



Tehachapi Valley
Recreation & Park District

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

**REGULAR BOARD MEETING
TUESDAY, OCTOBER 13, 2015, 5:30 P.M.**

BOARD OF DIRECTORS

CRAIG MIFFLIN, CHAIRPERSON
PAULETTE RUSH, VICE-CHAIRPERSON
BRIAN DUHART, DIRECTOR
MARY LOU CORPUS-ZAMUDIO, 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 agenda. Speakers are limited to two (2) minutes. Please state your name or organization represented, if any, before making presentation. Thank you.

4. CONSENT CALENDAR

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

- A. Clerk Declaration of Posting of Agenda 72 Hours in Advance of Meeting, (Page 3).
- B. Approval of Minutes from the Regular Board Meeting held August 18, 2015, (Pages 4-9).
- C. Approval of Minutes from the Special Board Meeting held August 24, 2015, (Pages 10-12).
- D. Approval of Minutes from the Special Board Meeting held September 10, 2015, (Pages 13-14).

- E. Approval of the Encroachment Permit Between Golden Hills Community Services District and Tehachapi Valley Recreation and Park District, (Pages 15-18).

5. RECREATION COORDINATORS REPORTS

6. MAINTENANCE FOREMAN REPORT

7. DISTRICT MANAGER REPORT, (Page 19).

8. FINANCIAL REPORT

9. AGENDA ITEMS

- A. Approval of the Preliminary Financial Reports for August 2015 - Discussion/Approval, (Pages 21-31). Please note the September Financials will be presented at the November meeting.
- B. Discussion/Approval of the Alpha Landscape Maintenance Contract, (Page 32).
- C. Discussion/Approval to Amend Agreement for Professional Services Between Tehachapi Valley Recreation and Park District and Quad Knopf Inc., (Pages 33-35).
- D. Discussion/Approval to use Quimby Funds in an Amount not to Exceed \$5,000.00 for Refurbishment of the TVRPD District Office Bridge.

10. CLOSED SESSION

- A. PUBLIC EMPLOYEE APPOINTMENT (District Manager) Government Code Sections 54957 (b)(1) and 54957.1(a).

11. BOARD OF DIRECTORS' TIME

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

12. OTHER BUSINESS

13. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on November 17, 2015.



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 October 13, 2015, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, October 9, 2015, at 12:00 P.M. approximately:

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

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Park District Board of Directors on the 9th day of October 2015.

Dated this 9th day of October 2015.

Carrie Champlin
Clerk of the Board of Directors

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY AUGUST 18, 2015, 5:30 P.M.**

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

BOARD MEMBERS:

Craig Mifflin, Chairperson
Paulette Rush, Vice-Chairperson
Gayle Stewart, Director
Brian Duhart, Director
Mary Lou Corpus-Zamudio, Director

ALSO PRESENT:

Matt Young, TVRPD District Manager
Pat Osborn, Clifford and Brown Law
LeAnn Williams, TVRPD Recreation Supervisor
Nolan Ferdinand, TVRPD Maintenance Foreman
Seth Carroll, TVRPD Recreation Coordinator
Corey Torres, TVRPD Aquatics Manager
Bill Fisher, GHCSO
Steve Hansen, TMTA
Bryan Rails, TMTA
David Coopridge, TVRPD Maintenance
John Ortiz, TVRPD Groundskeeper
Pat Doody, The Loop Newspaper
Mike Walsh
Carrie Champlin, Clerk of the Board

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

2. ROLL CALL: All Present.

3. PUBLIC COMMENTS: Mr. Mike Walsh stated that he was currently on disability and not working at the District Office. Mr. Walsh also stated that he has not been able to come back to work because District Manager Young and the TVRPD Board of Directors has not offered reasonable accommodations for his disability. Mr. Walsh stated that he made the Board aware of this situation in a Email dated February 22, 2015 and that he has not been contacted. Mr. Walsh stated that he was disheartened to learn of the removal and destruction of the tree carvings in Central Park and asked that the three arborist reports that District Manager Young said he received, be made available to the public. Mr. Walsh also requested that District Manager Young provide the specific California State Health and Safety Codes that District Manager Young had cited for the removal of the carvings. Mr. Walsh stated that he believes the carving were assets of the District and asked if the TVRPD policy manual was followed for the removal and disposal of assets.

Mr. Bryan Rails thanked TVRPD, The City of Tehachapi, and Golden Hills Community Services District for their work and donations to the Meadowbrook Park Pump Track. Mr. Rails thanked all of the volunteers for their hard work in constructing the Pump Track.

4. CONSENT CALENDAR

Mr. Mike Walsh asked for items C, D, E, and F to be removed from the 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.

**Rush - Corpus-Zamudio: Ayes: Mifflin; Rush; Stewart; Duhart; Corpus-Zamudio
Noes: None. Motion carried.**

Absent: None

B. Approval of Minutes from the Regular Board Meeting held July 21, 2015.

Request by Clerk of the Board of Directors to approve the minutes from the July 21, 2015 Regular Board Meeting. BOARD APPROVES MINUTES.

**Rush - Corpus-Zamudio: Ayes: Mifflin; Rush; Stewart; Duhart; Corpus-Zamudio
Noes: None. Motion carried.**

Absent: None

5. RECREATION SUPERVISOR REPORT

Recreation Supervisor LeAnn Williams gave the report.

- Mountain Gallop 5 Miler: Event was successful and we received great feedback on the Antelope Run.
 - Tehachapi Oldtimers Reunion was Sunday August 2, 2015. Event was very successful with a turnout of more than 350 participants.
 - Williams complimented staff members Seth Carroll and Corey Torres on their great work in coordinating the Mountain Gallop 5 Miler and the Tehachapi Oldtimers Reunion.
 - Kids Concert was a fun family event.
 - National Night Out was a success. The movie "Paddington" was shown.
 - Williams thanked Maintenance Foreman Nolan Ferdinand and his staff for their great work in preparation for the Adult Softball programs.
- Chairperson Mifflin thanked staff for a great team effort in making all the events and programs successful.

6. MAINTENANCE FOREMAN REPORT

Maintenance Foreman Nolan Ferdinand gave the report.

- District Office Refurbishment: Exterior paint; new windows installed; landscaping; TV for conference room installed; Reception furniture.
- Ferdinand thanked his staff for their great work.

7. DISTRICT MANAGER REPORT

District Manager Matt Young gave the report.

- Meadowbrook Park Construction Plans are at Kern County for approval.
- Meadowbrook Park Sign: Working with GHCSO on the encroachment permit.
- Meadowbrook Pump Track signage is in process. District Manager Young presented the proposed sign to the Board. Director Stewart suggested a sign stating that motorized vehicles are prohibited, be placed at the Pump Track. GHCSO Bill Fisher stated that they have signage that the District can use at the Pump Track. Board referred the signage project to staff.

- Tehachapi Little League mound removal: Per agreement Tehachapi Little League was allowed to build an earthen mound on the West Park ball field. Staff discovered cement had been used without permission from the District. The removal of the cement required 11 hours. District Manager Young recommended amending Tehachapi Little Leagues contract to require a mobile mound be used.
- Central Park/Mountain Festival: District Manager Young presented the Board with photos of turf compaction and turf damage from food vendors. Young recommended a possible rental increase for next year and also recommended keeping the cleaning/damage deposit for this year. Chairperson Mifflin asked Young if he had spoken with the Chamber. Young stated that he had not spoken to the Chamber but he did leave a message and will schedule a meeting.
- Young thanked team TVRPD and stated that TVRPD is moving in a great direction. Young thanked the District's legal counsel Pat Osborn and all of the Clifford & Brown staff, the auditing staff from Fisher, Keathley & Ross, and all of TVRPD's community partners. Chairperson Mifflin stated that Young has brought TVRPD to higher level and thanked him for his work. Chairperson Mifflin wished Young good luck in his future endeavors. Director Rush thanked Young for his leadership and everything he has accomplished for the District.

8. FINANCIAL REPORT

Administrative Assistant Carrie Champlin gave the report.

9. AGENDA ITEMS:

Items removed from the Consent Calendar were moved to Agenda Items C, D, E, and F.

A. Approval of the Preliminary Financial Reports for July, 2015.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR JULY, 2015.

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

Noes: None. Motion carried.

Absent: None.

B. Adoption of Tehachapi Valley Recreation and Park Districts Final Five Year Budget for Fiscal Years 2015/16, 2016/17, 2017/18, 2018/19 and 2019/20, Resolution #12-15.

1. Public Hearing - The meeting was opened for public comment.

Mr. Mike Walsh commented that he was concerned about approving a five year budget with new management staff about to be hired. Mr. Walsh believes there are things that have not been addressed in the budget. Mr. Walsh also stated that he believes because of the lack of watering at Central Park the trees have been damaged and the cost of the damage has not been addressed in the budget. Mr. Walsh believes that there are items in the five year budget that are illegal and the result of retaliation. District Manager Young commented that the state mandated a thirty percent reduction of water usage and the District has strived to meet those reductions in the past month. After comparing the previous year's water consumption it was determined that the water reduction exceeded the thirty percent and the watering schedule was increased at Central Park. Mr. Walsh stated that he thought it was the water districts that had to reduce their water usage not park districts.

Chairperson Mifflin stated that the matter of water reduction was a Board discussion and decision. Chairperson Mifflin also stated that it is important to have a five year budget in

place to use as a road map and we have the ability to adjust the budget as we go through the five years. The Board agreed with Chairperson Mifflin.

Public hearing was closed at 6:27 P.M.

**BOARD ADOPTS TEHACHAPI VALLEY RECREATION AND PARK DISTRICTS
FINAL FIVE YEAR BUDGET FOR FISCAL YEARS 2015/16, 2016/17, 2017/18, 2018/19,
AND 2019/20, RESOLUTION #12-15.**

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

Noes: None. Motion carried.

Absent: None.

C. Approval of the Meadowbrook Park Front-End Specifications.

Mr. Mike Walsh made several comments regarding the content of the Meadowbrook Park Front-End Specifications. District Manager Young stated that there are several examples in the front-end specifications that will be removed in final product. The examples are there to show how the document will be laid out. Staff will address typographical corrections for the final document.

**BOARD APPROVES THE MEADOWBROOK PARK FRONT-END
SPECIFICATIONS WITH THE TYPOGRAPHICAL CORRECTIONS AS NOTED.**

Corpus-Zamudio – Stewart: Ayes: Mifflin; Rush; Stewart; Duhart; Corpus-Zamudio

Noes: None. Motion carried.

Absent: None.

**D. Approval to Purchase Meadowbrook Park Sign in an Amount not to Exceed
\$4,515.00.**

Mr. Mike Walsh stated that he was concerned about spending money at this time for a new sign at Meadowbrook Park. District Manager Young explained that the new sign design was approved by the Board. The new sign contains the TVRPD logo that we will eventually have on all District properties. Bill Fisher stated that GHCSO is in the process of drawing up the encroachment agreement.

**BOARD APPROVES THE PURCHASE OF THE MEADOWBROOK PARK SIGN IN
AN AMOUNT NOT TO EXCEED \$4,515.00.**

Rush – Stewart: Ayes: Mifflin; Rush; Stewart; Duhart; Corpus-Zamudio

Noes: None. Motion carried.

Absent: None.

**E. Approval of the Agreement Between Tehachapi Valley Recreation and Park District
and Tehachapi Mountain Trails Association, Resolution #11-15.**

Mr. Mike Walsh stated that he thinks it is great that we have community involvement with the trails and hopes the volunteer support for them continues. Mr. Walsh also stated that he is concerned about the TVRPD Maintenance Department taking on additional work and that he did not see the additional work addressed in the budget. Mr. Walsh stated his concerns regarding the safety conditions of the playground at Central Park. Director Duhart asked District Manager Young if he believes the maintenance department has the capacity to take on additional work as well as complete the required work that will be needed at Central Park due to the heavy usage. TMTA President Mr. Steve Hansen stated that TMTA will be the primary caregiver of the trail system and the only reason the TVRPD Maintenance Department was mentioned in the agreement was

for the provision of tools. Mr. Hansen stated that Mr. Walsh's concerns regarding the maintenance department is understandable for the parks but does not pertain to the trails whatsoever. District Manager Young stated that there is a ten thousand dollar provision included in the budget under the undeveloped properties section.

BOARD APPROVES THE AGREEMENT BETWEEN TEHACHAPI VALLEY RECREATION AND PARK DISTRICT AND TEHACHAPI MOUNTAIN TRAILS ASSOCIATION, RESOLUTION #11-15.

**Stewart – Corpus-Zamudio: Ayes: Mifflin; Rush; Stewart; Duhart; Corpus-Zamudio
Noes: None. Motion carried.**

Absent: None.

F. Approval to Purchase a UV Filtration System for Dye Natatorium Facility in an Amount not to Exceed \$32,557.90. (Noting that the 2015 Kaiser Grant awarded to the District in the amount of \$25,000.00 will be used to go toward this purchase.)

Mr. Mike Walsh stated his concerns regarding the labor cost included in the bid. Mr. Walsh also stated that he was concerned about the bidding process under the public contract code. District Manager Young stated that we did receive another bid from Lincoln Aquatics but they were unable to do the installation. Knorr Systems is a preferred vendor for the District. Knorr Systems provides most of our equipment for the Dye Natatorium facility and also provides upgrades and checks to our systems. The Board approved forty thousand dollars for this project previously and this bid came in well under the approved amount.

BOARD APPROVES THE PURCHASE OF A UV FILTRATION SYSTEM FROM KNORR SYSTEMS FOR DYE NATATORIUM FACILITY IN AN AMOUNT NOT TO EXCEED \$32,557.90.

**Stewart - Duhart: Ayes: Mifflin; Rush; Stewart; Duhart; Corpus-Zamudio
Noes: None. Motion carried.**

Absent: None.

10. BOARD OF DIRECTORS TIME:

Director Corpus-Zamudio thanked Recreation Supervisor LeAnn Williams for her work and stated that she appreciates the work she has done with the softball program.

Director Stewart stated that TMTA brings a high caliber of work to their volunteer efforts and thanks them for their work for the District. Director Stewart thanked District Manager Young for the countless hours of work he has put into the District and wished him well in his future endeavors. Director Duhart thanked District Manager Young for his work and the path he has put in place for the District. Vice-Chairperson Rush stated that District Manager Young has done a great job and wished his family well in their future.

11. OTHER BUSINESS:

Chairperson Mifflin appointed the District Manager Ad Hoc Hiring Committee as follows: Director of Kern County Parks Bob LeRude, TVRPD Chairperson Mifflin, TVRPD Vice-Chairperson Rush, City of Tehachapi Manager Greg Garrett, and TVRPD Director Duhart will serve as an alternate.

District Manager Ad Hoc Hiring Committee will meet Wednesday September 26, 2015 at 1:00 P.M. Special meeting of the Board of Directors of Tehachapi Valley Recreation and Park District will be held Monday September 24, 2015 at 5:30 P.M.

12. ADJOURNMENT:

Having no further business the meeting was adjourned at 7:05 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on October 13, 2015.

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

Noes: None. Motion carried.

Absent: None

Respectfully Submitted,

Carrie Champlin, Clerk of the Board

**MINUTES OF THE SPECIAL BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
MONDAY AUGUST 24, 2015, 5:30 P.M.**

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

BOARD MEMBERS:

Craig Mifflin, Chairperson
Paulette Rush, Vice-Chairperson
Gayle Stewart, Director
Brian Duhart, Director
Mary Lou Corpus-Zamudio, Director

ALSO PRESENT:

Craig Janssen, TPF Board Member
Corey Torres, TVRPD Aquatics Manager
David Coopridier, TVRPD Maintenance
John Ortiz, TVRPD Groundskeeper

1. **FLAG SALUTE:** Director Corpus-Zamudio led the Flag Salute.
2. **ROLL CALL:** All present.
3. **PUBLIC COMMENTS:** Craig Janssen thanked District Manager Young for his service to the District and for the courage he showed in staying the course for the District. Mr. Janssen urged the TVRPD Board to look for a replacement for the District Manager position that can put the interests of the District first and at the same time manage the many partnerships the District has in the community.

4. CONSENT CALENDAR

- A. **Secretary Declaration of Posting of Agenda 72 hours in Advance of Meeting Held**
Declaration by the Clerk of the Board of Directors that the agenda was posted at least 72 hours in advance of meeting. BOARD APPROVED SECRETARY DECLARATION.
Corpus-Zamudio - Stewart: Ayes: Mifflin; Rush; Stewart; Duhart; Corpus-Zamudio
Noes: None. Motion carried.
Absent: None.

5. AGENDA ITEMS

A. District Manager Procurement

Chairperson Mifflin outlined the District Manager hiring process and stated that this is an important process and that it must be an objective process. Chairperson Mifflin also stated that if anybody on the TVRPD Board already has their mind made up as to who

they want to hire as District Manager they need to remove themselves from the process. The Board agreed with Chairperson Mifflin.

B. Assignment of Interim District Manger – Discussion/Appointment.

Chairperson Mifflin outlined the needs of the District in interim until the District Manager position is filled. Vice-Chairperson Rush recommended appointing an Interim District Manager. Director Stewart gave a brief history of previous TVRPD Interim District Managers and the hiring process. Director Stewart recommended the Interim District Manager not be an applicant for the permanent position. Director Duhart was in agreement with Director Stewart. Director Corpus-Zamudio inquired about the time frame for hiring the District Manager. Director Corpus-Zamudio recommended not hiring an Interim District Manager if we are sixty days or less from a permanent hire. Chairperson Mifflin offered to be the point of contact for the District in the interim. Vice-Chairperson Rush thanked Chairperson Mifflin for offering to be the point of contact and stated she was comfortable with not hiring an Interim District Manager as long as there is one point of contact.

MOTION:

Motion to approve Chairperson Mifflin as the direct point of contact for Tehachapi Valley Recreation and Park District effective August 28, 2015.

Corpus-Zamudio - Stewart; Ayes: Mifflin; Rush; Stewart; Duhart; Corpus-Zamudio
Noes: None. Motion carried.

Absent: None.

MOTION:

Motion to approve Administrative Assistant Carrie Champlin as the staff signatory for the Tehachapi Valley Recreation and Park District's Bank of the Sierra business checking account.

Duhart - Rush; Ayes: Mifflin; Rush; Stewart; Duhart; Corpus-Zamudio
Noes: None. Motion carried.

Absent: None.

C. Desired Qualifications and Characteristics of the New District Manager – Discussion.

Chairperson Mifflin outlined the desired qualifications, abilities, and characteristics the TVRPD District Manager should have as well as the tasks that the District Manager will be required to perform as outlined in the District Manger job description. Director Duhart recommended experience in budget development and grant writing. Director Stewart stated that knowledge and experience in grant writing is a particular skill set and is important to the District. Director Duhart stated that it is important to continue the growth in our programs and events. Director Stewart stated that the District Manager will need to efficiently manage and implement the master plan and five year budget. The management of those two tools will be the driver of the District.

D. Competitive Salary – Discussion.

Chairperson Mifflin reported that for a comparable size district the salary range for a District Manager is 75 to 120 thousand dollars. There was a brief discussion regarding salary range and what the District can afford.

E. Vision Planning/Steps Forward – Discussion.

The District Manager Ad Hoc Hiring Committee will meet Wednesday September 26, 2015 at 1:00 P.M. The goal is to hire the District Manager in approximately three weeks.

6. CLOSED SESSION – Tabled.

7. BOARD OF DIRECTORS TIME: Director Stewart stated that it was a very productive meeting and thanked Chairperson Mifflin for agreeing to be the District point of contact.

8. OTHER BUSINESS: None.

9. ADJOURNMENT

Having no further business the meeting was adjourned at 6:55 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on October 13, 2015.

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

Noes: None. Motion carried.

Absent: None.

Respectfully Submitted,

Carrie Champlin, Clerk of the Board

**MINUTES OF THE SPECIAL BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
THURSDAY SEPTEMBER 10, 2015, 5:30 P.M.**

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

BOARD MEMBERS:

Craig Mifflin, Chairperson
Paulette Rush, Vice-Chairperson
Gayle Stewart, Director
Brian Duhart, Director
Mary Lou Corpus-Zamudio, Director

ALSO PRESENT:

Pat Osborn, Clifford & Brown Law
LeAnn Williams, Recreation Supervisor
Seth Carroll, Recreation Coordinator
Corey Torres, TVRPD Aquatics Manager
Greg Garrett, City of Tehachapi
Bob Lerude, Kern County Parks
Tina Cunningham, Fisher Forde Media/Loop
Carrie Champlin, Clerk of the Board

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

2. **ROLL CALL:** All present.

3. **PUBLIC COMMENTS:** None.

4. CONSENT CALENDAR

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

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

**Duhart - Corpus-Zamudio : Ayes: Mifflin; Rush; Stewart; Duhart; Corpus-Zamudio
Noes: None. Motion carried.**

Absent: None.

Chairperson Mifflin moved Agenda item "A". Agenda item 'A' is to follow Closed Session.

5. CLOSED SESSION:

ADJOURNED TO CLOSED SESSION AT 5:37 P.M.

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

Reconvened from closed session at 6:45 P.M.

Report on Closed Session:

No Action Taken.

Stewart - Duhart: Ayes: Mifflin; Stewart; Duhart; Corpus-Zamudio

Noes: None. Motion carried.

Absent: None.

6. AGENDA ITEMS

A. Ad Hoc Committee Recommendation for the TVRPD District Manager Position.

Chairperson Mifflin outlined the District Manager hiring process. Vice-Chairperson Rush reported that the Ad Hoc Committee met and interviewed the applicants for District Manager. The Ad Hoc Hiring Committee's decision was unanimous and the recommendation is to hire LeAnn Williams.

MOTION:

Motion to offer LeAnn Williams the position of Tehachapi Valley Recreation and Park District Manager with a yearly salary of \$84,000.00. Chairperson Mifflin stated that Mrs. Williams has twenty four hours to inform him of her decision to accept or decline the offer.

Corpus-Zamudio - Rush: Ayes: Mifflin; Rush; Stewart; Corpus-Zamudio

Noes: Duhart

Absent: None.

Motion carried.

7. **BOARD OF DIRECTORS TIME:** Director Corpus-Zamudio thanked the Ad Hoc Committee, the public and the Board for being a part of this exciting time for TVRPD. Director Stewart thanked the Ad Hoc Committee. Director Duhart thanked the Ad Hoc Committee and stated that if Mrs. Williams accepts the offer the Board will support her in her new position. Vice-Chairperson Rush thanked the Ad Hoc Committee. Chairperson Mifflin thanked the Ad Hoc Committee.

8. OTHER BUSINESS: None.

9. ADJOURNMENT

Having no further business the meeting was adjourned at 6:50 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on October 13, 2015.

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

Noes: None. Motion carried.

Absent: None.

Respectfully Submitted,

Carrie Champlin, Clerk of the Board

ENCROACHMENT PERMIT

THIS ENCROACHMENT PERMIT ("Permit") is executed in duplicate this 5TH day of August 2015, by and between GOLDEN HILLS COMMUNITY SERVICES DISTRICT, a community services district formed under the California Community Services District Law (the "Owner"), and TEHACHAPI VALLEY RECREATION & PARK DISTRICT, a recreation and park district formed under the California Recreation and Park District Law (the "Permittee").

RECITALS

A. The Permittee desires to enter upon the real property of the Owner described in paragraph "a" below for the purpose described in paragraph "b" below.

B. The Owner is willing to allow the Permittee to enter such real property subject to the provisions of this Permit.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual terms, covenants, conditions and provisions hereof, the Owner and the Permittee agree as follows:

a. The Premises. The Permittee desires to enter upon the following described real property of the Owner (the "Premises"): a portion of the parcel located at the Northeast corner of Westwood Boulevard and Red Apple Avenue in Golden Hills, California.

b. The Sign. The Owner, insofar as it has the right to do so, hereby permits the Permittee to enter upon the portion of the Premises designated on the attached **Exhibit A** for the following described purpose, and for no other purpose: to construct and maintain an unilluminated sign identifying Meadowbrook Park, together with landscaping immediately adjacent to the sign (the "Sign").

c. Approval of Design. The Permittee's right to construct the Sign on the Premises is conditioned upon the Owner's review and approval of the Sign's design. Permittee shall prepare a design for the Sign, including any surrounding landscaping, and submit it to the Owner for approval. The Owner's approval shall not be unreasonably withheld or delayed, provided that the Sign design should be attractive and require use of highest quality construction materials.

d. Duration. The term of this Permit is for five years, commencing on the date that the Owner and the Permittee execute this permit. The Owner may revoke this Permit if the Permittee fails to begin construction of the Sign within 180 days of the date this Permit is fully executed, or fails to complete construction of the Sign within 240 days of the date this Permit is fully executed. Unless sooner terminated, this Permit will renew for successive five year terms on the same terms and conditions unless the Owner or Permittee terminates this Permit by providing the other with written notification of termination at least 180 days prior to expiration of a term.

e. No Warranty. The Owner makes no warranty of title to the Premises.

f. Limited Scope of Entry. Except for the Sign, the Permittee shall construct no improvements on the Premises or otherwise change the grade of the Premises without the prior written consent of the Owner. Further, the Permittee shall not interfere in any manner whatsoever with the Owner's use of the Premises other than any impact on the Owner's use of the Premises incidental to the presence of the Sign. The Permittee shall not enter the Premises other than as reasonably necessary to construct and maintain the Sign and landscaping.

g. Compliance With Laws. The Permittee shall at all times construct and maintain the Sign in a safe and sound manner and in conformity with all applicable laws, ordinances, rules, regulations, requirements and orders of governmental agencies. The Permittee shall obtain and maintain any required permits at its expense.

h. Construction and Maintenance. The Permittee shall construct the Sign in accordance with the design plans approved by the Owner, and shall maintain the Sign in good repair for the duration of this Permit. The Permittee's duty to maintain the Sign in good repair includes the following obligations: (1) promptly repairing any damage or destruction caused to the Sign by any event, including automobile crashes or acts of god; (2) promptly removing any graffiti or other vandalism; (3) adequately caring for the landscaping surrounding the Sign, including by trimming overgrown foliage, removing dead plants, and ensuring the plants receive adequate water; and (4) providing maintenance on the Sign as necessary, including repainting, refinishing, or re-lettering the Sign when appropriate. The Permittee will be solely responsible for all costs of constructing and maintaining the Sign. The Permittee shall be responsible for the removal from the Premises of unauthorized vendors, items, signs, banners, and messages including garage sale notices, product vendors and service providers, advertisements, illegally dumped items or parked vehicles.

i. Water. The Permittee is not entitled to water service from the Owner for the Permittee's use of the Premises under this Permit.

j. Indemnity. The Permittee shall use the Premises at its sole risk. The Owner shall not be liable for any injury or death of any person or persons or damage to or destruction of any property arising out of or in connection with, either in whole or in part and whether directly or indirectly, the

operations by or on behalf of the Permittee. The Permittee shall assume the defense of and indemnify and save harmless the Owner, its officers, servants, agents, and employees from any and all loss, damage, liability, claims of every nature whatsoever for damage to or destruction of property, including the property of the indemnitees, or for injury or death of persons, including the Permittee's employees or agents, in any manner, including that alleged to have been caused by the negligence of the indemnitees, or any of them, arising out of or incident to the use or uses herein authorized; provided, however, that the Permittee shall have no such obligation to any indemnitee with respect to claims actually caused by the negligence or willful misconduct of the indemnitee. The Owner shall have the right to designate counsel to represent any person, including the Owner, entitled to a defense or indemnity, or both, pursuant to the provisions of this paragraph.

k. Insurance. At all times during the term of this permit, the Permittee, at its sole cost and expense, shall maintain in effect comprehensive liability insurance in amounts and form and with insurance companies satisfactory to the Owner.

l. Termination. Upon the termination of this permit, the Permittee shall promptly remove any of its personal property, structures, or fixtures, including but not limited to the Sign, from the Premises and restore the Premises to its original condition.

m. No Assignment. The rights of Permittee hereunder may not be assigned in whole or in part without the prior written consent of the Owner, which consent may not be unreasonably withheld. Any assignment of this permit, in whole or in part, by Permittee without the prior written consent of the Owner will be null and void and of no force or effect.

n. Miscellaneous. Each party waives the benefit of any statute that creates a presumption against the party drafting this permit in the interpretation or enforcement hereof. This permit does not create an interest in real property and shall not be recorded. This permit constitutes the full agreement of the parties with respect to the subject matter hereof and there are no oral or prior representations, warranties or agreements among the parties. This permit does not create any agency relationship, or other business or governmental organization between the Owner and the Permittee.

IN WITNESS WHEREOF, the Owner and the Permittee have executed this Permit on the day and year first hereinabove written.

GOLDEN HILLS COMMUNITY
SERVICES DISTRICT

TEHACHAPI VALLEY RECREATION
& PARK DISTRICT

 9-2-15

By: Kathy Cassil, President
Its: "Owner"

By: _____
Its: "Permittee"

EXHIBIT "A"





Tehachapi Valley
Recreation & Park District

MEADOWBROOK PARK BIKE PUMP TRACK

Welcome!

You are looking at Tehachapi's first bike pump track!

These tracks were developed through a collaborative partnership between Tehachapi Valley Recreation and Park District (TVRPD), Tehachapi Mountain Trails Association (TMTA), City of Tehachapi and Golden Hills Community Services District.

What is a Pump Track?

A pump track is a continuous loop that can be ridden on a bike without pedaling. Tracks consist of a series of rolling bumps (rollers) and banked corners (berms) that allow the rider to gain momentum.



Sponsors



Tehachapi Parks Foundation



LEHIGH

HEIDELBERG CEMENT CO.

GOLDEN HILLS
COMMUNITY SERVICES DISTRICT

Pump Track Rules

- Please be courteous and respectful of other users and park visitors.
- Track is limited to bicycles only.
- Use paved pathway and designated entry/exit point to access track.
- Inspect the track before riding to ensure no hazards are present and track is clear of obstacles.
- Do not walk or run on the track.
- Ride single file (not side by side) and give other riders adequate space.
- Ride in the same direction as other riders.
- Stay on the track and in control.
- Do not use when track is wet. Using this track when wet will damage the surface and may create dangerous conditions.
- Do not remove or add material, or alter the track in any way. Contact TMTA for suggestions or track safety issues.
- Helmet is required. Use of protective equipment is strongly recommended (knee and elbow pads).

About TMTA

Tehachapi Mountain Trails Association is a volunteer, non-profit organization based in Tehachapi, CA. We are passionate hikers, road cyclists, mountain bikers, and outdoor enthusiasts, interested in developing, promoting and preserving multi-use, non-motorized trails throughout the greater Tehachapi area. We work hard to represent the outdoor community and proudly partner with local land owners and agencies to build and maintain trails, help allocate funding for new trails, and mitigate user conflicts.

More Information

To become a member of TMTA, inquire about trails in Tehachapi, or to help support this track, visit:

www.tehachapitrails.org

Please report any safety concerns immediately by calling TVRPD:
(661) 822-3228

Warning: Biking can be a hazardous activity and use of this facility may result in serious injury. This is an unsupervised facility. Participate at your own risk. Children 10 years of age and younger should be under direct supervision of an adult at all times.

Financial Report

Tehachapi Valley Recreation and Park District
For the period ended August 31, 2015

Prepared by

Better Ledger Inc

Prepared on

October 6, 2015

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Balance Sheet

As of August 31, 2015

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	
1001 Cash in County Treasury-General Fund	622,660.85
1003 Cash in County Treasury-Quimby	20,311.98
Total 1000 Cash in County Treasury General Fund	642,972.83
1004 Check BOTS 4470	93,225.20
1005 County Treasury Capital Projects Fund	269,900.77
1050 Cash Box-Events	600.00
1051 Change Fund	500.00
1100 Petty Cash Fund	200.00
Total Bank Accounts	1,007,398.80
Accounts Receivable	
1200 Accounts Receivable	12,123.63
Total Accounts Receivable	12,123.63
Other current assets	
1070 Prepaid Expenses	13,730.81
1092 Credit Card Receivables	500.00
1210 Inventory Asset	4,448.55
Total Other current assets	18,679.36
Total Current Assets	1,038,201.79
Fixed Assets	
1150 Land	166,734.76
1161 Building	556,453.52
1162 Improvements	1,493,873.55
1163 Equipment	615,757.47
1163.1 Equipment Not Placed In Service	130,467.76
1164 Swimming Pool & Building	265,383.67
1165 Lake	412,294.78
1170 Accumulated Depreciation	-2,514,288.00
1180 Fleet Vehicles and Equipment	61,830.27
1190 Construction In Progress	151,562.89
Total Fixed Assets	1,340,070.67

	Total
TOTAL ASSETS	\$2,378,272.48
<hr/>	
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	58,328.85
Total Accounts Payable	58,328.85
Credit Cards	
2010 Cardmember Services Payable	4,932.77
2012 Home 4 Less Payable	45.52
2014 Home Depot Payable	2,122.12
Total Credit Cards	7,100.41
Other Current Liabilities	
2021 Accrued Salaries & Wages	9,301.01
2022 Accrued Employer PR Taxes	906.94
2024 Accrued Vacation, Sick, & Comp Time	0.00
2024.2 Accrued Vacation	11,791.26
2024.3 Accrued Sick Leave	17,691.25
Total 2024 Accrued Vacation, Sick, & Comp Time	29,482.51
2207 Sales tax payable	1,128.76
2208 Kern County Loan Payable	400,000.00
2210 Payroll Liabilities	
2211 CalPERS Payable	1,344.43
2231 Health Plan Payable	-1,721.33
2250 Payroll Tax Liabilities	10,522.94
Total 2210 Payroll Liabilities	10,146.04
2259 Deferred Revenues-Grant Dog Park	25,000.00
2260 Veterans Memorial Fund Payable	89.58
2261 Pool Fund Payable	2,484.00
2270 Refundable Deposits	1,000.00
Total Other Current Liabilities	479,538.84
Total Current Liabilities	544,968.10
Long-Term Liabilities	
2305 CalPERS Unfunded Accrued Liability Valuation	16,920.00
Total Long-Term Liabilities	16,920.00
Total Liabilities	561,888.10

	Total
Equity	
3010 Net Investment In Capital Assets	
3012 Investment in Fixed Assets	1,288,723.79
Total 3010 Net Investment In Capital Assets	1,288,723.79
3020 Restricted Funds	
3022 Capital Projects	427,925.26
Total 3020 Restricted Funds	427,925.26
3030 Unrestricted Funds	418,701.22
3110 Retained Earnings	-161,349.65
Net Income	-157,616.26
Total Equity	1,816,384.36
TOTAL LIABILITIES AND EQUITY	\$2,378,272.46

Profit and Loss

August 2015

	Aug 2015	Jul - Aug, 2015 (YTD)	Total % of Income
INCOME			
4010 Property Taxes	-980.84	2,349.21	-2.74 %
4020 Interest Income	90.81	1,105.33	0.25 %
4030 Adult Program Revenues	1,296.75	6,383.75	3.62 %
4050 Facility Revenue	18,280.00	29,206.14	50.99 %
4200 Contracted Classes Revenues	2,043.00	10,099.50	5.70 %
4210 Events Revenues	5,933.00	18,481.50	16.55 %
4213 Sponsorship Revenues	1,000.00	2,250.00	2.79 %
4300 Youth Program Revenues	1,895.00	10,223.00	5.29 %
4610 Billable Expense Income	6,054.81	6,054.81	16.89 %
4650 Discounts given	-68.75	-612.50	-0.19 %
4704 Sales	304.22	1,223.36	0.85 %
Total Income	35,848.00	86,764.10	100.00 %
COST OF GOODS SOLD			
5001 Adult Program Costs	391.54	932.36	1.09 %
5004 Contracted Classes Costs	3,406.96	6,946.88	9.50 %
5005 Events Costs	5,994.42	16,281.79	16.72 %
5008 Youth Program Costs	150.51	150.51	0.42 %
Total Cost of Goods Sold	9,943.43	24,311.54	27.74 %
GROSS PROFIT	25,904.57	62,452.56	72.26 %
EXPENSES			
6000 Employee Costs	75,280.55	132,620.22	210.00 %
7010 Advertising & Marketing	1,379.20	4,223.30	3.85 %
7020 Bank Service Charges	845.03	842.76	2.36 %
7026 Charitable Contribution		1,365.00	
7030 Dues & Subscriptions	500.00	3,220.80	1.39 %
7035 Equipment Rents & Leases	575.61	998.41	1.61 %
7050 Insurance	1,778.57	2,969.32	4.96 %
7060 Licenses & Fees	110.00	1,141.45	0.31 %
7070 Maintenance	18,836.38	31,014.90	52.55 %
7084 Meals & Entertainment	441.17	580.18	1.23 %
7090 Office Supplies	2,379.69	3,182.42	6.64 %
7120 Professional Development	181.32	4,485.32	0.51 %

			Total
	Aug 2015	Jul - Aug, 2015 (YTD)	% of Income
7150 Professional Fees	9,042.25	11,063.75	25.22 %
7180 Security		4,597.26	
7210 Telephone	1,162.91	3,130.93	3.24 %
7230 Uniforms & Apparel		739.62	
7250 Utilities	7,651.93	16,030.18	21.35 %
Total Expenses	120,164.61	222,205.82	335.21 %
NET OPERATING INCOME	-94,260.04	-159,753.26	-262.94 %
OTHER INCOME			
8040 TVRPD Development Fee Revenues		2,137.00	
Total Other Income	0.00	2,137.00	0.00%
NET OTHER INCOME	0.00	2,137.00	0.00 %
NET INCOME	\$ -94,260.04	\$ -157,616.26	-262.94 %

Profit & Loss Prior Year Comparison

July - August 2015

	Jul - Aug, 2015	Jul - Aug, 2014 (PY)	Change	Total % Change
INCOME				
4010 Property Taxes	2,349.21	12,341.08	-9,991.87	-80.96 %
4020 Interest Income	1,105.33	692.97	412.36	59.51 %
4030 Adult Program Revenues	6,383.75	9,286.34	-2,902.59	-31.26 %
4050 Facility Revenue	29,206.14	23,492.23	5,713.91	24.32 %
4200 Contracted Classes Revenues	10,099.50	7,367.19	2,732.31	37.09 %
4210 Events Revenues	18,481.50	13,742.87	4,738.63	34.48 %
4213 Sponsorship Revenues	2,250.00	900.00	1,350.00	150.00 %
4300 Youth Program Revenues	10,223.00	9,831.00	392.00	3.99 %
4610 Billable Expense Income	6,054.81	12,184.17	-6,129.36	-50.31 %
4650 Discounts given	-612.50	-197.00	-415.50	-210.91 %
4704 Sales	1,223.36	943.69	279.67	29.64 %
4750 Commission Income		19.40	-19.40	-100.00 %
Total Income	86,764.10	90,603.94	-3,839.84	-4.24 %
COST OF GOODS SOLD				
5001 Adult Program Costs	932.36	780.80	151.56	19.41 %
5004 Contracted Classes Costs	6,946.88	8,607.53	-1,660.65	-19.29 %
5005 Events Costs	16,281.79	22,619.89	-6,338.10	-28.02 %
5008 Youth Program Costs	150.51	548.05	-397.54	-72.54 %
5704 Purchases for Resale		498.02	-498.02	-100.00 %
Total Cost of Goods Sold	24,311.54	33,054.29	-8,742.75	-26.45 %
GROSS PROFIT	62,452.56	57,549.65	4,902.91	8.52 %
EXPENSES				
6000 Employee Costs	132,620.22	111,652.55	20,967.67	18.78 %
7010 Advertising & Marketing	4,223.30	2,718.14	1,505.16	55.37 %
7020 Bank Service Charges	842.76	1,846.06	-1,003.30	-54.35 %
7025 Cash Short/Over		-0.05	0.05	100.00 %
7026 Charitable Contribution	1,365.00	1,878.00	-513.00	-27.32 %
7030 Dues & Subscriptions	3,220.80	2,100.00	1,120.80	53.37 %
7035 Equipment Rents & Leases	998.41	1,230.67	-232.26	-18.87 %
7050 Insurance	2,969.32	2,909.58	59.74	2.05 %
7060 Licenses & Fees	1,141.45	1,620.00	-478.55	-29.54 %
7070 Maintenance	31,014.90	11,188.36	19,826.54	177.21 %

				Total
	Jul - Aug, 2015	Jul - Aug, 2014 (PY)	Change	% Change
7084 Meals & Entertainment	580.18	201.48	378.70	187.96 %
7090 Office Supplies	3,182.42	2,984.52	197.90	6.63 %
7120 Professional Development	4,485.32	1,033.51	3,451.81	333.99 %
7150 Professional Fees	11,063.75	6,432.47	4,631.28	72.00 %
7175 Scholarship Fund Expense		612.50	-612.50	-100.00 %
7180 Security	4,597.26	200.00	4,397.26	2,198.63 %
7210 Telephone	3,130.93	2,658.82	472.11	17.76 %
7230 Uniforms & Apparel	739.62	1,025.06	-285.44	-27.85 %
7250 Utilities	16,030.18	16,449.11	-418.93	-2.55 %
Total Expenses	222,205.82	168,740.78	53,465.04	31.68 %
NET OPERATING INCOME	-159,753.26	-111,191.13	-48,562.13	-43.67 %
OTHER INCOME				
8040 TVRPD Development Fee Revenues	2,137.00	12,822.00	-10,685.00	-83.33 %
Total Other Income	2,137.00	12,822.00	-10,685.00	-83.33 %
NET OTHER INCOME	2,137.00	12,822.00	-10,685.00	-83.33 %
NET INCOME	\$ -157,616.26	\$ -98,369.13	\$ -59,247.13	-60.23 %

Statement of Cash Flows

July - August 2015

	Total
OPERATING ACTIVITIES	
Net Income	-157,616.26
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-4,340.34
1070 Prepaid Expenses	-5,941.35
1075 Employee Cash Advances	370.67
1092 Credit Card Receivables	-500.00
2000 Accounts Payable	13,403.53
2010 Cardmember Services Payable	4,132.01
2012 Home 4 Less Payable	45.52
2014 Home Depot Payable	1,245.49
2020 Year End Accruals	-1,074.31
2021 Accrued Salaries & Wages	-18,786.05
2022 Accrued Employer PR Taxes	-1,956.79
2207 Sales tax payable	159.03
2208 Kern County Loan Payable	400,000.00
2211 Payroll Liabilities:CalPERS Payable	1,344.43
2231 Payroll Liabilities:Health Plan Payable	1,114.20
2250 Payroll Liabilities:Payroll Tax Liabilities	8,073.61
2258 Deferred Revenue-Events	-7,864.50
Net cash provided by operating activities	231,808.89
INVESTING ACTIVITIES	
1162 Improvements	-3,720.51
1163 Equipment	-38,805.82
1180 Fleet Vehicles and Equipment	-8,540.55
1190 Construction In Progress	-280.00
Net cash provided by investing activities	-51,346.88
FINANCING ACTIVITIES	
2305 CalPERS Unfunded Accrued Liability Valuation	1,312.00
Net cash provided by financing activities	1,312.00
NET CASH INCREASE FOR PERIOD	181,774.01
Cash at beginning of period	825,624.79
CASH AT END OF PERIOD	\$1,007,398.80

TVRPD Budget vs Actual 2015-2016

July - August 2015

	Actual	Budget	Remaining	Total % Remaining
INCOME				
4010 Property Taxes	2,349.21	846,980.00	844,630.79	99.72 %
4020 Interest Income	1,105.33	3,500.00	2,394.67	68.42 %
4030 Adult Program Revenues	6,383.75	31,800.00	25,416.25	79.93 %
4050 Facility Revenue	29,206.14	140,000.00	110,793.86	79.14 %
4200 Contracted Classes Revenues	10,099.50	42,575.00	32,475.50	76.28 %
4210 Events Revenues	18,481.50	59,000.00	40,518.50	68.68 %
4211 Grant Income		27,500.00	27,500.00	100.00 %
4213 Sponsorship Revenues	2,250.00	40,000.00	37,750.00	94.38 %
4300 Youth Program Revenues	10,223.00	78,000.00	67,777.00	86.89 %
4610 Billable Expense Income	6,054.81	25,000.00	18,945.19	75.78 %
4650 Discounts given	-612.50	-500.00	112.50	-22.50 %
4704 Sales	1,223.36	5,100.00	3,876.64	76.01 %
Total Income	86,764.10	1,298,955.00	1,212,190.90	93.32 %
COST OF GOODS SOLD				
5001 Adult Program Costs	932.36	4,700.00	3,767.64	80.16 %
5004 Contracted Classes Costs	6,946.88	36,000.00	29,053.12	80.70 %
5005 Events Costs	16,281.79	54,000.00	37,718.21	69.85 %
5008 Youth Program Costs	150.51	20,000.00	19,849.49	99.25 %
5704 Purchases for Resale		3,300.00	3,300.00	100.00 %
Total Cost of Goods Sold	24,311.54	118,000.00	93,688.46	79.40 %
GROSS PROFIT	62,452.56	1,180,955.00	1,118,502.44	94.71 %
EXPENSES				
6000 Employee Costs	132,620.22	725,056.00	592,435.78	81.71 %
7010 Advertising & Marketing	4,223.30	16,000.00	11,776.70	73.60 %
7020 Bank Service Charges	842.76	9,000.00	8,157.24	90.64 %
7026 Charitable Contribution	1,365.00	3,000.00	1,635.00	54.50 %
7030 Dues & Subscriptions	3,220.80	7,000.00	3,779.20	53.99 %
7035 Equipment Rents & Leases	998.41	7,500.00	6,501.59	86.69 %
7050 Insurance	2,969.32	21,000.00	18,030.68	85.86 %
7056 Interest Expense		300.00	300.00	100.00 %
7060 Licenses & Fees	1,141.45	8,000.00	6,858.55	85.73 %
7070 Maintenance	31,014.90	146,200.00	115,185.10	78.79 %

				Total
	Actual	Budget	Remaining	% Remaining
7084 Meals & Entertainment	580.18	2,000.00	1,419.82	70.99 %
7090 Office Supplies	3,182.42	14,500.00	11,317.58	78.05 %
7120 Professional Development	4,485.32	20,000.00	15,514.68	77.57 %
7150 Professional Fees	11,063.75	62,500.00	51,436.25	82.30 %
7160 Property Tax Collection Fee		12,500.00	12,500.00	100.00 %
7170 Publications & Legal		500.00	500.00	100.00 %
7175 Scholarship Fund Expense		5,000.00	5,000.00	100.00 %
7180 Security	4,597.26	1,800.00	-2,797.26	-155.40 %
7210 Telephone	3,130.93	11,000.00	7,869.07	71.54 %
7230 Uniforms & Apparel	739.62	5,500.00	4,760.38	86.55 %
7250 Utilities	16,030.18	101,000.00	84,969.82	84.13 %
Total Expenses	222,205.82	1,179,356.00	957,150.18	81.16 %
NET OPERATING INCOME	-159,753.26	1,599.00	161,352.26	10,090.82 %
OTHER INCOME				
8040 TVRPD Development Fee Revenues	2,137.00		-2,137.00	
Total Other Income	2,137.00	0.00	-2,137.00	0.00%
NET OTHER INCOME	2,137.00	0.00	-2,137.00	0.00%
NET INCOME	\$ -157,616.26	\$1,599.00	\$159,215.26	9,957.18 %



Alpha LANDSCAPE MAINTENANCE

A division of Alpha Scapes, Inc.

State Lic. # 473962



42529 8th Street East, Lancaster, Ca. 93535 ph. (661)940-1670 fax (661)940-1672

PROPOSAL AND CONTRACT

TO: Parks Department, Tehachapi

Date: 8-25-15

Project: Philip Marx, Central Park in Tehachapi

Alpha Landscape proposes to furnish all materials and perform all labor necessary to complete the following work;

1. *Plug open lawn areas in and around trees, walkways and structures. (Plugs to be left in place).*
2. *Apply Fertilizer, (16-6-8), to lawns.*
3. *Broadcast seed over entire lawn at the rate of one pound per 1,000 square feet, four pounds per square foot on bare areas. (Prep and topsoil by others).*

Above work to be completed in a substantial and workmanlike manner according to standard practices for the sum of: **\$3,250.00**

The terms: Due upon completion.

Any alteration or deviation from the specifications involving extra cost of material or labor will only be executed upon written orders for the same, and will become an extra charge over sum mentioned in this contract. All agreements must be in writing. If a standard contract is used by contracting agency this proposal in it's entirety is to be included and it's scope to be used as the standard for contract.

This proposal is good for 30 days from this date.

Respectfully Submitted,

Ronald G. Lang

Owner

Alpha Landscape Maintenance

Contractors State License #C27 473962

Phone (661) 940-1670 Fax (661) 940-1672

ACCEPTANCE OF PROPOSAL AND CONTRACT

You are hereby authorized to furnish all materials and labor to complete the work mentioned in the above proposal and contract for which the contractee agrees to pay the amount mentioned in said proposal and contract, and according to the terms thereof. **NO WORK WILL BEGIN UNTIL SIGNED AGREEMENTS ARE RETURNED WITH ALL PRE-LIM INFORMATION ATTACHED.**

Accepted by: _____ Date _____

Title _____
Who is authorized to sign on behalf of: _____

Under the Mechanic's Lien Law, and contractor, subcontractor, laborer, materials, or other person who helps to improve your property and is not paid for his labor, services, or material has a right to enforce his claim against your property. Under law, you may protect yourself against such claims by filing before commencing such work of improvement or modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractors payment bond be recorded in such office. Said bond shall be in an amount not less than 50% of the contract price and shall in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment, or materials for the work described in said contract.



September 30, 2015

LcAnn Williams, District Manager
Tehachapi Valley Recreation and Parks District
P.O. Box 373
490 West D Street
Tehachapi, CA 93561

Subject: Meadowbrook Park Request for Bidding Services

Dear Ms. Williams:

At your request, Quad Knopf proposes to provide additional bid services to Tehachapi Valley Recreation and Parks District (TVRPD) as an amendment to our current design contract as follows:

1. Advertise Meadowbrook park bid package with a local newspaper (either the Tehachapi News or the Bakersfield Californian). Newspaper charges would be treated as a direct reimburseable expense.
2. Conduct a pre-bid meeting with prospective bidders and TVRPD personnel to address contract issues and bidder questions. The meeting would take place at TVRPD offices and then move to the project site to conduct an on-site review of existing conditions and scope of work. Meeting minutes will be taken and distributed via addendum.
3. Conduct a Bid opening at TVRPD offices before interested parties. Bid Opening will consist of collecting bids, opening each bid, reading aloud each bid and the list of subcontractors for the apparent low bidder.
4. Perform a due diligence review and tabulation of three lowest bids to confirm bidder responsiveness, and make recommendation to the District on award of the contract to the lowest responsible bidder.

As you know, Quad Knopf is currently under contract to address bidders' requests-for-information and to issue timely addenda to the bid. These current services would be supplemented by the above proposed services to provide a complete package of bid services to TVRPD. The supplemental services described above will be completed for a fixed fee of \$4,810.

Any work outside the defined scope of work will be brought to the attention of TVRPD so a scope and fee can be negotiated.

**AMENDMENT NO. 2
TO AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
AND QUAD KNOFF, INC.**

THIS AMENDMENT to the Agreement between Tehachapi Valley Recreation and Park District (hereafter "Client") and Quad Knopf, Inc. (hereafter "Consultant") is made this _____ day of _____, 2015:

WHEREAS, on January 10, 2014, Client and Consultant entered into a contract whereby Consultant would provide to Client consulting and planning services for the Meadowbrook Park Project; and

WHEREAS, Client has authorized Consultant to provide additional bid services for the Project as described in Attachment "A" dated September 30, 2015.

NOW THEREFORE, IT IS MUTUALLY AGREED by and between the parties as follows:

1. That the original Contract shall be amended to include the bid services described in Attachment A.
2. The above services will be provided for a total fixed fee of \$4,810 as described herein.

EXCEPT as specifically modified above, all of the remaining terms and conditions of the Agreement between Tehachapi Valley Recreation and Park District and Quad Knopf dated January 10, 2014 shall remain and continue in full force and effect.

QUAD KNOFF, INC.

**TEHACHAPI VALLEY RECREATION
AND PARK DISTRICT**

By: _____
Janel Freeman
Chief Financial Officer

By: _____
Name: _____
Title: _____

Letter proposal to LeAnn Williams
September 30, 2015

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We appreciate the opportunity to provide these additional services to support the completion of the project. If you have any questions regarding this proposal, please contact Greg Thompson directly at (559) 733-0440 or by email at gregt@quadknopf.com.

Sincerely,



Gregory Thompson, PE
Project Manager



Amber Adams,
Regional Manager

GT/gt
P150621