

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

8441 Burlando Road
P.O. Box 215
Wofford Heights, CA 93285

Special Meeting

Tuesday, April 07, 2020

Meeting will be held via conference call due to COVID-19; for dial in number call District Office 760-376-2189

1:00 P.M.

Chairperson: John Blythe

Trustees: Mark Montgomery, Harry Schustz, Gerald Wenstrand (one vacant seat)

Welcome Trustee Montgomery (Appointed March 31, 2020)

District Manager: Randy Kyt (Cell Phone: 760-549-3468)

Clerk of the Board: Laura Kyt

All agenda item supporting documentation is available for public review in the office of the Clerk of the Board of Trustees, 8441 Burlando Road, Wofford Heights, CA 93285 during regular business hours 11:00 a.m. - 3:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and prior to or during the meeting will also be available for review at the same location.

AMERICANS WITH DISABILITIES ACT (Government Code Section 54953.2)

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Public restrooms are not available in the District Office

PLEASE REMEMBER TO TURN OFF ALL CELL PHONES, PAGERS, OR ELECTRONIC DEVICES DURING BOARD MEETINGS

BOARD TO RECONVENE

Board of Trustees: Blythe, Montgomery, Schustz, Wenstrand (one vacant seat)

CALL TO ORDER BY CHAIR OF THE BOARD

ROLL CALL BY THE CLERK OF THE BOARD

PLEDGE OF ALLEGIANCE & INVOCATION LED BY MANAGER

PUBLIC REQUESTS, COMMENTS, PRESENTATIONS:

This portion of the meeting is reserved for persons to address the Board on any matter not on this agenda but under the jurisdiction of the Board. Board members may respond briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information or request staff to report back to the Board at a later meeting. Also, the Board may take action to direct the staff to place a matter of business on a future agenda. SPEAKERS ARE LIMITED TO THREE MINUTES. PLEASE STATE YOUR NAME BEFORE MAKING YOUR PRESENTATION. THANK-YOU!

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BID PROPOSAL PROCESS: TRANSITION DRIVEWAY ASPHALT PROJECT

	1)	Invitation for Bid Proposal Process	<i>Discussion</i>
		a) Invitations were sent by email to nine (9) asphalt contractors on February 29, 2020 b) Advertising of invitation for bid proposals was published March 18, 2020 in the Kern Valley Sun c) Second email request for bid proposals occurred on March 30, 2020 - four (4) contractors responded	
	2)	Mgr's Report Transition Driveway Project Scope of Work Cost Overruns	<i>Discussion</i>
		a) Transition driveway project could experience unaccounted for cost overruns b) Connecting upper level to the culvert section may prove complicated if upper level section is undermined c) Connecting upper level to the culvert section may prove complicated if grade has to be adjusted to tie in d) Asphalt project for the upper level section: fill cracks and seal asphalt has been approved e) Discuss potential transition driveway scope of work cost overruns	
	3)	FY 2019-2020 Budget for the General Fund (#42010) of the District	<i>Discussion</i>
		a) Discuss revisions to FY 2019-2020 Budget b) Discuss restricting portion of Fund #42010 for a six month District Operation's costs reserve added to budget c) Discuss estimated asphalt project scope of work cost overruns added to budget d) Review report for funds reserved in Fund #42013 and funds transferred out	
Action Required	A	4) Approve Asphalt & Hazard Mitigation Scope of Work Cost Overruns	Action Required
		a) Discuss an amount deemed appropriate for scope of work cost overruns Action: b) Approve adding asphalt & Hazard Mitigation (spring water collection bed) scope of work cost overruns	
A	5)	Revise FY 2019-2020 Budget for the General Fund (#42010) of the District	Action Required
		a) Add to budget a restricted portion of Fund #42010 for a six month District Operation's costs reserve b) Add an amount deemed appropriate for scope of work cost overruns for asphalt project Action: c) Approve revisions to the Fiscal Year 2019-2020 Budget for the General Fund (#42010) of the District	
A	6)	Asphalt and Hazard Mitigation Projects Deadline	Action Required
		a) Asphalt & Hazard Mitigation projects completion deadline was set at the Feb 18, 2020 meeting for June 2020 Action: b) Extend deadline in contract language to July 31, 2020 due to COVID-19 Pandemic mandated requirements	
A	7)	Asphalt and Hazard Mitigation (spring water collection bed) Project Contract	Action Required
		a) Review contract language of "Asphalt and Hazard Mitigation" project b) Discuss and recommend revisions to contract Action: c) Approve "Asphalt and Hazard Mitigation" Project Contract	
A	8)	Review Bid Proposals Received for Asphalt & Hazard Mitigation Projects	Action Required
		a) Bid proposal requests were sent to nine (9) contractors in Kern County b) Manager Kyt reports number of bid proposals received c) In the event that less than three (3) bid proposals are received consider revision to number of bids required Action: d) If necessary, revise number of bid proposals that must be obtained to expedite project for three reasons: e) First reason: this is the second time District has tried to obtain bid proposals for same project f) Second reason: COVID-19 Pandemic mandated requirements may have caused business shut-downs g) Third reason: time is of the essence - project was delayed last summer - CalOES deadline is Sept. 15, 2020	
A	9)	Award Contract for Asphalt & Hazard Mitigation (spring water collection bed)	Action Required
		Action: a) Award the transition driveway Asphalt & Hazard Mitigation Contract to lowest responsible bidder Action: b) Authorize Manager Randy Kyt to sign contract	

NEXT REGULAR MEETING:

Scheduled: May 12, 2020 at 1:00 p.m.

Action Required	A	1) MOTION TO ADJOURN: <i>time meeting adjourned</i>	Action Required
		a) Action to close	