



Tehachapi Valley
Recreation & Park District

**TEHACHAPI VALLEY
RECREATION AND PARK DISTRICT**

Per the State of California Executive Order N-29-20, this meeting will be held telephonically:

The public is invited to join the meeting via ***Microsoft Teams*** on your computer or mobile app
You're invited to join a Microsoft Teams meeting -

Title: TVRPD Regular Board Meeting 02/16/2021

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTk4MWYzN2QtOTA5Yi00YmFjLWFjNjUyYWZhZGY0MmVjNTVI%40thread.v2/0?context=%7b%22Tid%22%3a%22ea300d7c-f009-4e18-8b47-dc5a2e0b626e%22%2c%22Oid%22%3a%22579c9a4e-c16b-4401-bb4a-227dbedc8687%22%7d

**REGULAR BOARD MEETING
TUESDAY, FEBRUARY 16, 2021, 5:30 P.M.**

BOARD OF DIRECTORS

IAN STEELE, CHAIRPERSON
KALEB JUDY, VICE-CHAIRPERSON
WES BACKES, DIRECTOR
DWIGHT DREYER, DIRECTOR
SANDY CHAVEZ, 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 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 Special Board Meeting held December 3, 2020, (Pages 4-5).
- C. Approval of Minutes from the Regular Board Meeting held January 19, 2021, (Pages 6-8).
- D. Approval of the Preliminary Financial Reports for December 2020, (Pages 9-15).
- E. Approving the Job Descriptions for Brite Lake Specialists, and Brite Lake Camp Hosts, (Pages 16-21).
- F. Approval of Tehachapi Valley Recreation and Park District’s Board of Directors 2021 Meeting Schedule, (Page 22).

5. AGENDA

- A. Recognition and Appreciation of Brite Lake Camp Hosts.
- B. Approving Tehachapi Valley Recreation and Park District’s Application for Statewide Park Development and Community Revitalization Program Grant Funds Resolution #3-21 – Discussion/Approval, Resolution #3-21 (Pages 23-24).
- C. Authorize District Manager to spend an amount not to exceed \$55,000.00 for the Skate Park Replacement Project – Discussion/Approval.
- D. Nomination of one TVRPD Board Member to represent TVRPD on the Golden Hills Community Services District’s District Facilities Standing Committee – Discussion/Approval.
- E. Tehachapi Valley Recreation and Park District’s Midyear Budget Adjustments – Discussion/Approval, (Pages 25-50).
- F. Resolution of the Governing Body of the Board of Directors of Tehachapi Valley Recreation and Park District Declaring that Governing Body Members and Volunteers shall be Deemed to be Employees of the District for the Purpose of Providing Workers’ Compensation Coverage for said certain Individuals while Providing their Services, - Discussion/Approval, Resolution #4-21 (page 51).

6. BOARD OF DIRECTORS’ TIME

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

7. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on March 16, 2021.



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 February 16, 2021, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, February 12, 2020, at 5:30 P.M. approximately:

- Meeting will be held Telephonically.
- 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 12th day of February 2021.

Dated this 12th day of February 2021.

Carrie Champlin
Carrie Champlin
Clerk of the Board of Directors

**SPECIAL BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
THURSDAY, DECEMBER 3, 2020, 5:30 P.M.**

Per the State of California Executive Order N-29-20, this meeting was held telephonically

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

BOARD MEMBERS

Ian Steele, Chairperson
Kaleb Judy, Director
Wes Backes, Director
Sandy Chavez, Director
Dwight Dreyer, Director

1. **FLAG SALUTE:** Corey Torres led the flag salute.

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

3. **PUBLIC COMMENTS:** None.

4. CONSENT CALENDAR

A. Secretary Declaration of Posting of Agenda 24 hours in Advance of Meeting Held.

Declaration by the Clerk of the Board of Directors that the agenda was posted at least 24 hours in advance of meeting. BOARD APPROVED SECRETARY DECLARATION.

Judy - Chavez: Ayes: Steele; Judy; Chavez; Backes

Noes: None. Motion carried.

Absent: Dreyer

B. Approval of the Preliminary Financial Reports for August and September, 2020.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR AUGUST AND SEPTEMBER 2020.

Judy - Chavez: Ayes: Steele; Judy; Chavez; Backes

Noes: None. Motion carried.

Absent: Dreyer

5. AGENDA ITEMS

A. Discussion Approval of the Coronavirus Relief Fund Program Assistance to Special Districts Agreement between the County of Kern and Tehachapi Valley Recreation and Park District.

BOARD APPROVES THE CORONAVIRUS RELIEF FUND PROGRAM ASSISTANCE TO SPECIAL DISTRICTS AGREEMENT BETWEEN THE COUNTY OF KERN AND TEHACHAPI VALLEY RECREATION AND PARK DISTRICT.

Judy - Chavez: Ayes: Steele; Judy; Chavez; Backes

Noes: None. Motion carried.

Absent: Dreyer

6. BOARD OF DIRECTORS TIME: The board thanked TVRPD staff and District Manager Torres for all their hard work.

7. ADJOURNMENT

Having no further business the meeting was adjourned at 5:42 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on January 19, 2021.

Judy - Chavez: Ayes: Steele; Judy; Chavez; Backes

Noes: None. Motion carried.

Absent: Dreyer

Respectfully Submitted,

Carrie Champlin

Clerk of the Board

**REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT**

TUESDAY, JANUARY 19, 2021, 5:30 P.M.

Per the State of California Executive Order N-29-20, this meeting was held telephonically

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

BOARD MEMBERS

Ian Steele, Chairperson
Kaleb Judy, Vice-Chairperson
Wes Backes, Director
Sandy Chavez, Director
Dwight Dreyer, Director

1. **FLAG SALUTE:** Corey Torres led the flag salute.
2. **ROLL CALL:** Directors Chavez and Backes were absent.
3. **PUBLIC COMMENTS:** None.
4. **CONSENT CALENDAR**
 - A. **Secretary Declaration of Posting of Agenda 72 hours in Advance of Meeting.**
Declaration by the Clerk of the Board of Directors that the agenda was posted at least 72 hours in advance of meeting.
BOARD APPROVED SECRETARY DECLARATION.
Judy - Dreyer: Ayes: Steele; Judy; Dreyer
Noes: None. Motion carried.
Absent: Chavez; Backes
 - B. **Approval of the Minutes from the Special Board Meeting held August 25, 2020.**
BOARD APPROVES THE MINUTES FROM THE SPECIAL BOARD MEETING HELD AUGUST 25, 2020.
Judy - Dreyer: Ayes: Steele; Judy; Dreyer
Noes: None. Motion carried.
Absent: Chavez; Backes
 - C. **Approval of the Minutes from the Regular Board Meetings held September 15, and October 25, 2020.**
BOARD APPROVES THE MINUTES FROM THE REGULAR BOARD MEETINGS HELD SEPTEMBER 15, AND OCTOBER 25, 2020.
Judy - Dreyer: Ayes: Steele; Judy; Dreyer
Noes: None. Motion carried.
Absent: Chavez; Backes

- D. **Approval of the Preliminary Financial Reports for October and November, 2020.**
BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS
FOR OCTOBER AND NOVEMBER 2020.

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

5. RECREATION MANGER REPORT

Recreation Manager Ashley Krempien gave the report.
Report on file

6. OPERATIONS MANAGER REPORT

Operations Manager Bill Fisher gave the report.
Report on file

7. DISTRICT MANAGER REPORT

District Manager Torres gave the report.
Report on file

8. AGENDA ITEMS

- A. **Presentation of Tehachapi Valley Recreation and Park District's Yearly Audit by Paul Kaymark from Nigro & Nigro Accountancy Corporation.**

- B. **Resolution Approving the Application for Statewide Park Development and Community Revitalization Program Grant Funds, Resolution #1-21.**

BOARD APPROVES RESOLUTION #1-21 APPROVING THE APPLICATION FOR STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM GRANT FUNDS.

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

- C. **Resolution Authorizing Tehachapi Valley Recreation and Park District to enter into an Amendment with the State of California for Per Capita Grant Program Under the California Drought, Water Parks, Climate, Costal Protection, and Outdoor Access for All Act of 2018, Resolution #2-21.**

BOARD AUTORIZES TEHACHAPI VALLEY RECREATION AND PARK DISTRICT TO ENTER INTO AN AMENDMENT WITH THE STATE OF CALIFORNIA FOR PER CAPITA GRANT PROGRAM UNDER THE CALIFORNIA DROUGHT, WATER PARKS, CLIMATE, COSTAL PROTECTION, AND OUTDOOR ACCESS FOR ALL ACT OF 2018, RESOLUTION #2-21.

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

D. Approval of the Joint Impact Fee Study Update with the City of Tehachapi by Contributing \$6,175.00 (25%) prepared by Lechowitz & Tseng Municipal Consultants.

BOARD APPROVES THE JOINT IMPACT FEE STUDY UPDATE WITH THE CITY OF TEHACHAPI BU CONTRIBUTING \$6,175.00 (25%) PREPARED BY LECHOWITZ & TSENG MUNICIPAL CONSULTANTS.

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

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

10. ADJOURNMENT

Having no further business the meeting was adjourned at 6:15 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on February 16, 2020.

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

Respectfully Submitted,



Clerk of the Board



Tehachapi Valley Recreation and Park District

BALANCE SHEET As of December 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	1,059,779.38
1004 Check BOTS 4470	109,849.82
1005 County Treasury Capital Projects Fund	249,196.40
1006 County FMV	18,718.00
1051 Change Fund	950.00
1100 Petty Cash Fund	400.00
Total Bank Accounts	\$1,438,893.60
Other Current Assets	
1092 Credit Card Receivables	-651.97
1210 Inventory Asset	3,763.84
Total Other Current Assets	\$3,111.87
Total Current Assets	\$1,442,005.47
Fixed Assets	
1150 Land	166,734.76
1161 Building	540,391.52
1162 Improvements	3,067,031.76
1163 Equipment	1,202,057.05
1166 Furniture & Fixtures	27,502.88
1167 Machinery	48,662.24
1170 Accumulated Depreciation	-3,236,447.00
1180 Fleet Vehicles and Equipment	162,109.22
Total Fixed Assets	\$1,978,042.43
Other Assets	
1901 DOR-Pension Contributions	45,624.00
1903 DOR-Pension Related	70,912.00
Total Other Assets	\$116,536.00
TOTAL ASSETS	\$3,536,583.90
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable-General Fund	16,823.70
Total Accounts Payable	\$16,823.70
Credit Cards	
2010 Cardmember Services Payable	7,494.65
Total Credit Cards	\$7,494.65
Other Current Liabilities	
2024 Accrued Vacation, Sick, & Comp Time	60,134.72
2208 Kern County Loan Payable	450,000.00



Tehachapi Valley Recreation and Park District

BALANCE SHEET

As of December 31, 2020

	TOTAL
2210 Payroll Liabilities	-5,385.91
2270 Refundable Deposits	5,500.00
Total Other Current Liabilities	\$510,248.81
Total Current Liabilities	\$534,567.16
Long-Term Liabilities	
2310 Loan Payable 2016	457,805.00
2900 Net Pension Liability	244,292.00
2902 DIR-Pension Related	46,365.00
Total Long-Term Liabilities	\$748,462.00
Total Liabilities	\$1,283,029.16
Equity	
3010 Net Investment In Capital Assets	1,422,450.71
3020 Restricted Funds	343,921.72
3110 Retained Earnings	333,481.78
Net Income	153,700.53
Total Equity	\$2,253,554.74
TOTAL LIABILITIES AND EQUITY	\$3,536,583.90



Tehachapi Valley Recreation and Park District

PROFIT AND LOSS

December 2020

	TOTAL		
	DEC 2020	JUL - DEC, 2020 (YTD)	% OF INCOME
Income			
4010 Property Taxes	431,155.45	552,209.99	97.59 %
4020 Interest Income	-26.92	3,295.96	-0.01 %
4020.1 Interest Income Cap Proj Fund		1,016.51	
4030 Adult Program Revenues		-4,318.50	
4050 Facility Revenue	8,264.00	100,911.16	1.87 %
4210 Events Revenues		20.00	
4300 Youth Program Revenues	2,417.00	7,593.80	0.55 %
4610 Billable Expense Income		3,841.16	
4650 Discounts given		-260.00	
Total Income	\$441,809.53	\$664,310.08	100.00 %
Cost of Goods Sold			
5004 Contracted Classes Costs	2,000.00	8,400.00	0.45 %
5005 Events Costs		1,948.76	
5008 Youth Program Costs		2,393.13	
5110 Scholarship Fund Expense		117.30	
Total Cost of Goods Sold	\$2,000.00	\$12,859.19	0.45 %
GROSS PROFIT	\$439,809.53	\$651,450.89	99.55 %
Expenses			
6000 Employee Costs	55,805.20	353,538.65	12.63 %
7010 Advertising & Marketing	388.97	2,998.26	0.09 %
7020 Bank Service Charges	707.20	6,146.69	0.16 %
7030 Dues & Subscriptions		2,739.46	
7035 Equipment Rents & Leases		1,626.07	
7050 Insurance	24,655.50	49,311.00	5.58 %
7056 Interest Expense		1,266.81	
7060 Licenses & Fees	640.90	6,127.78	0.15 %
7070 Maintenance	3,992.43	32,167.53	0.90 %
7084 Meals & Entertainment	1,825.56	3,060.34	0.41 %
7090 Office Supplies	812.45	10,814.87	0.18 %
7120 Professional Development		814.00	
7150 Professional Fees	3,148.00	33,819.01	0.71 %
7160 Safety Equipment		34.19	
7180 Security	383.95	1,808.70	0.09 %
7210 Telephone and Internet	1,945.31	7,755.96	0.44 %
7230 Uniforms & Apparel	60.06	1,682.64	0.01 %
7250 Utilities	8,256.11	37,600.40	1.87 %
Total Expenses	\$102,621.64	\$553,312.36	23.23 %
NET OPERATING INCOME	\$337,187.89	\$98,138.53	76.32 %
Other Income			
8040 TVRPD Development Fee Revenues	8,548.00	55,562.00	1.93 %
Total Other Income	\$8,548.00	\$55,562.00	1.93 %
NET OTHER INCOME	\$8,548.00	\$55,562.00	1.93 %
NET INCOME	\$345,735.89	\$153,700.53	78.25 %



Tehachapi Valley Recreation and Park District

PROFIT & LOSS PRIOR YEAR COMPARISON

December 2020

	TOTAL			
	DEC 2020	DEC 2019 (PY)	CHANGE	% CHANGE
Income				
4010 Property Taxes	431,155.45	409,365.83	21,789.62	5.32 %
4020 Interest Income	-26.92	17.87	-44.79	-250.64 %
4030 Adult Program Revenues		266.00	-266.00	-100.00 %
4050 Facility Revenue	8,264.00	5,706.00	2,558.00	44.83 %
4210 Events Revenues		618.00	-618.00	-100.00 %
4300 Youth Program Revenues	2,417.00	6,037.75	-3,620.75	-59.97 %
4650 Discounts given		-30.00	30.00	100.00 %
Total Income	\$441,809.53	\$421,981.45	\$19,828.08	4.70 %
Cost of Goods Sold				
5004 Contracted Classes Costs	2,000.00	3,792.01	-1,792.01	-47.26 %
5005 Events Costs		3,530.32	-3,530.32	-100.00 %
5008 Youth Program Costs		264.67	-264.67	-100.00 %
5110 Scholarship Fund Expense		113.00	-113.00	-100.00 %
Total Cost of Goods Sold	\$2,000.00	\$7,700.00	\$ -5,700.00	-74.03 %
GROSS PROFIT	\$439,809.53	\$414,281.45	\$25,528.08	6.16 %
Expenses				
6000 Employee Costs	55,805.20	44,106.63	11,698.57	26.52 %
7010 Advertising & Marketing	388.97	1,137.86	-748.89	-65.82 %
7020 Bank Service Charges	707.20	1,126.50	-419.30	-37.22 %
7050 Insurance	24,655.50	2,711.16	21,944.34	809.41 %
7060 Licenses & Fees	640.90	1,817.73	-1,176.83	-64.74 %
7070 Maintenance	3,992.43	4,712.45	-720.02	-15.28 %
7084 Meals & Entertainment	1,825.56	947.78	877.78	92.61 %
7090 Office Supplies	812.45	651.52	160.93	24.70 %
7150 Professional Fees	3,148.00	3,099.00	49.00	1.58 %
7180 Security	383.95	224.95	159.00	70.68 %
7210 Telephone and Internet	1,945.31	1,279.19	666.12	52.07 %
7230 Uniforms & Apparel	60.06	97.44	-37.38	-38.36 %
7250 Utilities	8,256.11	5,059.42	3,196.69	63.18 %
Total Expenses	\$102,621.64	\$66,971.63	\$35,650.01	53.23 %
NET OPERATING INCOME	\$337,187.89	\$347,309.82	\$ -10,121.93	-2.91 %
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 %
NET OTHER INCOME	\$8,548.00	\$8,548.00	\$0.00	0.00 %
NET INCOME	\$345,735.89	\$355,857.82	\$ -10,121.93	-2.84 %



Tehachapi Valley Recreation and Park District

STATEMENT OF CASH FLOWS

December 2020

	TOTAL
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OPERATING ACTIVITIES	
Net Income	345,735.89
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	0.00
1092 Credit Card Receivables	50.00
2000 Accounts Payable-General Fund	-11,347.82
2010 Cardmember Services Payable	1,114.81
2211 Payroll Liabilities:CalPERS Payable	-385.05
2231 Payroll Liabilities:Health Plan Payable	-7,501.99
2241 Payroll Liabilities:AFLAC Payable	0.00
2250 Payroll Liabilities:Payroll Tax Liabilities	-4,121.40
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-22,191.45
Net cash provided by operating activities	\$323,544.44
FINANCING ACTIVITIES	
3010 Net Investment In Capital Assets	-8,548.00
3022 Restricted Funds:Capital Projects	8,548.00
Net cash provided by financing activities	\$0.00
NET CASH INCREASE FOR PERIOD	\$323,544.44
Cash at beginning of period	1,115,349.16
CASH AT END OF PERIOD	\$1,438,893.60
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Tehachapi Valley Recreation and Park District

TVRPD BUDGET VS ACTUAL 2020-2021

July - December, 2020

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
4010 Property Taxes	552,209.99	953,595.63	401,385.64	42.09 %
4020 Interest Income	3,295.96	10,551.82	7,255.86	68.76 %
4020.1 Interest Income Cap Proj Fund	1,016.51		-1,016.51	
4030 Adult Program Revenues	-4,318.50	41,360.00	45,678.50	110.44 %
4050 Facility Revenue	100,911.16	182,660.00	81,748.84	44.75 %
4210 Events Revenues	20.00	59,100.00	59,080.00	99.97 %
4213 Operational Grants		61,375.00	61,375.00	100.00 %
4300 Youth Program Revenues	7,593.80	372,470.00	364,876.20	97.96 %
4610 Billable Expense Income	3,841.16	18,050.00	14,208.84	78.72 %
4650 Discounts given	-260.00	-6,000.00	-5,740.00	95.67 %
4704 Sales		600.00	600.00	100.00 %
Total Income	\$664,310.08	\$1,693,762.45	\$1,029,452.37	60.78 %
Cost of Goods Sold				
5001 Adult Program Costs		5,940.00	5,940.00	100.00 %
5002 Fish Stocking		7,500.00	7,500.00	100.00 %
5004 Contracted Classes Costs	8,400.00	38,225.00	29,825.00	78.02 %
5005 Events Costs	1,948.76	73,025.00	71,076.24	97.33 %
5008 Youth Program Costs	2,393.13	65,650.00	63,256.87	96.35 %
5110 Scholarship Fund Expense	117.30	4,000.00	3,882.70	97.07 %
5704 Purchases for Resale		2,300.00	2,300.00	100.00 %
Total Cost of Goods Sold	\$12,859.19	\$196,640.00	\$183,780.81	93.46 %
GROSS PROFIT	\$651,450.89	\$1,497,122.45	\$845,671.56	56.49 %
Expenses				
6000 Employee Costs	353,538.65	990,700.00	637,161.35	64.31 %
7010 Advertising & Marketing	2,998.26	40,000.00	37,001.74	92.50 %
7020 Bank Service Charges	6,146.69	14,000.00	7,853.31	56.10 %
7026 Charitable Contribution		18,500.00	18,500.00	100.00 %
7030 Dues & Subscriptions	2,739.46	7,000.00	4,260.54	60.86 %
7035 Equipment Rents & Leases	1,626.07	4,300.00	2,673.93	62.18 %
7050 Insurance	49,311.00	35,500.00	-13,811.00	-38.90 %
7056 Interest Expense	1,266.81	18,000.00	16,733.19	92.96 %
7060 Licenses & Fees	6,127.78	21,000.00	14,872.22	70.82 %
7070 Maintenance	32,167.53	102,200.00	70,032.47	68.52 %
7084 Meals & Entertainment	3,060.34	4,000.00	939.66	23.49 %
7090 Office Supplies	10,814.87	14,000.00	3,185.13	22.75 %
7120 Professional Development	814.00	7,500.00	6,686.00	89.15 %
7150 Professional Fees	33,819.01	79,500.00	45,680.99	57.46 %
7160 Property Tax Collection Fee		14,000.00	14,000.00	100.00 %
7160 Safety Equipment	34.19	2,000.00	1,965.81	98.29 %
7180 Security	1,808.70	5,700.00	3,891.30	68.27 %
7210 Telephone and Internet	7,755.96	12,000.00	4,244.04	35.37 %



Tehachapi Valley Recreation and Park District

TVRPD BUDGET VS ACTUAL 2020-2021

July - December, 2020

			TOTAL	
	ACTUAL	BUDGET	REMAINING	% REMAINING
7230 Uniforms & Apparel	1,682.64	3,000.00	1,317.36	43.91 %
7250 Utilities	37,600.40	79,655.00	42,054.60	52.80 %
Total Expenses	\$553,312.36	\$1,472,555.00	\$919,242.64	62.43 %
NET OPERATING INCOME	\$98,138.53	\$24,567.45	\$ -73,571.08	-299.47 %
Other Income				
8040 TVRPD Development Fee Revenues	55,562.00		-55,562.00	
Total Other Income	\$55,562.00	\$0.00	\$ -55,562.00	0.00%
NET OTHER INCOME	\$55,562.00	\$0.00	\$ -55,562.00	0.00%
NET INCOME	\$153,700.53	\$24,567.45	\$ -129,133.08	-525.63 %



Tehachapi Valley

Recreation & Park District

Brite Lake Specialist

SALARY RANGE

Minimum Wage - \$17.00 per hour

POSITION: BRITE LAKE SPECIALIST

CATEGORY: PART-TIME

REPORTS TO: OFFICE SPECIALIST

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY

Under the general supervision of the Office Specialist, the Brite Lake Specialist performs a variety of services at the Brite Lake Campground facility, including, but not limited to the provision of customer service and vehicle compliance information, monitoring fee collection, campground and facility inspections, reservation taking, record keeping, light janitorial duties, and encouraging campground rules and regulations compliance.

ESSENTIAL FUNCTIONS

1. Provides positive public relations, customer information and assistance within the Brite Lake Campground and associated facilities:
 - Greet and assist visitors
 - Money Handling
 - Taking Reservations
 - Disseminate Brite Lake rules and regulations
 - Distribute campground/lake maps and brochures
 - Provide directions and facility information as requested by visitors
2. Follows and completes the District's light cleaning schedule as assigned by the Office Specialist:
 - Collection and removal of garbage bags and/or litter from campsite and lake areas
 - Disinfects and cleans trashcans, and changes bags as scheduled or needed
 - Washes and sanitizes bathrooms fixtures daily with germicidal solution
 - Sweeps and clears entrance spaces daily
 - Dusts, washes, and sanitizes other surfaces as specified in schedule.
 - Refills paper towel, tissue, toilet paper and hand soap in all dispensers
 - Performs other light maintenance duties as specified by the Business Manger
3. Reports the following to the Office Specialist, or designated staff person:
 - Any violation of TVRPD ordinances, rules and regulations involving injuries/accidents, property damages, theft, repeated violations, or incidents requiring law enforcement and/or emergency medical service response.
 - Presence of problematic animals, vermin, or insects.
 - Need for cleaning supplies or equipment repair in advance.
 - Water leaks, electrical issues, and other maintenance needs.
 - All other health and safety hazards noticed.

4. Participates in emergency drills and environmental safety activities, as requested.
 5. Attends and participates in District safety and in-service trainings.
 6. Performs other duties as specified in TVRPD volunteer addendum or as assigned.
- The above statements are intended to describe the general nature and level of volunteer services. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

QUALIFICATIONS

Core Competencies and Skill Sets

1. Knowledge of proper campground organization, cataloging, cleaning and maintenance methods required, or willing to learn.
 2. Effective oral and written communication skills commensurate with the responsibilities of the position are required.
 3. Knowledge and understanding of successful organization and execution of sanitary practices.
 4. Ability to prioritize multiple tasks.
 5. Ability to learn and comprehend information from Procedures Manuals and other materials.
 6. Ability to function successfully within a team environment.
 7. Commitment to providing outstanding customer service.
 8. Ability to interact with customers and co-workers in a positive and courteous manner.
 9. Ability to present a positive image of the organization to members of the community.
- Personal Attributes*
10. Minimum 18 years old.
 11. Communicate effectively.
 12. Adhere to TVRPD core values and principles.
 13. Self-motivated with ability to manage work with limited direct supervision.
 14. Exercise independent judgment and initiative with competent analytical and problem-solving skills within established guidelines.
 15. Ability to operate effectively with park patrons, work in a flexible, adaptable, and resilient manner.
 16. Willingness to perform manual tasks requiring physical exertion.
 17. Demonstrate awareness and sensitivity to gender and diversity.
 18. Willingness to adapt and learn new skills/approaches.

19. Understand, read, and follow instructions.

Education, Training, & Experience

20. High school graduate or equivalent.

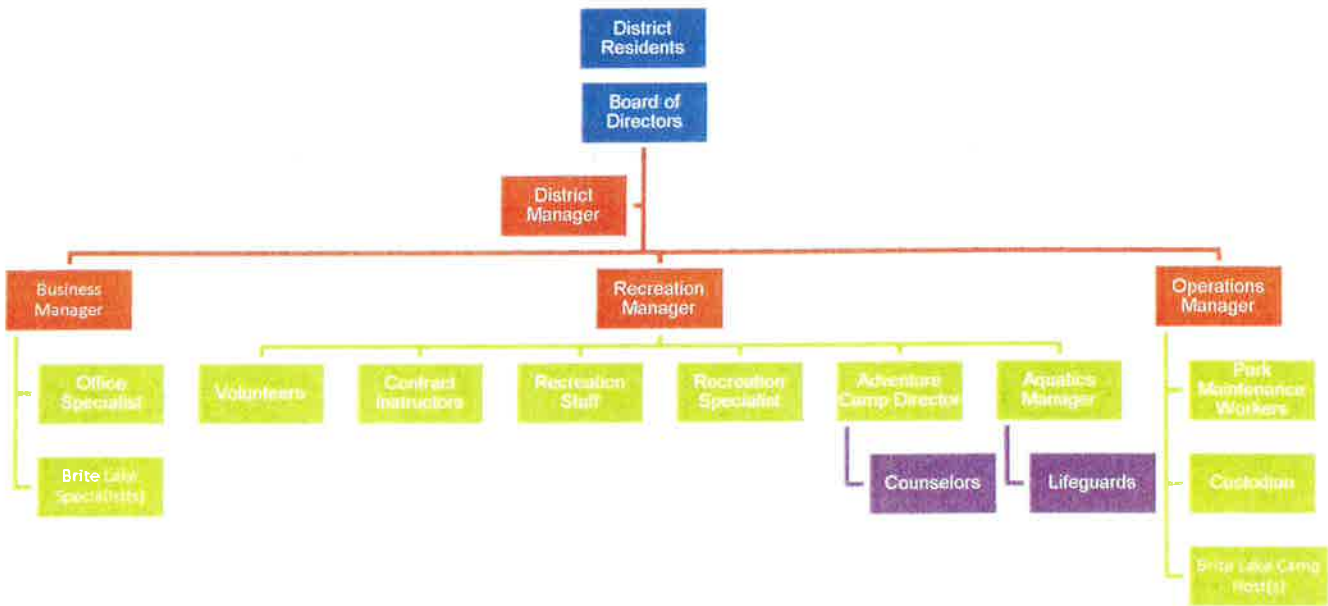
Licenses and Certificates

21. Valid Driver's License: driving record must comply with District safety standards.
22. Personal vehicle insurance.
23. CPR certified or willing to obtain in three (3) months.
24. Red Cross First Aid certified or willingness to obtain in (3) months.

PHYSICAL DEMANDS & WORKING CONDITIONS

1. Ability to lift 50 pounds.
2. 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.
3. Work environments include:
 - Indoor office environment; and
 - Outdoor environmental conditions regardless of weather conditions.
1. 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.
2. Use of protective equipment per OSHA/Cal OSHA regulations is required.
1. Possible exposure to communicable diseases.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

Adopted: 02/16/2021

Revised:



Tehachapi Valley

Recreation & Park District

Brite Lake Volunteer Camp Host

POSITION: BRITE LAKE VOLUNTEER CAMP HOST

CATEGORY: VOLUNTEER

REPORTS TO: OPERATIONS MANAGER

POSITION SUMMARY

Under the general supervision of the Operations Manager, the Camp Host performs a variety of volunteer services at the Brite Lake Campground facility, including, but not limited to the provision of customer service and vehicle compliance information, campground and facility inspections, light janitorial duties, and encouraging campground rules and regulations compliance. The Camp Host is a volunteer position with *an average of 25* hours weekly schedule. Camp Host agreements are issued for a minimum of six (6) months and not-to-exceed twelve (12) months, or as negotiated between parties.

ESSENTIAL FUNCTIONS

1. Provides positive public relations, customer information and assistance within the Brite Lake Campground and associated facilities:
 - Greet and assist visitors
 - Disseminate Brite Lake rules and regulations
 - Distribute campground/lake maps and brochures
 - Provide directions and facility information as requested by visitors
2. Follows and completes the District's light cleaning schedule as assigned by the Park and Facility Maintenance Supervisor to include:
 - Collection and removal of garbage bags and/or litter from campsite and lake areas
 - Disinfects and cleans trashcans, and changes bags as scheduled or needed
 - Washes and sanitizes bathrooms fixtures daily with germicidal solution
 - Sweeps and clears entrance spaces daily
 - Dusts, washes, and sanitizes other surfaces as specified in schedule.
 - Refills paper towel, tissue, toilet paper and hand soap in all dispensers
 - Performs other light maintenance duties as specified by the Park and Facility Maintenance Supervisor
3. Reports the following to the Park and Facility Maintenance Supervisor, or designated staff person:
 - Any violation of TVRPD ordinances, rules and regulations involving injuries/accidents, property damages, theft, repeated violations, or incidents requiring law enforcement and/or emergency medical service response.
 - Presence of problematic animals, vermin, or insects.
 - Need for cleaning supplies or equipment repair in advance.
 - Water leaks, electrical issues, and other maintenance needs.
 - All other health and safety hazards noticed.
4. Participates in emergency drills and environmental safety activities, as requested.
5. Performs other duties as specified in TVRPD volunteer addendum or as assigned.

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

QUALIFICATIONS

Core Competencies and Skill Sets

1. Knowledge of proper campground organization, cataloging, cleaning and maintenance methods required, or willing to learn.
2. Effective oral and written communication skills commensurate with the responsibilities of the position are required.
3. Knowledge and understanding of successful organization and execution of sanitary practices.
4. Ability to prioritize multiple tasks.
5. Ability to learn and comprehend information from Procedures Manuals and other materials.
6. Ability to function successfully within a team environment.
7. Commitment to providing outstanding customer service.
8. Ability to interact with customers and co-workers in a positive and courteous manner.
9. Ability to present a positive image of the organization to members of the community.

Personal Attributes

10. Minimum 18 years old.
11. Communicate effectively.
12. Adhere to TVRPD core values and principles.
13. Self-motivated with ability to manage work with limited direct supervision.
14. Exercise independent judgment and initiative with competent analytical and problem-solving skills within established guidelines.
15. Ability to operate effectively with park patrons, work in a flexible, adaptable, and resilient manner.
16. Willingness to perform manual tasks requiring physical exertion.
17. Demonstrate awareness and sensitivity to gender and diversity.
18. Willingness to adapt and learn new skills/approaches.
19. Understand, read, and follow instructions.

Education, Training, & Experience

20. Prefer High school graduate or equivalent.
21. Previous Camp Host experience highly desirable.

Licenses and Certificates

22. Valid Driver's License: driving record must comply with District safety standards.
23. Personal vehicle insurance.
24. CPR certified or willingness to obtain in three (3) months.
25. Red Cross First Aid certified or willingness to obtain in (3) months.

PHYSICAL DEMANDS & WORKING CONDITIONS

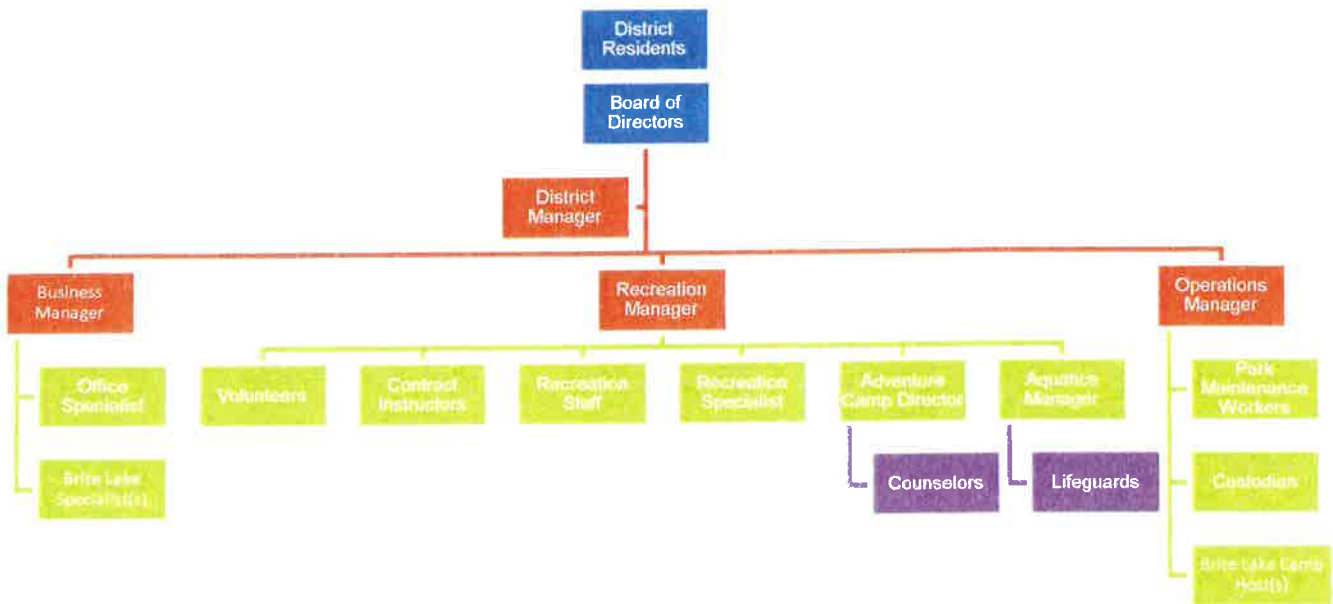
1. Ability to lift 50 pounds.
2. Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
3. Work environments include:
 - Indoor office environment; and
 - Outdoor environmental conditions regardless of weather conditions.
1. 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.
2. Use of protective equipment per OSHA/Cal OSHA regulations is required.
1. Possible exposure to communicable diseases.

ADDITIONAL INFORMATION

Volunteer Camp Host must utilize the TVRPD Camp Host RV site, to include electrical, propane, water, and sewer hook-up.

Volunteer status is contingent on satisfactory DMV and DOJ background check, including fingerprinting.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

Adopted: 01/7/2014
 Revised: 02/16/2021



Tehachapi Valley
Recreation & Park District

2021 TVRPD BOARD MEETING SCHEDULE

Time: All meetings are scheduled for 5:30pm unless otherwise posted.

Location: Telephonically or TVRPD District Office 490 West D Street, Tehachapi, CA 93561

1/19/21

2/16/21

3/16/21

4/20/21

5/18/21

6/15/21

7/20/21

8/17/21

9/21/21

10/19/21

11/16/21

12/21/21 (Cancelled)

Resolution Form

Resolution Number: (3-21)

RESOLUTION OF THE BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT APPROVING APPLICATION(S) FOR PER CAPITA GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee’s Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the “Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters,” dated January 12, 2017, the BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.

- (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
 - (D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
 - (E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.
 - (F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.
 - (G) Identifying possible staff liaisons to diverse populations.
8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
 9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
 10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
 11. Delegates the authority to the District Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
 12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the 16th day of February, 2021.

I, the undersigned, hereby certify that the foregoing Resolution Number 3-21 was duly adopted by the THE BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT following a roll call vote:

Ayes:
 Noes:
 Absent:

Clerk of the Board



Tehachapi Valley
Recreation & Park District

**Fiscal Year
2020/2021
Operational
Budget**

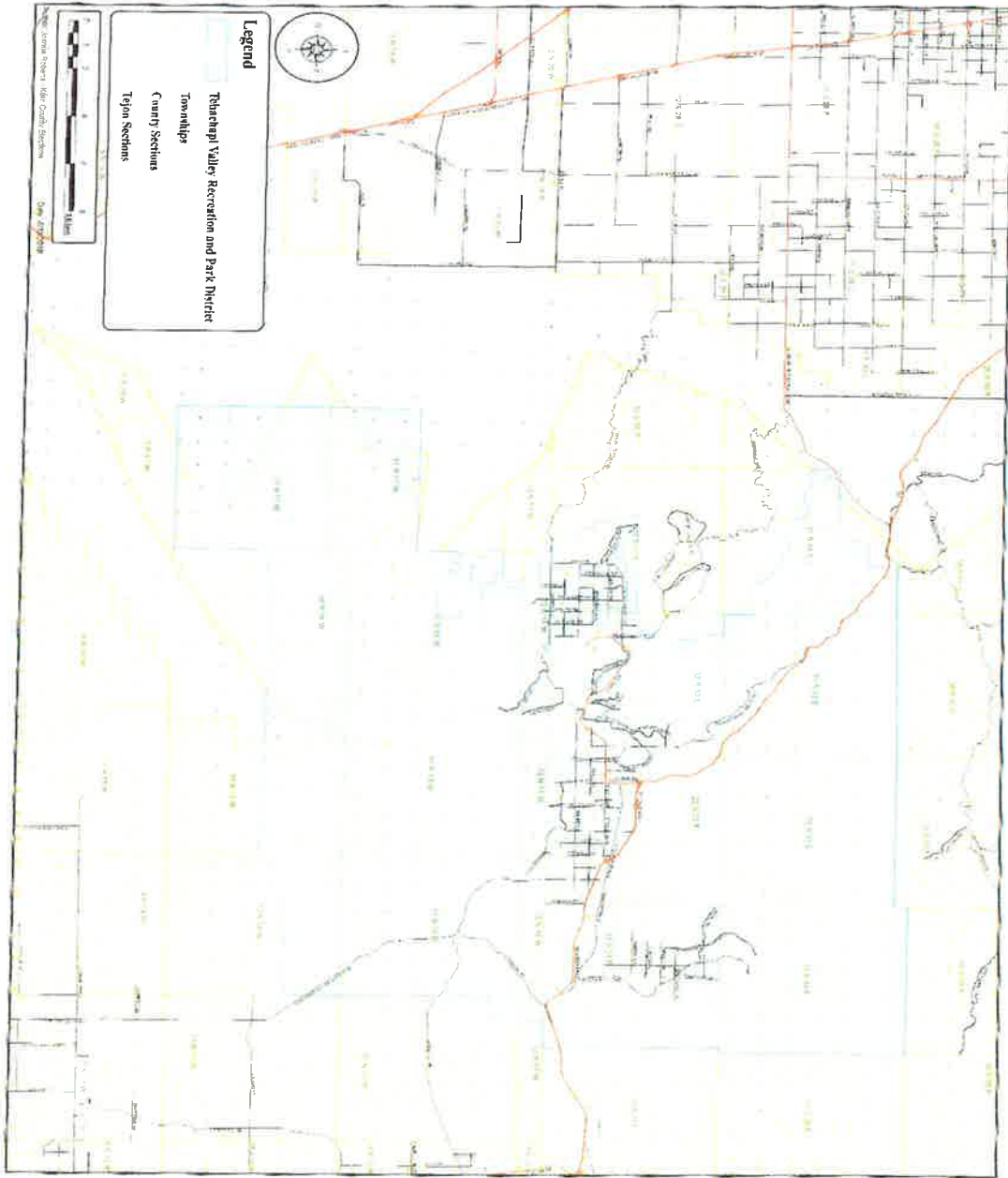
(Midyear Adjustment)

Mission Statement

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

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

District Boundary Map



Tehachapi Valley Recreation and Park District Boundary

**TEHACHAPI VALLEY RECREATION PARK DISTRICT
FISCAL YEAR 2020/2021 OPERATIONAL BUDGET**

Acct No.	Description	BUDGET
	OVERVIEW	20/21
1001	General Fund and BOTS	\$ -
1004	BOTS Cash on Hand	\$ 203,000.00
4000	Income	\$ 1,159,828.45
7290	Reserves to be used	\$ -
	Total Revenues	\$ 1,362,828.45
1162	Improvements	\$ -
1163	Equipment purchase	\$ -
1164	Capital Improvement	\$ -
1166	Fleet Purchase	\$ -
5000	Program Expenses	\$ 56,400.00
4	Capital Projects Fund Transfer	\$ -
7000	M&O Expenses	\$ 476,002.00
6000	Employee Compensation	\$ 759,220.00
	Total Expenditures	\$ 1,291,622.00
7290	To Reserves	\$ 71,206.45

Acct No.	Description	BUDGET
4000	REVENUE	20/21
		<i>1% increase</i>
4010	Property Taxes	\$ 953,595.63
4020	Interest Income	\$ 10,551.82
4030	Adult Program Revenues	\$ -
4050	Facility Revenues	\$ 140,000.00
4210	Event Revenues	\$ -
4213	Operational Grant - Sponsorships	\$ -
4300	Youth Program Revenues	\$ 53,181.00
4610	Billable Expense Income	\$ 2,500.00
4211	Grant Income (merge with 4215)	\$ -
4215	Capital Grant	\$ -
1215	Scholarships Revenue Receivable	\$ -
	Insurance Proceeds	\$ -
4215	State Tree reimbursement grant	
4704	Sales	
4701	Beer Sales Taxable	
4703	Food Sales Taxable	\$ -
4705	Food Sale Non-Taxable	\$ -
4707	Merchandise Sales Taxable	\$ -
4709	Soda Sales	\$ -
4711	Vending Sales	\$ -
4000	Total Income	\$ 1,159,828.45

Acct No.	Description	BUDGET 20/21
5000	Program Expenses	
5001	Adult Program Costs	\$ -
5002	Fish Stocking	\$ -
5004	Program Contractors	\$ 26,100.00
5005	Event Costs	\$ 300.00
5008	Youth Program Costs	\$ 30,000.00
5704	Purchases for Resale	
5701	Beer Purchases	\$ -
5703	Food Purchases	\$ -
5707	Merchandise Purchases	\$ -
5709	Soda Purchases	\$ -
4650	Discounts Given	\$ -
5115	Scholarships Given	\$ -
5000	Total Program Expenses	\$ 56,400.00
7000	Maintenance & Operation Expenses	
7010	Advertising & Marketing	\$ 6,000.00
7015	Loan Repayment	\$ 49,702.00
7020	Bank Service Charges	\$ 14,000.00
7026	Charitable Contribution	\$ -
7030	Dues & Subscriptions	\$ 7,000.00
7035	Equipment Rent & Lease	
7036	Maintenance Equipment Rental	\$ 800.00
7037	Office Equipment Rental	\$ 3,500.00
7050	Insurance	
7052	HUB Insurance	\$ 500.00
7055	Liability Insurance (Gen, Auto, Property)	\$ 60,000.00
7056	Interest Expense	\$ 18,000.00
7060	Licenses & Fees	\$ 21,000.00
7070	Maintenance	
7071	Pool Chemicals	\$ 2,500.00
7072	Building & Park Maintenance	\$ 50,500.00
7073	Accessibility Upgrades	\$ 150.00
7074	Equipment Maintenance	\$ 5,550.00
7075	Fuel	\$ 13,000.00
7076	Janitorial	\$ 11,000.00
7077	Small Tools & Equipment	\$ 1,500.00
7079	Fleet Maintenance	\$ 7,000.00
7080	Master Plan Expenses	\$ -
7084	Meals & Entertainment	\$ 4,000.00
7090	Office Supplies	\$ 14,000.00
7120	Professional Development	\$ 2,000.00
7150	Professional Fees	
7151	Annual Audit	\$ 12,500.00
7152	Bookkeeping & Payroll	\$ 40,000.00
7153	Information Technology	\$ 12,000.00
7155	Legal	\$ 15,000.00
7160	Property Tax Collection Fee	\$ 14,000.00
7180	Security	\$ 5,700.00
7210	Telephone	\$ 12,000.00
7220	Safety Equipment	\$ 2,000.00
7230	Uniforms & Apparel	\$ 3,000.00
7250	Utilities	
7252	Electric Service	\$ 45,650.00
7254	Gas Service	\$ 5,450.00
7256	Sanitation Services	\$ 8,100.00
7258	Water Service	\$ 8,900.00
7000	Total M&O Expenses	\$ 476,002.00
5000/7000	TOTAL EXPENSES	\$ 532,402.00

Acct No.	Description	BUDGET
		20/21
6000	Employee Costs	
6010	ADMINISTRATION	\$ 217,900.00
6010	RECREATION	\$ 94,500.00
6010	MAINTENANCE	\$ 217,120.00
6010	Total Employee Wages	\$ 529,520.00
6020	Employee Taxable Allowances	\$ 7,000.00
6030	Safety Program	\$ 2,200.00
6050	Benefits	
6051	Group Medical	\$ 60,000.00
6055	CalPERS	\$ 42,000.00
6056	CalPERS Unfunded Liability	\$ 20,500.00
6058	Taxes (FICA) (7.65%)	\$ 58,000.00
6060	Reimbursed Expenses	\$ 500.00
6070	Vacation & Sick	\$ 1,500.00
6090	Workers Comp	\$ 38,000.00
6000	Total Employee Costs	\$ 759,220.00

POSITION	BUDGET
	20/21
District Manager	\$ 89,000.00
Business Manager	\$ 66,500.00
Office Specialist I	\$ 29,120.00
Office Specialist II	\$ 33,280.00
Total Administration	\$ 217,900.00
Recreation Manager	\$ 61,500.00
Recreation Specialist	\$ 33,000.00
Recreation Staff (960)	\$ -
Pool Staff (960)	\$ -
Total Recreation	\$ 94,500.00
Operations Manager	\$ 71,500.00
Project Manager (MF)	\$ -
Park Maintenance Worker	\$ -
Park Maintenance Worker	\$ -
Park Maintenance Worker	\$ 33,280.00
Park Maintenance Worker	\$ 33,280.00
Park Maintenance Worker	\$ 33,280.00
Custodian (PT)	\$ 33,280.00
Park Maintenance Worker (Seasonal)	\$ 12,500.00
Total Maintenance	\$ 217,120.00

ADMINISTRATION DEPARTMENT		
Acct No.	Description	BUDGET
		20/21
6010	ADMINISTRATION WAGES	\$ 217,900.00
	REVENUE	
Acct No.	Description	
4000	Revenue	
4010	Property Taxes	\$ 953,595.63
4020	Interest Income	\$ 10,551.82
4610	Billable Expense Income	\$ 2,500.00
4211	Grant Income (merge with 4215)	\$ -
4215	Donations (capital grant)	\$ -
4000	Total Revenue	\$ 966,647.45
	EXPENSES	
Acct No.	Description	
7000	Expenses	
7010	Advertising & Marketing	\$ 6,000.00
7015	Loan repayment	\$ 49,702.00
7020	Bank Service Charges	\$ 12,500.00
7026	Charitable Contribution	\$ 15,000.00
7030	Dues & Subscriptions	\$ 5,500.00
7035	Equipment Rent & Lease	
7037	Office Equipment Rental	\$ 3,500.00
7050	Insurance	
7052	HUB Insurance	\$ 500.00
7055	Liability Insurance (Gen, Auto, Property)	\$ 60,000.00
7056	Interest Expense	\$ 16,000.00
7060	Licenses & Fees	\$ 21,000.00
7080	Master Plan Expenses	\$ -
7084	Meals & Entertainment	\$ 4,000.00
7090	Office Supplies	\$ 14,000.00
7120	Professional Development	\$ 7,500.00
7150	Professional Fees	
7151	Annual Audit	\$ 12,500.00
7152	Accounting	\$ 35,000.00
7153	Information Technology	\$ 12,000.00
7155	Legal	\$ 15,000.00
7160	Property Tax Collection Fee	\$ 12,000.00
7210	Telephone and Internet	\$ 12,500.00
	Safety Equipment	\$ 2,000.00
7230	Uniforms & Apparel	\$ 3,000.00
7000	Total Expenses	\$ 319,202.00

MAINTENANCE DEPARTMENT		
Acct No.	EMPLOYEE WAGES	BUDGET
	Description	20/21
6010	MAINTENANCE WAGES	\$ 217,120.00
4050	Facility Revenues	\$ 140,000.00
4211	Grant Income	\$ -
4213	Sponsorship	\$ -
	Total Revenue	\$ 140,000.00
EXPENSES		
Acct No.	Description	
7035	Equipment Rent & Lease	
7036	Maintenance Equipment Rental	\$ 800.00
7070	Maintenance	
7071	Pool Chemicals	\$ 2,500.00
7072	Building & Park Maintenance	\$ 50,500.00
7073	Accessibility Upgrades	\$ 150.00
7074	Equipment Maintenance	\$ 5,550.00
7075	Fuel	\$ 13,000.00
7076	Janitorial	\$ 11,000.00
7077	Small Tools & Equipment	\$ 1,500.00
7079	Fleet Maintenance	\$ 7,000.00
7180	Security	\$ 5,700.00
7250	Utilities	
7252	Electric Service	\$ 45,650.00
7254	Gas Service	\$ 5,450.00
7256	Sanitation Services	\$ 8,100.00
7258	Water Service	\$ 8,900.00
	Total Expenses	\$ 165,800.00

RECREATION DEPARTMENT		
Acct No.	EMPLOYEE WAGES	BUDGET
	Description	20/21
6010	RECREATION WAGES	\$ 94,500.00
	REVENUE	
Acct No.	Description	
4030	Adult Program Revenues	\$ -
4200	Contracted Class Revenues	\$ -
4210	Event Revenues	\$ -
4213	Sponsorship	\$ -
4300	Youth Program Revenues	\$ 53,181.00
4211	Grant Income	\$ -
4215	Donations	\$ -
1215	Scholarships Revenue Receivable	\$ 1,500.00
4704	Sales	
4701	Beer Sales Taxable	\$ -
4703	Food Sales Taxable	\$ -
4705	Food Sale Non-Taxable	\$ -
4707	Merchandise Sales Taxable	\$ -
4709	Soda Sales	\$ -
4711	Vending Sales	\$ -
	Gross Recreation Revenue	\$ 54,681.00
	EXPENSES	
Acct No.	Description	
5000	Program Expenses	
5001	Adult Program Costs	\$ -
5004	Contracted Classes Costs	\$ 26,100.00
5005	Event Costs	\$ 300.00
5008	Youth Program Costs	\$ 30,000.00
5704	Purchases for Resale	
5701	Beer Purchases	\$ -
5703	Food Purchases	\$ -
5707	Merchandise Purchases	\$ -
5709	Soda Purchases	\$ -
4650	Discounts Given	\$ -
5	Scholarships Revenue Receivable	\$ -
5000	Program Expenses	\$ 56,400.00

ABIAC		
Acct. No	Description	BUDGET
4050	Facility Revenue	20/21
	Rental	\$ 5,000.00
	Gross Facility Revenue	\$ 5,000.00
7000	Expenses	
7072	Building & Park Maintenance	\$ 3,000.00
7074	Equipment Maintenance	\$ 500.00
7180	Security	\$ 1,200.00
7210	Telephone and Internet	\$ 1,400.00
7252	Electric Service	\$ 3,500.00
7254	Gas Service	\$ 3,000.00
7000	Total Expenses	\$ 12,600.00
	Net Facility Revenue	\$ (7,600.00)

BRITE LAKE		
Acct No.	Description	BUDGET
		20/21
4050	Facility Revenues	
	Brite Lake	
	Brite Lake: Annual Permit	\$ 4,000.00
	Brite Lake: Annual Senior Permit	\$ 2,500.00
	Brite Lake: Boat Launching Permit	\$ 1,200.00
	Brite Lake: Camping	\$ 120,000.00
	Brite Lake: Day Use	\$ 45,000.00
4050	Gross Facility Revenues	\$ 172,700.00
5002	Fish Stocking	\$ 7,500.00
7000	Expenses	
7072	Building & Park Maintenance	\$ 20,000.00
7074	Equipment Maintenance	\$ 150.00
7180	Security	\$ -
7210	Telephone & Internet	\$ 400.00
7252	Electric Service	\$ 20,500.00
7256	Sanitation Services	\$ 7,300.00
7258	Water Service	\$ 55.00
7000	Total Expenses	\$ 55,905.00
	Net Facility Revenue	\$ 116,795.00

CENTRAL PARK		
Acct No.	Description	BUDGET
		20/21
4050	Facility Revenues	\$ -
4050	Gross Facility Revenues	\$ -
7000	Expenses	
7072	Building & Park Maintenance	\$ 5,500.00
7074	Equipment Maintenance	\$ 300.00
7256	Sanitation Services	\$ 500.00
7258	Water Service	\$ -
7000	Total Expenses	\$ 6,300.00
	Net Facility Revenue	\$ (6,300.00)

DISTRICT OFFICE		
Acct No.	Description	BUDGET
7000		20/21
7072	Building & Park Maintenance	\$ 500.00
7074	Equipment Maintenance	\$ 100.00
7180	Security	\$ 1,000.00
7210	Telephone and Internet	\$ 12,000.00
7252	Electric Service	\$ 2,800.00
7254	Gas Service	\$ 1,300.00
7256	Sanitation Services	\$ -
7258	Water Service	\$ -
7000	Total Expenses	\$ 17,700.00

DYE NATATORIUM		
Acct No.	Description	BUDGET
		20/21
4050	Facility Revenues	
		\$ -
4610	Billable Expense	
	Barracudas	\$ -
	TUSD - Year 3	\$ -
	Gross Facility Revenue	\$ -
7000	Expenses	
7072	Building & Park Maintenance	\$ 1,000.00
7074	Equipment Maintenance	\$ 500.00
7071	Pool Chemicals	\$ 2,500.00
7180	Security	\$ 600.00
7252	Electric Service	\$ 8,500.00
7254	Gas Service	\$ 500.00
7000	Total Expenses	\$ 13,600.00
	Net Facility Revenue	\$ (13,600.00)

MAINTENANCE YARD		
Acct No.	Description	BUDGET
7000	Expenses	20/21
7072	Building & Park Maintenance	\$ 8,000.00
7074	Equipment Maintenance	\$ 3,500.00
7180	Security	\$ -
7210	Telephone	\$ -
7252	Electric Service	\$ -
7254	Gas Service	\$ -
7256	Sanitation Services	\$ -
7258	Water Service	\$ -
7000	Total Expenses	\$ 11,500.00

MEADOWBROOK PARK		
Acct No.	Description	BUDGET
		20/21
4050	Facility Revenues	
		\$ -
	Gross Facility Revenue	\$ -
7000	Expenses	
7072	Building & Park Maintenance	\$ 1,500.00
7074	Equipment Maintenance	\$ -
7180	Security	\$ -
7210	Telephone	
7252	Electric Service	\$ 1,300.00
7254	Gas Service	\$ -
7256	Sanitation Services	\$ -
7258	Water Service	\$ -
7000	Total Expenses	\$ 2,800.00
	Net Facility Revenue	\$ (2,800.00)

SKATE PARK		
Acct No.	Description	BUDGET
7000	Expenses	20/21
7072	Building & Park Maintenance	\$ 4,000.00
7074	Equipment Maintenance	\$ -
7180	Security	\$ -
7210	Telephone	\$ -
7252	Electric Service	\$ -
7254	Gas Service	\$ -
7256	Sanitation Services	\$ -
7258	Water Service	\$ -
7000	Total Expenses	\$ 4,000.00

SSAC		
Acct No.	Description	BUDGET
		20/21
4050	Facility Revenues	
		\$ -
	Gross Facility Revenue	\$ -
7000	Expenses	
7072	Building & Park Maintenance	\$ 2,500.00
7074	Equipment Maintenance	\$ 500.00
7180	Security	\$ 600.00
7210	Telephone and Internet	\$ 500.00
7252	Electric Service	\$ 550.00
7254	Gas Service	\$ 650.00
7000	Total Expenses	\$ 5,300.00
	Net Facility Revenue	\$ (5,300.00)

WEST PARK		
Acct. No	Description	BUDGET
		20/21
4050	Facility Revenue	
		\$ -
4610	Billable Little League	\$ 2,500.00
	Gross Facility Revenue	\$ 2,500.00
7000	Expenses	
7072	Building & Park Maintenance	\$ 4,500.00
7074	Equipment Maintenance	\$ -
7210	Telephone	\$ -
7252	Electric Service	\$ 8,500.00
7254	Gas Service	
7256	Sanitation Services	\$ 300.00
7258	Water Service	\$ 8,900.00
7000	Total Expenses	\$ 22,200.00
	Net Facility Revenue	\$ (19,700.00)

Acct. No	Description	BUDGET
		20/21
4213	Operational Grants	
	Adult Softball	\$ -
	Adult Basketball	\$ -
	Adult Volleyball	\$ -
	Adult 3v3	\$ -
	Fishing Derby	\$ -
	Run & Ride	\$ -
	Movies in the Park	\$ -
	All American 5K	\$ -
	Mountain Gallop	\$ -
	Old Timers Picnic	\$ -
	Christmas Bazaar	\$ -
	Music in the Park	\$ -
	Turkey Trot	\$ -
	Youth Basketball	\$ -
	Youth Volleyball	\$ -
	Youth NFL Flag Football	\$ -
	Youth Baseball	\$ -
	Adventure Camp	\$ -
	Tehachapi GranFondo	\$ -
4213	Gross Operational Grants	\$ -

Acct. No	Description	BUDGET
		20/21
4030	Adult Program Revenues	
	Adult Lap Swim	\$ -
	Adult Softball	\$ -
	Deep Water Aerobics	\$ -
	Water Workout	\$ -
	Mindfulness Meditation	\$ -
	Adult Basketball	\$ -
	Adult 3v3 Basketball	\$ -
	Open Gym	\$ -
	Adult Volleyball	\$ -
	Pool Pass	\$ -
4030	Gross Program Revenues	\$ -
5001	Adult Program Costs	
	Adult Lap Swim	\$ -
	Adult Softball	\$ -
	Deep Water Aerobics	\$ -
	Water Workout	\$ -
	Mindfulness Meditation	\$ -
	Adult Basketball	\$ -
	Adult 3v3 Basketball	\$ -
	Open Gym	\$ -
	Adult Volleyball	\$ -
	Pool Pass	\$ -
5001	Total Adult Program Costs	\$ -
	Net Adult Program Revenues	\$ -

Acct. No	Description	BUDGET
		20/21
4200	Program Contactors	
	Adult Softball	\$ -
	Adult Basketball	\$ -
	Adult Volleyball	\$ -
	Adult 3v3	\$ -
	Tehachapi Tots	\$ 26,100.00
	Tehachapi GranFondo	\$ -
	NFL Flag Football	\$ -
	Youth Basketball	\$ -
	Water Workout	\$ -
	Playwell	\$ -
	Challenger Soccer Camp	\$ -
	Mindfulness Meditation	\$ -
		\$ -
4200	Gross Program Costs	\$ 26,100.00

Acct. No	Description	BUDGET
		20/21
4210	Event Revenues	
	Egg Hunt	\$ -
	Fishing Derby	\$ -
	Fourth of July Parade	\$ -
	Mountain Gallop 5k/10k	\$ -
	Movies in the Park	
	Tehachapi GranFondo	\$ -
	Music in the Park	\$ -
	Old Timers Reunion	
	Christmas Bazaar	\$ -
	Partner Events	\$ -
	Run/Ride with the Wind 5k/Duathlon	\$ -
	Trial Programs	\$ -
	All American 5K	\$ -
	Hot Chocolate Turkey Trot	\$ -
	Memorial Day Ceremony	\$ -
4210	Gross Event Revenues	\$ -
5005	Event Costs	
	Egg Hunt	\$ 300.00
	Fishing Derby	\$ -
	Fourth of July Parade	\$ -
	Mountain Gallop 5k/10k	\$ -
	Movies in the Park	\$ -
	Tehachapi GranFondo	\$ -
	Music in the Park	\$ -
	Old Timers Reunion	\$ -
	Christmas Bazaar	\$ -
	Partner Events	\$ -
	Run/Ride with the Wind 5k/Duathlon	\$ -
	Trial Programs	
	All American 5K	\$ -
	Hot Chocolate Turkey Trot	\$ -
	Memorial Day Ceremony	\$ -
5005	Total Event Costs	\$ 300.00
	Net Event Revenues	\$ (300.00)

Acct. No	Description	BUDGET
		20/21
4300	Youth Program Revenues	
	Open Recreational Swim	\$ -
	Lifeguard Training	\$ -
	Parent & Child Swim Lessons	\$ -
	Tehachapi Tots	\$ 24,481.00
	Tehachapi Tot Craft Fee	\$ 2,700.00
	Playwell	\$ -
	Challenger Soccer Camp	\$ -
	Summer Swim Lessons	\$ -
	Junior Lifeguards	\$ -
	Youth Baseball	\$ 11,000.00
	Youth COED Volleyball	\$ -
	Youth NFL Flag Football	\$ -
	Youth Basketball	\$ -
	Summer Adventure Camp	\$ 15,000.00
	Kids Club	\$ -
	Trial Programs	\$ -
4300	Gross Youth Program Revenues	\$ 53,181.00
5008	Youth Program Costs	
	Open Recreational Swim	\$ -
	Lifeguard Training	\$ -
	Parent & Child Swim Lessons	\$ -
	Tehachapi Tots	\$ 19,800.00
	Tehachapi Tots Craft Fee	\$ 2,700.00
	Playwell	\$ -
	Challenger Soccer Camp	\$ -
	Summer Swim Lessons	\$ -
	Junior Lifeguards	\$ -
	Youth Baseball	\$ 2,500.00
	Youth COED Volleyball	\$ -
	Youth NFL Flag Football	\$ -
	Youth Basketball	\$ -
	Summer Adventure Camp	\$ 5,000.00
	Kids Club	\$ -
	Trial Programs	\$ -
5008	Total Youth Program Cost	\$ 30,000.00
	Net Youth Program Revenues	\$ 23,181.00

RESOLUTION No. 4-21

RESOLUTION OF THE GOVERNING BODY OF
THE BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND
PARK DISTRICT
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT cements of any Governing Body Member and other designated individuals be deemed to be employees of the BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the BOARD OF DIRECTORS OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT.

PASSED, APPROVED AND ADOPTED this 16TH day of February by the following vote:

AYES:
NOES:
ABSENT:

Ian Steele, Chairperson of the Board
Tehachapi Valley Recreation and Park District

APPROVED AS TO FORM: