



Tehachapi Valley
Recreation & Park District

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

**REGULAR BOARD MEETING
TUESDAY, NOVEMBER 28, 2017, 5:30 P.M.**

BOARD OF DIRECTORS

LAURA LYNNE WYATT, CHAIRPERSON
MARY LOU CORPUS-ZAMUDIO, DIRECTOR
KALEB JUDY, DIRECTOR
IAN STEELE, DIRECTOR
WES BACKES, DIRECTOR

A G E N D A

1. FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENTS

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

4. CONSENT CALENDAR

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

- A. Clerk Declaration of Posting of Agenda 72 Hours in Advance of Meeting (Page 3).
- B. Approval of Minutes from the Regular Board Meeting held October 17, 2017 (Pages 4-6).

5. RECREATION COORDINATOR REPORT

6. OPERATIONS MANAGER REPORT

7. DISTRICT MANAGER REPORT

8. FINANCIAL REPORT

9. AGENDA ITEMS

- A. Approval of the Preliminary Financial Reports for October 2017 – Discussion/Approval (Pages 7-16).
- B. Recognition of Former Tehachapi Valley Recreation and Park District Board Member Craig Mifflin – Discussion/Presentation.
- C. Discussion of Transferring the Tehachapi GrandFondo Event to Tehachapi Valley Recreation and Park District from the City of Tehachapi.
- D. Award of Bid for the Purchase and Installation of Flooring at the TVRPD District Office Facility, Resolution #12-17 (Pages 17-25).
- E. Approving Staff to Move Forward with Exploring the Opportunities of Building Much Needed Recreation Facilities – Discussion/Presentation/Approval.

10. BOARD OF DIRECTORS' TIME

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

11. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on December 19, 2017.



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 November 28, 2017, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, November 17, 2017, 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 17th day of November 2017.

Dated this 17th day of November 2017.

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 OCTOBER 17, 2017, 5:30 P.M.**

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

BOARD MEMBERS

Laura Lynne Wyatt, Chairperson
Mary Lou Corpus-Zamudio, Director
Kaleb Judy, Director
Ian Steele, Director

ALSO PRESENT

Corey Torres, Recreation Supervisor
Ashley Krempien, Recreation Coordinator
Bill Fisher, TVRPD Operations Manager
Greg Garrett, City of Tehachapi Manager
Clete Heckathorn, Tehachapi Little League
David Shaw, GHCSO
Pat Doody, The Loop Newspaper

1. **FLAG SALUTE:** Carrie Champlin led the flag salute.
2. **ROLL CALL:** All present.
3. **PUBLIC COMMENTS:** City of Tehachapi Manager Greg Garrett thanked TVRPD Business Manager Carrie Champlin for her work with the District.
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.
Steele – Corpus-Zamudio: Ayes: Wyatt; Corpus-Zamudio; Judy; Steele
Noes: None. Motion carried.
Absent: None.
 - B. **Approval of Minutes from the Regular Board Meeting held August 22, 2017.**
BOARD APPROVES THE MINUTES FROM THE REGULAR BOARD MEETING HELD AUGUST 22, 2017.
Steele – Corpus-Zamudio: Ayes: Wyatt; Corpus-Zamudio; Judy; Steele
Noes: None. Motion carried.
Absent: None.
5. **RECREATION SUPERVISOR REPORT**
Recreation Supervisor Corey Torres gave the report.

- TVRPD Recreation Coordinator Ashley Krempien gave a presentation on the sponsorships that have been made to TVRPD. Torres thanked TVRPD Recreation Coordinator Krempien for her great work.
- Torres thanked the TVRPD Board for continuing to support professional development. Torres thanked the Board for allowing him to attend the NRPA conference.
- Adult Co-Ed Volleyball starts tonight.
- We are gearing up for Youth Basketball. Last year we had 470 participants. A big thank you to Snow Orthodontics for being the presenting sponsor for the 2018 program.
- New Event: Christmas Bazaar will be held the first weekend of December. TVRPD is partnering with The Greater Tehachapi Chamber of Commerce in presenting a VIP luncheon Friday December 1, 2017 from 12:00pm-2:00pm. Luncheon attendees will be granted early admission into the Christmas Bazaar.

6. OPERATIONS MANAGER REPORT

Operations Manager Bill Fisher gave the report.

- Fisher thanked the Board for the opportunity to work for TVRPD. Fisher stated that it has been a smooth transition and thanked the TVRPD staff.
- The front meeting room of ABIAC was prepped and painted in time for The Greater Tehachapi Chamber of Commerce Fall Business Showcase. Fisher thanked the TVRPD Maintenance staff for their work in preparing for the event.
- Exterior caulking was completed at ABIAC. Fisher stated that he will be contacting rain gutter companies to obtain quotes for the installation of rain gutter at ABIAC.
- Tip Top Arborist completed the tree trimming/removal at the Brite Lake facility. Stump grinding in process for the stumps that were left from the tree removal.
- Central Park light pole lights were replaced and all lights are now working.
- All park properties were aerated and bare spots were seeded.
- Dog Park was seeded. Dog Park will be closed until December 1, 2017. Dog Park users are directed to use the softball field at West Park until the Dog Park reopens. Fisher thanked our customers for their cooperation.
- Dye Natatorium exhaust fan was shorted out during a lighting storm. The fan has been repaired.

6. DISTRICT MANAGER REPORT

District Manager Vance gave the report.

- Vance thanked Bill Fisher and stated that she is happy to have him as a part of the TVRPD team.
- Vance announced that the Tehachapi Parks Foundation received \$7,000.00 from Cheers To Charity. The donation will be used for the purchase and installation of all-inclusive play components at Central Park.
- Vance met with Deborah Hand about the possibility of TVRPD partnering with the Camp Kia program.
- Vance met with the President of Mammoth Trails.
- Vance met with Race Communication to see what will be involved to add Wi-Fi to the Brite Lake facility. Vance stated that TVRPD Director Steele will work with us on this project.

- Vance met with TCCWD Manager Tom Neisler to talk about the proposed projects for Brite Lake. Revision of agreements and extension of the lease is in process.
- Volunteer project to refurbish the Brite Lake picnic table is in process.
- Budget: Revised format to a class budget. Thank you to Marlene Lewis of Better Ledger for working with staff on the budget.

7. FINANCIAL REPORT

Business Manager Carrie Champlin gave the report.

8. AGENDA ITEMS

- A. Approval of the Preliminary Financial Reports for August and September 2017.
BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR AUGUST AND SEPTEMBER 2017.

Judy - Steele: Ayes: Wyatt; Corpus-Zamudio; Judy; Steele

Noes: None. Motion carried.

Absent: None.

- B. Discussion/Approval of the 2018 Agreement between Tehachapi Valley Recreation and Park District and Tehachapi Little League, Resolution #11-17.

District Manager Vance presented the changes made to the agreement, and introduced Tehachapi Little League's Board President Clete Heckathorn to the TVRPD Board.

BOARD APPROVES THE 2018 AGREEMENT BETWEEN TEHACHAPI VALLEY RECREATION AND PARK DISTRICT AND TEHACHAPI LITTLE LEAGUE, RESOLUTION #11-17.

Steele – Corpus-Zamudio: Ayes: Wyatt; Corpus-Zamudio; Judy; Steele

Noes: None. Motion carried.

Absent: None.

9. **BOARD OF DIRECTORS TIME:** Director Corpus-Zamudio thanked District Manager Vance and Operations Manager Fisher for their work. Director Judy stated that the TVRPD facilities look great and that he and his family enjoy spending time at the TVRPD facilities. Director Steele thanked District Manager Vance and her team for doing a great job. Chairperson Wyatt thanked Cheers To Charity for their generous donation to the Tehachapi Parks Foundation.

10. ADJOURNMENT

Having no further business the meeting was adjourned at 6:18 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on November 28, 2017.

Judy - Steele: Ayes: Wyatt; Corpus-Zamudio; Judy; Steele

Noes: None. Motion carried.

Absent: None.

Respectfully Submitted,

Carrie Champlin
Carrie Champlin, Clerk of the Board



Tehachapi Valley Recreation and Park District

BALANCE SHEET As of October 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	609,602.35
1004 Check BOTS 4470	105,190.55
1005 County Treasury Capital Projects Fund	15,026.11
1051 Change Fund	850.00
1100 Petty Cash Fund	400.00
Total Bank Accounts	\$731,069.01
Accounts Receivable	
1200 Accounts Receivable	19,920.00
Total Accounts Receivable	\$19,920.00
Other Current Assets	
1070 Prepaid Expenses	8,578.66
1092 Credit Card Receivables	-317.00
1210 Inventory Asset	4,730.95
Total Other Current Assets	\$12,992.61
Total Current Assets	\$763,981.62
Fixed Assets	
1150 Land	166,734.76
1161 Building	540,391.52
1162 Improvements	3,033,666.76
1163 Equipment	1,045,781.62
1163.1 Equipment Not Placed In Service	50,043.59
1166 Furniture & Fixtures	24,895.98
1167 Machinery	47,089.00
1170 Accumulated Depreciation	-2,681,915.00
1180 Fleet Vehicles and Equipment	170,165.22
Total Fixed Assets	\$2,396,853.45
Other Assets	
1901 DOR-Employee Contribution after MD	32,998.00
1903 DOR-Difference in Properties	13,059.00
1904 DOR-Difference in Experience	1,444.00
Total Other Assets	\$47,501.00
TOTAL ASSETS	\$3,208,336.07
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable-General Fund	13,873.84
Total Accounts Payable	\$13,873.84
Credit Cards	

	TOTAL
2010 Cardmember Services Payable	5,313.36
2014 Home Depot Payable	918.65
Total Credit Cards	\$6,232.01
Other Current Liabilities	
2021 Accrued Salaries & Wages	17,079.30
2022 Accrued Employer PR Taxes	1,526.63
2024 Accrued Vacation, Sick, & Comp Time	31,081.76
2207 Sales tax payable	274.22
2208 Kern County Loan Payable	400,000.00
2210 Payroll Liabilities	1,853.78
2270 Refundable Deposits	1,000.00
Total Other Current Liabilities	\$452,815.69
Total Current Liabilities	\$472,921.54
Long-Term Liabilities	
2310 Loan Payable 2016	557,314.00
2900 Net Pension Liability	75,553.00
2901 DIR-Earning on Plan Investments	6,844.00
2902 DIR-Difference in Contributions	26,248.00
2903 DIR-Difference in Proportion	73,239.00
2905 DIR-Changes in Assumption	13,654.00
Total Long-Term Liabilities	\$752,852.00
Total Liabilities	\$1,225,773.54
Equity	
3010 Net Investment In Capital Assets	2,580,724.25
3020 Restricted Funds	249,147.13
3030 Unrestricted Funds	-943,421.19
3110 Retained Earnings	236,824.90
Net Income	-140,712.56
Total Equity	\$1,982,562.53
TOTAL LIABILITIES AND EQUITY	\$3,208,336.07



Tehachapi Valley Recreation and Park District

PROFIT AND LOSS

October 2017

	TOTAL		
	OCT 2017	JUL - OCT, 2017 (YTD)	% OF INCOME
INCOME			
4010 Property Taxes	18,406.84	87,200.95	28.09 %
4020 Interest Income	779.22	779.22	1.19 %
4020.1 Interest Income Cap Proj Fund	25.21	25.21	0.04 %
4030 Adult Program Revenues	1,769.00	10,203.05	2.70 %
4050 Facility Revenue	12,118.75	49,635.02	18.50 %
4100 Advertising Revenues	1,250.00	1,250.00	1.91 %
4200 Contracted Classes Revenues	4,049.00	8,900.37	6.18 %
4210 Events Revenues	1,640.00	12,956.08	2.50 %
4213 Operational Grants	12,500.00	21,243.12	19.08 %
4216 Scholarship Donations	45.00	65.00	0.07 %
4300 Youth Program Revenues	13,486.00	29,598.20	20.58 %
4610 Billable Expense Income		8,025.05	
4650 Discounts given	-552.50	-1,256.00	-0.84 %
4704 Sales		858.48	
Total Income	\$65,516.52	\$229,483.75	100.00 %
COST OF GOODS SOLD			
5001 Adult Program Costs	9.21	1,021.37	0.01 %
5004 Contracted Classes Costs	2,190.00	8,566.99	3.34 %
5005 Events Costs	1,992.63	18,784.31	3.04 %
5008 Youth Program Costs		1,549.30	
5110 Scholarship Fund Expense	202.50	180.87	0.31 %
5704 Purchases for Resale		454.63	
Total Cost of Goods Sold	\$4,394.34	\$30,557.47	6.71 %
GROSS PROFIT	\$61,122.18	\$198,926.28	93.29 %
EXPENSES			
6000 Employee Costs	43,422.10	217,500.55	66.28 %
7010 Advertising & Marketing	2,757.91	6,678.46	4.21 %
7020 Bank Service Charges	450.89	3,427.01	0.69 %
7026 Charitable Contribution	140.36	405.36	0.21 %
7030 Dues & Subscriptions	145.00	3,125.00	0.22 %
7035 Equipment Rents & Leases	135.01	977.77	0.21 %
7050 Insurance	1,982.67	8,376.16	3.03 %
7056 Interest Expense		1,527.98	
7060 Licenses & Fees	507.66	3,743.47	0.77 %
7070 Maintenance	-10,948.93	37,558.07	-16.71 %
7084 Meals & Entertainment	15.00	833.25	0.02 %
7090 Office Supplies	1,247.28	7,377.66	1.90 %
7120 Professional Development	2,059.07	5,072.79	3.14 %
7150 Professional Fees	7,167.25	19,780.40	10.94 %
7180 Security	329.96	1,019.84	0.50 %
7210 Telephone	208.70	3,383.93	0.32 %

	TOTAL		
	OCT 2017	JUL - OCT, 2017 (YTD)	% OF INCOME
7230 Uniforms & Apparel	632.01	1,447.85	0.96 %
7250 Utilities	5,070.45	23,976.29	7.74 %
Total Expenses	\$55,322.39	\$346,211.84	84.44 %
NET OPERATING INCOME	\$5,799.79	\$ -147,285.56	8.85 %
OTHER INCOME			
8040 TYRPD Development Fee Revenues	2,137.00	8,548.00	3.26 %
Total Other Income	\$2,137.00	\$8,548.00	3.26 %
OTHER EXPENSES			
8505 Quimby Expense	1,975.00	1,975.00	3.01 %
Total Other Expenses	\$1,975.00	\$1,975.00	3.01 %
NET OTHER INCOME	\$162.00	\$6,573.00	0.25 %
NET INCOME	\$5,961.79	\$ -140,712.56	9.10 %



Tehachapi Valley Recreation and Park District

PROFIT & LOSS PRIOR YEAR COMPARISON

October 2017

	TOTAL			
	OCT 2017	OCT 2016 (PY)	CHANGE	% CHANGE
INCOME				
4010 Property Taxes	18,406.84	11,672.47	6,734.37	57.89 %
4020 Interest Income	779.22	975.89	-196.67	-20.15 %
4020 Interest Income Cap Proj Fund	25.21	397.71	-372.50	-93.66 %
4030 Adult Program Revenues	1,769.00		1,769.00	
4050 Facility Revenue	12,118.75	8,744.00	3,374.75	79.70 %
4100 Advertising Revenues	1,250.00		1,250.00	
4200 Contracted Classes Revenues	4,049.00	3,707.50	341.50	9.21 %
4210 Events Revenues	1,640.00	409.00	1,231.00	300.98 %
4213 Operational Grants	12,500.00		12,500.00	
4215 Capital Grants		1,111.36	-1,111.36	-100.00 %
4216 Scholarship Donations	45.00		45.00	
4300 Youth Program Revenues	13,436.00	10,943.00	2,536.00	23.18 %
4650 Discounts given	-552.50	-873.50	121.00	17.97 %
Total Income	\$66,516.52	\$35,292.43	\$30,224.09	85.84 %
COST OF GOODS SOLD				
5001 Adult Program Costs	9.21		9.21	
5004 Contracted Classes Costs	2,130.00	2,430.00	-240.00	-9.88 %
5005 Events Costs	1,992.63	4,513.65	-2,521.02	-55.85 %
5110 Scholarship Fund Expense	202.50	534.50	-332.00	-62.11 %
Total Cost of Goods Sold	\$4,394.34	\$7,478.15	\$-3,083.81	-41.24 %
GROSS PROFIT	\$61,122.18	\$27,814.28	\$33,307.90	119.75 %
EXPENSES				
6000 Employee Costs	40,422.10	40,692.51	2,729.59	6.71 %
7010 Advertising & Marketing	2,757.91	1,520.38	1,237.53	81.40 %
7020 Bank Service Charges	450.89	730.18	-332.29	-42.43 %
7025 Charitable Contribution	140.36		140.36	
7030 Dues & Subscriptions	145.00	551.43	-406.43	-73.70 %
7035 Equipment Rents & Leases	135.01		135.01	
7050 Insurance	1,982.67	1,894.08	288.59	17.04 %
7060 Licenses & Fees	507.66	577.50	-69.84	-12.09 %
7070 Maintenance	-10,948.93	23,752.39	-34,701.32	-146.10 %
7084 Meals & Entertainment	15.00	191.04	-176.04	-92.15 %
7090 Office Supplies	1,247.29	-140.26	1,387.54	989.26 %
7120 Professional Development	2,059.07	1,320.84	738.43	55.91 %
7150 Professional Fees	7,167.25	3,910.53	3,256.70	83.29 %
7180 Security	329.96	179.96	150.00	83.35 %
7210 Telephone	208.70	930.23	-721.53	-77.56 %
7230 Uniforms & Apparel	632.01		632.01	
7250 Utilities	5,070.45	8,325.62	-3,455.17	-40.53 %
Total Expenses	\$55,322.39	\$84,489.25	\$-29,166.86	-34.52 %
NET OPERATING INCOME	\$5,799.79	\$-66,674.97	\$62,474.76	110.23 %

	TOTAL			
	OCT 2017	OCT 2016 (PY)	CHANGE	% CHANGE
OTHER INCOME				
8040 TVRPD Development Fee Revenues	2,137.00	6,411.00	-4,274.00	-66.67 %
Total Other Income	\$2,137.00	\$6,411.00	\$ -4,274.00	-66.67 %
OTHER EXPENSES				
8501 Fixed Asset Purchases		940.99	-940.99	-100.00 %
8502 Capital Improvements		141,150.71	-141,150.71	-100.00 %
8505 Quimby Expense	1,975.00	4,250.00	-2,275.00	-53.53 %
Total Other Expenses	\$1,975.00	\$146,341.70	\$ -144,366.70	-98.65 %
NET OTHER INCOME	\$162.00	\$ -139,930.70	\$140,092.70	100.12 %
NET INCOME	\$5,961.79	\$ -196,605.67	\$202,567.46	103.03 %



Tehachapi Valley Recreation and Park District

STATEMENT OF CASH FLOWS

October 2017

	TOTAL
OPERATING ACTIVITIES	
Net Income	5,961.79
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-1,369.65
1070 Prepaid Expenses	-2,630.66
1092 Credit Card Receivables	-2,018.00
2000 Accounts Payable-General Fund	-8,350.35
2010 Cardmember Services Payable	3,743.33
2012 Home 4 Less Payable	-166.40
2014 Home Depot Payable	5.49
2207 Sales tax payable	55.10
2211 Payroll Liabilities:CalPERS Payable	0.00
2231 Payroll Liabilities:Health Plan Payable	737.35
2241 Payroll Liabilities:AFLAC Payable	-20.92
2250 Payroll Liabilities:Payroll Tax Liabilities	-2,340.16
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-12,354.87
Net cash provided by operating activities	\$ -6,393.08
INVESTING ACTIVITIES	
1163 Equipment	-2,305.38
Net cash provided by investing activities	\$ -2,305.38
FINANCING ACTIVITIES	
3022 Restricted Funds:Capital Projects	2,162.21
3023 Restricted Funds:Quimby	-1,975.00
3030 Unrestricted Funds	-187.21
Net cash provided by financing activities	\$0.00
NET CASH INCREASE FOR PERIOD	\$ -8,698.46
CASH AT BEGINNING OF PERIOD	739,767.47
CASH AT END OF PERIOD	\$731,069.01

Tehachapi Valley Recreation and Park District

BUDGET VS. ACTUALS: TVRPD CLASS BUDGET 2017-2018 - FY18 P&L CLASSES

July - October, 2017

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
INCOME				
4010 Property Taxes	87,200.95	291,216.68	204,015.73	70.06 %
4020 Interest Income	779.22	833.32	54.10	6.49 %
4020.1 Interest Income Cap Proj Fund	25.21		-25.21	
4030 Adult Program Revenues	10,203.05	10,550.00	346.95	3.29 %
4050 Facility Revenue	49,635.02	46,294.18	-3,340.84	-7.22 %
4100 Advertising Revenues	1,250.00		-1,250.00	
4200 Contracted Classes Revenues	8,900.37	12,883.68	3,983.31	30.92 %
4210 Events Revenues	12,956.08	10,728.63	-2,227.45	-20.76 %
4213 Operational Grants	21,243.12	11,666.68	-9,576.44	-82.08 %
4215 Capital Grants		6,333.32	6,333.32	100.00 %
4216 Scholarship Donations	65.00		-65.00	
4300 Youth Program Revenues	29,598.20	34,450.00	4,851.80	14.08 %
4610 Billable Expense Income	8,025.05	5,000.00	-3,025.05	-60.50 %
4650 Discounts given	-1,256.00	-1,166.68	89.32	-7.66 %
4704 Sales				
4701 Beer Sales-Taxable		233.32	233.32	100.00 %
4703 Food Sales-Taxable	240.56		-240.56	
4705 Food Sales Non Taxable	523.75	153.32	-370.43	-241.61 %
4709 Soda Sales-Taxable	94.17	66.64	-27.53	-41.31 %
Total 4704 Sales	858.48	453.28	-405.20	-89.39 %
Total Income	\$229,483.75	\$429,243.09	\$199,759.34	46.54 %
COST OF GOODS SOLD				
5001 Adult Program Costs	1,021.37	1,149.96	128.59	11.18 %
5002 Fish Stocking		3,333.32	3,333.32	100.00 %
5004 Contracted Classes Costs	8,566.99	12,105.04	3,538.05	29.23 %
5005 Events Costs	18,784.31	15,059.32	-3,724.99	-24.74 %
5008 Youth Program Costs	1,549.30	10,256.68	8,707.38	84.89 %
5110 Scholarship Fund Expense	80.00		-80.00	
5115 Chavez Scholarship Fund	100.87	833.40	732.53	87.90 %
5117 Walter Dye Scholarship Fund		833.40	833.40	100.00 %
Total 5110 Scholarship Fund Expense	180.87	1,666.80	1,485.93	89.15 %
5704 Purchases for Resale				
5701 Beer Purchases		150.00	150.00	100.00 %
5703 Food Purchases	324.50	131.64	-192.86	-146.51 %
5709 Soda Purchases	130.13	33.36	-96.77	-290.08 %
Total 5704 Purchases for Resale	454.63	315.00	-139.63	-44.33 %
Total Cost of Goods Sold	\$30,557.47	\$43,886.12	\$13,328.65	30.37 %
GROSS PROFIT	\$198,926.28	\$385,356.97	\$186,430.69	48.38 %
EXPENSES				
6000 Employee Costs				
6010 Wages & Salaries	169,064.76	157,938.32	-11,126.44	-7.04 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6020 Employee Taxable Allowances	2,229.14	3,066.64	837.50	27.31 %
6050 Benefits	-111.96		111.96	
6051 Employee MedDentalVisLife	10,956.83	18,000.00	7,043.17	39.13 %
6055 Employee Retirement CalPERS	10,005.31	11,288.64	1,283.33	11.37 %
6058 Employer Taxes	16,129.79	16,333.36	203.57	1.25 %
6060 Reimbursed Employee Expenses		333.36	333.36	100.00 %
6070 Vacation, Sick, & Admin Leave		500.00	500.00	100.00 %
6090 Worker's Compensation Insurance	9,226.68	9,584.64	357.96	3.73 %
6099 Pension GASB 68		2,751.68	2,751.68	100.00 %
Total 6050 Benefits	46,206.65	58,791.68	12,585.03	21.41 %
Total 6000 Employee Costs	217,500.55	219,796.64	2,296.09	1.04 %
7010 Advertising & Marketing	6,678.46	6,666.68	-11.78	-0.18 %
7020 Bank Service Charges	3,427.01	3,000.00	-427.01	-14.23 %
7026 Charitable Contribution	405.36	666.68	261.32	39.20 %
7030 Dues & Subscriptions	3,125.00	2,983.32	-141.68	-4.75 %
7035 Equipment Rents & Leases				
7036 Maintenance Equipment Rental	292.32	2,000.00	1,707.68	85.38 %
7037 Office Equipment Rental	685.45	400.00	-285.45	-71.36 %
Total 7035 Equipment Rents & Leases	977.77	2,400.00	1,422.23	59.26 %
7050 Insurance				
7051 Auto Insurance	1,595.32	1,500.00	-95.32	-6.35 %
7052 HUB Insurance	0.00	33.32	33.32	100.00 %
7053 Property Insurance	4,061.68	3,500.00	-561.68	-16.05 %
7055 Liability Insurance	2,719.16	2,666.68	-52.48	-1.97 %
Total 7050 Insurance	8,376.16	7,700.00	-676.16	-8.78 %
7056 Interest Expense	1,527.98	6,028.32	4,500.34	74.65 %
7060 Licenses & Fees	3,743.47	2,833.32	-910.15	-32.12 %
7070 Maintenance				
7071 Pool Chemicals	3,506.26	2,000.00	-1,506.26	-75.31 %
7072 Building & Park Maintenance	12,574.40	8,700.04	-3,874.36	-44.53 %
7073 Accessibility Upgrades		33.32	33.32	100.00 %
7074 Equipment Maintenance	1,065.23	5,866.64	4,801.41	81.84 %
7075 Fuel	3,767.26	3,000.00	-767.26	-25.58 %
7076 Janitorial Supplies	4,687.28	3,166.68	-1,520.60	-48.02 %
7077 Small Tools & Equipment	689.47	166.68	-522.79	-313.65 %
7078 Materials & Supplies	7,456.42	8,966.68	1,510.26	16.84 %
7079 Fleet Maintenance	3,811.75	1,333.32	-2,478.43	-185.88 %
Total 7070 Maintenance	37,558.07	33,233.36	-4,324.71	-13.01 %
7084 Meals & Entertainment	833.25	666.68	-166.57	-24.99 %
7090 Office Supplies	7,377.66	4,500.00	-2,877.66	-63.95 %
7120 Professional Development	5,072.79	3,166.68	-1,906.11	-60.19 %
7150 Professional Fees				
7151 Annual Audit	9,000.00	3,666.68	-5,333.32	-145.45 %
7152 Bookkeeping & Payroll	8,199.39	7,333.32	-866.07	-11.81 %
7153 Information Technology	2,369.26	2,833.32	464.06	16.38 %
7155 Legal	211.75	2,666.68	2,454.93	92.06 %
Total 7150 Professional Fees	19,780.40	16,500.00	-3,280.40	-19.88 %
7160 Property Tax Collection Fee		4,666.68	4,666.68	100.00 %

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
7180 Security	1,019.84	1,380.04	360.20	26.10 %
7210 Telephone	3,383.93	3,700.00	316.07	8.54 %
7230 Uniforms & Apparel	1,447.85	833.32	-614.53	-73.74 %
7250 Utilities				
7252 Electric Service	13,996.26	12,049.96	-1,946.30	-16.15 %
7254 Gas Service	2,306.55	4,183.32	1,876.77	44.86 %
7256 Sanitation Services	3,060.87	4,678.64	1,617.77	34.58 %
7258 Water Service	4,612.61	3,372.03	-1,240.58	-36.79 %
Total 7250 Utilities	23,976.29	24,283.95	307.66	1.27 %
Total Expenses	\$346,211.84	\$345,005.67	\$ -1,206.17	-0.35 %
NET OPERATING INCOME	\$ -147,285.56	\$40,351.30	\$187,636.86	465.01 %
OTHER INCOME				
8040 TVRPD Development Fee Revenues	8,548.00	8,548.00	0.00	0.00 %
Total Other Income	\$8,548.00	\$8,548.00	\$0.00	0.00 %
OTHER EXPENSES				
8505 Quimby Expense	1,975.00		-1,975.00	
Total Other Expenses	\$1,975.00	\$0.00	\$ -1,975.00	0.00%
NET OTHER INCOME	\$6,573.00	\$8,548.00	\$1,975.00	23.10 %
NET INCOME	\$ -140,712.56	\$48,899.30	\$189,611.86	387.76 %



Tehachapi floor covering

20571 Santa Lucia st

Tehachapi CA 93561

**(661) 392-9551 OR (661) 822-
5025**

FAX (661) 822-5074

EMAIL:

tehachapiflooring@att.net

BID PROPOSAL

NAME: Carrie Champlin

FAX # or EMAIL:c.champlin@tvrpd.org

FROM: Darin Lewis

DATE: 11/15/17

**PROJECT: Tehachapi valley recreation and park district 490 west D
street Tehachapi CA 93561**

**COMMENT: Mohawk commercial carpet tile throughout building.
Carpet, demo carpet areas, demo vct areas, minimal floor prep,
installation, 4" topset base and
supplies.....\$12660.00
(extra cost for any unforeseen demo or floor prep)**

**2 bathroom with sheet vinyl, demo old flooring, r&r toilets, 6”
topset base and minimal floor
prep.....\$1150.00**

**Furniture moving throughout
building.....\$1060.00
(5-6 days to complete work)**

Quote Detail for Measure #13277880



Status:	In Progress - Quoted
Quoted By:	HDMS (248) 968-5463
Close By:	HDMS (248) 968-5463
Quote #:	13383038 (3 Quotes Available)
Quote Status:	Complete
Based on calculation:	11/16/17 19:24:00
Store viewed on:	

[Replace Existing Order](#)
[Confirm Payment](#)
[Add Note](#)
[View Plan](#)
[Quote Menu](#)

Store Associate: You can now choose Add Note to send a note to HDMS regarding this job

Customer Information

Customer:	TEHACHAPI VALLEY REC,	Home	6618223228	Site Type:	Commercial
Site	DAVID COOPRIDER	Phone:			Office
Address:	490 W D St	Bus Phone:	6618223228	Store-Order:	ST6835-H6835-
	Tehachapi, CA 93561	Cell Phone:	6618223228	Install-Order:	45591
Email:	NONE@NONE.COM	Pager:	6618223228	Store Name	H6835-45590
Entered:	11/08/17	Best Time		(Mkt):	Tehachapi (29)
Measure		To Reach:		Store Phone:	661-823-5434
Date:	11/09/17	Best		Salesperson:	CXA3401
		Number:		Installer:	CPT F&I;
					Romanoff
					Renovations

Close Information

# Calls:	1	Sold/Lost:	Unresolved	Start Close By:	MC Call
# Recals:	0	Sold/Lost Date:			Center
Job Price:	11164.38	Payment Information not available		Final Close By:	MC Call
Last	11/16/2017				Center
Updated:	7:27:13 PM			Handoff	
Next Call:	11/20/17			Reason:	
Sold Next				Handoff Reason	
Call:				Text:	

Close/Quote Instructions:

Notes

Quote #	Date/Time	From	Status	Note		
N/A	11/08/17 13:18:12	Salesperson: CXA3401	N/A	Estimate from reservation:		
				Line	SKU	Mat Price Pad Price
						Estimate Size
				1	1000-046-356	\$23.85/yd \$0.00/yd
						Office: 50' x 50' (Carpet, Unknown Subfloor, Has furniture) Est Ydg: 306.33, Est Price: \$8656.98, Est Tax: \$0.00

				Total price (of estimated areas): \$8656.98
N/A	11/10/17 10:02:16	AutoBuild	N/A	#13337853
N/A	11/10/17 10:05:17	mrosen	N/A	Commercial Job Email Sent: Please review the attached diagram, photos (if available) and quote for this commercial measure and let us know what adjustments, if any, you would like us to make to the quote.
N/A	11/10/17 10:05:27	mrosen	N/A	Email Sent to Installer (Wendy.Whitaker@rrenovations.com; Wendy.Whitaker@rrenovations.com)
N/A	11/10/17 16:18:28	smoore	N/A	Built Quote #13337853 regarding quote @THD Christina rebuild quote
N/A	11/10/17 16:21:19	smoore	N/A	Built Quote #13342105 regarding quote @THD rebuild quote
N/A	11/10/17 16:21:20	smoore	N/A	Built Quote #13342105 regarding quote @THD rebuild quote
N/A	11/10/17 16:45:42	kmaxwell	N/A	Quote #13342105 totalling \$11874.99 was marked inactive
13342405	11/10/17 16:46:25	kmaxwell	Commercial Issue	A WAITING INSTALLER REPLY
N/A	11/10/17 16:46:25	kmaxwell	N/A	Commercial Job- Awaiting Installer feedback on Quote #13342405
N/A	11/10/17 17:09:44	mcarnell	N/A	advised THD that they had to speak with commercial, provided phone number and hours for commercial dept
N/A	11/13/17 15:17:13	jreynolds	N/A	Installer feedback: 1. The customer needs to move all the furniture etc. There is too much here for us to move. This is all partitions, office equipment etc. 2. We work during business hours. 3. Please see if the customer wants carpet in the wet areas. If so the vet needs to be tested and removed. 4. Please add 150 for custom prep 5. Please add 36 x 4 for us to furnish and install commercial trans. 6. This will be a glue down application. Wendy M Whitaker
13342405	11/13/17 15:23:34	jreynolds	Installer Issue	qb
N/A	11/13/17 15:23:34	jreynolds	N/A	Installer Issue on Quote #13342405
13342405	11/13/17 15:25:46	jreynolds	Customer Issue	Job is ready to be quoted.
N/A	11/13/17 15:25:46	jreynolds	N/A	Customer Issue on Quote #13342405
N/A	11/13/17 15:51:21	kmaxwell	N/A	CWC: Follow up on 11/15/17 L/M
N/A	11/14/17 13:22:30	kmaxwell	N/A	Built Quote #13342405 regarding quote RESET PER THD
N/A	11/14/17 13:26:03	kmaxwell	N/A	Built Quote #13364747 regarding quote Recalculated: PER THD CUSTOMER WANTS THE BRAINSTORM
N/A	11/14/17 13:26:29	kmaxwell	N/A	Quote given to THD at \$12030.37
N/A	11/14/17 13:26:41	kmaxwell	N/A	Handed off to: THD Reason: Dealing w/ Store
N/A	11/14/17 13:32:54	Kevin Maxwell	N/A	Rccalculation 11/14/17 13:23:15 Recalc Reason: PER THD CUSTOMER WANTS THE BRAINSTORM
N/A	11/16/17 19:20:46	abrawner	N/A	Reset Job:amy@thd want to change carpet to carpet tiles
N/A			N/A	

	11/16/17 19:24:44	Azjonaye Brawner		Recalculation 11/16/17 19:24:00 Recalc Reason: amy@thd change carpet to carpet tiles
N/A	11/16/17 19:25:34	abrawner	N/A	Quote #13364747 totalling \$12030.37 was marked inactive
N/A	11/16/17 19:26:54	abrawner	N/A	Built Quote #13383038 regarding quote Recalculated: amy@thd change carpet to carpet tiles
N/A	11/16/17 19:27:13	abrawner	N/A	Quote given to amy@thd at \$11164.38

Show SVS Quote View

Material for Line Item 1				
Carpet 1'8				
Areas: MAIN OFF, OFF 2, OFF 1, FRONT DESK , OFF 3, BATH1, CAMERA , BATH2, PRIVATE , OFFICE, CONFERENCE				
QTY	Unit	Description	Unit Price	Ext Price
306.00	SQ YD	1002-029-272 - Pace Car (1'8 wide) Color: Muted Charcoal	\$22.59	\$6912.54
4.00	EACH	Roberts 6300 Carpet Tile Adhesive (4 Gal.) (Special Order) (776-033/R6300-4)	\$99.97	\$399.88
24.00	LF	Metal	\$0.00	\$0.00
306.00	SQ YD	CA Carpet Stewardship Assessment (In-Stock) (998-774)	\$0.25	\$76.50
1.00	EACH	\$2.00 LF 6" Vinyl Cove Base Add price & color to order	\$0.00	\$0.00
		Subtotal		\$7388.92
		Tax @ 7.250 %		\$530.15
		Material Total		\$7919.07
Labor for Line Item 1				
Carpet 1'8				
Areas: MAIN OFF, OFF 2, OFF 1, FRONT DESK , OFF 3, BATH1, CAMERA , BATH2, PRIVATE , OFFICE, CONFERENCE				
QTY	Unit	Description	Unit Price	Ext Price
306.00	SQ YD	Basic carpet tile install	\$5.76	\$1762.56
		Customer to move furniture	\$0.00	\$0.00
2411.00	SQ FT	Rip up and haul away glue down carpet	\$0.40	\$964.40
104.00	SQ FT	Rip up and haul away VCT over concrete	\$1.85	\$192.40
47.00	LF	Remove Existing Vinyl Base	\$0.25	\$11.75
52.00	LF	Install new vinyl base (customer provides)	\$1.35	\$70.20
		Warning: Vinyl from 1980 or earlier in the following rooms: BATH1, CAMERA , BATH2. Possible asbestos. Vinyl and adhesive must be tested and/or removed before installation can proceed. Installer may also require customer to sign a waiver stating that	\$0.00	\$0.00

		asbestos was properly removed before installation can proceed. Resolution: @THD Will discuss		
		Warning: Door between OFFICE and BATH2 misaligned. Room appears rotated and carpets appear to be same or similar which could create a difference in appearance. Resolution: No issue rooms are aligned.	\$0.00	\$0.00
		Please Note: Door clearance may be an issue in the following rooms: BATH1, CAMERA, BATH2.	\$0.00	\$0.00
		Installer Issue(s): This is a commercial job. Installers must review and approve diagrams and quote, and possibly do a site visit, before quote is completed Resolution: Installer feedback: 1. The customer needs to move all the furniture etc. There is too much here for us to move. This is all partitions, office equipment etc. 2. We work during business hours. 3. Please see if the customer wants carpet in the wet areas. If so the vct needs to be tested and removed. 4. Please add 150 for custom prep 5. Please add 36 x 4 for us to furnish and install commercial trans. 6. This will be a glue down application. Wendy M Whitaker	\$0.00	\$0.00
36.00	LF	Furnish And Install Rubber Reducer	\$4.00	\$144.00
1.00	EACH	Work to be done during normal business hours (8-5) Mon-Fri	\$0.00	\$0.00
1.00	EACH	custom prep - NOTE: Inform customer that installers will +/- prepwork onsite as needed.	\$150.00	\$150.00
Labor Total			\$3295.31	
Line Item Total			\$11214.38	

Order Summary - Measure #13277880, Quote #13383038

Line #	Areas	Material Cost	Labor Cost	Line Total
1	MAIN OFF, OFF 2, OFF 1, FRONT DESK, OFF 3, BATH1, CAMERA, BATH2, PRIVATE, OFFICE, CONFERENCE	\$7919.07	\$3295.31	\$11214.38
Credit for Deposit/Measure				\$-50.00
Grand Total				\$11164.38

Prices are subject to change. This quote is valid until 11/22/17.

This job qualifies for No Interest if paid in full within 6 months on purchases of \$299 or more made on the Home Depot Consumer Credit Card. Minimum payments required. Home Depot Credit Card offers cannot be combined.



**MOSES
MASTER
CARPET**

CL# 750346

110 E. Tehachapi Blvd., Tehachapi, CA 93561
OFFICE 661-822-6959 **FAX** 661-822-1090

NOVEMBER 15, 2017

TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT
490 WEST D ST.
TEHACHAPI, CA 93561
661 822-3228

ATTENTION: CARI (CELL: 661 750-9910)

PROPOSAL

JOB SITE: 490 WEST D STREET, TEHACHAPI, CA

INSTALL GLUEDOWN CARPET TILES IN CONFERENCE AND OFFICE
AREAS, 268 SQ. YDS. CUSTOMER TO CHOOSE FROM SELECTED
STYLES AND COLORS-----\$ 8,522.29

MANDATORY CALIFORNIA CARPET ASSESSMENT LAW @ \$0.25
PER SQ. YD.-----\$ 67.00

TEAROUT OF EXISTING CARPET-----\$ 350.00
NO CHARGE FOR HAUL OFF

FLOAT FLOOR IN CONFERENCE ROOM IF TILE IS SECURE-----\$ 150.00
OR IF TILE IS LOOSE AND MUST BE REMOVED-----\$ 450.00

*ALL PRICES INCLUDE TAX ON MATERIALS ONLY
All quotes valid for three months from above date.

THANK YOU FOR CONSIDERING **MOSES/MASTER CARPET** FOR ALL YOUR
FLOORING NEEDS!

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

IN THE MATTER OF

**AWARD OF BID FOR THE PURCHASE AND INSTALLATION OF FLOORING IN
THE TVRPD DISTRICT OFFICE FACILITY.**

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 28th day of November 2017 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

RESOLUTION NO. 12-17

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

WHEREAS, it has been determined that the flooring of the District Office needs to be replaced; and

WHEREAS, bids were received from companies that can perform the replacement of the flooring in the District Office.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors accepts the bid from _____ for the removal of the old flooring and installation of the new flooring in the District Office, in the amount not to exceed _____;

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