

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

REGULAR MEETING MINUTES

October 25, 2022

Call the meeting to order- 6:07 p.m.

Pledge of Allegiance

Vice-President Deel asked all present to recite the Pledge of Allegiance.

Roll Call.

Present:

Vice President Deel
Director Paulsen
Director Roberts
Director Unger

Absent: President Springer- working for FEMA in Florida.

Also Present: General Manager Jodi Howard, Fire Chief Lanier and members of the public.

1. Approval of Agenda

Motion Director Paulsen to approve as presented and add to Item F- Score Board. Seconded Director Roberts.

Vote: **Unanimous**

Motion Passed

2. Public Comments:

a. General Public

Rose Beardshear- Pistachio Festival has 21 food vendors 53 misc. vendors. After pistachio de-brief they will bring a list of things that could use improvements. Thanked GM for fixing the restrooms with volunteers.

Community Reports- Kimberly Mesen Barstow BNSF 1.2 Billion expand Railroad 20,000 new jobs, 1000 permanent jobs.

This will be my last meeting; Elaine will be covering the meetings from now on.

Sheriff Report – Markeguard report attached on Newberrycsd.net website

3. Reports

a. General Manager-

Sent out and posted RFP for Fire Department with Casey Jones.

Volunteers and I worked on the restrooms replaced new faucets replaced buttons for flushing the toilets and replaced the plastic lines.

Silver Valley Septic came on Wed. pulled out athel roots from toilets and septic. Will return on Monday with backhoe to clean out septic and finish the job. Coordination with the Chamber of Commerce any needs for Pistachio Festival.
Called out Contractor for cooler leak- was fixed.
Eagle repaired water leak on side of the community center building.

- b. **Fire Department-** Fire Dept. Report attached on newberrycsd.net website.
- b. **Air Quality Monitoring Report** – www.purpleair.com 2 sensors all but 1 agree 100% 1-monitor 80% reading.

Agenda Items- Discussion/possible Action

- A. Proposed Policy #1014 Policy Manual Table of Contents.**
No Second Motion
- B. Proposed Policy#1016 Policy Manual Public Access.**
Motion Director Roberts to accept as presented. Seconded Director Unger.
Vote: No- Director Paulsen
Yes- Director Deel, Roberts, and Unger
Motion Passed
- C. Proposed Policy #1042 District Access to Legal Counsel**
No Second for Motion
- D. Discussion With Casey Jones/Project Manager- How to Proceed with the RFP- Bid Process with the Fire Department Electricity Installation**
Casey Jones went through the RFP and explained the process to the Board.
- E. Proposed Policy Manual for Fire Department**
Motion Director Paulsen to approve policy manual for Fire Department.
Seconded Director Roberts.
Vote: Unanimous
Motion Passed
- F Update Ballfield/Park- Discussion on Hiring an Engineer for Electrical in Ballfield**

Motion Director Roberts to accept Clearway \$15,000.00 or more donation for installation of score board the CSD will pay the cost of excess from park/rec reserves. Contract will stipulate the scoreboard install will work with existing electrical service. Seconded Director Unger.

**Vote: Unanimous
Motion Passed**

G Approve Mutual Aide Agreement with Yermo Fire Department

Motion Director Paulsen to approve Yermo Mutual Aide Agreement. Seconded Director Roberts

**Vote: Unanimous
Motion Passed**

H. Approve Mutual Aide Agreement with Daggett Fire Department.

Motion Director Unger to approve Mutual Aide Agreement with Daggett Fire Department with correction *within* (b)...Daggett Fire Department will be dispatched when available to any point *within* the firefighting jurisdiction of the Newberry Springs Fire Department. Seconded Director Paulsen.

**Vote: Unanimous
Motion Passed**

I. November and December Meeting Date Changes.

Motion Director Roberts to change meeting dates to Nov 29th and Dec. 15th
Seconded Director Paulsen.

**Vote: Unanimous
Motion Passed**

5. Approval of Minutes for September 27, 2022

Motion Director Deel to approve minutes with corrections- 3.a. ~~district G Community Center Admin/Building Fund.~~

H. ~~CSD Bounce House, CSD Kickball Tournament.~~ Seconded Roberts

**Vote: Unanimous
Motion Passed**

6. Approve Bills Paid and Presented

Motion Director Roberts to approve bills paid and presented. Seconded Director Paulsen.

Vote: Unanimous

**Board Draft Min.
10-25-22 pg. 4**

Motion Passed

7. Old and New Business

Director Unger- will be meeting with a company along with the GM to advise us on a P.A. system for the community center Nov 2,2022

Director Paulsen- this is one of my last meetings.

Director Roberts-thrilled to put the ballpark together.

Director Deel- there is a Governance Training with the MWA provided flyers.

8. Directors Comments

9. Adjournment- 8:53 p.m.

Board Secretary

Board President

NEWBERRY COMMUNITY SERVICES DISTRICT

Request for Pricing - Construction

BALLFIELD SCOREBOARD INSTALLATION AND WIRING

Project #: 2022-002

RFP Date: November 16, 2022

Contents

PUBLIC NOTICE..... 3

JOB WALK..... 3

APPLICABLE STANDARDS AND COMPLIANCE REQUIREMENTS 3

PLANS, SPECIFICATIONS, AND LICENSING 3

STATEMENT OF WORK..... 4

 INTRODUCTION/BACKGROUND..... 4

 SCOPE OF WORK 4

 LOCATION/PROJECT HOURS 5

 SAFETY..... 5

 PROJECT QUALITY 5

 Transportation and Storage 5

 Installation, Start-up, and Testing..... 5

 UTILITY OUTAGES..... 5

 DISPOSAL, RECYCLING, AND ENVIRONMENTAL..... 5

 WARRANTY 5

 REPORTING REQUIREMENTS 5

CONTRACTORS' STATE LICENSE BOARD 6

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS 6

SUBCONTRACTORS 6

PROJECT BETTERMENTS AND EXCLUSIONS 7

 Betterments 7

 Exclusions 7

POSTING REQUIREMENTS 7

INSURANCE REQUIREMENTS 7

 Commercial General Liability 7

 Workers Compensation 7

 Automobile Liability 7

PREVAILING WAGE 7

CERTIFIED PAYROLL 7

PAYMENT MILESTONE SCHEDULE 8

PAYMENT TERMS 8

COMMUNICATIONS AND DIRECTION 8

POINTS OF CONTACT 8

SCHEDULE OF COSTS 9

NCS D RIGHTS 9

BALLFIELD SCOREBOARD INSTALLATION AND WIRING

PROJECT NO. 2022-002

NEWBERRY SPRINGS, CALIFORNIA

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN that the Newberry Community Services District (NCSD), invites bids for the above stated public works project and will receive such bids in the office of the General Manager (G.M.), **30884 Newberry Road, Newberry Springs, California 92365** up to the hour of 2:00 p.m., on the 30th day of November 2022.

The bid shall be firm fixed price in US dollars. All required design, engineering, drawings, management, equipment, labor, material, travel, shipping, quality, safety, taxes and compliance shall be included in the bid in order to deliver a turn-key project.

JOB WALK

A job walk will not be conducted, interested contractors may visit the site during park hours. Additionally, the G.M. is available to answer questions and meet with interested contractors by appointment only.

APPLICABLE STANDARDS AND COMPLIANCE REQUIREMENTS

The Contractor is responsible for identifying applicable local, state, and national codes and requirements for the work and materials provided by the contractor.

PLANS, SPECIFICATIONS, AND LICENSING

The Contractor shall perform the installation in accordance with the OEM manuals. The following OEM manuals are incorporated by reference:

- 3355 Installation Manual
- 3355 Quick Guide
- Varsity_Operations_Manual_-_Baseball

The Contractor shall develop a plan to perform the work described. Designs and specifications shall comply with all applicable local, state, and national codes and regulations.

In accordance with the provisions of California Public Contract Code § 3300, and Business and Professions Code § 7028.15(e), Contractor shall possess all required licenses at the time that the contract is awarded. Failure to possess the required licenses shall render the bid as non-responsive and shall act as a bar to award of the contract to any contractor not possessing the required licenses at the time of the award.

Persons performing work as electrician under a C-10 licensed contractor shall be certified pursuant to certification standards established by the Division of Labor Standards Enforcement. "Electricians" is defined as all persons who engage in the connection of electrical devices for electrical contractors licensed pursuant to Section 7058 of the Business and Profession Code, specifically, contractors classified as electrical contractors in the Contractors State License Board Rules and Regulations [Labor Code § 108 (c)].

STATEMENT OF WORK

INTRODUCTION/BACKGROUND

Install NCS D provided scoreboard and connect to existing electrical power. The Contractor shall verify and include any upgrades or repairs to the existing system that would prevent the new scoreboard from properly functioning or overloading the existing electrical system. Plainly put, NCS D is requiring the Contractor to provide a "turn-key" project and expects the Contractor to take reasonable steps to identify potential change orders prior to submission of their bid.

SCOPE OF WORK

Verification – The Contractor shall verify electrical equipment loads of the existing electrical system and the new electrical equipment loads. The Contractor shall determine any repairs and/or upgrades required in order for the new scoreboard to function properly with the existing electrical system.

Burial Tape - All underground work shall include underground burial tape.

Underground Locating – In order to prevent hitting underground obstructions, prior to starting work underground, the Contractor shall determine the location of existing utilities and obstructions within the work area. The NCS D G.M. will walk the work area with the Contractor prior to commencement of underground work.

Overview - Provide labor and materials to install and connect the new scoreboard.

- Contractor to determine conduit size and wire size. No direct burial wire, ¾" minimum conduit size. Separate conduit for electrical power and control wire.
- Contractor shall stub out with rigid conduit, no exposed PVC.
- Work to include trenching, backfill, and compacting. Hand trenching may be required.
- Build and install 2 pole riser for scoreboard, per 3355 Installation Manual.
- Excavate footing for riser, Contractor to determine the footing dimensions. Refer to the 3355 Installation Manual.
- Set riser in concrete and Install scoreboard on riser per manual.
- Install conduit and wiring for scoreboard power, per manual.
- Install conduit and wire scoreboard controller per manual.
- Tie in electrical power for scoreboard to existing electrical panel.
- Tie in and make connections for scoreboard controller, per manual.
- Scoreboard, controller and data cabling to be provided by NCS D

LOCATION/PROJECT HOURS

Newberry Community Services District Park. 30884 Newberry Rd, Newberry Springs, CA 92365

Monday through Friday 8am to 6pm PT

SAFETY

The Contractor shall comply with Federal, State, and local safety requirements included but not limited to OSHA and CAL/OSHA.

PROJECT QUALITY

The Contractor shall ensure that a quality project is delivered. All provided materials shall be purchased new and currently offered by the manufacturer. No used or old new stock. Materials shall not be damaged nor scratched.

Transportation and Storage

Materials shall be transported and stored as to meet or exceed the manufacturer's recommendations. NCSD will provide for the Contractor a location to storage material. The Contractor is responsible for securing the location and providing proper protection of the elements. The Contractor is responsible for being present to receive and inspect the materials to ensure they are in compliance with the contract requirements.

Materials must be onsite and verified by the NCSD GM or designee prior to the Contractor submitting a material invoice for payment.

Installation, Start-up, and Testing

The Contractor shall install, configure, start-up, and test all materials and equipment in accordance with the manufacturer.

UTILITY OUTAGES

The Contractor shall provide a 48-hour notice to the NCSD G.M. The outage shall be approved by the NCSD G.M. prior to the shutdown. After hours outages will be accommodated.

DISPOSAL, RECYCLING, AND ENVIRONMENTAL

The Contractor shall identify and comply with disposal, recycling, and environmental Federal, State, and local regulations.

WARRANTY

The Contractor shall provide one year warranty on labor and material from the date of NCSD acceptance.

REPORTING REQUIREMENTS

The Contractor shall send a project status email to the NCSD G.M. no less than once a week before 8am on Monday. The email shall contain a summary of the work completed, materials received, safety concerns, quality concerns, within the last 7 days. The email shall state if the project is on schedule or not and identify any schedule risks.

CONTRACTORS' STATE LICENSE BOARD

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, P.O. BOX 26000 SACRAMENTO, CA 95826. At the time the contract is awarded, the contractor shall be properly licensed in accordance with the laws of this state. The first payment for work or material shall not be made unless and until the Registrar of Contractors verifies to NCSA that the records of the Contractors' State License Board indicate that the contractor was properly licensed at the time the contract was awarded. Any contractor not so licensed shall be subject to all legal penalties imposed by law including, but not limited to, any appropriate disciplinary action by the Contractors' State Board. Failure of the Contractor to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the Contractor. (Public Contract Code § 20103.5)

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS

CONTRACTORS AND SUBCONTRACTORS ARE ALSO REQUIRED TO BE REGISTERED WITH THE CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS (DIR). For projects estimated in excess of \$1,000.00, a contractor or subcontractor shall not be qualified to bid on, be listed on a bid proposal for, or perform any public work contract unless it is currently registered with the DIR as described in Labor Code § 1725.5.

If you work or bid on a public works projects over \$1,000.00, then you are considered a public works contractor. The term "public works contractor" includes subcontractors. All public works contractors must fulfill key responsibilities.

- [Register as a public works contractor](#)
- Pay [prevailing wages](#)
- Follow [apprenticeship requirements](#)
- Maintain and submit [certified payroll records](#)
- Provide proof of public works contractor registration before submitting a proposal or bid.

SUBCONTRACTORS

The Contractor shall list all subcontractors that will perform over one-half of one percent (0.5%) of the contract work, in accordance with California Public Contract Code sections 4100 et seq.

The list shall include the name, address, telephone number, point of contact information along with the labor and/or materials being performed by the Subcontractor.

PROJECT BETTERMENTS AND EXCLUSIONS

Betterments

Within the bid, the Contractor shall include a list of betterments. The betterments shall be priced separately as options and shall not be included in the total bid price.

Exclusions

NCS D is seeking a contractor to provide a turn-key solution. The Contractor shall not exclude requirements specifically outlined in the RFP. Bids received excluding requirements outlined in this RFP are subject to being rejected.

POSTING REQUIREMENTS

The Contractor shall post jobsite notices on public works requirements according to the DIR. The Contractor shall also post Federal and State required safety and labor documents/notices.

INSURANCE REQUIREMENTS

There are many different types of insurance policies; however, at minimum a contractor performing work on behalf of NCS D will need to have the following insurance coverages

Commercial General Liability

Liability limits shall be as follows.

Newberry Community Services District shall be named on the policy as additionally insured. The Contractor shall proof of insurance to NCS D prior to contract award.

Workers Compensation

Required for Contractors with one or more employees. The Contractor shall provide proof of insurance to NCS D prior to contract award.

Automobile Liability

Required for Contractor operating company vehicles on NCS D property. The Contractor shall have proof of insurance per the California Vehicle Code.

PREVAILING WAGE

This is a public works project and is subject to the provisions of Labor Code § 1720 thereby requiring the Contractor to pay the prevailing wage rates for all work performed under the Contract. Accordingly, the proposed project is subject to compliance monitoring and enforcement by the DIR. The Contractor is responsible for understanding and complying with DIR requirements.

CERTIFIED PAYROLL

Contractor to submit copies of the Certified Payroll to NCS D along with all invoices. The Contractor shall comply with DIR payroll reporting requirements.

PAYMENT MILESTONE SCHEDULE

ITEM NO.	Milestone	Percent
A	Mobilization to site	5%
B	Start of work onsite	5%
C	Construction phase (Progressive payment labor and materials)	80%
D	Customer project acceptance and demobilization	5%
E	Closeout documents	5%

Milestones to be completed in succession. Milestones are not progressive except for Milestone C.

PAYMENT TERMS

Approved invoices shall be paid to the Contractor within 30 calendar days.

COMMUNICATIONS AND DIRECTION

Direction to the Contractor shall only come from the NCS D G.M., no changes shall be made unless in writing. The Contractor shall notify the NCS D G.M. if provided direction from a third party and shall not take any action.

POINTS OF CONTACT

If you have any questions, please contact:

Jodi Howard, General Manager
Email: newberryCSD@gmail.com
Tel: +1-760-257-3613

BALLFIELD SCOREBOARD INSTALLATION AND WIRING

PROJECT NO. 2022-002

NEWBERRY SPRINGS, CALIFORNIA

SCHEDULE OF COSTS

Primary Bid (To be completed/modified by Contractor)					
Item	Description	Unit	Est. Qty	Unit Price	Total Price
1	Materials	Lot	1		
2	Labor - Trades	Hour			
3	Labor – Management/Overhead	Hour			
4	Equipment Rentals	Lot			
5	Travel	Day			
6	Meals and Lodging	Day			
7	Meals and Lodging	Day			
9					
10					
11					
12					
13					
14					
	Project Total Price				

Project Total Price (Written by Contractor): _____

The Contractor may utilize the above example or provide a schedule of cost as an attachment.

NCS D RIGHTS

NCS D reserves the right to reject any, and all bids.