

AGENDA
FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT
SPECIAL BOARD MEETING

February 5, 2020 at 6 PM

District Office, 24850 3rd Street, Fall River Mills, CA 96028

Mission:

The Fall River Valley CSD is committed to providing quality municipal services to the residents of the Fall River Valley in a reliable, professional, cost effective, and environmentally conscious manner.

CALL TO ORDER:

ROLL CALL OF DIRECTORS:

VISITORS:

PUBLIC COMMENT: Any member of the public may address the Board relating to any matter within the Boards' jurisdiction that is NOT on today's agenda. Pursuant to the Brown Act (Govt. Code Section 54950 es. seq.) action or Board discussion cannot be taken on public comment matters other than receive comments and, if deemed necessary, to schedule the matter on a subsequent Board Agenda.

(A) Action Item

(D) Discussion Item

(I) Information Item

- Consider contractor bids for Three Rivers Park Construction (I) (D) (A)
- Consider backhoe purchase (I) (D) (A)
- Consideration of Roof Contractor for USDA grant (I) (D) (A)
- Approval of paid Parks Manager position (I) (D) (A)
- Consider new Pay Schedule for 2019/2020 (I) (D) (A)

- Closed session for Employee Review

ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office at (530)336-5263. Notification in advance of the meeting will enable FRVCSD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at FRVCSD for review by the public.



Civil & Structural Engineering Services
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www.mtshastaengineering.com

February 3, 2020

Fall River Valley Community Services District
24850 Third Street
Fall River Mills, CA 96028

Re: Engineer's Recommendation for Bid Award
Two Rivers Park – Phase 1 Improvements

Mr. Stephen Rooklidge:

This letter is provided as our formal recommendation to award the public bid of the Two Rivers Park Phase 1 Improvements project to the lowest bidder. Following public bid opening on January 28, 2020, the apparent low bidder was Roy Alan King, Inc., the second low bidder was hat Creek Construction, Inc., the third low bidder was R. B. Aldrich Construction and the high bidder was Pat Nelson Construction, Inc. The project bid summary and tabulation form is attached for your records. All bidders have been determined to be responsive.

A more thorough review of the lowest bidder was performed, verifying that Roy Alan King, Inc. has active licenses with the California Contractor's State License board and California Department of Industrial Relations and meets the minimum qualification requirements for the project. We have also verified that subcontractor Isringhausen Enterprises, Inc. dba Isringhausen Paving & Grading meets the minimum qualification requirements for this type of work.

Based on my review of all bid proposals and the detailed review performed for the lowest bid, Mt Shasta Engineering recommends that the Fall River Valley C.S.D award the Two Rivers Park – Phase 1 Improvements project construction contract to Roy Alan King, Inc. Attached to our recommendation is a partially filled Notice of Award form for your use in awarding the project. I have spoken to Roy Alan King about relevant qualifications and would be happy to discuss all of this in more detail with you, at your convenience.

Respectfully,

Nicholas Riddle, PE
Project Engineer

Attached: Bid Summary
Notice of Award

BID SUMMARY & TABULATION

Owner: Fall River Valley C.S.D.
 Bid Title: TWO RIVERS PARK - PHASE 1 IMPROVEMENTS
 Bid Opening: Tuesday, January 28, 2020
 Pre-Bid Conference: Thursday, January 9, 2020 Mandatory

Bids Received	Bids Responsive	No Bids	Bid Closing Date	Bid Closing Time	Bid Tab By
4	4	5	1/28/2020	4:00 PM	NR

Bid Summary

Bidders	Responsive Bid	Base Bid Total	Alternate 1 Bid Total	Alternate 2 Bid Total
Jefferson State Highways	No Bid	N/A		
True North Constructors	No Bid	N/A		
Steelhead Constructors	No Bid	N/A		
Hat Creek Construction	YES	N/A	\$161,497.00	\$169,150.00
PNC, Inc	YES	N/A	\$303,010.00	\$295,275.00
RB Aldrich Construction	YES	N/A	\$196,783.70	\$208,422.00
Roy Alan King, Inc	YES	N/A	\$149,163.76	\$164,851.40
DLB	No Bid	N/A		
Giles Excavating & Paving	No Bid	N/A		

Alternate Bid Item Selected: Alternate 1
 Apparent Low Bidder: Roy Alan King, Inc. \$149,163.76
 Approved By Owner:

Backhoe Loader Bid Quotes

All quotes are using the Sourcewell Federal Government discount rate.

Received	New	Used	Comments
Sonsray Machinery (Case)	\$ 90,998	\$ 71,131	Used is now sold
Petersen CAT	\$ 72,480	\$ 89,804	Used is fully loaded
Pape John Deere	\$ 84,303	-	

No Bids

I-5 Rentals

Nor-Cal Rentals

Roof Bid Quotes

The District can indicate any preferred contractor because the facility grant is funded by RD.

Received	Cost	Comments
Benson Roofing	\$ 79,110	All are min 1/2' plywood, 30 lb felt, metal roof, w/ridge vent
Monath Const	\$ 65,875	
Elite Const	\$ 58,800	

**Fall River Valley Community Services District
Job Description**



Job title: Parks Manager

Work Location: FRVCSD Office and mobile

Division/Department: Water, Wastewater, and Parks

Reports to: General Manager

Full-time

Part-time – Six hours per week average

Exempt - Salaried

Nonexempt

Essential Duties and Responsibilities:

The Parks Manager will oversee all phases of park development. This includes, but is not limited to:

- Identifying funding sources (an emphasis on procurement of grant funding is expected)
- Management of park finances with the aid of the Office Manager and General Manager
- Grant administration
- Coordination of planning, including soliciting public input and cooperating with professional planners to develop work plans
- Developing working relationships with the appropriate regulatory agencies
- Soliciting bids and overseeing construction and repair of park facilities
- Supervising volunteer park personnel, ensuring work is performed safely and efficiently
- Planning for seasonal changes in resource needs
- Periodic inspection of all park facilities, including buildings, grounds and boundaries
- Coordinating with organizations that will use the park facilities for group events
- Cooperating with the Fall River Lions Club in the operation of the park and softball field on Long Street in Fall River Mills, and

Education and/or Work Experience Requirements:

Experience with the parks program of Fall River Valley CSD.

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required

Physical Requirements:

- Must be able to lift and carry up to 30 lbs
- Must be able to talk, listen and speak clearly on telephone

Print Employee Name:

Employee signature:

Date:

Proposed Wage Rate Schedule 2/05/2020-6/30/2020

Based on a 13-year step schedule

Job Title	Time	Minimum		Maximum
Laborer	HOURLY	\$ 15.00	to	\$ 25.00
Utility Operator	HOURLY	\$ 19.00	to	\$ 32.00
Operations Supervisor	HOURLY	\$ 28.00	to	\$ 47.00
Accounting Clerk	HOURLY	\$ 17.00	to	\$ 29.00
Office Manager	HOURLY	\$ 20.00	to	\$ 33.00
Parks Manager	SALARY	\$ 10,000.00	to	\$ 16,000.00
General Manager	SALARY	\$ 60,000.00	to	\$ 100,000.00

Current Wage Rate Schedule 7/01/2019 to 6/30/2020

Job Title	Time	Minimum		Maximum
Laborer	HOURLY	\$ 15.00	to	\$ 23.30
Equipment Operator	HOURLY	\$ 17.00	to	\$ 26.42
Utility Operator	HOURLY	\$ 19.00	to	\$ 29.51
Lead Operator	HOURLY	\$ 22.00	to	\$ 34.20
Operations Supervisor	HOURLY	\$ 28.00	to	\$ 43.49
Accounting Clerk	HOURLY	\$ 17.00	to	\$ 28.42
Office Manager	HOURLY	\$ 20.00	to	\$ 31.45
General Manager	SALARY	\$ 33,000.00	to	\$ 84,000.00

**Fall River Valley Community Services District
Pay Schedule for Fiscal Year 2019-2020
Effective 07/01/2019**

Job Title	Time	Minimum		Maximum
Laborer	HOURLY	\$ 15.00	to	\$ 25.00
Utility Operator	HOURLY	\$ 19.00	to	\$ 32.00
Operations Supervisor	HOURLY	\$ 28.00	to	\$ 47.00
Accounting Clerk	HOURLY	\$ 17.00	to	\$ 29.00
Office Manager	HOURLY	\$ 20.00	to	\$ 33.00
Parks Manager	SALARY	\$ 10,000.00	to	\$ 16,000.00
General Manager	SALARY	\$ 60,000.00	to	\$ 100,000.00

Revised as of 2/05/2020 and adopted by the Board as of 2/05/2020