



Tehachapi Valley
Recreation & Park District

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

**REGULAR BOARD MEETING
MONDAY, FEBRUARY 8, 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 January 19, 2016, (Pages 4-6).

5. RECREATION COORDINATOR REPORTS

6. MAINTENANCE FOREMAN REPORTS

7. DISTRICT MANAGER REPORT

8. AGENDA ITEMS

- A. Fiscal Year 2014/2015 Audit Presentation from Keathley, Maxwell & Antongiovanni, LLP.
- B. Award of Bid for Construction Staking for Phase One of the Meadowbrook Park Improvement Project, Resolution #2-16 (Pages 7-13).
- C. West Park Activity Center Refurbishment – Discussion
- D. 2016 Minimum Wage/Exempt Employee Rules – Discussion
- E. Dye Natatorium – Discussion

9. BOARD OF DIRECTORS' TIME

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

10. OTHER BUSINESS

11. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on March 15, 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 February 8, 2016, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, February 5, 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 5th day of February 2016.

Dated this 5th day of February 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 JANUARY 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, TVRPD District Manager
Seth Carroll, TVRPD Recreation Coordinator
Corey Torres, TVRPD Recreation Coordinator
Nolan Ferdinand, TVRPD Maintenance Foreman
Mike Walsh, TVRPD Maintenance Foreman
Jill Barnes Nelson, Tehachapi News
Tyler Savage, Boy Scouts of America
Carrie Champlin, TVRPD Clerk of the Board

1. **FLAG SALUTE:** Tyler Savage led the Flag Salute.
2. **ROLL CALL:** Director Duhart was absent.
3. **PUBLIC COMMENTS:** Tyler Savage gave a brief description of the bat box Eagle Scout project he would like to present to the Board at a future meeting.

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.

Rush - Corpus-Zamudio: Ayes: Mifflin; Rush; Corpus-Zamudio; Wyatt

Noes: None. Motion carried.

Absent: Duhart

B. Approval of the Minutes from the Regular Board Meeting held December 15, 2015.

Request by Clerk of the Board of Directors to approve the minutes from the December 15, 2015 Regular Board Meeting.

Rush - Corpus-Zamudio: Ayes: Mifflin; Rush; Corpus-Zamudio; Wyatt

Noes: None. Motion carried.

Absent: Duhart

5. RECREATION COORDINATORS REPORTS

Recreation Coordinator Seth Carroll:

- Hot Chocolate Turkey Trot 5K: CalPortland to sponsor the event. Beanies will be upgraded to runner beanies for this year's event.
- Dodgeball registrations in progress.
- Working on new programs for the year.

Recreation Coordinator Corey Torres:

- Youth Basketball program is in progress. Nine divisions with 365 participants. Games are being held in three facilities. Picture day scheduled for next week.
- Smart Start Baseball program is in progress. Start Smart Soccer begins February 18, 2016.
- Red Cross Certification class will be scheduled for late spring.

6. MAINTENANCE FOREMAN REPORTS

Maintenance Foreman Nolan Ferdinand gave the report.

- Brief discussion regarding possible locations for the bat box project.
- Working with Tehachapi Little League for their upcoming season. Grass infields, irrigation, and fencing will be addressed. Working on a dedicated meter for Read Field.
- Board thanked Ferdinand for working with Tehachapi Little League.

Maintenance Foreman Mike Walsh gave the report.

- Meadowbrook Park Improvement Project Phase One: Registered PWC100 for award of bid with California DIR.
- Playground equipment that was in storage is now at Meadowbrook Park storage and ready for the contractor.
- Walsh inspected the small storage shed at West Park and recommended removing the storage shed.

7. DISTRICT MANAGER REPORT

District Manager LeAnn Williams gave the report.

- Meadowbrook Park Improvement Project Phase One: Working with Moalej Builders Inc. on the contract and insurance requirements.
- West Park Activity Center: Planning in progress for the refurbishment of WPAC. TVRPD is a certified member of the National Joint Powers Alliance, and NJPA will be used for the WPAC refurbishment project. Project to include lighting, basketball court, basketball hoops, scoreboards, and a bottle filler drinking fountain.
- Trails: Land use agreement in progress with Lehigh Southwest Cement Company. Williams rode the trails with TMTA, SCHL, and IMBA members in preparation for the mountain bike event scheduled in May.
- Governance Training Workshop scheduled and available for TVRPD Board members and supervisors: February 24, 2016 at GHCSO.

8. FINANCIAL REPORT

9. AGENDA ITEMS:

A. Approval of the Preliminary Financial Reports for December, 2015.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR DECEMBER, 2015.

Wyatt - Rush: Ayes: Mifflin; Rush; Corpus-Zamudio; Wyatt

Noes: None. Motion carried.

Absent: Duhart

B. Tehachapi Valley Recreation and Park District's FY 2015/2016 Midyear Budget Review.

District Manager Williams presented the budgetary changes to the Board. There was a brief discussion regarding the California minimum wage increase and the affect the increase has on the District's exempt employees.

Public Hearing Opened at 6:09 P.M.: No comments.

Public Hearing Closed at 6:10 P.M.

BOARD ADOPTS TEHACHAPI VALLEY RECREATION AND PARK DISTRICT'S FY 2015/2016 MIDYEAR BUDGET ADJUSTMENTS AS PRESENTED.

TVRPD FY2015/2016 budget on file.

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

Noes: None. Motion carried.

Absent: Duhart

C. Dye Natatorium – Discussion.

District Manager Williams explained the Dye Natatorium pool was inspected by American Leak Detection and four leaks were found. Two skimmer leaks, one backwash leak, and one main drain leak. Pool will most likely not open February 1, 2016. Tehachapi Unified School District was notified. Dresser Services has been scheduled to inspect the interior ceiling insulation. Further updates to come regarding the repair options and schedule.

10. BOARD OF DIRECTORS TIME: Board thanked Seth Carroll for his work with sponsors. Vice-Chairperson Rush thanked the TVRPD staff for their work.

11. OTHER BUSINESS: None

12. ADJOURNMENT:

Having no further business the meeting was adjourned at 6:25 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on February 8, 2016.

Rush - Wyatt: Ayes: Mifflin; Rush; Corpus-Zamudio; Wyatt

Noes: None. Motion carried.

Absent: Duhart

Respectfully Submitted,

Carrie Champlin
Carrie Champlin, Clerk of the Board



December 14, 2015

LeAnn Williams, District Manager
Tehachapi Valley Recreation and Parks District
P.O. Box 373
490 West D Street
Tehachapi, CA 93561

Subject: Meadowbrook Park Request for Phase I Construction Staking Services

Dear Ms. Williams:

At your request, Quad Knopf proposes to provide additional phase I construction staking services to Tehachapi Valley Recreation and Parks District (TVRPD) as an amendment to our current design contract. This work involves both field services and office services as follows:

1. Control: Establish and verify surety control at site.
2. Demo Limits: Establish the limits of demolition at 50-foot stations and angle points using stakes offset at 5 feet.
3. Rough Grade: Set stakes at 3-foot offset to hard surfaces, and limits of improvements with a cut/fill to finish grade at 25-foot stations, grade breaks and angle points.
4. Waterline: Set stakes at 5-foot offset to waterline with a cut/fill to finish grade at 25-foot stations and angle points.
5. Finish Grade: Set stakes at 3-foot offsets to hard surfaces and improvements with a cut/fill to finish grade at 25-foot stations, grade breaks and angle points.

Work will be coordinated between TVRPD, the Contractor and Quad Knopf survey team, utilizing several mobilizations to site.

The supplemental services described above will be completed for a fixed fee of \$15,700.

Any work outside the defined scope of work will be brought to the attention of TVRPD in advance, so a scope and fee is approved before work is performed.

We appreciate the opportunity to provide these additional services to support the completion of your project. If you have any questions regarding this proposal, please contact Greg Thompson directly at (559) 733-0440 or by email at gregt@quadknopf.com.

Sincerely,



Gregory Thompson, PE
Project Manager



Amber Adams,
Regional Manager

GT/gt
P150760

Thomas L. Bayne
R.C.E. 26106
John Rickett
Project manager

G.P.S. SERVICES
2901 "H" Street # 11
BAKERSFIELD, CALIFORNIA
93301

PHONE (661)328-1212

E-MAIL: gpsservices@yahoo.com

G.P.S. SURVEYS
PARCEL MAPS
GRADING PLANS

LOT LINE ADJUSTMENTS
COMPACTION TESTING
TOPOGRAPHY MAPS

RATE SCHEDULE
EFFECTIVE 1/1/2015

Surveying

Principal	\$ 135.00 per hour
1-man survey crew	145.00 per hour
2-man survey crew	175.00 per hour
3-man survey crew	200.00 per hour
Computer drafting	85.00 per hour
G.P.S. equipment	30.00 per hour

Soils

Compaction testing	95.00 per hour
Inspections/no comp.	85.00 per hour
Maximum density testing	300.00 per sample

Automotive equipment	1.00 per mile
Special Off-road equipment,	15.00 per hour
	(Or rental cost plus 20%)

G.P.S. system used:
Leica System SR530, Dual frequency, geodetic, real-time RTK receiver.

The above rates do not include materials or such items as blueprints, State, County or City permits, concrete or other special monuments, title work, or other special services. These items are charged for at cost plus 20%.

If you have any questions please call. THANK YOU.

GPS SERVICES
2901 "H" Street #11
BAKERSFIELD, CALIFORNIA
93301
(661) 328-1212

February 1, 2016

Job: TVPRD

Tehachapi Parks and Recreation District
490 West D Street
Tehachapi, CA 93561

RE: Meadowbrook Park Improvements Project, Phase 1.

Proposal/Estimate:

To whom it may concern.

Construction staking:

The cost estimate to survey for construction staking for the above mentioned project is \$12,000

The construction staking estimate is based on past projects of similar size. This also includes the research and pre-calculations to establish proper control. The actual cost will be determined by time and materials. We will be working close with the construction contractor and (TVRPD) to supply sufficient staking to construct the project.

Compaction testing:

The cost estimate to monitor the site for compaction quality is \$4,000

The cost estimate for compaction testing will also be time and materials. The compaction process will be determine by the competence and reliability of the grading contractor and/or weather.

I have included a copy of our rate sheet for your information and use. If you have any questions, please do not hesitate to contact me.

Thank you,


John Rickett

G.P.S. Services

PINNACLE SURVEYING AND ENGINEERING SERVICES

20412 BRIAN WAY, SUIT 2A
TEHACHAPI, CA. 93561
661-822-7273 OFFICE

Date: 02/3/16

RE: Survey Proposal- Meadowbrook Park Phase 1

Mike,

Pursuant to your request we are submitting this proposal to provide services for the referenced project. We propose to provide the following services:

1. Establish survey control at site-	4 hours	\$600.0
2. Stake demo Limits-	4 hours	\$600.0
3. Stake rough grade entire site-	6 hours	\$900.0
4. Stake water line-	2 hours	\$300.0
5. Stake curbs, gutters and hard surfaces	8 hours	\$1200.0

Our fee to provide surveying services as described is a total of \$3,600.0 we will make every effort to provide you with quality and timely service. Additional trips and staking will be at a T&M amount of \$150.0 hr for the Field and \$60.0 hour for Office.

Thank you for considering *Pinnacle Surveying and Engineering Services*. If you have any questions, please call anytime.

Notice to Proceed:

Pinnacle Surveying and Engineering: _____

Client: _____

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

IN THE MATTER OF

**AWARD OF BID FOR CONSTRUCTION STAKING 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 8th day of February 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. 2-16

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY
RECREATION AND PARK DISTRICT AWARDED BID FOR CONSTRUCTION
STAKING 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 construction staking 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 the construction staking 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.