



**Tehachapi Valley**  
Recreation & Park District

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

**REGULAR BOARD MEETING  
TUESDAY, JANUARY 20, 2015, 5:30 P.M.**

**BOARD OF DIRECTORS**

CRAIG MIFFLIN, CHAIRPERSON  
PAULETTE RUSH, VICE-CHAIRPERSON  
GAYLE STEWART, DIRECTOR  
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 future meeting's agenda. Speakers are limited to two (2) minutes. Please state your name or organization represented, if any, before making presentation. Thank you.*

**4. CONSENT CALENDAR**

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

- A. Clerk Declaration of Posting of Agenda 72 Hours in Advance of Meeting (Page 3)
- B. Approval of Minutes from the Regular Board Meeting held December 16, 2014 (Pages 4-7)
- C. Approval of Lifeguard Manual (Pages 8-31)

**5. RECREATION SUPERVISOR REPORT**

**6. DISTRICT MANAGER REPORT**

**7. FINANCIAL REPORT**

**8. AGENDA ITEMS**

- A. Approval of the Preliminary Financial Reports for December 2014 - Discussion/Approval (Pages 32-39)
- B. Approving the District Manager to Execute the Award of Bid for the Painting of the Exterior of the Dye Natatorium Facility, with the Stipulation that the Award of Bid is not to Exceed \$15,000.00 - Discussion/Approval, Resolution #1-15 (Page 40)

**9. BOARD OF DIRECTORS' TIME**

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

**10. OTHER BUSINESS**

**11. ADJOURNMENT**

*Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on February 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 January 20, 2015, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, January 16, 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](http://www.tvrpd.org)

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Park District Board of Directors on the 16<sup>th</sup> day of January 2015.

Dated this 16<sup>th</sup> day of January 2015.

*Carrie Champlin*

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 DECEMBER 16, 2014, 5:30 P.M.**

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

**BOARD MEMBERS:**

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

**ALSO PRESENT:**

Matt Young, TVRPD District Manager  
Mike Walsh, TVRPD Maintenance Foreman  
LeAnn Williams, TVRPD Recreation Supervisor  
Greg Garrett, City of Tehachapi  
Pat Osborn, Clifford & Brown Law  
Darla Barker, Tehachapi News  
Tiffany Ledesma, Tehachapi Little League  
Jimmy Padgett, President of Tehachapi Little League

1. **FLAG SALUTE:** Director Corpus-Zamudio led the Flag Salute.
2. **ROLL CALL:** All Present.
3. **PUBLIC COMMENTS:** City of Tehachapi Manager Greg Garrett thanked the TVRPD staff for the improvements made at Central Park.

**4. CONSENT CALENDAR**

Chairperson Stuart motioned to removed Consent Calendar item "E".

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

Motion to add both Mary Lou Corpus-Zamudio and Craig Mifflin as a signatory on TVRPD Bank of the Sierra account.

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

**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.

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

**B. Approval of Minutes from the Regular Board Meeting held November 18, 2014.**

Request by Clerk of the Board of Directors to approve the minutes from the November 18, 2014 Regular Board Meeting. BOARD APPROVES MINUTES.

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

**Absent: None.**

**C. Approval of Policy Manual Revisions.**

Request by District Manager Young to approve the Policy Manual revisions.  
BOARD APPROVES POLICY MANUAL REVISIONS.

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

**Absent: None.**

**D. Approval to Remove Nick Cyr as a Signatory on TVRPD Bank of the Sierra Account.**

Request by District Manager Young to remove Nick Cyr as a signatory of TVRPD Bank of the Sierra account. BOARD APPROVES TO REMOVE NICK CYR AS A SIGNATORY ON TVRPD BANK OF THE SIERRA ACCOUNT.

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

**Absent: None.**

**E. Stricken**

**5. MAINTENANCE FOREMAN REPORT**

Maintenance Foreman Mike Walsh gave the report.

- TVRPD maintenance staff won "The Coveted Golden Santa Award" for best centerpiece at the annual TVRPD/City of Tehachapi holiday staff party. Walsh thanked his staff for doing a great job decorating West Park Activity Center.
- F250 4X4 with service body was delivered.
- Central Park: Six concrete pads installed for trashcan installation.

**6. RECREATION SUPERVISOR REPORT**

Recreation Supervisor LeAnn Williams gave the report.

- Youth Basketball: In full swing and games will start in January.
- Penguin Plunge: Fundraiser planned for pool equipment.

**7. DISTRICT MANAGER REPORT**

District Manager Matt Young gave the report.

- Meadowbrook: Topographic survey is complete. Cad files will be forthcoming.
- City of Tehachapi: City Council passed an ordinance prohibiting access to trashcans and an ordinance to discourage aggressive solicitation. Mary Lou Corpus-Zamudio was appointed to TVRPD Board.
- District Manager Young welcomed Mary Lou Corpus-Zamudio to the Board.
- District Manager Young thanked his staff for their work.

**8. FINANCIAL REPORT**

Administrative Assistant Carrie Champlin gave the report.

**9. AGENDA ITEMS:**

**A. Approval of the Preliminary Financial Reports for November, 2014.**

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR NOVEMBER, 2014.

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

**Noes: None. Motion carried.**

**Absent: None.**

**B. Approval of the 2015 Agreement Between Tehachapi Valley Recreation and Park District and Tehachapi Little League, Resolution #19-14.**

District Manager Young explained that an evergreen clause was added to the Tehachapi Little League agreement. Young explained that providing everything in the agreement is adhered to, the agreement will automatically renew each year. Young thanked the TLL Ad-Hoc Committee for their productive work that resulted in this new agreement as well as the continuation of TVRPD's long standing partnership with Tehachapi Little League. Young briefly explained the changes made to the contract. Tehachapi Little League President Jimmy Padgett requested the Board approve splitting Tehachapi Little League's payment (Payment to include the rental fee and deposit fee) into two payments, one half due February first and the remaining half due on April first. Mr. Padgett wanted to confirm that the same number of fields would be available for TLL every year. There was a brief discussion regarding seven year olds participating in TVRPD T-Ball. District Manager Young stated that if a child is not ready to play in TLL then the child would be allowed to play TVRPD T-Ball. District Manager Young also explained that we would not keep a child in T-Ball that was too advanced for the program. Young stated that TVRPD has no intent to compete with TLL. Vice-Chairperson Rush agreed and stated that this was discussed at the TLL Ad-Hoc Committee meeting and that was the understanding that was reached, as District Manager Young stated. Director Mifflin stated that he would prefer a clear definition of "premises" in the contract. Director Mifflin stated that he was in favor of splitting TLL's payment into two payments. Legal counsel Pat Osborn explained that we could add a description of three baseball fields and two softball fields to the agreement to better describe "premises" in the agreement. Mr. Osborn also stated that we could add a payment provision to the agreement that would split the payment into two payments with the appropriate due dates. Chairperson Stewart commended the TLL Ad-Hoc Committee and TVRPD staff for their work on this matter.

Recommendation from District Manager Young to accept the 2015 agreement between Tehachapi Valley Recreation and Park District and Tehachapi Little League, Resolution #19-14.

BOARD AUTHORIZES DISTRICT MANAGER TO EXECUTE THE 2015 AGREEMENT BETWEEN TEHACHAPI VALLEY RECREATION AND PARK DISTRICT AND TEHACHAPI LITTLE LEAGUE WITH THE STIPULATION THAT THE AGREEMENT WILL BE AMENDED IN EXHIBIT A, PARAGRAPH 2, PARAGRAPH 3.6 AND PARAGRAPH 3.7 TO INCLUDE THE FIELD DESCRIPTIONS AND REQUESTED PAYMENT PROVISION, RESOLUTION #19-14.

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

**Noes: None. Motion carried.**

**Absent: None.**

**C. Nomination of the Executive Officers of the Board of Directors of Tehachapi Valley Recreation and Park District.**

Nominations were opened for Chairperson of the Board of Directors of Tehachapi Valley Recreation and Park District.

Chairperson Stewart nominates Craig Mifflin for Chairperson of the Board of Directors of Tehachapi Valley Recreation and Park District.

Chairperson Stewart calls for a voice vote.

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

**Noes: None.**

**Absent: None.**

CRAIG MIFFLIN VOTED IN AS CHAIRPERSON OF THE BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT EFFECTIVE JANUARY 1, 2015.

Nominations were opened for Vice-Chairperson of the Board of Directors of Tehachapi Valley Recreation and Park District.

Chairperson Stewart nominates Paulette Rush for Vice-Chairperson of the Board of Directors of Tehachapi Valley Recreation and Park District.

Chairperson Stewart calls for a voice vote.

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

**Noes: None. Motion carried.**

**Absent: None.**

PAULETTE RUSH VOTED IN AS VICE-CHAIRPERSON OF THE BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT EFFECTIVE JANUARY 1, 2015.

**11. BOARD OF DIRECTORS TIME:** Director Corpus-Zamudio stated that she is excited to work With TVRPD. Board members welcomed Director Corpus-Zamudio. Vice-Chairperson Rush Thanked District Manager Young for his work and time he put into the TLL contract. Director Mifflin and Vice-Chairperson Rush thanked Chairperson Stewart for her work and commitment as Chairperson. Chairperson Stewart stated she was grateful for the opportunity to work with this Board and she is very excited about where the District is going in the next years. Chairperson Stewart also stated that she is looking forward to working with the Tehachapi Parks Foundation in the coming year. City Manager Greg Garrett commented that the District has come so far in the past couple of years and that he is proud of the work everyone has done. Legal Counsel Pat Osborn stated that the District has now become a collaborative partner of the City of Tehachapi and many other organizations and that this is due largely in part to Chairperson Stewart's commitment and work.

**12. OTHER BUSINESS:** Director Mifflin gave an update on the trails progress.

**13. ADJOURNMENT:**

Having no further business the meeting was adjourned at 6:20 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on January 20, 2015.

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

**Noes: None. Motion carried.**

**Absent: None.**

Respectfully Submitted,

Carrie Champlin  
Carrie Champlin, Clerk of the Board



**Tehachapi Valley**  
Recreation & Park District

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# **Lifeguard Manual**

**r. 2015**



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**Tehachapi Valley**  
Recreation & Park District

### **Lifeguard Oath**

A Tehachapi Valley Recreation and Park District lifeguard prevents dangerous situations from developing and maintains public trust through constant vigilance and courteous competent treatment of visitors; executes appropriate and timely emergency medical service response at a basic life support level; and provides a clean, safe atmosphere that fosters respect and professionalism.

## **TVRPD LIFEGUARD MANUAL**

The TVRPD Lifeguard Manual is supplemental to the TVRPD Policy Manual. Aquatic staff members are subject to all the policies listed in the TVRPD Policy Manual and in some cases there may be overlapping information. This is a living document, as such all published policies, procedures and job descriptions are subject to regular audit and timely revision at the discretion of TVRPD Administration.

### **TVRPD MISSION STATEMENT**

*The Tehachapi Valley Recreation and Park District enriches lives and fosters harmony within the community through area-wide leisure services targeted to improve healthy life styles, educational and recreational opportunities, public participation, and environmental and economical stewardship.*

We accomplish this through community outreach, quality programming, activities and events, and well-maintained parks and facilities, and an aesthetically pleasing environment that is provided by professional and caring employees, contractors and volunteers.

### **TVRPD AQUATICS STATEMENT**

*TVRPD Aquatics serves the Greater Tehachapi Area with traditional and trending water-based recreational programs, fitness and events. Pool guests visit for multiple reasons including fitness, recreation and relaxation. TVRPD Aquatics is committed to assisting all pool guests in achieving these goals.*

Adhering to the following guidelines will facilitate a pleasant experience for pool guests and fellow employees:

- Kindly and professionally greet each guests.
- Exhibit composure and patience when addressing guest questions and concerns.
- Be considerate of guest and employee time. Efficiency, punctuality and clarity are essential in ensuring excellent public service.
- Foster a productive work environment and treat one another with respect and dignity. Very few youth employment opportunities require or warrant the level of professionalism, courage and respect as that of the Lifeguard.
- Your ultimate goal as a lifeguard is to provide excellent service and clean, safe facilities to all guests.

## POLICIES, PROCEDURES, RULES AND REGULATIONS

### Work Atmosphere

TVRPD Lifeguards and aquatic personnel contribute to the safe operation and successful program delivery with the Dye Natatorium and associated TVRPD facilities, programs and events.

### Work Week & Pay Date

- The work week is Saturday through Friday.
- Unless otherwise determined by work permit aquatic personnel may work a maximum of 40 hours per week. Overtime must be authorized by management.
- Pay periods are for two weeks, beginning Saturday morning through Friday night.
- Paychecks will be issued via Direct Deposit on the Friday following the end of the pay period.

### Scheduling

All scheduling is done through [www.whentowork.com](http://www.whentowork.com) (W2W). All aquatic staff will be e-mailed instruction on how to set up their W2W account. Once an account is created an employee will have the ability to view their schedule by clicking on the "my schedule" link. The schedule will remain as consistent as possible from week to week, however scheduling changes and shifts may vary throughout the season, and at the discretion of management. Additionally, W2W has a "preferences" feature that allows the user to input "paint" times/shifts that an employee is unavailable, dislikes, or preferred. Management will do its best to honor each employee's preferences, however employees need to be prepared to work all assigned shifts. If you need a day(s) off, or you can only work certain hours, a W2W request must be submitted to and approved by the Aquatic Manager or Recreation Supervisor prior to the shift. Failure to notify management of your request in the said time frame will result in denial of request, written warning, and cut hours for an indefinite period of time. **TRADING OF SHIFTS IS PERMITTED THROUGH W2W ONLY.** If an emergency occurs and you cannot be at work, it is your responsibility to notify management on duty and to find a substitute. Personnel who call in sick are REQUIRED to identify a substitute. Failure to do so will result in probation.

### Time Cards

- Aquatic Personnel will report a minimum of 5 minutes prior to the start of their shift.
- You must clock in and out using a timecard.
- Your time sheet must be signed. If you do not sign your timesheet, you will not get paid.

- Punching another employee's time card or permitting another employee to punch your card will result in disciplinary actions.
- If you forget to clock in or out, contact the Aquatic Manager or Recreation Supervisor as soon as possible.

### **Punctuality**

Arrive early for work and come in uniform ready for work. **NO ONE** is permitted to clock in until fully dressed in uniform and all grooming complete.

#### **TARDINESS WILL NOT BE TOLERATED!!**

- LATE ONCE: Given a Warning
- LATE TWICE: Sent home, cut hours, cleaning only while working
- THIRD TIME: You will be dismissed
- \* A No Call/No Show may result in immediate dismissal. Please call and speak with the Recreation Supervisor or manager on duty if you know you will be tardy!

### **Telephone Use**

- The use of cellular phones, for phone calls and/or text messaging, while at work is **strictly prohibited**. While at work, all cell phones must be turned off or put on silent, as well as stowed away. You may use your phone while on break, however, you may only use your cellular phone outside of the building. If cellular phone use becomes a problem, all phones will be confiscated until the end of day.
- Aquatic Personnel are not to use business phones for personal calls. Any calls are to be made while on break and are limited to two (2) minutes.
- No long distance calls are permitted, unless approved by management.
- Personal messages are to be left at the front desk and be for emergency use only.

### **Keys and Alarm Codes**

Keys and/or alarm codes may be issued per TVRPD key and alarm code policy. The Recreation Supervisor shall be notified immediately if a key is lost or stolen. Employees are financially responsible for lost or stolen keys.

### **Alcohol/Drugs**

In the event an employee reports to work in a condition assumed to be impaired by the use of alcohol or drugs, management will refer to the Recreation Supervisor and the Tehachapi Police Department in order to follow the city policies and procedures.

## **Smoking**

Smoking is strictly prohibited while on duty and at all TVRPD parks and facilities.

## **Personal Appearance**

- Proper work attire must be worn during the entire shift. You are provided with a complete uniform and are required to wear it whenever you are working.
- Personnel must be well groomed, neat and clean in all aspects of appearance.
- Hair shall either be short enough, or contained in such a manner that it will not hinder the lifesaving personnel in or out of the water. If long hair becomes a hindrance to patron safety, you will be asked to try other containment methods or to cut the hair. This applies to both sexes.
- Lifesaving personnel shall not wear any ornament or jewelry which presents a safety hazard. You will be asked to remove any ornament or jewelry that is deemed hazardous.

## **Uniforms**

- Lifeguards will wear the proper uniform at all times while on duty. Suits **MUST** be worn as intended, not with straps pulled down, straps off, or shorts pulled down below the waist.
- Lifeguards will be provided with two official guard suits including shirt and whistle. If damaged or lost, it will be the lifeguard's responsibility to replace it. Suits will be tried on before the end of orientation, if there is a problem let the Recreation Supervisor know so that another suit can be ordered. NO ONE is authorized to wear a suit that is inappropriate, meaning too tight, too loose, or too revealing. Attire bearing offensive insignia shall not be worn on or off duty while at Dye Natatorium.
- Uniforms must be kept clean, neat, and in good condition.
- Lifeguards shall NOT wear shoes or sandals of any kind while lifeguarding
- All lifeguards shall dawn their TVRPD issued whistle and fanny pack when on duty. Rescue tubes shall be properly carried with chest strap properly worn at all times.

## **Storage of Personal Items**

- Designated storage lockers will be available for each lifeguard in the guardroom.
- A refrigerator will be provided for lifeguards and front desk workers to store lunches. DO NOT LEAVE FOOD TO ROT OR MOLD!!!

### **Cashier's Kiosk**

No lifeguard/aquatic staff is permitted inside this area unless assigned. NO EXCEPTIONS.

### **Friends and Family**

Staff may not bring their children, siblings, family members, spouses/significant others or friends to work with them. If friends and/or family visit the pool while you are on duty, you may only socialize with them while on break. Socializing with them while on duty is distracting you from your job and you will be reprimanded accordingly.

### **Food and Beverages**

- Please be mindful of others belongings. If there is food in the refrigerator that you did not bring, please DO NOT EAT IT!
- Remember: WATER ONLY ON THE POOL DECK. Gatorade and soft drinks must be consumed in the concession area or guardroom.

### **Bulletin Board**

A bulletin board is located in the guardroom. Schedules, announcements, and other job related information will be posted on this board. Review the board regularly for pertinent information.

### **Lifeguard Discipline**

Lifeguards will be required to follow all rules, regulations and policies of the Dye Natatorium and the Tehachapi Valley Recreation and Park District.

Lifeguard regulations, rules and policies will be consistently enforced. Infractions against the above will be dealt with in the following manner (except where noted):

- Offense 1 - Verbal warning with documentation in file  
Hours will be cut, and working hours will be spent cleaning
- Offense 2 - Written reprimand and 2 days suspension without pay
- Offense 3 - Termination

### **The following items are all considered grounds for immediate dismissal:**

- Sleeping on the job.
- Excessive (three or more times without notification) absenteeism or tardiness.
- Reporting to work under the influence of intoxicants or illegal drugs; or using intoxicants, or illegal drugs while on duty.
- Insubordination.

- Stealing.
- Deception.
- Neglecting the safety of patrons

### **In-Service**

Emergency preparedness and continued professional development are fundamental to TVRPD's lifeguard staff, as such lifeguards are required to attend pre-scheduled in-services. All in-services are comprehensive, job specific and represent ongoing best practices in maintaining readiness, professional presence and excellence in service. Attendance is mandatory of all lifeguard staff whether or not assigned to the concurrent shift. In general TVRPD Lifeguard In-service training includes, however not limited to, administrative topics, professional rescuer development curriculums, and team building exercises:

- TVRPD Lifeguard Manual Policies & Procedures
- Preventative Lifeguarding
- Surveillance & Defined Zone Coverage
- Victim Recognition
- Money Handling Procedures
- Cardiopulmonary Resuscitation
- Automated External Defibrillator
- TVRPD Emergency Action Plan
- Aerobic Fitness & Physical Conditioning
- Closure Procedures

### **Opening and Closing Duties**

A public pool presents a major liability to TVRPD if not properly staffed, operated, safety audited and secured. Opening and closing duties have been established to ensure safe operation, enjoyable guest experiences, and minimize risk. Opening and closing duties as completed daily and checklists are completed by staff on shift.

### **General Maintenance Responsibilities**

All employees are responsible for the cleanliness of our facility. *This includes the grounds, both inside and outside the fence, buildings, pool deck, restrooms, and common areas.*

- Handle all equipment with appropriate care; contact the manager about any equipment concerns.
- Always check the guardroom dry erase board for opening and closing duty assignments.
- Daily duty assignments must be completed to manager's satisfaction and checked daily



before dismissal. **NO ONE LEAVES UNTIL ALL JOBS ARE COMPLETED!**

- Eating will be permitted in the guardroom for guards who are on break. It is everyone's responsibility to keep this area clean. If a problem arises with cleanliness, area eating privileges will be revoked.

#### Chemical Checks

Chemical checks will be conducted by lifeguards on duty routinely at the beginning of every shift. This check will consist of testing both free chlorine and pH of pool water. Each check and results will be recorded in the chemical log binder. Proper testing instructions are listed on the top of the Taylor test kit. Any chemical deficiencies as indicated by a chemical test and as outlined in the chemical test binder shall be reported immediately to the TVRPD Maintenance Foreman.

#### Pool Vacuum

The pool vacuum is a pre-programmed, automated vacuum system that removes settled debris from the pool plaster. Lifeguards are expected to exhibit great care when depositing, removing and cleaning the vacuum. The vacuum will be deposited in the pool nightly or as instructed by TVRPD maintenance staff. Any mechanical issues shall be immediately reported to the TVRPD Maintenance Foreman.

### **Rule Enforcement**

When speaking with pool guests be firm, but polite. Major discipline problems, such as fights, should be controlled as much as possible and inform management as soon as possible.

### **Health Breaks**

- There will be a required 10-minute health break every hour. During breaks the pool will be cleared except for adults (18 and older).
- During health breaks, the guard who was on break prior to the Pool Break and guards going on break, are required to stay at pool side to supervise the pool. At the end of health break, management will whistle for guards to return promptly.
- Lifeguards are not to leave the facility during health breaks. You are still on duty; therefore, still responsible for the safety of the patrons.

### **User Counts**

TVRPD offers multiple programs in 3 distinct program areas (Lap Swim, Free Swim, and Lessons/Classes) at Dye Natatorium all of which are dependent on guest enrollment and attendance. Tracking user counts allows TVRPD recreation program staff to evaluate, plan, staff and schedule popular and trending programs and maximize facility use. User count forms shall be completed (including number of participants) and initialed by the lifeguard.

## **Changing Room and Restroom Policy**

A common question related to public facility changing and restrooms is when a parent/guardian has a child of the opposite gender and he or she needs to use the change or restroom. The American Academy of Pediatrics states that most children by age 5 can use the restroom independently and/or without any assistance. In-line with this, the following applies at Dye Natatorium:

- Children under 4 years of age or younger may enter the change room of the opposite gender.
- Children 5 years of age or older are not allowed in the change room of the opposite gender.
- Children under the age of 5 must be accompanied by an adult at all times.
- Violations of this policy may result in loss of TVRPD pool use privileges.

## **Program Specific Policies**

### Free Swim

Free Swim serves to offer the community the opportunity to use the pool for recreational activities outside of the structured programs and lap swim. The goal is provide a fun, inviting atmosphere conducive to inclusive aquatic activities. When setting up free swim all lane lines shall be removed and properly stowed. A single lane line may remain (or be installed at the request of lap swim guests) so long as the bath load does not exceed 20 persons. Lifeguarding a free swim can present many challenges as it involves many different activities and swim capabilities.

### Lap Swim

Lap Swim serves to offer a structured, fitness oriented opportunity to swimmers. In general, lap swimmers are fitness-based swimmers; therefore timely facility set up easily accessed equipment is important. During lap swim all lane lines shall be properly installed. Lap Swimmers shall be made aware and adhere to the Dye Natatorium Lap Swimmer Etiquette.

### Instructional & Aqua Fitness Classes

In line with the overarching TVRPD mission, Dye Natatorium facilitates diverse aquatic-based fitness programming, instruction and educational experiences. TVRPD lifeguards are expected to work in unison with TVRPD fitness and instructional staff to facilitate class needs. This may entail removal of lane lines, procurement of equipment pertinent to class or workout, and assisting in class set up/tear down.

### Special Events & Swim Meets

During special events and swim meets it is the lifeguard's responsibility to ensure overall facility surveillance with special attention to spectators in attendance. Spectators shall be confined to the bleachers. Lifeguards shall maintain efficient facility accessibility and ensure no entries/exit are blocked by either people or equipment. This includes all doorways, halls, stairwells, and emergency egress areas.

## **EMERGENCY PROCEDURES**

TVRPD Aquatic emergency and incident procedures will be conducted in accordance to the Dye Natatorium Emergency Action Plan, and in compliance with American Red Cross Lifeguarding standards and TVRPD Lifeguarding in-service training.



## **Tehachapi Valley Recreation & Park District**

### **EMERGENCY ACTION PLAN**

**1. Whistle Blast = Attention to patron(s)**

**2. Whistle Blast = Attention to lifeguard(s)**

**3. Whistle Blast = EAP Activation**

➤ **Primary Lifeguard(s)**

Non-spinal response:

- Entries: Shallow water = Compact, Deep Water = Stride Jump
- Follow standard lifesaving procedures for the incident.

Spinal Response:

- Entry: Spinal entry
- Follow standard lifesaving procedures for the incident.
- Relay response, injury, and commands to secondary responder.

➤ **Secondary Lifeguard(s)**

Non-spinal response:

- Assess nature of emergency, call 911 if warranted
- Relay injury/incident to Aquatic Manager.
- Situation assessment:
  - If primary guard can attempt save alone, assume primary guard watch and continue to monitor the situation.
  - If primary guard needs assistance, evacuate the pool. If necessary inform willing patron(s) to assist with evacuation. Assist in rescue.
- Retrieve necessary medical supplies (backboard, gloves, CPR mask, etc.).
- Follow standard lifesaving procedures for the incident.

Spinal response:

- Call 911, report all emergency specifics.
- Evacuate entire aquatic facility. If necessary inform willing patron(s) to assist with evacuation.
- Retrieve necessary medical supplies (backboard, gloves, CPR mask, etc.).
- Entry: Spinal entry. Assist primary guard in victim response and immobilization.
- Follow standard lifesaving procedures for the incident.

**What to do and not to do for aquatic staff:**

- **Do** complete a TVRPD incident report form and a water rescue form.
- **Do not** discuss the incident media, patrons, or external parties. Refer all questions to TVRPD District Manager.
- Primary lifeguard will be relieved to complete paperwork and take a break.
- Aquatic Manager will make the determination if a pool closure is necessary.
- Aquatic Manager will contact the TVRPD District Office and officials per TVRPD protocol.

## **ACCIDENT/INCIDENT PROCEDURES**

All incidents, accidents, and first aid treatments must be reported on the TVRPD Incident form. This should be sent in with other forms on a weekly basis.

Major accidents involving emergency room treatment or other severe injuries should be recorded on the incident forms and sent to the Recreation Supervisor immediately. In major accident situations, in which death or near death occur, information should be phoned immediately to the Recreation Supervisor.

In all cases where major accidents occur, the Manager on duty should be informed immediately. Copies of the Incident Report should be made for the Recreation Supervisor.

### **Serious Injury**

If a bather is seriously hurt and it is apparent he/she will need emergency medical attention, call 911. Be sure to do the following:

1. Identify yourself.
2. Give facility name and address: **Dye Natatorium, 400-B South Snyder Ave. Tehachapi, CA.**
3. Explain the situation calmly.
4. Write down time of the call, retain phone for potential call back.

**Do not make any statement.** Do not make any statements to the news media or general public in regards to the accident. Refer the news media to the District Manager.

### **Employee First Aid Procedures**

- If you are injured while on duty, report to the lifeguard office for first-aid treatment.
- Manager or senior staff on duty will perform first-aid treatment.
- Upon giving treatment, the manager will fill out an incident report, then forward it and report to the Recreation Supervisor.
- The Recreation Supervisor will contact the proper personnel if required.

### **Blood Borne Pathogen Procedures**

1. Secure area at exposure.
2. Report incident to manager immediately.

## **INCLEMENT WEATHER PROCEDURES**

### **Weather Hazards**

#### **Cloud Formations**

- High and hazy clouds usually form a halo around the sun and moon. These clouds indicate that a storm may arrive within hours.
- Large clouds with cauliflower-like tops (also known as thunderheads) signal an imminent thunderstorm. An active storm looks dark and heavy from below.
- Rolling dark clouds indicate that bad weather may arrive within minutes.
- Fleecy white clouds indicate that good weather is ahead.

#### **Lightning**

- Clear all swimmers from the water at the first sound of thunder or the first sighting of lightening, whichever occurs first. Patrons should be moved inside to a safe area. Large buildings are much safer than picnic shelters or overhangs. DO NOT let patrons congregate around metal objects, large trees, locker rooms, windows, and doors.
- According to the National Lightning Safety Institute, patrons are to remain out of the pool until 30 minutes after the last sound of thunder or sighting of lightening.
- DO NOT let anyone use the telephone (except for emergencies) or take a shower during a lightening storm. Water and metal can conduct the electrical currents of lightening.

#### **High Winds**

- Move all patrons indoors. Stay away from all windows, doors, and outside walls.

### **POOL CLOSURE**

- All personnel are to report to the pool for all shifts. With the exception of hazardous situations (e.g., vomit/fecal incident, equipment failure) the pool does NOT close. Any closure is at the discretion of TVRPD Administration.
- Personnel are to complete their daily tasks and work under normal conditions until dismissed by the on-duty manager or Recreation Supervisor.
- DO NOT call the pool every few minutes to see if you need to come in to work. The on-duty manager will notify you if staffing will be cut back for the day.
- If staffing for the day is cut back, staff with scheduled hours that day will be on call. Please leave a message with your family or roommate for the Aquatic Manager on where you can be reached in case of a possible facility opening. If you have a cellular phone, make sure that it has been given to the Recreation Supervisor so it can be put on the contact list.



## Tehachapi Valley

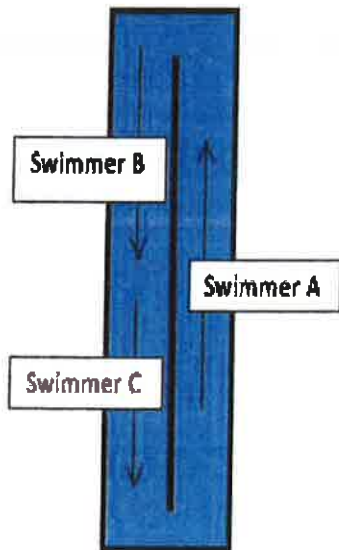
Recreation & Park District

### DYE NATATORIUM RULES

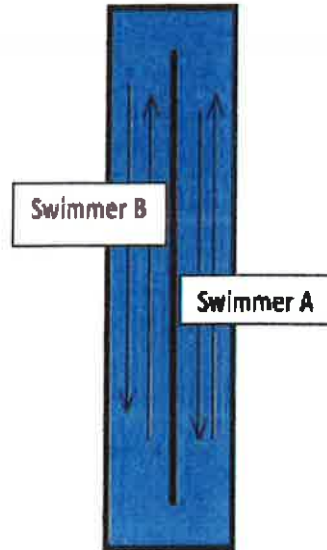
- All patrons entering the facility are required to pay the admission fee.
- A cleansing shower is required prior to entering pool.
- **Children 12 years and under** must be accompanied by an adult 18 years of age or older.
- **Children 6 years and under** must be accompanied by an adult 18 years of age or older while in the water and must remain at an arms length at all times.
- **Children under 3 years** of age or not potty trained must wear a water resistant swim diaper.
- Appropriate swim attire only. No cotton clothing.
- Persons with skin, eye, or nasal infections; open cuts or wounds, or communicable diseases are not allowed in the pool.
- U.S. Coastguard approved life jackets only. No other flotation devices are allowed.
- Discard all trash in proper receptacles.
- Glass, drugs, and alcohol are not permitted. Anyone under the influence will be required to leave the premises.
- No abusive or profane language or breach of peace will be tolerated.
- No smoking in or around pool area.
- No breath holding.
- No goggles that cover the nose, snorkels or fins.
- No food or beverage on the deck of the pool.
- No spitting, spouting of water, or inappropriate play in the pool area.
- No back dives, flips, cartwheels, etc. Diving is permitted in designated areas only.
- Mandatory health breaks are enforced.
- TVRPD managers and staff are responsible for the strict enforcement of all rules and policies. Failure to comply with TVRPD policies and rules will result in ejection from facility.

## Dye Natatorium Lap Swim Etiquette

- When applicable lap swimmers should identify an individual with similar swimming ability to best facilitate lane sharing.
- Prior to entering an occupied lane a swimmer is required to seek permission from any current occupant(s).
- The following techniques are recommended when sharing a lane unless otherwise agreed upon.



Lap swimmers should circle swim when three or more people share one lane



Lap swimmers should "straight swim" when two or less people share one lane

- Abide by all published pool rules and/or policies enforced by lifeguards.
- Extend all common courtesies to others that you expect to be extended to you.

**Note:** TVRPD aquatic staff at their discretion reserves the right to direct swimmers to facilitate efficient lane sharing.





# **Tehachapi Valley**

## **Recreation & Park District**

### **LIFEGUARD I/II JOB DESCRIPTION**

**POSITION: LIFEGUARD I/II**  
**REPORTS TO: RECREATION SUPERVISOR**  
**SUPERVISES: N/A**

**CATEGORY: SEASONAL**  
**FLSA STATUS: NON-EXEMPT**

#### **POSITION SUMMARY**

Under the direct supervision of the Recreation Supervisor and/or Aquatic Manager ensures the safety and satisfaction of patrons and/or participants by enforcing the policies and procedures of the Tehachapi Valley Recreation and Park District; prevents and responds to emergencies. Performs other duties as assigned. The Lifeguard series provides two levels ranging from Lifeguard (I) to Head Lifeguard (II).

#### **DISTINGUISHING CHARACTERISTICS**

**Lifeguard I** – This is the entry-level class in the Lifeguard series. Positions in this class perform most of the duties required of the Lifeguard II but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods.

**Lifeguard II** – This is an advanced employment class in the Lifeguard series. Positions within this class are normally filled by advancement from the Lifeguard I class, or filled from the outside. Lifeguard II requires prior experience in the safeguarding of public pools or comparable facilities, knowledge of aquatic operations principles and practices, and proven leadership qualities.

All positions assigned to the class require the ability to work within a team environment exercising judgment and initiative.

#### **ESSENTIAL JOB FUNCTIONS**

- Direct and safeguard guests using the swimming pool and District facilities.
- Enforce TVRPD rules, regulations, policies and procedures.
- Provide positive public relations, customer information and assistance.
- Conduct opening and closing duties; including, but not limited to, facility and equipment sanitation, equipment safety inspections, pool vacuuming, and point of sale procedures.
- Maintain, analyze and submit pertinent records in respect to daily user counts, sanitary water conditions (chlorine and pH readings) and pool decks, incidents; rescues and assists, emergency equipment and first aid supplies.
- Resolve and report difficult situations that arise and take appropriate action to resolve the complaints and maintain good public relations.
- Assist with the maintenance and operation of pool equipment.
- Report the following to the Aquatic Manager, or designated staff person:
  - Insufficient pool chemistry
  - Presence of animals, vermin or insects
  - Need for cleaning supplies or equipment repair in advance
  - Water leaks, and other maintenance needs
  - All other health and safety hazards noticed

- Promote a cohesive aquatic team and positive work environment
- Participate in scheduled in-services, emergency drills and environmental safety activities.
- Performs other duties assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

## **QUALIFICATIONS**

Knowledge of:

- Principles, practices and application of lifesaving and first aid techniques.
- Essential functions of a lifeguard/head lifeguard.
- Swimming pool operations, including sanitation, maintenance, safety, and public relations.
- General rules and regulations pertaining to pool use.

Ability to:

- Pass the TVRPD Lifeguard Employment Test.
- Adhere to TVRPD core values and principles.
- Perform a broad range of public pool responsibilities.
- Work independently within the established policies and procedures of the department.
- Enforce pool rules and regulations.
- Maintain a safe and secure environment at all times
- Recognize and mitigate potential hazards and risks.
- Act quickly and calmly in emergencies.
- Maintain accurate records and spreadsheets.
- Work cooperatively with diverse populations.
- Provide outstanding customer service.
- Present a positive image of the organization to members of the community.

### **Lifeguard I Qualifications**

- American Red Cross Lifeguard and Professional Rescuer or equivalent.
- Strong interpersonal and communication skills
- Friendly, customer service orientated, flexible, good sense of humor
- Team player

### **Lifeguard II Qualifications**

- Two (2) years lifeguarding experience.
- Demonstrated leadership qualities.
- Experience working with diverse populations
- Evidence of superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

## **PHYSICAL DEMANDS & WORKING CONDITIONS**

- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor pool environment; and
  - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds,

flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.

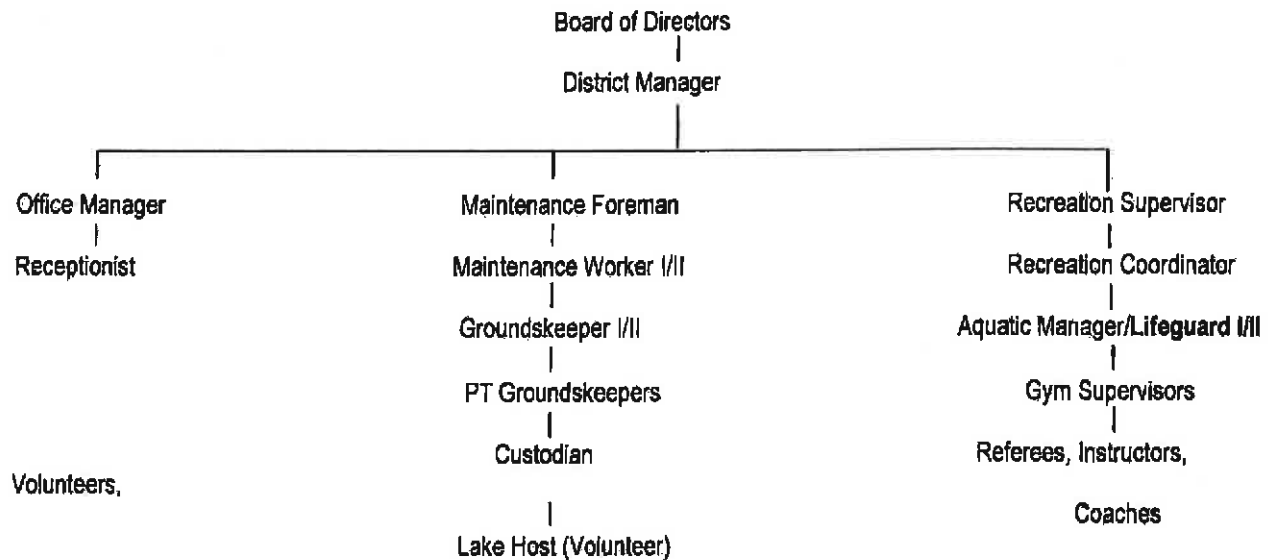
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Possible exposure to communicable diseases.

### **COMPENSATION**

\$10.25 - \$11.50, DOE.

Employment offer contingent DOJ background check, including fingerprinting.

### **ORGANIZATIONAL RELATIONSHIP**



### **CLASS HISTORY:**

Adopted: 1/6/2015

Revised:

Title Change:

Update:

Abolished:



# Tehachapi Valley

## Recreation & Park District

### AQUATIC MANAGER JOB DESCRIPTION

**POSITION: AQUATIC MANAGER**  
**REPORTS TO: RECREATION SUPERVISOR**  
**SUPERVISES: POOL STAFF**

**CATEGORY: SEASONAL**  
**FLSA STATUS: NON-EXEMPT**

#### **POSITION SUMMARY**

Under the direct supervision of the Recreation Supervisor, The Aquatic Manager supervises and evaluates TVRPD aquatic staff and ensures the safety and satisfaction of Dye Natatorium patrons and/or participants by enforcing the policies and procedures of the Tehachapi Valley Recreation and Park District.

#### **ESSENTIAL JOB FUNCTIONS**

- Supervise the work of subordinate aquatic staff, safeguarding patrons and other persons using the swimming pool or facilities.
- Supervise the enforcement of rules and regulations relating to pool and fitness activities.
- Develop and maintain ongoing, in-service training for, Lifeguards, Water Safety Instructors, and Aquatic Fitness Instructors.
- Maintain, analyze and submit pertinent records in respect to daily user counts, sanitary water conditions (chlorine and pH readings) and pool decks, back-washing, incidents; rescues and assists, emergency equipment and first aid supplies.
- Resolve and report difficult situations that arise between the lifeguards and patrons and takes appropriate action to resolve the complaints and maintain good patron relations.
- Assist with staff recruitment, hiring, and performance evaluation processes.
- Assist with When2Work scheduling.
- Assist with the maintenance of pool pumps, filtration, and chemical feed systems.
- Reports the following to the Maintenance Foreman, or designated staff person:
  - Insufficient pool chemistry
  - Presence of animals, vermin or insects
  - Need for cleaning supplies or equipment repair in advance
  - Water leaks, and other maintenance needs
  - All other health and safety hazards noticed
- Assist with the development and revision of pool policies, procedures, and forms.
- Promote a cohesive aquatic team and positive work environment
- Participates in emergency drills and environmental safety activities, as requested.
- Attends and participates in District safety and in-service trainings.
- Performs other duties assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

#### **QUALIFICATIONS**

Knowledge of:

- Principles, practices and application of lifesaving and first aid techniques.

- Essential functions of a head lifeguard and/or pool manager.
- Swimming pool operations, including sanitation, maintenance, safety, and public relations.
- General rules and regulations pertaining to pool use.

**Ability to:**

- Adhere to TVRPD core values and principles.
- Perform a broad range of supervisory responsibilities over others.
- Work independently within the established policies and procedures of the department.
- Enforce pool rules and regulations.
- Maintain a safe and secure environment at all times
- Recognize and mitigate potential hazards and risks.
- Act quickly and calmly in emergencies.
- Maintain accurate records and spreadsheets.
- Work cooperatively with diverse populations.
- Provide outstanding customer service.
- Present a positive image of the organization to members of the community.

**Minimum Qualifications**

- Two (2) years lifeguarding experience, with evidence of substantial head lifeguard or equivalent aquatic leadership role and/or previous pool management experience.
- American Red Cross Lifeguard and Professional Rescuer or equivalent.
- Demonstrated leadership qualities.
- Experience working with diverse populations
- Strong interpersonal and communication skills
- Evidence of superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

**Preferred Qualifications**

- Certification as an American Red Cross Lifeguard Instructor.
- Certification as an American Red Cross Water Safety Instructor.
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification.

**PHYSICAL DEMANDS & WORKING CONDITIONS**

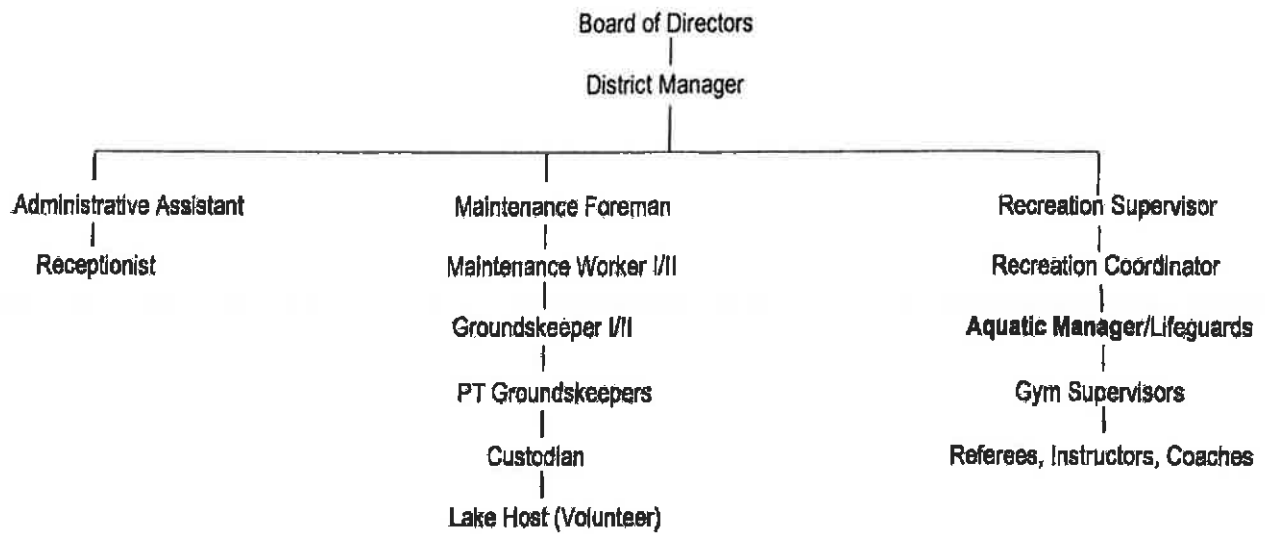
- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor pool environment; and
  - Outdoor environmental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

**COMPENSATION**

\$13.00 - \$14.00 per/hour DOE.

Employment offer contingent DOJbackgroundcheck, including fingerprinting.

## ORGANIZATIONAL RELATIONSHIP



## CLASS HISTORY:

Adopted: 4/21/2014  
Revised:  
Title Change:  
Update:  
Abolished:



**Tehachapi Valley**  
Recreation & Park District

## TVRPD Lifeguard Agreement

I have thoroughly read and understand the policies and procedures outlined in the TVRPD Lifeguard Handbook. They have been explained to me in detail during orientation, and I have asked questions about items I did not understand. I understand and agree to abide by the policies, rules, and regulations contained herein. I am also aware that the lifeguard manual must be reviewed by me throughout the aquatic season and as part of my on-going professional training.

Name of Employee: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Tehachapi Valley Recreation & Park  
District  
Financials  
December 2014**

Prepared without audit by Better Ledger Inc



# Tehachapi Valley Recreation and Park District

## BALANCE SHEET As of December 31, 2014

	TOTAL
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1000 Cash in County Treasury General Fund	10,886.79
1001 Cash in County Treasury-General Fund	572,795.55
1002 Cash in County Treasury-Development Fees	131,857.39
1003 Cash in County Treasury-Quimby	25,706.98
<b>Total 1000 Cash in County Treasury General Fund</b>	<b>741,246.71</b>
1004 Check BOTS 4470	102,408.67
1005 County Treasury Capital Projects Fund	351,682.61
1051 Change Fund	700.00
1100 Petty Cash Fund	200.00
<b>Total Bank Accounts</b>	<b>\$1,196,237.99</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	6,880.00
<b>Total Accounts Receivable</b>	<b>\$6,880.00</b>
<b>Other current assets</b>	
1070 Prepaid Expenses	18,745.61
1092 Credit Card Receivables	-59.00
1210 Inventory Asset	3,867.74
1215 Scholarship Revenues Receivable	612.50
<b>Total Other current assets</b>	<b>\$23,166.85</b>
<b>Total Current Assets</b>	<b>\$1,226,284.84</b>
<b>Fixed Assets</b>	
1150 Land	166,734.76
1161 Building	556,453.52
1162 Improvements	1,484,503.41
1163 Equipment	737,519.41
1164 Swimming Pool & Building	265,383.67
1165 Lake	412,294.78
1170 Accumulated Depreciation	-2,413,763.00
Fleet Vehicles and Equipment	53,289.72
<b>Total Fixed Assets</b>	<b>\$1,262,416.27</b>
<b>TOTAL ASSETS</b>	<b>\$2,488,701.11</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	24,394.43
<b>Total Accounts Payable</b>	<b>\$24,394.43</b>
<b>Credit Cards</b>	

2010 Cardmember Services Payable	1,591.87
2014 Home Depot Payable	820.49
<b>Total Credit Cards</b>	<b>\$2,412.36</b>
<b>Other Current Liabilities</b>	
2021 Accrued Salaries & Wages	19,825.91
2022 Accrued Employer PR Taxes	2,492.84
2024 Accrued Vacation, Sick, & Comp Time	0.00
2024.2 Accrued Vacation	14,051.79
2024.3 Accrued Sick Leave	17,945.08
<b>Total 2024 Accrued Vacation, Sick, &amp; Comp Time</b>	<b>31,996.87</b>
2207 Sales tax payable	143.25
2208 Kern County Loan Payable	354,776.49
<b>2210 Payroll Liabilities</b>	
2211 CalPERS Payable	-423.93
2231 Health Plan Payable	-605.35
2250 Payroll Tax Liabilities	645.13
<b>Total 2210 Payroll Liabilities</b>	<b>-384.15</b>
2260 Veterans Memorial Fund Payable	1,526.17
2270 Refundable Deposits	1,000.00
<b>Total Other Current Liabilities</b>	<b>\$411,377.38</b>
<b>Total Current Liabilities</b>	<b>\$438,184.17</b>
<b>Total Liabilities</b>	<b>\$438,184.17</b>
<b>Equity</b>	
3010 Net Investment In Capital Assets	
3012 Investment in Fixed Assets	969,768.57
<b>Total 3010 Net Investment In Capital Assets</b>	<b>969,768.57</b>
<b>3020 Restricted Funds</b>	
3022 Capital Projects	427,925.26
<b>Total 3020 Restricted Funds</b>	<b>427,925.26</b>
<b>3030 Unrestricted Funds</b>	<b>418,701.22</b>
3110 Retained Earnings	87,368.14
Net Income	146,753.75
<b>Total Equity</b>	<b>\$2,050,516.94</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,488,701.11</b>

Monday, Jan 12, 2015 03:57:28 PM PST GMT-8 - Accrual Basis

# Tehachapi Valley Recreation and Park District

## PROFIT AND LOSS

December 2014

	TOTAL		
	DEC 2014	JUL - DEC, 2014 (YTD)	% OF INCOME
<b>Income</b>			
4010 Property Taxes	362,870.75	458,010.52	97.70 %
4020 Interest Income		1,246.05	
4030 Adult Program Revenues	492.25	15,848.59	0.13 %
4050 Facility Revenue	5,501.18	67,819.95	1.48 %
4200 Contracted Classes Revenues	1,237.25	13,287.94	0.33 %
4210 Events Revenues		16,973.87	
4213 Sponsorship Revenues	-234.67	620.34	-0.06 %
4215 Donations		30,100.00	
4300 Youth Program Revenues	1,572.50	36,357.50	0.42 %
4610 Billable Expense Income		5,774.99	
4650 Discounts given	-10.00	-228.00	-0.00 %
4704 Sales		1,352.25	
4750 Commission Income		19.40	
<b>Total Income</b>	<b>\$371,429.26</b>	<b>\$647,183.40</b>	<b>100.00 %</b>
<b>Cost of Goods Sold</b>			
5001 Adult Program Costs	160.00	2,072.13	0.04 %
5004 Contracted Classes Costs	1,556.13	18,291.58	0.42 %
5005 Events Costs		24,670.92	
5008 Youth Program Costs	4,914.41	6,700.48	1.32 %
5704 Purchases for Resale		376.65	
<b>Total Cost of Goods Sold</b>	<b>\$6,630.54</b>	<b>\$52,111.76</b>	<b>1.79 %</b>
<b>Gross Profit</b>	<b>\$364,798.72</b>	<b>\$595,071.64</b>	<b>98.21 %</b>
<b>Expenses</b>			
6000 Employee Costs	65,276.79	300,984.82	17.57 %
7010 Advertising & Marketing	575.00	5,286.15	0.15 %
7020 Bank Service Charges	738.53	4,066.42	0.20 %
7025 Cash Short/Over		-0.05	
7026 Charitable Contribution		1,941.61	
7030 Dues & Subscriptions		5,582.40	
7035 Equipment Rents & Leases	567.89	2,867.09	0.15 %
7050 Insurance	1,402.33	8,518.90	0.38 %
7060 Licenses & Fees	387.00	2,368.83	0.10 %
7070 Maintenance	4,622.68	32,117.04	1.24 %
7084 Meals & Entertainment	199.09	724.78	0.05 %
7090 Office Supplies	457.96	7,151.87	0.12 %
7120 Professional Development	340.00	9,565.51	0.09 %
7150 Professional Fees	4,201.50	26,822.26	1.13 %
7180 Security	100.00	600.00	0.03 %
7210 Telephone	1,644.34	8,845.29	0.44 %
7230 Uniforms & Apparel	786.93	3,214.18	0.21 %
7250 Utilities	6,330.43	51,167.79	1.70 %

<b>Total Expenses</b>	<b>\$87,630.47</b>	<b>\$471,824.89</b>	<b>23.59 %</b>
<b>Net Operating Income</b>	<b>\$277,168.25</b>	<b>\$123,246.75</b>	<b>74.62 %</b>
<b>Other Income</b>			
<b>8040 TVRPD Development Fee Revenues</b>	2,137.00	23,507.00	0.58 %
<b>Total Other Income</b>	<b>\$2,137.00</b>	<b>\$23,507.00</b>	<b>0.58 %</b>
<b>Net Other Income</b>	<b>\$2,137.00</b>	<b>\$23,507.00</b>	<b>0.58 %</b>
<b>Net Income</b>	<b>\$279,305.25</b>	<b>\$146,753.75</b>	<b>75.20 %</b>

*Monday, Jan 12, 2015 03:58:12 PM PST GMT-8 - Accrual Basis*

# Tehachapi Valley Recreation and Park District

## STATEMENT OF CASH FLOWS

July - December, 2014

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	146,753.75
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	5,478.67
1070 Prepaid Expenses	-9,287.39
1092 Credit Card Receivables	2,500.00
2000 Accounts Payable	3,569.98
2010 Cardmember Services Payable	-3,346.35
2014 Home Depot Payable	459.51
2021 Accrued Salaries & Wages	-6,733.14
2022 Accrued Employer PR Taxes	-109.68
2099 Deferred Revenue	-1,211.60
2207 Sales tax payable	-1,157.52
2208 Kern County Loan Payable	354,776.49
2211 Payroll Liabilities:CalPERS Payable	-1,508.43
2231 Payroll Liabilities:Health Plan Payable	714.37
2250 Payroll Liabilities:Payroll Tax Liabilities	-913.01
Net cash provided by operating activities	<b>\$489,985.65</b>
<b>INVESTING ACTIVITIES</b>	
1162 Improvements	-4,470.00
1163 Equipment	-188,219.82
Fleet Vehicles and Equipment	-53,289.72
Net cash provided by investing activities	<b>\$ -245,979.54</b>
Net cash increase for period	<b>\$244,006.11</b>
Cash at beginning of period	952,231.88
Cash at end of period	<b>\$1,196,237.99</b>

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# Tehachapi Valley Recreation and Park District

## BUDGET VS. ACTUALS: FY2014-2015 BUDGET - FY15 P&L

July - December, 2014

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Income</b>				
4010 Property Taxes	458,010.52	376,374.00	-81,636.52	-21.69 %
4020 Interest Income	1,246.05	1,746.00	499.95	28.63 %
4030 Adult Program Revenues	15,848.59	14,028.00	-1,820.59	-12.98 %
4050 Facility Revenue	67,819.95	70,032.00	2,212.05	3.16 %
4200 Contracted Classes Revenues	13,287.94	21,282.00	7,994.06	37.56 %
4210 Events Revenues	16,973.87	18,870.00	1,896.13	10.05 %
4213 Sponsorship Revenues	620.34	19,998.00	19,377.66	96.90 %
4215 Donations	30,100.00		-30,100.00	
4300 Youth Program Revenues	36,357.50	31,098.00	-5,259.50	-16.91 %
4610 Billable Expense Income	5,774.99	15,000.00	9,225.01	61.50 %
4650 Discounts given	-228.00	-252.00	-24.00	9.52 %
4704 Sales	1,352.25	2,340.00	987.75	42.21 %
4750 Commission Income	19.40	0.00	-19.40	
<b>Total Income</b>	<b>\$647,183.40</b>	<b>\$570,516.00</b>	<b>\$ -76,667.40</b>	<b>-13.44 %</b>
<b>Cost of Goods Sold</b>				
5001 Adult Program Costs	2,072.13	1,350.00	-722.13	-53.49 %
5004 Contracted Classes Costs	18,291.58	12,750.00	-5,541.58	-43.46 %
5005 Events Costs	24,670.92	22,398.00	-2,272.92	-10.15 %
5008 Youth Program Costs	6,700.48	9,246.00	2,545.52	27.53 %
5704 Purchases for Resale	376.65	1,644.00	1,267.35	77.09 %
<b>Total Cost of Goods Sold</b>	<b>\$52,111.76</b>	<b>\$47,388.00</b>	<b>\$ -4,723.76</b>	<b>-9.97 %</b>
<b>Gross Profit</b>	<b>\$595,071.64</b>	<b>\$523,128.00</b>	<b>\$ -71,943.64</b>	<b>-13.75 %</b>
<b>Expenses</b>				
6000 Employee Costs	300,984.82	338,940.00	37,955.18	11.20 %
7010 Advertising & Marketing	5,286.15	7,500.00	2,213.85	29.52 %
7020 Bank Service Charges	4,066.42	3,498.00	-568.42	-16.25 %
7025 Cash Short/Over	-0.05	0.00	0.05	
7026 Charitable Contribution	1,941.61	1,500.00	-441.61	-29.44 %
7030 Dues & Subscriptions	5,582.40	2,496.00	-3,086.40	-123.65 %
7035 Equipment Rents & Leases	2,867.09	2,748.00	-119.09	-4.33 %
7050 Insurance	8,518.90	10,146.00	1,627.10	16.04 %
7056 Interest Expense		150.00	150.00	100.00 %
7060 Licenses & Fees	2,368.83	1,998.00	-370.83	-18.56 %
7070 Maintenance	32,117.04	40,230.00	8,112.96	20.17 %
7084 Meals & Entertainment	724.78	498.00	-226.78	-45.54 %
7090 Office Supplies	7,151.87	6,996.00	-155.87	-2.23 %
7120 Professional Development	9,565.51	6,000.00	-3,565.51	-59.43 %
7150 Professional Fees	26,822.26	30,042.00	3,219.74	10.72 %
7160 Property Tax Collection Fee		4,248.00	4,248.00	100.00 %
7170 Publications & Legal		246.00	246.00	100.00 %
7180 Security	600.00	750.00	150.00	20.00 %

<b>7210 Telephone</b>	8,845.29	6,996.00	-1,849.29	-26.43 %
<b>7230 Uniforms &amp; Apparel</b>	3,214.18	2,496.00	-718.18	-28.77 %
<b>7250 Utilities</b>	51,167.79	45,642.00	-5,525.79	-12.11 %
<b>Total Expenses</b>	<b>\$471,824.89</b>	<b>\$513,120.00</b>	<b>\$41,295.11</b>	<b>8.05 %</b>
<b>Net Operating Income</b>	<b>\$123,246.75</b>	<b>\$10,008.00</b>	<b>\$ -113,238.75</b>	<b>-1,131.48 %</b>
<b>Other Income</b>				
<b>8040 TVRPD Development Fee Revenues</b>	23,507.00		-23,507.00	
<b>Total Other Income</b>	<b>\$23,507.00</b>	<b>\$0.00</b>	<b>\$ -23,507.00</b>	<b>0.00%</b>
<b>Net Other Income</b>	<b>\$23,507.00</b>	<b>\$0.00</b>	<b>\$ -23,507.00</b>	<b>0.00%</b>
<b>Net Income</b>	<b>\$146,753.75</b>	<b>\$10,008.00</b>	<b>\$ -136,745.75</b>	<b>-1,366.36 %</b>

*Monday, Jan 12, 2015 04:00:39 PM PST GMT-8 - Accrual Basis*

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

IN THE MATTER OF

APPROVING THE DISTRICT MANAGER TO EXECUTE THE AWARD OF BID FOR THE PAINTING OF THE EXTERIOR OF THE DYE NATATORIUM FACILITY, WITH THE STIPULATION THAT THE AWARD OF BID IS NOT TO EXCEED \$15,000.00

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I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Park District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ was duly passed and adopted by said Board of Directors at an official meeting thereof this 20<sup>th</sup> day of January 2015 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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**RESOLUTION NO. 1-15**

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

**WHEREAS**, it has been determined that the Dye Natatorium's exterior is in needs of paint; and

**WHEREAS**, bids were received from painting companies that can perform the required job.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Directors authorizes the District Manager to execute the award of bid for the painting of the exterior of the Dye Natatorium Facility with the stipulation that the award of bid is not to exceed \$15,000.00;

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