



Tehachapi Valley
Recreation & Park District

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

**REGULAR BOARD MEETING
TUESDAY APRIL 19, 2016 5:30 P.M.**

BOARD OF DIRECTORS

CRAIG MIFFLIN, CHAIRPERSON
PAULETTE RUSH, VICE-CHAIRPERSON
BRIAN DUHART, DIRECTOR
MARY LOU CORPUS-ZAMUDIO, DIRECTOR
LAURA LYNNE 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 Regular Board Meeting held March 15, 2016, (Pages 4-8).

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 March 2016 – Discussion/Approval, (Pages 9-20).
- B. Award of Bid for Soil and Concrete Testing for Phase One of the Meadowbrook Park Project – Discussion/Approval, Resolution #5-16 (Pages 21-43).
- C. Nominations of the Executive Officers of the Board of Directors of Tehachapi Valley Recreation and Park District.
- D. Budget Ad Hoc Committee – Discussion

11. BOARD OF DIRECTORS' TIME

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

12. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on May 17, 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 April 19, 2016, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, April 15, 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 15th day of April 2016.

Dated this 15th day of April 2016.

Carrie Champlin
Carrie Champlin
Clerk of the Board of Directors

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY MARCH 15, 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, TVRPD District Manager
Seth Carroll, TVRPD Recreation Supervisor
Corey Torres, TVRPD Recreation Supervisor
Nolan Ferdinand, TVRPD Maintenance Foreman
Mike Walsh, TVRPD Maintenance Foreman
David Coopridge, TVRPD Maintenance Staff
Tyler Savage, Boy Scouts of America Troop #178
Greg Garrett, Manager City of Tehachapi
William Fisher, General Manager GHCS
Carrie Champlin, TVRPD Clerk of the Board
Pat Osborn, Clifford & Brown

1. **FLAG SALUTE:** Director Duhart led the Flag Salute.
2. **ROLL CALL:** Director Wyatt was absent.
3. **PUBLIC COMMENTS:** None.
4. **CONSENT CALENDAR**
Director Duhart asked for item "D" to be removed from the Consent Calendar for separate discussion.
 - 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; Rush; Corpus-Zamudio; Duhart
Noes: None. Motion carried.
Absent: Wyatt
 - B. **Approval of the Minutes from the Regular Board Meeting held February 8, 2016.**
Request by Clerk of the Board of Directors to approve the minutes from the February 8, 2016 Regular Board Meeting.
Duhart – Corpus-Zamudio: Ayes: Mifflin; Rush; Corpus-Zamudio; Duhart
Noes: None. Motion carried.
Absent: Wyatt

C. Revised Tehachapi Valley Recreation and Park District Job Titles and Descriptions, Resolution #2-16.

Request by District Manager Williams to approve the revised Tehachapi Valley Recreation and Park District job titles and descriptions, Resolution #2-16.

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

Noes: None. Motion carried.

Absent: Wyatt

5. RECREATION SUPERVISOR REPORTS

Recreation Supervisor Seth Carroll:

- T-Ball registration in progress with 160 participants registered. Looking for 4 more coaches.
- Men's Basketball has 12 teams registered.
- Youth Basketball program is in progress.
- Easter Egg Hunt will be held this coming Saturday March 19, 2016.
- Supervisors Carroll and Torres attended the annual CPRS conference that was held in Long Beach.
- Registration is open for all 5 race events.
- Adult and Youth Flag Football programs are upcoming and registration is open.

6. MAINTENANCE FOREMAN REPORTS

Maintenance Foreman Nolan Ferdinand gave the report.

- Working with Kern County Fire Department to remove dead trees. The drought and bark beetles have taken a toll on the trees at Brite Lake. Ferdinand explained that the tree carvings on the dead trees will be preserved and displayed at the lake. Director Duhart requested that staff check the trees in all high traffic areas of the District's properties. Director Duhart requested that if any trees are removed that it is recorded on the tree tag log. Director Duhart requested an update from staff at the next Board meeting.
- District Office bridge has been refurbished.
- TVRPD is working with La Cooperativa Campesina de California and Employers' Training Resource. The Temporary Jobs Program for Drought Impacted Workers provides temporary employment to workers that were impacted by the drought. TVRPD currently has two workers from the program.
- TVRPD is partnering with Stallion Springs CSD. TVRPD's Aquatic Facility Operator certified staff have been servicing the Stallion Springs pool.
- California Department of Fish and Wildlife came out to evaluate Brite Lake. There was a report of dead fish found at the lake. The CDFW found 24 dead fish. The CDFW reported that there are more than likely several factors that contributed to the fish dying, including drought, low lake levels, and fluctuating water temperature.
Chairperson Mifflin reminded everyone that TVRPD operates the campground at Brite Lake and that TVRPD cannot control the level of the lake. The fish planting schedule is controlled by the California Department of Fish and Wildlife.

Maintenance Foreman Mike Walsh gave the report.

- West Park storage shed has been removed.
- Walsh made a presentation to Golden Hills CSD Board of Directors on the progress of the Meadowbrook Park Project and explained where the development fees come from that are in part funding the Meadowbrook project.

- The Meadowbrook Park Project contract documents have been signed.
 - Contractor should be sending us the the storm water prevention plan document in the next couple of weeks.
 - Gathering bids for the soil and concrete testing.
 - Weather permitting, the start date for the project will be the third week of April. The project will take approximately 60 to 90 days to complete.
- Chairperson Mifflin instructed staff to go through the storm water prevention plan document very carefully to insure the document is reasonable and does not overburden the District with unreasonable requirements. Chairperson Mifflin also instructed staff to make sure the contractor stays on schedule for the project.

7. DISTRICT MANAGER REPORT

District Manager Williams gave the report.

- Met with Aspen Builders and we are looking at early summer start date for the refurbishment of West Park Activity Center. We are working on the replacement options for the lighting at WPAC. We will need to retrofit the fixtures for LED lights. The cost will be approximately \$22,000.00. The cost of the lighting puts us over what was budgeted for the refurbishment. Mary Beth Garrison has given us the contact information for the SCE representative that works with LED lighting rebates and we will see if the District qualifies for the rebates.
- Fishing Derby is cancelled due to conditions brought on by the drought, including reduced fish planting from the California Department of Fish and Wildlife, water level, and water temperature. We want to offer a quality event to the community and the conditions this year are not conducive for a quality event.
- Working with Greg Garrett at the City of Tehachapi to form a tree replacement plan for Central Park. We will make a tree replacement plan for all District properties.

8. AGENDA ITEMS:

A. Approval of the Preliminary Financial Reports for January and February 2016.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR JANUARY AND FEBRUARY 2016.

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

Noes: None. Motion carried.

Absent: Wyatt

B. Discussion of Item “D” Removed from the Consent Calendar: Approval of the Revised Brite Lake Monthly Rental Application and Fees.

Director Duhart suggested adding 10% senior (62 and older) and military discounts. It was the consensus of the Board to add the discounts.

BOARD APPROVES THE REVISED BRITE LAKE MONTHLY RENTAL APPLICATION AND FEES WITH THE STIPULATION THAT A 10% DISCOUNT IS ADDED FOR MILITARY AND SENIORS 62 AND OLDER.

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

Noes: None. Motion carried.

Absent: Wyatt

C. Eagle Scout Project Presentation by Tyler Savage from Boy Scouts of America Troop #178.

Tyler Savage presented his proposed Eagle Scout Project to the Board. Mr. Savage proposed building and installing 6 to 8 bat boxes on District property.

BOARD APPROVES THE EAGLE SCOUT BAT BOX PROJECT PRESENTED BY TYLER SAVAGE.

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

Noes: None. Motion carried.

Absent: Wyatt

D. Approving District Manager to Purchase Infield Mix and Field Conditioner for Installation at West Park Ball Fields in an Amount not to Exceed \$6,500.00 with the Stipulation that \$5,500.00 will be Reimbursed to the District through Donations, Resolution #3-16.

BOARD APPROVES THE DISTRICT MANAGER TO PURCHASE INFIELD MIX AND FIELD CONDITIONER FOR INSTALLATION AT WEST PARK BALL FIELDS IN AN AMOUNT NOT TO EXCEED \$6,500.00 WITH THE STIPULATION THAT \$5,500.00 WILL BE REIMBURSED TO THE DISTRICT THROUGH DONATIONS, RESOLUTION #3-16.

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

Noes: None. Motion carried.

Absent: Wyatt

E. Approval of the Revised TVRPD Board Meeting Schedule for 2016.

BOARD APPROVES THE REVISED TVRPD BOARD MEETING SCHEDULE FOR 2016.

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

Noes: None. Motion carried.

Absent: Wyatt

F. Dye Natatorium – Discussion.

Maintenance Foreman Nolan Ferdinand reported to the Board on the condition of the fiberglass ceiling insulation over the pool at the Dye Natatorium facility and presented the options for repair. Ferdinand reported that he had a building inspector look at the facility. The inspector said the insulation needs to be fixed before the facility can open. District Manager Williams contacted CAPRI regarding the original damage claim. Updates to come at the next meeting.

10. CLOSED SESSION: ADJOURNED TO CLOSED SESSION AT 6:38 P.M.

Duhart – Rush: Ayes: Mifflin; Rush; Duhart

Noes: None. Motion carried.

Absent: Wyatt; Corpus-Zamudio

A. Conference with Counsel – Existing Litigation

Government Code Section 54956.9(a)

DFEH Complaint – Mike Walsh

Report on Closed Session: No Action Taken.

B. Public Employee Performance Evaluation – General Manager

Government Code Section 54957 (b)(1).

Report on Closed Session: No Action Taken.

Reconvened from closed session at 8:15 P.M.

Duhart – Rush: Ayes: Mifflin; Rush; Duhart

Noes: None. Motion carried.

Absent: Wyatt; Corpus-Zamudio

9. BOARD OF DIRECTORS TIME: Chairperson Mifflin appointed Director Duhart and Director Wyatt to the Budget Ad Hoc Committee.

10. ADJOURNMENT:

Having no further business the meeting was adjourned at 8:18 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on April 19, 2016.

Duhart – Rush: Ayes: Mifflin; Rush; Duhart

Noes: None. Motion carried.

Absent: Wyatt; Corpus-Zamudio

Respectfully Submitted,

Carrie Champlin
Carrie Champlin, Clerk of the Board

Financial Report

Tehachapi Valley Recreation and Park District
For the period ended March 31, 2016

Prepared by:

Better Ledger Inc

Prepared on:

April 10, 2016

Table of Contents

Balance Sheet.....3

Profit and Loss5

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

Statement of Cash Flows.....9

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

Balance Sheet

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	
1000.1 Cash in County Treasury-General Fund	179,915.78
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	225,564.19
1004 Check BOTS 4470	59,767.93
1005 County Treasury Capital Projects Fund	280,272.38
1050 Cash Box-Events	400.00
1051 Charge Fund	500.00
1100 Petty Cash Fund	200.00
Total Bank Accounts	566,704.50
Accounts Receivable	
1200 Accounts Receivable	11,478.50
Total Accounts Receivable	11,478.50
Other current assets	
1070 Prepaid Expenses	10,375.75
1092 Credit Card Receivables	971.26
1210 Inventory Asset	4,448.55
Total Other current assets	15,795.56
Total Current Assets	593,978.56
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	177,004.26
Total Fixed Assets	1,451,342.57
TOTAL ASSETS	\$2,045,321.13
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	12,129.90
Total Accounts Payable	12,129.90

	Total
Credit Cards	
2010 Cardmember Services Payable	5,134.89
2014 Home Depot Payable	844.61
Total Credit Cards	5,979.50
Other Current Liabilities	
2021 Accrued Salaries & Wages	18,470.15
2022 Accrued Employer PR Taxes	1,614.19
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	212.19
2210 Payroll Liabilities	
2211 CalPERS Payable	1,182.12
2231 Health Plan Payable	-4,013.86
2250 Payroll Tax Liabilities	4,399.58
Total 2210 Payroll Liabilities	1,567.84
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	78,420.46
Total Current Liabilities	96,529.86
Long-Term Liabilities	
2305 CalPERS Unfunded Accrued Liability Valuation	21,512.00
Total Long-Term Liabilities	21,512.00
Total Liabilities	118,041.86
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	-196,500.18
Total Equity	1,927,279.27
TOTAL LIABILITIES AND EQUITY	\$2,045,321.13

Profit and Loss

	Mar 2016	Jul 2015 - Mar 2016 (YTD)	Total % of Income
INCOME			
4010 Property Taxes	17,433.13	512,513.10	41.75 %
4020 Interest Income	-247.10	1,940.66	-0.59 %
4030 Adult Program Revenues	2,260.67	17,181.18	5.41 %
4050 Facility Revenue	6,499.00	78,569.04	15.56 %
4200 Contracted Classes Revenues	2,901.50	27,338.91	6.95 %
4210 Events Revenues	277.00	23,509.50	0.66 %
4211 Grant Income		25,000.00	
4213 Sponsorship Revenues	3,500.00	7,772.60	8.38 %
4215 Donations		3,000.00	
4300 Youth Program Revenues	8,945.00	64,684.00	21.42 %
4610 Billable Expense Income	258.50	14,915.31	0.62 %
4650 Discounts given	-99.00	-2,882.65	-0.24 %
4704 Sales		1,315.79	
4760 Other Income	31.00	2,810.00	0.07 %
Total Income	41,759.70	777,667.44	100.00 %
COST OF GOODS SOLD			
5001 Adult Program Costs	116.06	5,034.05	0.28 %
5004 Contracted Classes Costs	1,620.00	21,761.29	3.88 %
5005 Events Costs	1,554.60	27,100.99	3.72 %
5008 Youth Program Costs	3,299.53	14,576.16	7.90 %
5704 Purchases for Resale		443.39	
Total Cost of Goods Sold	6,590.19	68,920.88	15.78 %
GROSS PROFIT	35,169.51	708,746.56	84.22 %
EXPENSES			
6000 Employee Costs	58,435.11	483,849.87	139.93 %
7010 Advertising & Marketing	1,548.87	22,586.80	3.71 %
7020 Bank Service Charges	628.68	4,776.20	1.51 %
7026 Charitable Contribution		2,994.57	
7030 Dues & Subscriptions		7,249.20	
7035 Equipment Rents & Leases		1,341.85	
7050 Insurance	2,112.74	15,668.91	5.06 %
7060 Licenses & Fees	852.15	5,630.71	2.04 %
7070 Maintenance	11,619.99	76,458.43	27.83 %
7084 Meals & Entertainment	46.47	1,409.53	0.11 %
7090 Office Supplies	1,336.58	13,816.55	3.20 %
7120 Professional Development	888.89	11,239.92	2.13 %
7150 Professional Fees	3,431.30	40,824.13	8.22 %
7180 Property Tax Collection Fee	2,228.25	2,228.25	5.34 %
7175 Scholarship Fund Expense	240.00	661.00	0.57 %
7180 Security	32.99	4,630.25	0.08 %
7210 Telephone	1,344.26	11,932.56	3.22 %

	Mar 2016	Jul 2015 - Mar 2016 (YTD)	Total % of Income
7230 Uniforms & Apparel	131.80	2,332.00	0.32 %
7250 Utilities	7,647.53	68,589.08	18.31 %
Total Expenses	92,525.61	778,219.81	221.57 %
NET OPERATING INCOME	-57,356.10	-69,473.25	-137.35 %
OTHER INCOME			
8040 TVRPD Development Fee Revenues	8,548.00	36,329.00	20.47 %
Total Other Income	8,548.00	36,329.00	20.47 %
OTHER EXPENSES			
8501 Fixed Asset Purchases	133,146.90	133,146.90	318.84 %
8502 Capital Improvements	29,471.88	29,471.88	70.57 %
8505 Quimby Expense	229.58	737.15	0.55 %
Total Other Expenses	162,848.36	163,355.93	389.97 %
NET OTHER INCOME	-154,300.36	-127,026.93	-369.50 %
NET INCOME	\$ -211,656.46	\$ -196,500.18	-506.84 %

Profit & Loss Prior Year Comparison

	Jul 2015 - Mar 2016	Jul 2014 - Mar 2015 (PY)	Change	Total % Change
INCOME				
4010 Property Taxes	512,513.10	505,406.16	7,106.94	1.41 %
4020 Interest Income	1,940.66	1,814.28	126.38	6.97 %
4030 Adult Program Revenues	17,181.18	21,305.59	-4,124.41	-19.36 %
4050 Facility Revenue	78,569.04	83,294.52	4,725.48	-5.67 %
4200 Contracted Classes Revenues	27,338.91	27,089.69	249.22	0.92 %
4210 Events Revenues	23,509.50	18,064.87	5,444.63	30.14 %
4211 Grant Income	25,000.00		25,000.00	
4213 Sponsorship Revenues	7,772.60	29,395.34	-21,622.74	-73.56 %
4215 Donations	3,000.00	30,100.00	-27,100.00	-90.03 %
4300 Youth Program Revenues	64,684.00	55,718.34	8,965.66	16.09 %
4610 Billable Expense Income	14,915.31	13,824.99	1,090.32	7.89 %
				-1,017.31
4650 Discounts given	-2,882.65	-258.00	-2,624.65	%
4704 Sales	1,315.79	1,466.49	-150.70	-10.28 %
4750 Commission Income		19.40	-19.40	-100.00 %
4760 Other Income	2,810.00	3,474.00	-664.00	-19.11 %
Total Income	777,667.44	790,715.67	-13,048.23	-1.65 %
COST OF GOODS SOLD				
5001 Adult Program Costs	5,034.05	2,573.87	2,460.18	95.58 %
5004 Contracted Classes Costs	21,761.29	23,668.11	-1,906.82	-8.06 %
5005 Events Costs	27,100.99	28,419.22	-1,318.23	-4.64 %
5008 Youth Program Costs	14,576.16	9,450.61	5,125.55	54.24 %
5704 Purchases for Resale	448.39	720.60	-272.21	-37.78 %
Total Cost of Goods Sold	68,920.88	64,832.41	4,088.47	6.31 %
GROSS PROFIT	708,746.56	725,883.26	-17,136.70	-2.36 %
EXPENSES				
6000 Employee Costs	483,849.87	451,000.71	32,849.16	7.28 %
7010 Advertising & Marketing	22,586.80	11,084.41	11,502.39	103.77 %
7020 Bank Service Charges	4,776.20	5,672.05	-895.85	-15.79 %
7025 Cash Short/Over		-0.05	0.05	100.00 %
7026 Charitable Contribution	2,994.57	2,441.61	552.96	22.65 %
7030 Dues & Subscriptions	7,249.20	6,887.39	361.81	5.25 %
7035 Equipment Rents & Leases	1,341.85	3,909.91	-2,568.06	-65.68 %
7050 Insurance	15,668.91	13,471.56	2,197.35	16.31 %
7060 Licenses & Fees	5,630.71	3,035.83	2,594.88	85.48 %
7070 Maintenance	76,458.43	64,547.06	11,911.37	18.45 %
7084 Meals & Entertainment	1,409.53	1,264.09	145.44	11.51 %
7090 Office Supplies	13,816.55	9,514.08	4,302.47	45.22 %
7120 Professional Development	11,239.92	9,988.77	1,251.15	12.53 %
7150 Professional Fees	40,824.13	37,429.12	3,395.01	9.07 %
7160 Property Tax Collection Fee	2,228.25	2,084.00	144.25	6.92 %

	Jul 2015 - Mar 2016	Jul 2014 - Mar 2015 (PY)	Change	Total % Change
7175 Scholarship Fund Expense	661.00	1,052.50	-391.50	-37.20 %
7180 Security	4,630.25	1,014.10	3,616.15	356.59 %
7210 Telephone	11,932.56	12,814.71	-882.15	-6.88 %
7230 Uniforms & Apparel	2,332.00	4,280.44	-1,948.44	-45.52 %
7250 Utilities	68,589.08	69,583.76	-994.68	-1.43 %
Total Expenses	778,219.81	711,076.05	67,143.76	9.44 %
NET OPERATING INCOME	-69,473.25	14,807.21	-84,280.46	-569.19 %
OTHER INCOME				
8040 TVRPD Development Fee Revenues	36,329.00	34,192.00	2,137.00	6.25 %
Total Other Income	36,329.00	34,192.00	2,137.00	6.25 %
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	-127,026.93	28,797.00	-155,823.93	-541.11 %
NET INCOME	\$ -196,500.18	\$43,604.21	240,104.39	-550.64 %

Statement of Cash Flows

	Total
OPERATING ACTIVITIES	
Net Income	-196,500.18
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-4,435.21
1070 Prepaid Expenses	-2,586.29
1075 Employee Cash Advances	370.67
1092 Credit Card Receivables	-971.26
2000 Accounts Payable	-45,420.42
2010 Cardmember Services Payable	4,334.13
2014 Home Depot Payable	-32.02
2020 Year End Accruals	-1,074.31
2021 Accrued Salaries & Wages	-9,616.91
2022 Accrued Employer PR Taxes	-1,249.54
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	-757.54
2211 Payroll Liabilities:CalPERS Payable	1,182.12
2231 Payroll Liabilities:Health Plan Payable	-1,178.33
2250 Payroll Liabilities:Payroll Tax Liabilities	1,950.25
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:	-68,849.16
Net cash provided by operating activities	-265,349.34
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	-25,721.37
Net cash provided by investing activities	-162,618.78
FINANCING ACTIVITIES	
2305 CalPERS Unfunded Accrued Liability Valuation	5,904.00
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	168,522.78
NET CASH INCREASE FOR PERIOD	-259,445.34
Cash at beginning of period	826,149.84

	Total
CASH AT END OF PERIOD	\$566,704.50

TVRPD Budget vs Actual 2015-2016

	Actual	Budget	Remaining	Total % Remaining
INCOME				
4010 Property Taxes	512,513.10	837,734.00	325,220.90	38.82 %
4020 Interest Income	1,940.66	3,500.00	1,559.34	44.55 %
4030 Adult Program Revenues	17,181.18	31,400.00	14,218.82	45.28 %
4050 Facility Revenue	78,569.04	137,925.00	59,355.96	43.03 %
4200 Contracted Classes Revenues	27,338.91	38,115.00	10,776.09	28.27 %
4210 Events Revenues	23,509.50	34,000.00	10,490.50	30.85 %
4211 Grant Income	25,000.00	27,500.00	2,500.00	9.09 %
4213 Sponsorship Revenues	7,772.60	34,000.00	26,227.40	77.14 %
4215 Donations	3,000.00		-3,000.00	
4300 Youth Program Revenues	64,684.00	70,200.00	5,516.00	7.86 %
4610 Billable Expense Income	14,915.31	25,000.00	10,084.69	40.34 %
4650 Discounts given	-2,882.65	-500.00	2,382.65	-476.53 %
4704 Sales	1,315.79	1,900.00	584.21	30.75 %
4760 Other Income	2,810.00		-2,810.00	
Total Income	777,667.44	1,240,774.00	463,106.56	37.32 %
COST OF GOODS SOLD				
5001 Adult Program Costs	5,034.05	4,700.00	-334.05	-7.11 %
5004 Contracted Classes Costs	21,761.29	32,960.00	11,198.71	33.98 %
5005 Events Costs	27,100.99	52,600.00	25,499.01	48.48 %
5008 Youth Program Costs	14,576.16	22,900.00	8,323.84	36.35 %
5704 Purchases for Resale	448.39	3,300.00	2,851.61	86.41 %
Total Cost of Goods Sold	68,920.88	116,460.00	47,539.12	40.82 %
GROSS PROFIT	708,746.56	1,124,314.00	415,567.44	36.96 %
EXPENSES				
6000 Employee Costs	483,849.87	739,556.00	255,706.13	34.58 %
7010 Advertising & Marketing	22,586.80	16,000.00	6,586.80	-41.17 %
7020 Bank Service Charges	4,776.20	9,000.00	4,223.80	46.93 %
7026 Charitable Contribution	2,994.57	3,000.00	5.43	0.18 %
7030 Dues & Subscriptions	7,249.20	7,000.00	-249.20	-3.56 %
7035 Equipment Rents & Leases	1,341.85	7,000.00	5,658.15	80.83 %
7050 Insurance	15,668.91	29,400.00	13,731.09	46.70 %
7056 Interest Expense		300.00	300.00	100.00 %
7060 Licenses & Fees	5,630.71	10,000.00	4,369.29	43.69 %
7070 Maintenance	76,458.43	87,000.00	10,541.57	12.12 %
7084 Meals & Entertainment	1,409.53	2,000.00	590.47	29.52 %
7090 Office Supplies	13,816.55	14,500.00	683.45	4.71 %
7120 Professional Development	11,239.92	10,500.00	-739.92	-7.05 %
7150 Professional Fees	40,824.13	62,500.00	21,675.87	34.68 %
7160 Property Tax Collection Fee	2,228.25	12,500.00	10,271.75	82.17 %
7170 Publications & Legal		500.00	500.00	100.00 %
7175 Scholarship Fund Expense	661.00	5,000.00	4,339.00	86.78 %

	Actual	Budget	Remaining	Total % Remaining
7180 Security	4,630.25	5,000.00	369.75	7.40 %
7210 Telephone	11,932.56	11,000.00	-932.56	-8.48 %
7230 Uniforms & Apparel	2,332.00	4,500.00	2,168.00	48.18 %
7250 Utilities	68,589.08	97,470.00	28,880.92	29.63 %
Total Expenses	778,219.81	1,133,726.00	355,506.19	31.36 %
NET OPERATING INCOME	-69,473.25	-9,412.00	60,061.25	-638.13 %
OTHER INCOME				
8040 TVRPD Development Fee Revenues	36,329.00		-36,329.00	
Total Other Income	36,329.00	0.00	-36,329.00	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	-127,026.93	-603,600.00	-476,573.07	78.96 %
NET INCOME	\$ -196,500.18	\$ -613,012.00	\$ -416,511.82	67.95 %

TVPRD Phase 1 Construction Observation support

Table 1.

Leighton Consulting, Inc.

TVPRD Meadowbrook Park Phase 1

Proposal # VE16-13

TASK DESCRIPTION	RATE	UNITS	COST
type your heading			
Grading and Foundation Observation			
Labor			
Project Engineer / Geologist / Scientist	\$170 / hour	4	\$ 680.00
Project Administrator/Word Processor	\$80 / hour	2	\$ 160.00
Field Soils / Materials Tester [PW]	Includes travel, transport nuke gauge \$120 / hour	24	\$ 2,880.00
Field Soils / Materials Tester [PW]	Onsite time only PW, no equipment	8	\$ 960.00
Technician I	Travel Non PW, no equipment	8	\$ 680.00
	SUBTOTAL		\$ 5,360.00
Laboratory Testing - Soils			
- Sieve + hydrometer (53" sieve, ASTM D 422)	\$185 / ea	2	\$ 370.00
- 4 inch diameter mold (Methods A & B)	\$220 / ea	2	\$ 440.00
Sand Equivalent (SE, ASTM D 2419/CTM 217)	\$105 / ea	1	\$ 105.00
	SUBTOTAL		\$ 915.00
Laboratory Testing - Materials			
Concrete cylinders compression (ASTM C 39) (6" x 12")	\$25 / ea	8	\$ 200.00
Pick-up & delivery - (weekdays, per trip, <50 mile radius from Leighton office)	\$85 / ea	2	\$ 170.00
	SUBTOTAL		\$ 370.00
Outside Costs			
TOTAL ESTIMATED COST			\$ 6,947.40

March 30, 2016

Proposal No. SC16-013

Tehachapi Valley Recreation and Parks District
490 W D Street
Tehachapi, CA 93561

Attention: LeAnn Williams, MS CPRP
District Manager

**Subject: DRAFT Proposal: Construction Support Services for
New Improvements at Meadowbrook Park, Phase 1
Tehachapi Valley Recreation and Park District
21750 Westwood Boulevard
Golden Hills Area of Unincorporated Kern County,
Northwest of Tehachapi, California**

Following discussions with Mike Walsh of your office, Leighton has reviewed construction plans prepared by QuadKnopf, Inc. for the improvements proposed at Meadowbrook Park. Based on this review Leighton Consulting, Inc. is pleased to submit this proposal to provide geotechnical grading and observations services during construction of the Phase 1 improvements at the park, located east of Westwood Boulevard, just north of the intersection with Red Apple Avenue. Leighton performed a geotechnical investigation in 2014, and provided geotechnical recommendations for the project design to Quad Knopf (Leighton, January 2015). In preparing this scope and fee proposal, we have reviewed our report and the plans provided by you. We understand that cost is concern for the project. The best way to cost-effectively provide these geotechnical testing services is to coordinate closely with you and the contractor on scheduling so that technician observation time onsite is utilized effectively and travel time is minimized.

PROJECT DESCRIPTION

Our understanding of this project is based on the following:

- **Geotechnical Report:** Leighton Consulting, Inc, January 2014, *Geotechnical Exploration, New Improvements at Meadowbrook Park, Tehachapi Valley*

Recreation and Park District, 21750 Westwood Boulevard, Golden Hills Area of Unincorporated Kern County, Northwest of Tehachapi, California.

- **Civil Plans:** QuadKnopf's December 2015 31-sheet set of plans titled *Meadowbrook Park Improvements Project, Phases 1 and 2, dated November 12, 2015*. No specifications were provided.

Site Location and Conditions

Meadowbrook Park is located north of and adjacent to Century Oaks Avenue, and east of Westwood Boulevard. Access is from Westwood Boulevard in the southwestern corner of the site (Figure 1). Meadowbrook Park is a triangular-shaped, relatively flat park with existing improvements consisting of a parking lot and rest rooms on the southwest corner. A softball field in the southeast corner, an outbuilding, a bicycle area and a small baseball field occupy the central western portion of the park, and northern third of the park is occupied by a large baseball field. Existing sports field lighting towers are placed throughout the park. High-power transmission lines cross the park and a parking lot extends from east to west along the southern park boundary, south of the softball field.

Proposed improvements addressed by this proposal are shown as Phase 1 on the plans and include: a playground, iron fencing, a 12-foot wide sidewalk, a relocated monument and flag pole, light poles and a fenced dog park bordered by a concrete curb, and utility trenching for new water lines and electrical lines associated with new lighting and drinking fountains.

Proposed Construction

Primary feature of these proposed improvements are as follows:

- **Site grading** – General site grading includes removal and recompaction in areas of proposed shallow foundations and concrete site flatwork. This includes pad footing for playground equipment and adjacent concrete flatwork around playground areas, a new wrought iron fence along the western project boundary in the area of the existing swing sets, new concrete flatwork between playground areas and the parking lot, and new concrete curbs for landscaping. We understand from Mike Walsh that the dog park will not be graded and that existing vegetation will remain in this area.
- **Foundation Observation:** Observation of shallow footings for the playground structures and pier foundations for the flag pole and light pole will be made under the supervision of California registered geotechnical engineer.
- **Utility trench backfill:** Shallow water and electrical lines are proposed over limited areas of Phase 1. We assume these can be observed periodically.

PROPOSED SCOPE OF WORK

Our basic scope of services during construction will consist of geotechnical observation and testing in the field and laboratory during general grading of the site, foundation excavation observation for the playground structures, light poles, monument sign and flagpole, and utility trench backfill. We have also provided options for (2) fresh concrete sampling, field testing and laboratory testing at our In-house geotechnical and materials laboratory.

Basic Scope Geotechnical Observation and Testing

Site safety is the responsibility of the contractor. Therefore, we will notify your site representative whenever we are on site. We will provide our field representatives with conventional and customary personal protection for construction sites, including a hard hat, orange vest and eye protection, and they will wear hard sole shoes. Let us know if any additional personal protection is required specific to this site and project. Our field personnel will also check-back-in at the project field-office on-site, upon completion of activities for the day. Our *Daily Field Reports* (DFRs) will be brought to the project superintendent or designated field representative (e.g. your construction manager), for them to confirm activities and hours worked each day; and for their signature on the DFR to document their confirmation and comprehension of what was reported. We propose the following geotechnical and concrete testing scope for work:

- **Geotechnical Laboratory Testing:** We will perform geotechnical laboratory testing of site soils to evaluate laboratory maximum dry density and optimum moisture content ("compaction curves"), and corresponding grain size distribution for soil classification. We will also perform Sand Equivalent (SE) testing on bedding sand. Additional testing including expansion, corrosion potential and possibly R-value testing (of pavement subgrades) may also be required, but are **not** currently budgeted nor expected to be required for tank construction (only).
- **Spread Footing Bearing Surface Observation:** We will observe all shallow footings (fence and playground equipment) and piers (light poles, flag pole) overexcavations to verify that suitable foundation earth materials are exposed prior to any fill or concrete placement.
- **Earthwork Observation and Density Testing:** We will observe and perform in-situ soil-density tests during backfilling of the graded areas and utility trenches. We will also observe removal of undocumented fill below the shallow footings. We will provide part-time observation and testing of backfill placement, as fill thickness and the earthwork contractor's schedule requires. We expect that geotechnical observation and testing will be required for (1) the playground area and western fence foundation, (2) concrete flatwork, (3) and short segments of utility trench backfill.

We have budgeted for 3 days of full time (8 hour) earthwork observation and density testing and 4 trips for part-time post grading observation. But this is just an estimate for budgeting. Actual time onsite will be determined by the contractor's schedule.

We will coordinate our field personnel and provide administrative support services. We will also provide professional materials testing management, supervision and internal quality control. Geotechnical DFRs written by our technicians in the field will be reviewed and prepared for distribution. Laboratory test results will also be reviewed and distributed. Concerns encountered in the field and noted on DFRs, and any material tested and found not to conform to project specifications, will be brought to the attention of your project superintendent or designated representative.

SCHEDULE

We request at least two working days advance notice when scheduling our field personnel at the commencement of construction; while work thereafter may be scheduled with one working day (minimum 24 hour) notice. Calls to our dispatch (866-LEIGHTON) after 3:00 pm (prior work day) or on weekends and holidays are not addressed until the first following working day, without prior arrangement. We anticipate our personnel will be on site periodically for both full time and/or part time observation and testing, as requested by your field representative. We request that you "partner-with-us" to manage our budget, by avoiding unnecessary trips to the site and to combine required observation and testing, whenever possible into one visit. We will work with your field representative to reduce standby time or unnecessary trips to the site.

FEES AND TERMS

Time and Expense Fee Schedule

These proposed geotechnical and optional concrete testing services during construction will be performed on a time-and-expense basis at the unit rates listed on the attached *2016 Professional Fee Schedule* (4 pages). Our budgeted hourly rates are based on the assumption that this is a California prevailing wage project. Our fees will decrease if this project is not subject to California prevailing wage requirements.

Estimated Budget

To establish our geotechnical observation and testing budget, assumptions of required hours were made and are shown in the attached Table 1, *Breakdown of Estimated*

Fees. As shown on Table 1, we estimate that our fees to provide geotechnical observation and testing services during construction of the Phase 1 will be approximately \$6,950.00 based on the assumptions described in this proposal; or approximately \$8,340 when including a 20-percent contingency.

A construction schedule was not available to us at the time we prepared this proposal. Note that our fees for construction testing services will be primarily dependent upon the various contractor's operations, methods and scheduling. Therefore, our fee may vary from what is estimated on Table 1. The following assumptions have been made to estimate our costs for geotechnical and materials testing during construction:

- **Access:** We assume the site will be readily and safely accessible to our staff and their field testing equipment during construction, without delay. We assume safe shoring, scaffolding and access ladders (if and when needed) will be provided by others.
- **No Overtime:** Our estimate does not include overtime charges. Overtime work (over 8 hours per day, weekends or holidays) will be billed in accordance with the attached *2014 Professional Fee Schedule*.
- **No Professional Consultation:** Our Table 1 basic scope estimate does not include costs for geotechnical or construction materials design consultation, plan reviews or third-party review.
- **No Off-Site Work:** Based on the referenced project plans it is assumed that there is no off-site development associated with this current project.
- **Invoicing:** We assume that our standard invoice and breakdown of fees will be acceptable for payment. A typical copy can be provided upon request.

Terms and Conditions

We assume this work will be authorized under a standard *Professional Services Agreement* with the District, in accordance with California law for professional services. If you wish us to proceed, please send us such an agreement to our Santa Clarita office (or e-mail it to the undersigned). Or we can send you our *Master Services Agreement* for your review.

CLOSURE

We appreciate this opportunity to be of service to The District. If you have any questions or information that would update our scope of work and budget, please contact us at your convenience at (866) **LEIGHTON**, directly at the phone extensions and/or e-mail addresses below.

Respectfully submitted,

LEIGHTON CONSULTING, INC.

Lauren J. Doyel, PE, GE

Principal Engineer

Extension 3021, ldoyel@leightonconsulting.com

LJD:xx

Attachments: Table 1, *Breakdown of Estimated Fees* (1 page)
2016 *Professional Fee Schedule* (4 pages)

Distribution: (2) addressee



LETTER OF TRANSMITTAL

Krazan & Associates, Inc.
42326 10th Street West, Suite A
Lancaster, CA 93534
Phone: 661-726-9424 • Fax: 661-726-9467

Date: April 14, 2016
To: Tehachapi Valley Recreation & Park
District
490 West D Street
Tehachapi, CA 93561

Attention:	LeAnn Williams
Email:	l.williams@tvrpd.org
Phone:	(661) 822-3228

We are sending you			
Under Separate Cover the following:			
<input type="checkbox"/> Copy of Letter	<input type="checkbox"/> Copy of Report	<input type="checkbox"/> Copy of Test Results	<input type="checkbox"/> Other:
<input type="checkbox"/> Change Order	<input type="checkbox"/> Information Request (RFI)	<input type="checkbox"/> Agreement for Services	
<input type="checkbox"/> Cost Estimate	<input type="checkbox"/> Qualifications (SOQ)	<input type="checkbox"/> Letter of Interest (LOI)	

Comments:

We greatly appreciate and thank you for the opportunity to submit our cost proposal to provide Professional Materials Testing and Inspection Services for the project referenced on the attached Cost Estimate.

If you have any questions or if we may be of further assistance, please do not hesitate to contact our office.

Thank you!

Copy To:

.....
.....
.....

Signed: 
By: Greg Walker | Regional Client Manager



COST ESTIMATE

Krazan & Associates, Inc.
 42326 10th Street West, Suite A
 Lancaster, CA 93534
 Phone: 661-726-9424 • Fax: 661-726-9467

Date: April 14, 2016

To: Tehachapi Valley Recreation & Park District
 490 West D Street
 Tehachapi, CA 93561

Proposal No.: P126-038-16
 Attn: LeAnn Williams
 Email: l.williams@tvrpd.org
 Phone: (661) 822-3228

Project: **Meadowbrook Park Improvements**

Location: Reeves St. North of Red Apple Way
 Tehachapi, CA
 0

Wage Rate: ☐ Standard ☒ Prevailing
 Schedule Provided: ☐ Yes ☒ No ☐ N/A
 Plans Provided: ☒ Yes ☐ No ☐ N/A

Item	Scope	Units	Rate	Amount
<i>Earthwork Testing and Inspection</i>				
1 1	Compaction Testing: Playground & Dog Park	15	85.00 Hour	1275.00
1 11	Compaction Testing: Sidewalks	6	60.00 Hour	360.00
<i>Laboratory Testing</i>				
7 1	Maximum Density (ASTM D1557)	2	145.00 Each	290.00
7 2	M.D. Checkpoint (ASTM D1557)	1	60.00 Each	60.00
<u>Subtotal for Earthwork Testing & Inspection:</u>				<u>\$1,985.00</u>

Special Inspection and Materials Testing

Concrete, Masonry, Reinforcing Steel

2 1	Concrete Sampling:	12	87.00 Hour	1044.00
<i>Laboratory Testing</i>				
6 1	Compression Test: Concrete (ASTM C39)	3	80.00 Set	240.00
<u>Subtotal for Special Inspection and Material Testing Services:</u>				<u>\$1,284.00</u>

Project Engineering and Administration

9 1	Project Engineer	3	85.00 Hour	255.00
9 2	Administration	5	45.00 Hour	225.00
9 3	Travel/Mileage	8	110.00 Trip	880.00
9 4	Sample Pick Up	3	110.00 Each	330.00
<u>Subtotal for Project Engineering and Administration:</u>				<u>\$1,690.00</u>

TOTAL ESTIMATED COST FOR TESTING AND INSPECTION SERVICES:

\$4,959.00

Notes:

Authorization

On behalf of my company, I authorize that the scope of work on this form be completed by Krazan & Associates, Inc. in accordance with the stated fees, General Terms and Conditions and Agreement dated 03/10/2016



COST ESTIMATE

Krazan & Associates, Inc.
 42326 10th Street West, Suite A
 Lancaster, CA 93534
 Phone: 661-726-9424 • Fax: 661-726-9467

Date: April 14, 2016

To: Tehachapi Valley Recreation & Park District
 490 West D Street
 Tehachapi, CA 93561

Proposal No.: P126-038-16
 Attn: LeAnn Williams
 Email: l.williams@tvrpd.org
 Phone: (661) 822-3228

Project: **Meadowbrook Park Improvements**

Location: Reeves St. North of Red Apple Way
 Tehachapi, CA
 0

Wage Rate: ☐ Standard ☒ Prevailing
 Schedule Provided: ☐ Yes ☒ No ☐ N/A
 Plans Provided: ☒ Yes ☐ No ☐ N/A

Item	Scope	Units	Rate	Amount
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="border: 1px solid black; width: 250px; height: 150px; margin-bottom: 10px;"></div> <div> <p>Signed: _____</p> <p>By (Print Name): _____</p> <p>Date: _____</p> </div> </div>				

- Prices are subject to change if this Agreement is not executed within thirty (30) calendar days.
- Services will be performed on a "time and materials" basis. Any total estimates provided are merely estimates and are not a guaranteed maximum price. A three (3) hour minimum charge applies to all soil inspection services. A four (4) hour minimum charge applies to all other inspection services. All inspections performed will be billed on a portal to portal basis unless specifically noted otherwise. Twelve (12) hours notice of cancellation required on all jobs.
- The above prices ☒ DO ☐ DO NOT reflect the changes to Section 1720 (ref. SB11999) of the Labor Code requiring inspectors and Land Surveyors be paid general prevailing wage during all phases of construction. This amendment to Section 1720 of the Labor Code (approved 9-28-00) became effective Jan. 2001.
- Services initiated between the hours of 7:00 a.m. and 4:00 p.m. will be performed at the standard rates presented in the PROPOSAL and Fee Schedule. Services initiated outside of these hours will be billed at the appropriate rate plus a premium of 12.5 percent. Services rendered in excess of 8 hours (up to 12 hours) on any week day and on Saturdays will be billed at time and a half the hourly rate. Services rendered in excess of 12 hours on any weekday, on Holidays, on Sundays, or in excess of 8 hours on Saturdays or will be charged at double the hourly rate.
- No Construction schedule provided at the time of estimate.
- Above estimate do not include additional scheduling or re-inspections costs.

Additional services requested in addition to the above will be billed at our current rates. Acceptance of Krazan's proposal constitutes your agreement of Krazan commencing all work under our standard General Terms and Conditions, attached and incorporated in full by this reference. Please review, sign, and forward all related forms to our office within seven (7) business days. All work is subject to credit approval and a retainer may be required prior to commencement of our services.

The following items are included as an Attachment:

- ☒ Agreement for Professional Services
- ☒ General Terms and Conditions

PROPOSED RATES AND FEES

Krazan & Associates, Inc.
 42326 10th Street West, Suite A
 Lancaster, CA 93534
 Phone: 661-726-9424 • Fax: 661-726-9467

**GENERAL FEE SCHEDULE FOR
 PROFESSIONAL AND TECHNICAL SERVICES**

Professional

Principal Engineer	145.00/hr.
Registered Senior Engineer	115.00/hr.
Professional Geologist	85.00/hr.
Project Engineer/Manager	85.00/hr.
Project Geologist	85.00/hr.
Certified Asbestos Inspector/Manager	85.00/hr.
Environmental Specialist	65.00/hr.
Staff Professional	65.00/hr.

Technical – Standard Wage

Engineering Technician – Earthwork Observation & Testing	55.00/hr.
Engineering Technician (ACI, CAL TRANS)-Materials Sampling and Testing	55.00/hr.
Special Inspector (ICC Certified)- Concrete, Pre-Stressed Concrete, Masonry, Fireproofing	60.00/hr.
Special Inspector (ICC Certified)- Structural Steel and High Strength Bolting	75.00/hr.
Environmental Technician	75.00/hr.
Technician – Sample Pick-ups, Travel	55.00/hr.
Draftsman (AutoCAD)	55.00/hr.

Technical – Prevailing Wage

Engineering Technician – Earthwork Observation & Testing	85.00/hr.
Engineering Technician (ACI, CAL TRANS)-Materials Sampling and Testing	85.00/hr.
Special Inspector (ICC Certified)- Concrete, Pre-Stressed Concrete, Masonry, Fireproofing	90.00/hr.
Special Inspector (ICC Certified)- Structural Steel and High Strength Bolting	90.00/hr.
Environmental Technician	90.00/hr.
Technician – Sample Pick-ups, Travel	85.00/hr.
Draftsman (AutoCAD)	85.00/hr.

Administrative

Administrative Support	45.00/hr.
Word Processing/Reproduction	45.00/hr.

Laboratory

Moisture-Density Relations of Soils, ASTM D 698, D 1557, Cal 216	160.00 each
Moisture-Density Relations of Soils, ASTM D 698, D 1557, Cal 216 (Check Point)	60.00 each
Sieve Analysis, Coarse, ASTM C 136	125.00 each
Sieve Analysis Fine (including wash), ASTM C 137, C 117	100.00 each
Hydrometer Analysis, ASTM D 422	75.00 each
Atterberg Limits, ASTM D 4318	120.00 each
Expansion Index, UBC-29-2	150.00 each
"R" (Resistance) Value, Cal. 301, ASTM D 2844	175.00 each
Compression Test, 6" x 12" Cylinders, Including Hold, ASTM C 39 (set of 4)	80.00/set
Compression Test, Cores, ASTM C 42 (Does Not Include Special Prep. time)	40.00 each
Core Cutting (In Laboratory)	40.00 each
Asphalt Content Of Bituminous Mixtures By Hot Solvent Extraction,	175.00 each
Asphalt Content Of Bituminous Mixtures By The Ignition, CAL 382	200.00 each
Correction Factor Determination for Asphalt Content, CAL 382	360.00 each
Aggregate Gradation on Extracted Sample (Including Wash)	150.00 each
Maximum Theoretical Unit Weight (Rice Gravity) ASTM 204	250.00 each
Asphalt Concrete Core Density	35.00/each
Hveem/Marshall Stability and Density (CAL 304/ASTM D1559)	350.00/each



SOILS ENGINEERING, INC.

April 14, 2015

SEI Proposal No. 16-191

Tehachapi Valley Recreation & Park District
490 W D St
Tehachapi, CA 93561

Subject: PROPOSAL: Engineering, Inspection Services & Misc. Materials Testing
Project: Meadowbrook Park Phase 1 Improvements
Location: 21750 Westwood Blvd, Tehachapi, CA 93561

Dear Mr. Nolan Ferdinand:

Thank you for contacting Soils Engineering, Inc. (SEI) to provide services for the above listed project. Our services will consist of engineering or inspection services and/or miscellaneous field and laboratory materials testing services based on a Time & Materials (T&M) basis per our 2016 Fee Schedule. Below is an estimate for the scope of work required according to the provided drawings.

Testing & Inspections

Soils Technician ((4) 4hr site visit @ \$90/hr.)	\$ 1,440.00
Special Inspector Concrete ((2) 6hr. site visit @ \$90/hr.)	\$ 1,080.00
Concrete Compressive Strength Samples (2 set @ \$100/set).....	\$ 200.00
Maximum Density Soil Samples (ASTM D 1557 method A or B 2 @ \$170/set)	\$ 340.00
Travel & Mileage (\$.56/mi. 6 Trips @ 90mi R.T.)	\$ 302.00
Engineering and Project Review 2hrs @ 180/hr.	\$ 360.00
Estimated subtotal.....	\$ 3,722.00

The above listed hours and tests are only estimates for the requested project scope. The hours or tests listed above may or may not be utilized. Any additional services not listed above will also be billed on a T&M basis per our attached 2016 Fee Schedule.

Should you have any questions, or would like additional information regarding our services, or to discuss our proposal in detail, please don't hesitate to contact our office.

Respectfully submitted,


Ryan Hitchcock
Field Manager

Attachments: 2016 Fee Schedule

SOILS ENGINEERING, INC.



FEE SCHEDULE 2016

Geotechnical Engineering

Geological Engineering

Environmental Engineering

Surveying

Drilling Services

Inspections

Materials Testing

Certified California SB & DVBE

Certified Testing Agency for Caltrans, DSA, LA City

AMRL & CCRL Accredited

Website: www.soilsengineering.com

2016 FEE SCHEDULE

INTRODUCTION

Located in Bakersfield, California since 1966, SOILS ENGINEERING, INC. has endeavored to provide our clients with the best in professional engineering consulting, materials testing, and drilling services for geotechnical and environmental exploration.

Listed herein are prices for engineering and testing services most frequently performed at SOILS ENGINEERING, INC.

Sampling and testing is conducted in accordance with the latest applicable specifications for the American Society for Testing and Materials, American Association of State Highway Officials, or other pertinent agencies.

Basis for charges for 2016

Test prices shown are for laboratory work only and include reporting of routine results not calling for recommendation or conclusion. The standard turnaround time for all laboratory testing is five working days. Laboratory testing fees will be billed an additional (50%) rush fee to all testing requests other than our standard turnaround time.

Request for copies of Geotechnical or Environmental Investigations previously completed and reported must be approved by original owner. Once approved by owner, requester will be required to pay a onetime report charge of \$200.00 prior to submission.

Miscellaneous expenses encountered in performance of services, such as printing and binding, permits, supplies not normally used to perform a specific job, etc. are billed at cost plus fifteen percent (15%) service charge. All heavy equipment rentals is based on a minimum charge of four hours, not including travel time.

Invoices are submitted at monthly intervals or upon completion of the project, whichever is sooner. Engineering, Project Management and or Technical Typist time will be added to invoices monthly as required. Payment for all work performed is due upon receipt of invoice, unless otherwise agreed. A charge of one and one-half percent per month will be added to cover interest and cost to service overdue accounts, 30 days after date of the original invoice.

A two hour minimum charge will be made for all field services.

All soil samples will be discarded after test completion, unless other arrangements are made.

2016 FEE SCHEDULE

PROFESSIONAL STAFF RATES

Senior Registered Engineer / Licensed Land Surveyor or Principal	\$ 180.00/hr
Registered Engineer or Geologist, REA II	\$ 180.00/hr
Staff Engineer	\$ 100.00/hr
Expert Testimony and Special Consultation (4hr Minimum)	\$ 400.00/hr

TECHNICAL STAFF RATES

Field, Laboratory, & Project Manager	\$ 100.00/hr
Engineering Technician	\$ 70.00/hr
Deputy Inspector (Requires Certified Testers and/or Inspectors)	\$ 80.00/hr
Technical Typist	\$ 40.00/hr

SURVEYING SERVICES

Survey Crew (1-Person)	\$ 150.00/hr
Survey Crew (2-Person)	\$ 190.00/hr
Dig Alert USA Ticket Staking / Layout	\$ 100.00/hr
Surveyor Office Research & Calculations	\$ 120.00/hr
Computer Aided Drafting (CAD)	\$ 120.00/hr
Trimble Hand Held GPS Device, & Digital Optical Level	\$100.00/day
Trimble R8 GPS, & Trimble S6 Total Station	\$250.00/day
Trimble Advanced 3D Scanner	\$700.00/day

DRILLING SERVICES

Drilling Services (CME 75 HT) w/two man crew	\$ 240.00/hr
Drilling Services (CME 45 HT) w/two man crew	\$ 200.00/hr
In adverse drilling conditions, the client will be responsible for replacing lost or broken equipment.	

PREVAILING WAGE RATES

Engineering Technician or Inspector (Prevailing Wage)	\$ 90.00/hr
Survey Crew (1-Person) (Prevailing Wage)	\$ 200.00/hr
Survey Crew (2-Person) (Prevailing Wage)	\$ 260.00/hr
Drilling Services (CME 75 HT) w/two man crew (Prevailing Wage)	\$ 280.00/hr
Drilling Services (CME 45 HT) w/two man crew (Prevailing Wage)	\$ 240.00/hr

TRAVEL AND EXPENSES

Overtime Rates	Hourly Rates x 1.5
Double Time Rates	Hourly Rates x 2.0
Travel Time Rates	Hourly Rates
Vehicle Mileage Rates	\$ 0.56/mile
Per Diem Per Person	\$ 150.00/day
Equipment Rental or Subcontracting Charges	Cost + 15%

2016 FEE SCHEDULE

SOIL TESTING OR INSPECTIONS

RELATIVE COMPACTION TESTS

Nuclear Gauge Method - (ASTM D2922 Soil / ASTM D2950 Asphalt)	\$ 10.00/test
Nuclear Gauge Method - (CTM-231 Soil / CTM-375 Asphalt)	\$ 10.00/test
Sand Cone Method - (ASTM D1556)	\$ 10.00/test
Sand Calibration - (ASTM D1556)	\$ 100.00/test

DENSITY & MOISTURE DETERMINATIONS

Tube Density - (ASTM D2937)	\$ 20.00/test
Native Soil Moisture - (ASTM D2216 / CTM-226)	\$ 20.00/test
Maximum Density/Optimum Moisture (Proctor) (ASTM D1557 Method A or B)	\$ 170.00/test
Maximum Density/Optimum Moisture (Check Point) (ASTM D1557 Method A or B)	\$ 75.00/test
Maximum Density/Optimum Moisture (Proctor) (ASTM D1557 Method C)	\$ 220.00/test
Maximum Density/Optimum Moisture (Check Point) (ASTM D1557 Method C)	\$ 100.00/test
Maximum Density/Optimum Moisture w/ Rock Correction (ASTM D1557 & D4718)	\$ 350.00/test
California Impact (CTM-216)	\$ 250.00/test

SOIL TESTS

Sieve Analysis with # 200 Wash Test - (ASTM D422)	\$ 100.00/test
Hydrometer Method - (ASTM D422)	\$ 200.00/test
# 200 Wash Test Only - (ASTM D422)	\$ 60.00/test
Plasticity Index - (ASTM D4318)	\$ 200.00/test
Expansion Index - (ASTM D4829)	\$ 150.00/test
Specific Gravity of Soils (Vacuum) (ASTM D854)	\$ 200.00/test
Sand Equivalent (CTM-217)	\$ 100.00/test
Standard Resistance "R" Value (CTM-301)	\$ 250.00/test
Aggregate Base Resistance "R" Value (CTM-301)	\$ 350.00/test
Dispersion Test (Pin Hole) (ASTM D4647)	\$ 300.00/test
Permeability Coefficient (ASTM D2434)	\$ 150.00/test
Percolation Rate (Field Test)	Quotation
SO ⁴ /pH/CL/EC (Sulfate/pH/Chloride/Electrical Conductivity)	\$ 150.00/set

SHEAR STRENGTH AND CONSOLIDATION TEST

Consolidation (4-Points) (ASTM D2435)	\$ 150.00/test
Direct Shear (3-Point Curve) (ASTM D3080)	\$ 200.00/test
Unconfined Compression (ASTM D2166)	\$ 200.00/test

2016 FEE SCHEDULE

ASPHALT & AGGREGATE TESTING OR INSPECTIONS

ASPHALTIC CONCRETE TESTING

HVEEM Method Max Density Compaction (CTM-304, Set of 3, Lab Mixed)	\$ 300.00/set
HVEEM Method Max Density Compaction (CTM-304, Set of 3, Pre-Mixed)	\$ 200.00/set
Marshall Method Max Density Compaction (ASTM D1559, Set of 3, Lab Mixed)	\$ 300.00/set
Marshall Method Max Density Compaction (ASTM D1559, Set of 3, Pre-Mixed)	\$ 200.00/set
Theoretical Maximum Specific Gravity/Density (RICE) (CTM-309)	\$ 175.00/test
Bitumen Content by Ignition Oven (CTM-382)	\$ 200.00/test
Mix Design Ignition Oven Correction Factor Determination @ 538°C or 482°C(CTM-382) ..	\$ 720.00/ea
Moisture Content of Bituminous Mixtures (CTM-370).....	\$ 50.00/test
Reclaimed Asphalt Paving (RAP) Oil Content (CTM-LP9).....	\$ 200.00/test
Reclaimed Asphalt Paving (RAP) Moisture Content (CTM-LP9).....	\$ 30.00/test
Bulk Specific Gravity and Density of Asphalt Cores (CTM-308).....	\$ 20.00/ea
Test Preparation of Drilled Asphalt Cores (Saw Cuts for Layer Separation).....	\$ 10.00/ea
Stabilometer "S" Value of Bituminous Mixtures (CTM-366 Set of 3 + Compaction)	\$ 200.00/set

AGGREGATE TESTING

Combined Aggregate Gradation (CTM-202) (ASTM C117 & C136).....	\$ 200.00/test
Split Coarse Aggregate Gradation (CTM-202) (ASTM C117 & C136).....	\$ 100.00/split
Sand Equivalent (CTM-217)	\$ 100.00/test
Percentage Crushed Particles (CTM-205)	\$ 150.00/test
Specific Gravity of Coarse Aggregate (CTM-206) (ASTM D127)	\$ 100.00/test
Specific Gravity of Fine Aggregate (CTM-207) (ASTM D128)	\$ 150.00/test
Durability Index (DI) (Coarse) (CTM-229).....	\$ 220.00/test
Durability Index (DI) (Fine) (CTM-229).....	\$ 220.00/test
Cleaness Value (CV) (CTM-227).....	\$ 210.00/test
Abrasion by use of LA Rattler Machine (CTM-211).....	\$ 350.00/test
Organic Impurities (ASTM C40).....	\$ 100.00/test

2016 FEE SCHEDULE

CONCRETE / MASONRY TESTING OR INSPECTIONS

CONCRETE TESTING

Compressive Strength of Concrete Cylinders (ASTM C39 / CTM-521) (Set of 4)	\$ 100.00/set
Compressive Strength of Concrete Cylinders (ASTM C39 / CTM-521) (Individual)	\$ 25.00/ea
Flexural Test of Concrete Beams (ASTM C78)	\$ 150.00/ea
Compressive Strength of Drilled Concrete Cores (ASTM C42)	\$ 50.00/ea
Test Preparation of Drilled Cores or Cast Cylinders (Saw Cuts)	\$ 10.00/ea
Compressive Strength of Lightweight Insulating Concrete Cylinders (ASTM C495)	\$ 50.00/ea
Unit Weight of Structural Lightweight Concrete (ASTM C567)	\$ 100.00/test
Air Content of Freshly Mixed Concrete (ASTM C231)	\$ 100.00/test
Concrete Moisture/Alkali Test Kit (ASTM F1869)	\$ 75.00/test

MASONRY TESTING

Compressive Strength of Grout (ASTM C942) (Set of 3)	\$ 100.00/set
Compressive Strength of Mortar (ASTM C109) (Set of 3)	\$ 100.00/set
Compressive Strength of Drilled Masonry Cores (ASTM C42)	\$ 50.00/ea
Masonry Core Shear Test	\$ 50.00/test
Compressive Strength of Grouted Masonry Prism (ASTM C1314)	\$ 450.00/set
Test Preparation of Grouted Masonry Prism (Saw Cutting)	\$ Quotation
Compressive Strength of Concrete Masonry Unit (CMU) (3 Required) (ASTM C140)	\$ 300.00/set
Moisture, Absorption & Unit Weight of CMU (3 Required) (ASTM C140)	\$ 150.00/set
Shrinkage of CMU (3 Required) (ASTM C426)	\$ 450.00/set

2016 FEE SCHEDULE**STRUCTURAL TESTING OR INSPECTIONS****REINFORCING STEEL**

Tensile Strength # 3 through # 7 (ASTM A615/A706).....	\$ 75.00/test
Tensile Strength # 8 through # 9 (ASTM A615/A706).....	\$ 125.00/test
Tensile Strength # 10 through # 11 (ASTM A615/A706).....	\$ 200.00/test
Bend Test # 3 through # 7 (ASTM A615/A706).....	\$ 100.00/test
Bend Test # 8 through # 11 (ASTM A615/A706).....	\$ 150.00/test
Tensile Strength # 14 or #18 (ASTM A615/A706).....	\$ Quotation
Bend Test # 14 or #18 (ASTM A615/A706).....	\$ Quotation

WELDING INSPECTION

Visual Welding Inspection / Shop Fabrication	\$ 80.00/hr
Visual Welding Inspection / Shop Fabrication (Prevailing Wage)	\$ 90.00/hr

STRUCTURAL STEEL

Spray Applied Fireproofing Inspection (Non Prevailing Wage).....	\$ 80.00/hr
Spray Applied Fireproofing Inspection (Prevailing Wage).....	\$ 90.00/hr
Spray Applied Fireproofing Density Tests	\$ 100.00/test
Spray Applied Fireproofing Adhesion Tests	\$ 50.00/test
Tensile Strength (ASTM A36).....	\$ Quotation
Bend Test (ASTM A36).....	\$ Quotation
Sample Preparation.....	\$ Quotation

STRUCTURAL BUILDING (Shear Wall / Roofing)

Shear Panel Inspection.....	\$ 100.00/hr
Roof Installation Inspection.....	\$ Quotation
Glu-Lam Inspection	\$ Quotation
Cut Analysis of Built-Up Roofs.....	\$ 200.00/ea
Roof Tile Strength Test - Clay or Concrete (5 Required)	\$ 100.00/test
Roof Tile Absorbtion Test - Clay or Concrete (5 Required).....	\$ 60.00/test

STRUCTURAL BOLTING

Structural Bolts - Bolt/Nut/Washer (Proof Load, Tensile, Hardness).....	\$ 350.00/set
Structural Anchor Bolts - Bolt/Nut/Washer (Proof Load, Tensile, Hardness).....	\$ 350.00/set

BRINELL HARDNESS

Standard Indenter for Steel or Cast Iron (F Pins) (ASTM E10).....	\$ 50.00/ea
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2016 FEE SCHEDULE

EQUIPMENT & MATERIALS

MISCELLANEOUS EQUIPMENT

Service Truck (Mileage Charged Separately)	\$ 150.00/day
Concrete/Asphalt/Masonry Coring Rig.....	\$ 200.00/day
Hydraulic Pull Test Equipment (Up to 24 Tons).....	\$ 100.00/day
Hydraulic Pull Test Equipment (25 Tons to 50 Tons).....	\$ 200.00/day
Auto-Read Floor Profiler (Floor Flatness Dipstick).....	\$ 300.00/day
Pachometer - Rebar Locator	\$ 100.00/day
Schmidt Hammer	\$ 100.00/day
Skidmore-Wilhelm Device (Model M & Model MS).....	\$ 150.00/day
Skidmore-Wilhelm Device (Model H).....	\$ 300.00/day
Calibrated Torque Wrench (All Sizes)	\$ 50.00/day
Steam Cleaning Unit.....	\$ 200.00/day
Generator	\$ 100.00/day
Submersible Pump.....	\$ 150.00/day
Water Level Meter.....	\$ 50.00/day
Water Quality Test Meter	\$ 50.00/day
Paint Thickness Meter	\$ 50.00/day

GEOPHYSICAL TESTING & EQUIPMENT

Ground Penetrating Radar (GPR) - Noggin 100.....	\$ 500.00/site/day
Nimbus Seismograph.....	\$ 500.00/test
Resistivity Meter (A-Spacings).....	\$ 300.00/test
Ground Rod Resistivity Meter	\$ 100.00/day
Downhole Geophones.....	\$ Quotation
Magnetometer	\$ Quotation
Neutron Moisture Gauge	\$ Quotation

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

IN THE MATTER OF

**AWARD OF BID FOR SOIL AND CONCRETE TESTING FOR PHASE ONE OF THE
MEADOWBROOK PARK IMPROVEMENT PROJECT**

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 19th day of April 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. 5-16

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY
RECREATION AND PARK DISTRICT AWARDING BID FOR SOIL AND CONCRETE
TESTING FOR PHASE ONE OF THE MEADOWBROOK PARK IMPROVEMENT
PROJECT**

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

WHEREAS, it has been determined that Meadowbrook Park is in need of refurbishment;
and

WHEREAS, bids were received from companies for soil and concrete testing for phase one of the Meadowbrook Park Improvement Project.

NOW, THEREFORE, BE IT RESOLVED THAT, the Tehachapi Valley Recreation and Park District Board of Directors awarded bid to _____ in an amount not to exceed _____ for soil and concrete testing for phase one of the Meadowbrook Park Improvement Project, and

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