. Live Up.

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is between Tehachapi Valley Recreation and Parks District, a California special district ("TVRPD"), and the party whose legal name and status are described in the signature block below ("Contractor").

The parties agree as follows:

1. Scope of Services. Contractor agrees to provide to TVRPD the services described in Attachment A, which is attached hereto and incorporated by reference into this Agreement. Contractor shall provide the services at the location(s) and times(s) stated in Attachment A (the "Services"). Contractor shall provide any associated materials and/ or equipment described in Attachment A.

2. Compensation: In consideration for the services provided pursuant to this Agreement, TVRPD shall pay contractor hourly fees at the rate of Forty Dollars and No Cents (\$40.00) per hour; provided, however, Contractor's compensation during any month shall not exceed Six Thousand Dollars and No Cents (\$6,000.00).

TVRPD shall reimburse Contractor for reasonable business costs and expenses incurred by Contractor on behalf of TVRPD under this Agreement; provided, however, Contractor shall obtain prior written consent from TVRPD's Board of Directors (the "Board") for any expenses exceeding _____ Dollars and No Cents (\$____.00). Such reimbursable costs shall not include a mileage or use allowance for the use of Contractor's personal vehicle in connection with Contractor's provision of services pursuant to this Agreement unless pre-approved by the Board.

TVRPD shall pay Contractor Compensation and reimbursable expenses within ____ () days of receipt of Contractor's bi-weekly reports for same.

3. Term; Termination. The term of this Agreement shall begin effective July 31, 2012 and shall end on October 31, 2012. TVRPD may, in its sole and absolute discretion, terminate this Agreement upon twenty-four (24) hour written notice if Contractor commits any acts of dishonesty, fraud, misrepresentation or other acts of moral turpitude that would prevent Contractor's effective provision of the Services.

4. Status of Contractor. In performing the services specified in this Agreement, contractor shall act as an independent contractor and shall have control of the manner in which the work is performed. Contractor is not entitled to participate in any pension plan, insurance, bonus or similar benefits TVRPD provides for its employees. Any employees or assistants retained by Contractor shall be the responsibility of Contractor and not of TVRPD. Contractor shall determine the means and methods for carrying out the work to achieve the result required by TVRPD.

Contractor shall not enter into any agreements or contracts, whether oral or written, express or implied, or otherwise incur any indebtedness on behalf of TVRPD without the prior approval of the Board. Contractor shall be responsible to both withhold and pay any and all taxes, including, but not limited to, self-

employment taxes, and Federal and state income taxes, SDI and FICA, for its employees and independent contractors, if any.

5. Additional Provisions.

Hold Harmless. Contractor agrees to defend, hold harmless and indemnify TVRPD (and TVRPD's officers, employees, board of directors, agents successors and assigns) against all claims, suits, expenses, (including reasonable attorney's fees), losses penalties fines, costs and liability for any personal injury or property damage caused by the Contractor in connection with the performance of this Agreement.

Insurance. During the term of this Agreement, Contractor agrees to obtain and maintain in effect comprehensive general liability insurance in an amount not less than One Million Dollars and No Cents (\$1,000,000.00) per occurrence with no per person sub-limit, and Two Million Dollars and No Cents (\$2,000,000.00) in the aggregate. Contractor's insurance shall be primary with respect to any loss or liability arising directly or indirectly from the Contractor's provision of the Services. Contractor shall provide a certificate of liability and endorsement naming TVRPD as additional insured and evidencing the above coverages. Failure to maintain such insurance coverage will automatically suspend all of Contractor's rights hereunder.

Notices. Any notice required or desired to be given under this Agreement shall be in writing and any written notice or other document shall be deemed to have been duly given on the date of personal service on the party or on the second business day after mailing if the document is deposited in the United States Mail, by registered or certified, postage prepaid, return receipt requested, to the address listed on this Agreement or most recent address specified by the receiving party. Failure to conform to the requirement that mailings be sent by registered or certified mail shall not defeat the effectiveness of notice actually received by the addressee.

Compliance with Law. In the course of performing this agreement, Contractor shall observe and comply with all applicable federal, state and local laws, regulations and ordinances now in effect or subsequently enacted.

Licenses and Permits. Contractor represents that Contractor or Contractor's employees who render services under this Agreement, are fully qualified and competent to provide the services called for under the Agreement. Contractor shall secure and maintain in force any permits or licenses required to perform the services called for under this Agreement, at Contractor's expense unless specifies otherwise in the Agreement.

Contractor's Records. Contractor agrees to maintain and make available to TVRPD accurate books and records relative to all its activities under this agreement.

Conflict of Interest. Contractor agrees to refrain from soliciting business from TVRPD participants for the purpose of personal gain and that is in conflict with the interests of TVRPD.

No Assignment. Neither party shall assign or otherwise transfer this Agreement or any right or interest herein without the prior written consent of the other party, which consent as exercised in the party's sole and absolute discretion.

Entire Agreement. This Agreement contains the entire agreement between the parties and constitutes an integration of the entire agreement, contract, promise and understandings of the parties. All prior agreements, conditions, contracts, promises, representations, understandings, or warranties, whether oral or written, express or implied, concerning the subject matter of this Agreement are expressly superseded hereby and have no further force or effect.

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

Partial Invalidity. If any clause, paragraph, phrase, provision, section or sentence of this Agreement shall become illegal, null or void for any reason or shall be held by any court of competent jurisdiction to be illegal, null or void, or against public policy, the remaining clauses, sections, phrases and sentences of this Agreement shall not be affected thereby and the parties shall negotiate an equitable adjustment of the affected provision with a view toward effecting the purpose of this Agreement.

Time of the Essence. Time is of the essence under this Agreement.

DEBBIE WILLIAMS, an individual doing business
as **PENNYWORTH RECREATION ASSOCIATES**
("Contractor")

Address: P.O. Box 2661, Tehachapi, CA 93581

Phone: 661-972-4143

Date: _____

Soc. Sec No (for EDD Reporting Purposes Only): 186-46-4009

TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT
("TVRPD")

By: _____

GAYLE STEWART

Its: Chairperson of the Board

Address: P.O. Box 373, Tehachapi, CA 93581

Phone: (661) 822-3228

Date: _____

**ATTACHMENT A TO PROFESSIONAL SERVICES AGREEMENT SCOPE OF
SERVICES CONTRACTOR**

Date(s) or day(s) services will be performed:

July 31, 2012 through October 31, 2012

Location(s) where services will be performed:

490 West D Street
Tehachapi, CA 93561

Description of services to be provided by Contractor and other obligations of Contractor:

Perform services as the interim district manager reporting to the designated chairperson of the Tehachapi Valley Recreation and Parks District. Such services may/will include preparing reports for the district board; giving direction and supervision to district staff; preparation and monitoring of district budgets; and any ancillary services that would be required of a district manager to properly operate the parks, facilities, and events that are the responsibility of the district.

INSURANCE Required: Yes ☒ X

KERN COUNTY HEALTH PERMIT Required: Yes No ☒ X

SALES PERMIT Required: Yes No ☒ X