



Tehachapi Valley
Recreation & Park District

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

**REGULAR BOARD MEETING
TUESDAY MAY 17, 2016 5:30 P.M.**

BOARD OF DIRECTORS

CRAIG MIFFLIN, CHAIRPERSON
PAULETTE RUSH, VICE-CHAIRPERSON
BRIAN DUHART, DIRECTOR
MARY LOU CORPUS-ZAMUDIO, DIRECTOR
LAURA LYNN WYATT, DIRECTOR

A G E N D A

1. FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENTS

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

4. CONSENT CALENDAR

All items listed on the Consent Calendar shall be considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board 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 the Minutes from the Special Board Meeting held April 5, 2016, (Pages 4-5).
- C. Approval of the Minutes from the Regular Board Meeting held April 19, 2016, (Pages 6-9).
- D. Approval of the Revised Tehachapi Valley Recreation and Park District Project Manager Job Description, Resolution #6-16 (Pages 10-15).

5. COMMUNITY RELATIONS & SPORTS SUPERVISOR REPORT

6. SPECIAL EVENTS & YOUTH PROGRAMS SUPERVISOR REPORT

7. PARK AND FACILITY MAINTENANCE SUPERVISOR REPORT

8. DISTRICT MANAGER REPORT

9. FINANCIAL REPORT

10. AGENDA ITEMS

- A. Approval of the Preliminary Financial Reports for April 2016 – Discussion/Approval, (Pages 16-27).
- B. Approving the District Manager to Spend an Amount not to Exceed \$8,000.00 for the Change Order to the Original Bid from Apex General Construction for the Purchase and Installation of a Vapor Barrier at the Dye Natatorium Facility, – Discussion/Approval, Resolution #7-16 (Pages 28-31).
- C. Approving the District Manager to Spend an Amount not to Exceed \$14,000.00 for the Emergency Removal of Seven Trees at Philip Marx Central Park, – Discussion/Approval, Resolution #8-16 (Pages 32-35).
- D. Approving the District Manager to Allocate Quimby Funds for the Refurbishment of the Playground Safety Surface at Philip Marx Central Park in an Amount not to Exceed \$15,000.00 – Discussion/Approval, Resolution #9-16 (Pages 36-41).
- E. Budget Ad Hoc Committee – Discussion.
- F. Fiscal Year 2016/2017 Preliminary Budget Recommendation Presentation – Discussion.

11. CLOSED SESSION

- a. Conference with Legal Counsel – Existing Litigation
Government Code Section 54956.9 (d)(1)
DFEH Complaint- Mike Walsh

12. BOARD OF DIRECTORS' TIME

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

13. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on June 21, 2016.



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 May 17, 2016, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, May 13, 2016, 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 13th day of May 2016.

Dated this 13th day of May 2016.

Carrie Champlin
Carrie Champlin
Clerk of the Board of Directors

**MINUTES OF THE SPECIAL BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY APRIL 5, 2016, 4:30 P.M.**

CALL TO ORDER: Board Meeting Convened By Chairperson Mifflin at 4:30 P.M.

BOARD MEMBERS

Craig Mifflin, Chairperson
Paulette Rush, Vice-Chairperson
Brian Duhart, Director
Mary Lou Corpus-Zamudio, Director
Laura Lynn Wyatt, Director

ALSO PRESENT

LeAnn Williams, District Manager
Seth Carroll, Community Relations & Sports Supervisor
Corey Torres, Special Events & Youth Programs Supervisor
Nolan Ferdinand, Park and Facility Maintenance Supervisor
Nick Apel

1. FLAG SALUTE: Vice-Chairperson Rush led the Flag Salute.

2. ROLL CALL: Director Duhart and Director Corpus-Zamudio were absent.

3. PUBLIC COMMENTS: None.

4. CONSENT CALENDAR

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

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

Wyatt - Rush: Ayes: Mifflin; Rush; Wyatt;

Noes: None. Motion carried.

Absent: Duhart; Corpus-Zamudio

B. Approving District Manager to Spend an Amount not to Exceed \$4,500.00 for the Repair of the Skimmers and Main Drain Leaks at Dye Natatorium Facility.

Board Approves the District Manager to Spend an Amount not to Exceed \$4,500.00 for the Repair of the Skimmers and Main Drain Leaks at Dye Natatorium Facility.

Wyatt - Rush: Ayes: Mifflin; Rush; Wyatt;

Noes: None. Motion carried.

Absent: Duhart; Corpus-Zamudio

5. OFFICE MANAGER REPORT

Carrie Champlin gave the report.

Champlin reported that accrual errors were fixed in the payroll program. The corrected accrual amounts will be reflected on the May 6, 2016 paystubs.

6. AGENDA ITEMS

A. Award of Bid for the Removal of Damaged Ceiling Insulation and Installation of New Ceiling Insulation at the Dye Natatorium Facility, Resolution #4-16.

Nolan Ferdinand explained the repair process and presented the bids to the Board.

Ferdinand recommended awarding bid to Apex General Construction.

BOARD AWARDS BID TO APEX GENERAL CONSTRUCTION FOR THE CEILING INSULATION REMOVAL AND INSTALLATION OF NEW CEILING INSULATION AT THE DYE NATATORIUM FACILITY IN AN AMOUNT NOT TO EXCEED \$101,460.00, RESOLUTION #4-16.

Rush - Wyatt: Ayes: Mifflin; Rush; Wyatt;

Noes: None. Motion carried.

Absent: Duhart; Corpus-Zamudio

7. BOARD OF DIRECTORS TIME: Board thanked the staff for their work.

9. ADJOURNMENT

Having no further business the meeting was adjourned at 4:50 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on April 19, 2016.

Wyatt - Rush: Ayes: Mifflin; Rush; Wyatt;

Noes: None. Motion carried.

Absent: Duhart; Corpus-Zamudio

Respectfully Submitted,

Carrie Champlin

Carrie Champlin, Clerk of the Board

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY APRIL 19, 2016, 5:30 P.M.**

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

BOARD MEMBERS: Craig Mifflin, Chairperson
Paulette Rush, Vice-Chairperson
Brian Duhart, Director
Mary Lou Corpus-Zamudio, Director
Laura Lynn Wyatt, Director

ALSO PRESENT: LeAnn Williams, District Manager
Seth Carroll, Community Relations & Sports Supervisor
Corey Torres, Special Events & Youth Programs Supervisor
Nolan Ferdinand, Park and Facility Maintenance Supervisor
Mike Walsh, Project Manager
Nick Apel

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

2. **ROLL CALL:** Vice-Chairperson Rush was 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.

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

Absent: Rush

B. Approval of the Minutes from the Regular Board Meeting held March 15, 2016.

Request by Clerk of the Board of Directors to approve the minutes from the March 15, 2016 Regular Board Meeting.

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

Absent: Rush

5. COMMUNITY RELATIONS & SPORTS SUPERVISOR REPORT

Seth Carroll gave the report.

- T-Ball in progress.
 - Men's Basketball in progress.
 - Registration is open for all 5 race events.
 - Adult and Youth Flag Football programs are upcoming and registration is open.
- Director Corpus-Zamudio complimented Supervisors Carroll and Torres for their work.

6. SPECIAL EVENTS & YOUTH PRORAMS SUPERVISOR REPORT

Corey Torres gave the report.

- Tot Enrichment and Parent & Me classes end at the end of June. Classes will resume in September.
- Upcoming events: Battle of the Bands June 25, 2016. Auditions will be June 11th & June 18th. (We hope to have double the amount of bands that we had at last year's event). Super Kids Music Show July 23, 2016. Seven dates are scheduled for Movies in the Park. First Movies in the Park event date will be Friday June 10, 2016. Director Duhart suggested planning an event for Ollie Mountain Skate Park.

7. PARK AND FACILITY MAINTENANCE SUPERVISOR REPORT

Nolan Ferdinand gave the report.

- Working with Tip Top Arborist to identify trees that need to be removed. Seven trees have been identified at Central Park. There is a program available through the state of California that reimburses up to 75% of the cost of the removal of trees damaged by the drought and bark beetles. TVRPD will apply for the state drought aid. A tree replacement plan is in progress. Director Duhart asked about the light poles at Central Park and if we have any lights that are not working. Maintenance staff member David Coopriider explained that he is currently working to fix six lights that have problems with the transformers.
- The Girls Scouts will plant a tree in Central Park on Earth Day. An ash tree was chosen for its large canopy that will provide shade and because it is a fast growing species of tree.
- Telephone land lines have been removed at Brite Lake, Dye Natatorium, and West Park Activity Center. Wireless phones were ordered for those locations and added to our existing plan we have for our Maintenance Department. The cost savings per month will be approximately \$260.00.

8. DISTRICT MANAGER REPORT

District Manager Williams gave the report.

- SWPP waiver was approved for phase one of the Meadowbrook project. Waiting for Kern County to approve the plan. We meet with the contractor for the project next week to discuss a timeline.
- New bids were received for the soil testing for phase one of the Meadowbrook Park project. The original request for soil testing was communicated incorrectly and resulted in a bid that included soil testing for the entire project instead of phase one of the project.
- Meeting with local service groups in our community to present a presentation of the District. This presentation helps explain what TVRPD provides to our community.
- Repair of the Dye Natatorium will begin soon and we are looking forward to having the Dye Natatorium open. Working with CAPRI, OSHA, and contractors to complete the repairs and reopen the facility.
- Budget Ad Hoc Committee has met four times. Working with the committee on the FY16/17 budget.

Director Duhart requested a timeline with milestones for the phase one Meadowbrook Park project. Director Duhart requested a study for landscape maintenance. Director Duhart would like to see the cost benefit analysis if the District were to contract out the landscape maintenance.

7. FINANCIAL REPORT

District Manager Williams gave the report.

Director Duhart suggested looking into using Quimby funds for the tree removal at Central Park.

9. AGENDA ITEMS:

A. Approval of the Preliminary Financial Reports for March 2016.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR MARCH 2016.

Duhart – Wyatt: Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt

Noes: None. Motion carried.

Absent: Rush

B. Award of Bid of Soil and Concrete Testing for Phase One of the Meadowbrook Park Project, Resolution #5-16.

BOARD AWARDS THE BID TO SOILS ENGINEERING INC. FOR SOIL AND CONCRETE TESTING FOR PHASE ONE OF THE MEADOWBROOK PARK PROJECT IN AN AMOUNT NOT TO EXCEED \$3,722.00, RESOLUTION #5-16.

Corpus-Zamudio – Wyatt: Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt

Noes: None. Motion carried.

Absent: Rush

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

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

Director Duhart nominates Chairperson Mifflin for Chairperson of the Board of Directors of Tehachapi Valley Recreation and Park District.

Chairperson Mifflin calls for a voice vote.

CRAIG MIFFLIN WAS VOTED IN AS CHAIRPERSON OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT.

Ayes: Corpus-Zamudio; Duhart; Wyatt

Noes: None

Absent: Rush

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

Director Duhart nominates Director Laura Lynne Wyatt for Vice-Chairperson of the Board of Directors of Tehachapi Valley Recreation and Park District.

Chairperson Mifflin nominates Vice-Chairperson Rush for Vice-Chairperson of Tehachapi Valley Recreation and Park District.

Chairperson Mifflin calls for a voice vote.

PAULETTE RUSH WAS VOTED IN AS VICE-CHAIRPERSON OF TEHACHAPI VALLEY RECREATION AND PARK DISTRICT.

Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt

Noes: None

Absent: Rush

D. Budget Ad Hoc Committee – Discussion.

Director Duhart gave an update on the work that has been completed by the Budget Ad Hoc Committee. We are documenting all changes made to the budget so the next committee will have that information to use. Director Duhart directed staff to provide the Budget Ad Hoc Committee with how many customers use the pool each month as well as the cost of running the pool each

month. The requested information will help in making future decisions for the pool. Director Duhart asked for an Ad Hoc Committee to be formed for the Dye Natatorium pool. Ad Hoc Committee for the pool is as follows: Director Corpus-Zamudio, Vice-Chairperson Rush, Special Events & Youth Programs Supervisor Corey Torres, and Office Manager Carrie Champlin. The Ad Hoc Committees will plan to make their recommendations to the Board by July or August. Director Duhart suggested moving the approval of the final budget for fiscal year 2016/2017 to the month of August.

- 10. BOARD OF DIRECTORS TIME:** Director Wyatt asked for an Ad Hoc Committee to be formed for the grand opening celebration of Meadowbrook Park. Chairperson Mifflin stated that the Meadowbrook Park Grand Opening Celebration Committee will be formed next month. Chairperson Mifflin thanked the Budget Ad Hoc Committee for their work.

11. ADJOURNMENT:

Having no further business the meeting was adjourned at 6:34 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on May 17, 2016.

Corpus-Zamudio – Wyatt: Ayes: Mifflin; Corpus-Zamudio; Duhart; Wyatt

Noes: None. Motion carried.

Absent: Rush

Respectfully Submitted,

Carrie Champlin
Carrie Champlin, Clerk of the Board



Tehachapi Valley

Recreation & Park District

PROJECT MANAGER JOB DESCRIPTION

SALARY RANGE

\$45,000 - \$59,000 Annually

POSITION: PROJECT MANAGER
REPORTS TO: DISTRICT MANAGER
SUPERVISES: SPECIAL PROJECTS

CATEGORY: FULL TIME
FLSA STATUS: EXEMPT

POSITION SUMMARY

Highly responsible administrative position responsible for managing a number of complex assignments with minimal supervision. Individual will be assigned special projects that are broad in scope and require a significant amount of coordination, development and follow-up. Work is performed under the general direction of the District Manager.

ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the Project Manager and do not constitute an all-inclusive list.

- Performs a wide variety of complex and responsible duties.
- Works with committees or organizations on special projects and issues.
- Prepares correspondence, memoranda, reports, administrative directives, policy drafts and other documents.
- Evaluate bids from outside contractors.
- Administer contracts including specification development, bidding, monitoring and evaluation of work products.
- Manages special projects requiring considerable coordination with staff and/or community stakeholders
- Participates in budget preparation and management of resources in the respective area of supervision.
- Is a member of the District's Management Team and as such participates in its' functions.
- Provides monthly report to the board of directors.
- Recommend and implement objectives, policies, procedures, work standards and internal controls.
- Maintain a safe and secure working environment;
- Maintains the required safety training designated for this position.
- Regular, punctual attendance.
- Performs other work as assigned by the District Manager.

QUALIFICATIONS

Core Competencies and Skill Sets

- Extensive knowledge of the principles and practices of public affairs, public administration and local government administration.

Ability to:

- Assess needs and prioritize them.
- Conduct research, collect data and make sound recommendations on diverse policy issues.

- Clearly and concisely express ideas through comprehensive reports and presentations.
- Manage multiple projects.
- Comprehend information from procedures manuals and established safety principles and practices.
- Read and interpret basic maps, plans and diagrams; understand and carry out written and oral instructions.
- Estimate construction, maintenance and repair costs
- Prepare and administer project timelines on all projects assigned.
- Assess and prioritize multiple tasks, projects and demands.
- Establish and maintain effective working relationship with employees, volunteers and other organizational agents.
- Ability to interact with customers and co-workers in a positive and courteous manner.
- Ability to present a positive image of the organization to members of the community.
- Commitment to providing outstanding customer service.
- Effective oral and written communication skills commensurate with the responsibilities of the position are required.
- Highly efficient in Microsoft Office and POS system.
- Highly efficient in Gantt charts.

Personal Attributes

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

Education, Training, & Experience

- A. Bachelor Degree in public administration, construction management, recreation or related field and three years of progressively responsible administrative experience; or
- B. Associates Degree and ten years of progressively responsible administrative experience.

Licenses and Certificates

- Valid California Class C Driver's License along with a driving record acceptable to the District and the District's insurance carrier.
- CPSI certified or ability to obtain in three (3) months of hire.
- First Aid/CPR certified or ability to obtain in three (3) months of hire.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds.
- Requires the use of hands for simple grasping and fine manipulations.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing;
- reading and communicating with others in writing and orally.
- Work environments include:
 - Indoor office environment; and
 - Outdoor environmental conditions regardless of weather conditions.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Occasional exposure to dust, noise, and fumes, weather extremes and biological wastes.

- Required to work nights, weekends, holidays, and multiple shifts when needed.

ADDITIONAL INFORMATION

Employment is contingent on satisfactory DMV and SSCI background check.

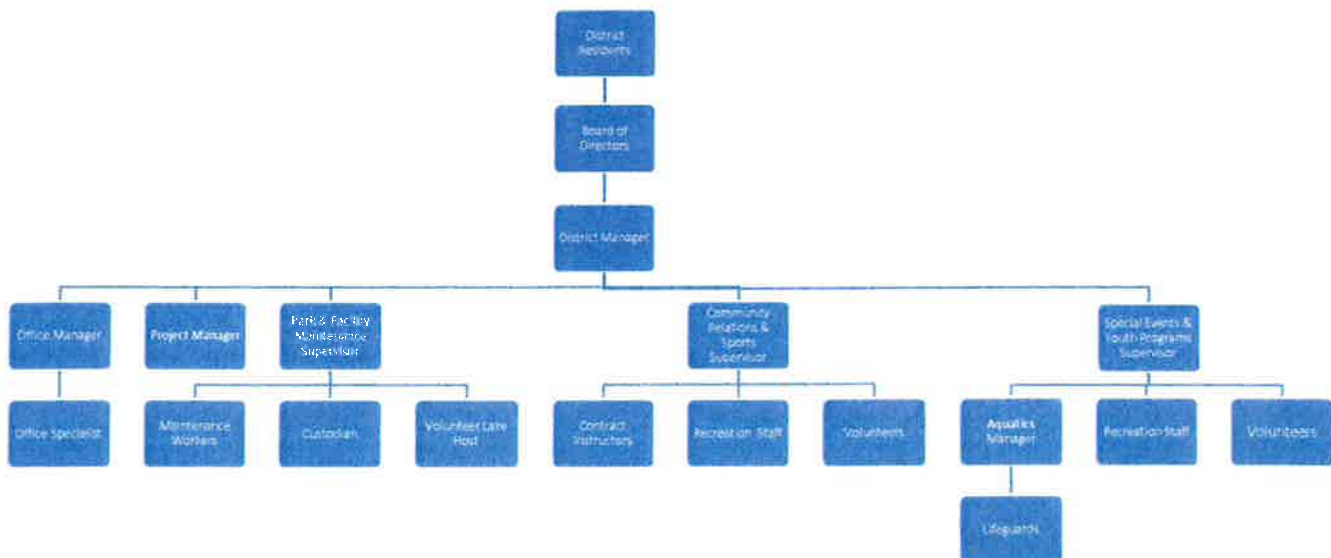
Employees must complete three (3) months of satisfactory probation.

SALARY RANGE

Exempt, Salary: DOE.

Comprehensive District health and retirement package. Twelve (12) paid holidays, accrued vacation and sick leave.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY

Adopted: Revised:

Title Change:

Technical Update:

Abolished:

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

IN THE MATTER OF

ADOPTING THE REVISED PROJECT MANAGER JOB DESCRIPTION

I, Carrie Champlin, Acting 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 17th day of May 2016 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Acting Clerk of the Board of Directors
of the Tehachapi Valley Recreation
and Park District

RESOLUTION NO. 06-16

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY
RECREATION AND PARK DISTRICT ADOPTING THE REVISED PROJECT
MANAGER JOB DESCRIPTION**

WHEREAS, the Tehachapi Valley Recreation and Park District (TVRPD) has established its organizational structure and established positions that are necessary for the functioning of the District; and

WHEREAS, the Tehachapi Valley Recreation and Park District (TVRPD) has established a job description for each position; and

WHEREAS, the Project Manager job description in existence is no longer satisfactory to meet the needs of the District; and

WHEREAS, a revised job description has been developed and reviewed by counsel; and

WHEREAS, the board desires to adopt said job description

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approve the revised Project Manager job description.

Financial Report

Tehachapi Valley Recreation and Park District
For the period ended April 30, 2016

Prepared by
Better Ledger Inc

Prepared on
May 11, 2016

Table of Contents

Balance Sheet.....3

Profit and Loss.....5

Profit & Loss Prior Year Comparison.....7

Statement of Cash Flows.....9

TVRPD Budget vs Actual 2015-2016.....11

Balance Sheet

As of April 30, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	
1000.1 Cash in County Treasury-General Fund	427,458.39
1000.3 Cash in County Treasury-Quimby	19,574.83
1000.4 Cash in County Treasury-Dog Park	25,500.00
1000.5 Cash in County Treasury-Miscellaneous	573.58
Total 1000 Cash in County Treasury General Fund	473,106.80
1004 Check BOTS 4470	63,020.28
1005 County Treasury Capital Projects Fund	291,454.34
1050 Cash Box-Events	400.00
1051 Change Fund	500.00
1100 Petty Cash Fund	200.00
Total Bank Accounts	828,681.42
Accounts Receivable	
1200 Accounts Receivable	9,072.00
Total Accounts Receivable	9,072.00
Other current assets	
1070 Prepaid Expenses	8,278.76
1092 Credit Card Receivables	762.26
1096 Undeposited Funds	2,500.00
1210 Inventory Asset	4,448.55
Total Other current assets	15,989.57
Total Current Assets	853,742.99
Fixed Assets	
1150 Land	166,734.76
1161 Building	556,453.52
1162 Improvements	1,492,697.35
1163 Equipment	668,227.60
1163.1 Equipment Not Placed In Service	141,715.86
1164 Swimming Pool & Building	265,383.67
1165 Lake	412,294.78
1170 Accumulated Depreciation	-2,514,288.00
1180 Fleet Vehicles and Equipment	85,118.77
1190 Construction In Progress	177,144.26
Total Fixed Assets	1,451,482.57
TOTAL ASSETS	\$2,305,225.56

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 Accounts Payable	13,641.56
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	Total
Total Accounts Payable	13,641.56
Credit Cards	
2010 Cardmember Services Payable	4,300.97
2014 Home Depot Payable	126.50
Total Credit Cards	4,427.47
Other Current Liabilities	
2021 Accrued Salaries & Wages	16,427.32
2022 Accrued Employer PR Taxes	1,261.24
2024 Accrued Vacation, Sick, & Comp Time	0.00
2024.2 Accrued Vacation	17,509.86
2024.3 Accrued Sick Leave (50%)	11,972.65
Total 2024 Accrued Vacation, Sick, & Comp Time	29,482.51
2207 Sales tax payable	292.47
2210 Payroll Liabilities	
2211 CalPERS Payable	-874.15
2231 Health Plan Payable	-3,968.41
2250 Payroll Tax Liabilities	4,750.27
Total 2210 Payroll Liabilities	-92.29
2259 Deferred Revenues-Grant Dog Park	25,500.00
2260 Veterans Memorial Fund Payable	89.58
2261 Pool Fund Payable	484.00
2270 Refundable Deposits	1,000.00
Total Other Current Liabilities	74,444.83
Total Current Liabilities	92,513.86
Long-Term Liabilities	
2305 CalPERS Unfunded Accrued Liability Valuation	22,168.00
Total Long-Term Liabilities	22,168.00
Total Liabilities	114,681.86
Equity	
3010 Net Investment In Capital Assets	
3012 Investment in Fixed Assets	1,451,342.57
Total 3010 Net Investment In Capital Assets	1,451,342.57
3020 Restricted Funds	
3022 Capital Projects	280,272.38
3023 Quimby	19,574.83
3025 Dog Park	25,500.00
3026 Miscellaneous Restricted Funds	573.58
Total 3020 Restricted Funds	325,920.79
3030 Unrestricted Funds	346,516.09
3110 Retained Earnings	0.00
Net Income	66,764.25
Total Equity	2,190,543.70
TOTAL LIABILITIES AND EQUITY	\$2,305,225.56

Profit and Loss

April 2016

	Apr 2016	Jul 2015 - Apr 2016 (YTD)	Total % of Income
INCOME			
4010 Property Taxes	306,729.53	819,242.63	91.80 %
4020 Interest Income	78.68	2,019.34	0.02 %
4030 Adult Program Revenues	1,547.00	18,728.18	0.46 %
4050 Facility Revenue	11,686.73	90,255.77	3.50 %
4200 Contracted Classes Revenues	3,807.00	31,145.91	1.14 %
4210 Events Revenues	190.00	23,699.50	0.06 %
4211 Grant Income		25,000.00	
4213 Sponsorship Revenues	9,000.00	16,772.60	2.69 %
4215 Donations		3,000.00	
4300 Youth Program Revenues	964.00	65,648.00	0.29 %
4610 Billable Expense Income	93.50	15,008.81	0.03 %
4650 Discounts given	-25.50	-2,908.15	-0.01 %
4704 Sales		1,315.79	
4750 Commission Income	44.70	44.70	0.01 %
4760 Other Income	3.20	2,813.20	0.00 %
Total Income	334,118.84	1,111,786.28	100.00 %
COST OF GOODS SOLD			
5001 Adult Program Costs	186.98	4,726.45	0.06 %
5004 Contracted Classes Costs	2,525.00	24,286.29	0.76 %
5005 Events Costs	2,800.72	29,914.48	0.84 %
5008 Youth Program Costs	5,439.88	20,510.62	1.63 %
5704 Purchases for Resale		448.39	
Total Cost of Goods Sold	10,952.58	79,886.23	3.28 %
GROSS PROFIT	323,166.26	1,031,900.05	96.72 %
EXPENSES			
6000 Employee Costs	41,661.04	525,510.91	12.47 %
7010 Advertising & Marketing	172.54	22,759.34	0.05 %
7020 Bank Service Charges	639.74	5,415.94	0.19 %
7025 Cash Short/Over	10.00	10.00	0.00 %
7026 Charitable Contribution		2,994.57	
7030 Dues & Subscriptions	600.00	7,849.20	0.18 %
7035 Equipment Rents & Leases		1,341.85	
7050 Insurance	1,522.57	17,191.48	0.46 %
7060 Licenses & Fees	1,412.50	7,043.21	0.42 %
7070 Maintenance	4,555.37	81,012.85	1.36 %
7084 Meals & Entertainment	70.10	1,479.63	0.02 %
7090 Office Supplies	126.14	13,956.45	0.04 %
7120 Professional Development	85.00	11,324.92	0.03 %
7150 Professional Fees	6,804.79	47,628.92	2.04 %
7160 Property Tax Collection Fee	8,768.64	10,996.89	2.62 %
7175 Scholarship Fund Expense	37.50	698.50	0.01 %

	Apr 2016	Jul 2015 - Apr 2016 (YTD)	Total % of Income
7180 Security		4,630.25	
7210 Telephone	1,070.64	13,003.20	0.32 %
7230 Uniforms & Apparel	120.38	2,452.38	0.04 %
7250 Utilities	4,992.03	71,493.38	1.49 %
Total Expenses	72,648.98	848,793.87	21.74 %
NET OPERATING INCOME	250,517.28	183,106.18	74.98 %
OTHER INCOME			
8040 TVRPD Development Fee Revenues	10,685.00	47,014.00	3.20 %
Total Other Income	10,685.00	47,014.00	3.20 %
OTHER EXPENSES			
8501 Fixed Asset Purchases		133,146.90	
8502 Capital Improvements		29,471.88	
8505 Quimby Expense		737.15	
Total Other Expenses	0.00	163,355.93	0.00%
NET OTHER INCOME	10,685.00	-116,341.93	3.20 %
NET INCOME	\$261,202.28	\$66,764.25	78.18 %

Profit & Loss Prior Year Comparison

July 2015 - April 2016

	Jul 2015 - Apr 2016	Jul 2014 - Apr 2015 (PY)	Change	Total % Change
INCOME				
4010 Property Taxes	819,242.63	812,174.38	7,068.25	0.87 %
4020 Interest Income	2,019.34	2,716.18	-696.84	-25.66 %
4030 Adult Program Revenues	18,728.18	27,657.09	-8,928.91	-32.28 %
4050 Facility Revenue	90,255.77	98,556.62	-8,300.85	-8.42 %
4200 Contracted Classes Revenues	31,145.91	33,181.69	-2,035.78	-6.14 %
4210 Events Revenues	23,699.50	20,169.87	3,529.63	17.50 %
4211 Grant Income	25,000.00		25,000.00	
4213 Sponsorship Revenues	16,772.60	31,283.40	-14,510.80	-46.38 %
4215 Donations	3,000.00	30,100.00	-27,100.00	-90.03 %
4300 Youth Program Revenues	65,648.00	55,718.34	9,929.66	17.82 %
4610 Billable Expense Income	15,008.81	13,824.99	1,183.82	8.56 %
				-1,027.19
4650 Discounts given	-2,908.15	-258.00	-2,650.15	%
4704 Sales	1,315.79	1,527.89	-212.10	-13.88 %
4750 Commission Income	44.70	19.40	25.30	130.41 %
4760 Other Income	2,813.20	3,474.00	-660.80	-19.02 %
Total Income	1,111,786.28	1,130,145.85	-18,359.57	-1.62 %
COST OF GOODS SOLD				
5001 Adult Program Costs	4,726.45	3,513.87	1,212.58	34.51 %
5004 Contracted Classes Costs	24,286.29	30,407.45	-6,121.16	-20.13 %
5005 Events Costs	29,914.48	34,598.93	-4,684.45	-13.54 %
5008 Youth Program Costs	20,510.62	19,616.91	893.71	4.56 %
5704 Purchases for Resale	448.39	720.60	-272.21	-37.78 %
Total Cost of Goods Sold	79,886.23	88,857.76	-8,971.53	-10.10 %
GROSS PROFIT	1,031,900.05	1,041,288.09	-9,388.04	-0.90 %
EXPENSES				
6000 Employee Costs	525,510.91	507,026.31	18,484.60	3.65 %
7010 Advertising & Marketing	22,759.34	13,993.85	8,765.49	62.64 %
7020 Bank Service Charges	5,415.94	6,313.66	-897.72	-14.22 %
				20,100.00
7025 Cash Short/Over	10.00	-0.05	10.05	%
7026 Charitable Contribution	2,994.57	2,441.61	552.96	22.65 %
7030 Dues & Subscriptions	7,849.20	6,887.39	961.81	13.96 %
7035 Equipment Rents & Leases	1,341.85	4,242.01	-2,900.16	-68.37 %
7050 Insurance	17,191.48	14,388.72	2,802.76	19.48 %
7060 Licenses & Fees	7,043.21	3,272.33	3,770.88	115.24 %
7070 Maintenance	81,012.85	71,503.48	9,509.37	13.30 %
7084 Meals & Entertainment	1,479.63	1,325.18	154.45	11.66 %
7090 Office Supplies	13,956.45	11,093.41	2,863.04	25.81 %
7120 Professional Development	11,324.92	11,689.23	-364.31	-3.12 %
7150 Professional Fees	47,628.92	40,940.07	6,688.85	16.34 %

	Jul 2015 - Apr 2016	Jul 2014 - Apr 2015 (PY)	Change	Total % Change
7160 Property Tax Collection Fee	10,996.89	12,432.03	-1,435.14	-11.54 %
7175 Scholarship Fund Expense	698.50	1,052.50	-354.00	-33.63 %
7180 Security	4,630.25	1,114.10	3,516.15	315.60 %
7210 Telephone	13,003.20	14,634.74	-1,631.54	-11.15 %
7230 Uniforms & Apparel	2,452.38	4,325.43	-1,873.05	-43.30 %
7250 Utilities	71,493.38	77,331.06	-5,837.68	-7.55 %
Total Expenses	848,793.87	806,007.06	42,786.81	5.31 %
NET OPERATING INCOME	183,106.18	235,281.03	-52,174.85	-22.18 %
OTHER INCOME				
8040 TVRPD Development Fee Revenues	47,014.00	34,192.00	12,822.00	37.50 %
Total Other Income	47,014.00	34,192.00	12,822.00	37.50 %
OTHER EXPENSES				
8501 Fixed Asset Purchases	133,146.90		133,146.90	
8502 Capital Improvements	29,471.88		29,471.88	
8505 Quimby Expense	737.15	5,395.00	-4,657.85	-86.34 %
Total Other Expenses	163,355.93	5,395.00	157,960.93	2,927.91 %
NET OTHER INCOME	-116,341.93	28,797.00	-145,138.93	-504.01 %
			\$ -	
NET INCOME	\$66,764.25	\$264,078.03	197,313.78	-74.72 %

Statement of Cash Flows

July 2015 - April 2016

	Total
OPERATING ACTIVITIES	
Net Income	66,764.25
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-2,028.71
1070 Prepaid Expenses	-489.30
1075 Employee Cash Advances	370.67
1092 Credit Card Receivables	-762.26
2000 Accounts Payable	-43,908.76
2010 Cardmember Services Payable	3,500.21
2014 Home Depot Payable	-750.13
2020 Year End Accruals	-1,074.31
2021 Accrued Salaries & Wages	-11,659.74
2022 Accrued Employer PR Taxes	-1,602.49
2024.2 Accrued Vacation, Sick, & Comp Time:Accrued Vacation	5,718.60
2024.3 Accrued Vacation, Sick, & Comp Time:Accrued Sick Leave (50%)	-5,718.60
2207 Sales tax payable	-677.26
2211 Payroll Liabilities:CalPERS Payable	-874.15
2231 Payroll Liabilities:Health Plan Payable	-1,132.88
2250 Payroll Liabilities:Payroll Tax Liabilities	2,300.94
2258 Deferred Revenue-Events	-7,864.50
2259 Deferred Revenues-Grant Dog Park	500.00
2261 Pool Fund Payable	-2,000.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-68,152.67
Net cash provided by operating activities	-1,388.42
INVESTING ACTIVITIES	
1162 Improvements	-2,544.31
1163 Equipment	-91,275.95
1163.1 Equipment Not Placed In Service	-11,248.10
1180 Fleet Vehicles and Equipment	-31,829.05
1190 Construction In Progress	-25,861.37
Net cash provided by investing activities	-162,758.78
FINANCING ACTIVITIES	
2305 CalPERS Unfunded Accrued Liability Valuation	6,560.00
3012 Net Investment In Capital Assets:Investment in Fixed Assets	162,618.78
3022 Restricted Funds:Capital Projects	-147,652.88
3023 Restricted Funds:Quimby	19,574.83
3025 Restricted Funds:Dog Park	25,500.00
3026 Restricted Funds:Miscellaneous Restricted Funds	573.58
3030 Unrestricted Funds	-72,185.13
3110 Retained Earnings	174,189.60
Net cash provided by financing activities	169,178.78
NET CASH INCREASE FOR PERIOD	5,031.58
Cash at beginning of period	826,149.84

	Total
CASH AT END OF PERIOD	\$831,181.42

TVRPD Budget vs Actual 2015-2016

July 2015 - April 2016

	Actual	Budget	Remaining	Total % Remaining
INCOME				
4010 Property Taxes	819,242.63	837,734.00	18,491.37	2.21 %
4020 Interest Income	2,019.34	3,500.00	1,480.66	42.30 %
4030 Adult Program Revenues	18,728.18	31,400.00	12,671.82	40.36 %
4050 Facility Revenue	90,255.77	137,925.00	47,669.23	34.56 %
4200 Contracted Classes Revenues	31,145.91	38,115.00	6,969.09	18.28 %
4210 Events Revenues	23,699.50	34,000.00	10,300.50	30.30 %
4211 Grant Income	25,000.00	27,500.00	2,500.00	9.09 %
4213 Sponsorship Revenues	16,772.60	34,000.00	17,227.40	50.67 %
4215 Donations	3,000.00		-3,000.00	
4300 Youth Program Revenues	65,648.00	70,200.00	4,552.00	6.48 %
4610 Billable Expense Income	15,008.81	25,000.00	9,991.19	39.96 %
4650 Discounts given	-2,908.15	-500.00	2,408.15	-481.63 %
4704 Sales	1,315.79	1,900.00	584.21	30.75 %
4750 Commission Income	44.70	0.00	-44.70	
4760 Other Income	2,813.20		-2,813.20	
Total Income	1,111,786.28	1,240,774.00	128,987.72	10.40 %
COST OF GOODS SOLD				
5001 Adult Program Costs	4,726.45	4,700.00	-26.45	-0.56 %
5004 Contracted Classes Costs	24,286.29	32,960.00	8,673.71	26.32 %
5005 Events Costs	29,914.48	52,600.00	22,685.52	43.13 %
5008 Youth Program Costs	20,510.62	22,900.00	2,389.38	10.43 %
5704 Purchases for Resale	448.39	3,300.00	2,851.61	86.41 %
Total Cost of Goods Sold	79,886.23	116,460.00	36,573.77	31.40 %
GROSS PROFIT	1,031,900.05	1,124,314.00	92,413.95	8.22 %
EXPENSES				
6000 Employee Costs	525,510.91	739,556.00	214,045.09	28.94 %
7010 Advertising & Marketing	22,759.34	16,000.00	-6,759.34	-42.25 %
7020 Bank Service Charges	5,415.94	9,000.00	3,584.06	39.82 %
7025 Cash Short/Over	10.00	0.00	-10.00	
7026 Charitable Contribution	2,994.57	3,000.00	5.43	0.18 %
7030 Dues & Subscriptions	7,849.20	7,000.00	-849.20	-12.13 %
7035 Equipment Rents & Leases	1,341.85	7,000.00	5,658.15	80.83 %
7050 Insurance	17,191.48	29,400.00	12,208.52	41.53 %
7056 Interest Expense		300.00	300.00	100.00 %
7060 Licenses & Fees	7,043.21	10,000.00	2,956.79	29.57 %
7070 Maintenance	81,012.85	87,000.00	5,987.15	6.88 %
7084 Meals & Entertainment	1,479.63	2,000.00	520.37	26.02 %
7090 Office Supplies	13,956.45	14,500.00	543.55	3.75 %
7120 Professional Development	11,324.92	10,500.00	-824.92	-7.86 %
7150 Professional Fees	47,628.92	62,500.00	14,871.08	23.79 %
7160 Property Tax Collection Fee	10,996.89	12,500.00	1,503.11	12.02 %

				Total
	Actual	Budget	Remaining	% Remaining
7170 Publications & Legal		500.00	500.00	100.00 %
7175 Scholarship Fund Expense	698.50	5,000.00	4,301.50	86.03 %
7180 Security	4,630.25	5,000.00	369.75	7.40 %
7210 Telephone	13,003.20	11,000.00	-2,003.20	-18.21 %
7230 Uniforms & Apparel	2,452.38	4,500.00	2,047.62	45.50 %
7250 Utilities	71,493.38	97,470.00	25,976.62	26.65 %
Total Expenses	848,793.87	1,133,726.00	284,932.13	25.13 %
NET OPERATING INCOME	183,106.18	-9,412.00	-192,518.18	2,045.45 %
OTHER INCOME				
8040 TVRPD Development Fee Revenues	47,014.00		-47,014.00	
Total Other Income	47,014.00	0.00	-47,014.00	0.00%
OTHER EXPENSES				
8501 Fixed Asset Purchases	133,146.90	108,600.00	-24,546.90	-22.60 %
8502 Capital Improvements	29,471.88	495,000.00	465,528.12	94.05 %
8505 Quimby Expense	737.15		-737.15	
Total Other Expenses	163,355.93	603,600.00	440,244.07	72.94 %
NET OTHER INCOME	-116,341.93	-603,600.00	-487,258.07	80.73 %
NET INCOME	\$66,764.25	\$ -613,012.00	\$ -679,776.25	110.89 %



Tehachapi Valley

Recreation & Park District

May 17, 2016

TO: TVRPD Board of Directors

FROM: Nolan Ferdinand, Park & Facility Maintenance Supervisor

SUBJECT: Change Order Dye Natatorium

Background

At the April board meeting, TVRPD awarded bid for the removal of the insulation and install of new insulation and a vapor barrier to Apex General Contractors. Due to the fact that the District is not in a position to address the condensation and moisture issues, the manufacturer of the quoted vapor barrier won't allow the contractor to use its' product. The contractor went to another manufacturer of a vapor barrier and received approval to use it. The additional cost for the new vapor barrier is \$8,000.

Options

1. Approve the District Manager to spend an additional \$8,000 on the vapor barrier at Dye Natatorium.
2. Do not install a Vapor Barrier

Fiscal Impact

The District has available funds to cover the additional \$8,000 in cost due to savings of not operating Dye Natatorium.

Recommendation

Approve the District Manager to spend an amount not to exceed \$8,000 for the Change Order to the Original Bid from Apex General Construction for the Purchase and Installation of a Vapor Barrier at the Dye Natatorium Facility.



LeAnn Williams
Tehachapi Valley Recreation & Park District
490 West D Street
Tehachapi, CA 93561

5/3/2016

Apex General Construction is pleased to quote the following additional work per your request.

Insulation System

Supply and install the Simple Saver System by Thermal Design in place of the originally quoted Optiliner System by Bay Insulation. The Simple Saver System to use there "Air-Tight Upgrade" liner and edge sealant system to minimize water intrusion as well as all stainless steel hardware to slow deterioration.

Add to Original Price ----- \$7,974.00

Repaint Main Frames

Repaint (5) five main frames with two coats of epoxy.

Add to Proposal Price ----- \$10,453.00

John Antonino

President

Apex General Construction

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

IN THE MATTER OF

**APPROVAL OF THE CHANGE ORDER TO THE ORIGINAL BID FROM APEX
CONSTRUCTION INC. FOR THE INSTALLATION OF A VAPOR BARRIER AT THE
DYE NATATORIUM 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 17th day of May 2016 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. 07-16

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

WHEREAS, it has been determined that the ceiling insulation of the Dye Natatorium needs to be replaced as a result of water damage; and

WHEREAS, it is recommended that a vapor barrier should be installed on the ceiling of the Dye Natatorium; and

WHEREAS, bids were received from companies that can perform the required repairs needed for the ceiling insulation and installation of a vapor barrier at the Dye Natatorium; and

WHEREAS, the original supplier of the vapor barrier material could not provide the product, and it is necessary to use a different company for the vapor barrier material; and

NOW, THEREFORE, BE IT FINALLY RESOVED THAT the Board of Directors approves the District Manager to spend an amount not to exceed \$8,000.00 for the change order to the original bid received from Apex Construction Inc.



Tehachapi Valley Recreation & Park District

May 17, 2016

TO: TVRPD Board of Directors

FROM: Nolan Ferdinand, Park & Facility Maintenance Supervisor

SUBJECT: Removal of trees at Central Park

Background

At the April Board meeting, staff presented the Tip Top Arborists report on the status of trees District wide. It was recommended that seven trees be removed immediately at Central Park. The District will be eligible for a 75% reimbursement of removal costs from the State of California.

Options

1. Award contract to Tip Top Arborists to remove the seven identified trees from Central Park at the cost of \$13,000.
2. Do not remove the trees at Central Park

Fiscal Impact

The District has available funds to cover the cost. The District will be reimbursed 75% of the cost to remove these trees.

Recommendation

Approve the District Manager to spend an amount not to exceed \$14,000 for the emergency removal of seven trees at Philip Marx Central Park.



PO Box 2107
Lancaster CA 93539
Ph 877-942-8733
www.tiptoparborists.com

Job Name: TVP Phillip Marx/Central Park Assessment

Proposed By: Thomas Baal

Customer: Tehachapi Valley Parks and Recreation

Work Site: 303 E D Street
Tehachapi, Ca 93561

Carrie Champlin
P.O Box 373
Tehachapi, Ca 93561

Work: 661-822-3228 xt 10
Fax: 661-823-8529
Phone: 661-822-3228 xt 4 Nolan
:

All pruning is done in accordance to I.S.A. A300 Standards.

Item	Plant	Description	Qty	Cost
1	Various Type	Complete Removal Park has various elm and locust trees with hazardous conditions - included bark, damaged trunk flare, decay and trunk cavities. Removals are highly recommended. Park will need to coordinate turning off irrigation to allow equipment access.	7	\$13,000.00
			Total:	\$13,000.00

Customer Signature

Date

Tip Top Arborists is a professional corporation, State Contractors license # 821770, providing Workers Compensation and Liability Insurance. NOT ALL CONTRACTORS OPERATE LEGALLY. Check out every contractor before you hire them by calling 800-321-2752, or at <http://www.cslb.ca.gov/>

Estimates older than 6 months subject to review and/or revision.
No combining any advertised discount. Limit 1 per customer. Discount good for 7 days.

Contractor is authorized to perform the work stated on the face of this proposal. Payment will be due upon completion of job.

Tom Baal. Certified Arborist WE#7566A Cell #661-810-3772



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

IN THE MATTER OF

**AUTHORIZING THE DISTRICT MANAGER TO SPEND AN AMOUNT NOT TO EXCEED
\$14,000.00 FOR THE REMOVAL OF SEVEN TREES AT PHILIP MARX CENTRAL PARK.**

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 17th day of May 2016 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. 08-16

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

WHEREAS, there are trees on the property known as Philip Marx Central Park; and

WHEREAS, it has been determined by a licensed arborist that seven of the trees located on Philip Marx Central Park property need to be removed immediately; and

WHEREAS, the Board of Directors authorizes the District Manager to spend an amount not to exceed \$14,000.00 for the removal of seven trees from Philip Marx Central Park;

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



Tehachapi Valley Recreation & Park District

May 17, 2016

TO: TVRPD Board of Directors

FROM: Nolan Ferdinand, Park & Facility Maintenance Supervisor

SUBJECT: removal of reinstall of playground safety surface at Central Park

Background

The safety fall surface at Central Park has deteriorated beyond repair. It has become a safety concern that needs addressed immediately before peak season in the Park. Staff researched options to replace or repair the current surface. Spectra Turf, who has repaired the surface in the past, said it is unsalvageable. They estimated a cost between 52-70K to replace the current poured surface with a new poured surface. The other option staff researched was to remove the failing poured surface with certified playground wood chips, which meets the ASTM safety standards. Due to the emergency nature and liability, staff feels that using Quimby funds is an appropriate course of action. Staff received two bids for 200 cubic yards of certified playground wood chips. The work would be completed by TVRPD Maintenance Staff. Quimby funds would also be used to rent a jack hammer, and debris bins for discarding the removed surface. Estimated timeline for the project is 6-8 days. During that time, the playground at Central Park will be closed.

Options

1. Authorize the District Manager to spend Quimby funds not to exceed \$15,000 for the removal and reinstall of the playground safety surface at Central Park.
2. Do not remove and replace the safety surface.

Fiscal Impact

The District has available Quimby funds in the amount of \$19,000 to cover the cost.

Recommendation

Approve the District Manager to use Quimby Funds for the Refurbishment of the Playground Safety Surface at Philip Marx Central Park in an Amount not to Exceed \$15,000.

PROPOSAL HIGGINS AND ASSOCIATES

P.O. BOX 22066
BAKERSFIELD, CA 93390
(661) 654-0597 FAX (661) 654-0693

EMAIL: n.ferdinand@tvrpd.org

PROPOSAL SUBMITTED TO: TEHACHAPI VALLEY REC. & PARK DISTRICT	PHONE 661/ 822-3228 FAX: 661/ 823-8529
STREET: P.O. BOX 373	SHIP TO: WEST PARK (@ DISTRICT OFFICE)
CITY, STATE & ZIP: TEHACHAPI, CA 93581	ADDRESS: D STREET & MULBERRY (by K-Mart)
ATTENTION: NOLAN FERINAND	CITY, STATE & ZIP: TEHACHAPI, CA 93581
DATE: MARCH 30, 2016	PROJECT: RESILIENT SURFACING MATERIAL FOR PLAY AREA

We hereby submit estimates for the following:

	SOF'FALL RESILIENT SURFACING MATERIAL ADA approved FOR: PLAY AREA @ WEST PARK	
200 YARDS	SOF'FALL WOOD FIBER SAFETY SURFACE \$26.00 / PER YARD QUANTITY PROVIDED BY CUSTOMER	\$5,200.00
	FREIGHT	\$600.00
	TAX @ 7.25%	\$390.00
	TOTAL	\$6,190.00

NOTES:

DELIVERY TO SITE – NOT INSTALLED.

NEED PURCHASE ORDER TO PROCESS ORDER.

ALLOW 2 WEEKS TO SCHEDULE DELIVERY.

We propose hereby to furnish materials complete in accordance with above specifications, for the sum of: PER ABOVE.
Payment to be made as follows: PER PURCHASE ORDER - NET 30 DAYS.

Authorized Signature 
LARRY & JUDY HIGGINS

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE _____

DATE: _____

Tel: 661.942.3992

Fax: 661.940.7672

**California Quarry
Products**

Fax

To: NOLAN From: MITCH
Fax: 823-8529 Pages: 1
Phone: 822-3228 EX. 4 Date: 5-5-2016
Re: CERT. PLAYGROUND CHIPS CC:
☐ Urgent ☒ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

● Comments:

200 CUBIC YARDS OF CERTIFIED PLAYGROUNDCHIPS (2 TRUCKLOADS OF 100 CUBIC YARDS EACH)DELIVERED TO 311 "C" ST. TEHACHAPI, CA. 93561UPON REQUEST.PRICE \$6900⁰⁰TAX \$621⁰⁰TOTAL \$7521⁰⁰

Benz Roll-a-way for Central Park Play Ground

4 bins

Avg. of 10 tons per bin:

K.C. Recycle Fee $\$14.77 \times 10(\text{tons}) = \147.70

K.C. Gate Fee $\$45.00 \times 10(\text{tons}) = \450.00

\$597.7 per bin in fees plus \$233.67 pickup fee

\$831.37 per bin

\$3,325.48 total in dumping and pickup fees

After drop off fees, admin fees, taxes, etc

Total \$3600.00

BSE Jackhammer Rental

One week rental @ \$350.00

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

IN THE MATTER OF

**AUTHORIZE DISTRICT MANAGER TO ALLOCATE QUIMBY FUNDS IN AN
AMOUNT NOT TO EXCEED \$15,000.00 FOR THE REFURBISHMENT OF THE
PLAYGROUND SAFETY SURFACE AT PHILIP MARX CENTRAL PARK.**

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 17th day of May 2016 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Clerk of the Board of Directors
of the Tehachapi Valley Recreation
and Park District

RESOLUTION NO. 09-16

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY
RECREATION AND PARK DISTRICT AUTHORIZING DISTRICT MANAGER TO
ALLOCATE QUIMBY FUNDS IN AN AMOUNT NOT TO EXCEED \$15,000.00 FOR
THE REFURBISHMENT OF THE PLAYGROUND SAFETY SURFACE AT PHILIP
MARX CENTRAL PARK.**

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

WHEREAS, Philip Marx Central Park has a playground; and

WHEREAS, it has been determined that the playground safety surface is in need of refurbishment; and

WHEREAS, the Board desires to authorize the District Manager to allocate Quimby funds in an amount not to exceed \$15,000.00 for the refurbishment of the playground safety surface; and

NOW, THEREFORE, BE IT FINALLY RESOLVED THAT the Board of Directors authorize the District Manager to allocate Quimby funds in an amount not to exceed \$15,000.00 for the refurbishment of the playground safety surface at Philip Marx Central Park;

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