

Minutes
Buzztail Community Services District Open Board Meeting
Thursday, April 7, 2016 at 6:00 PM
Location: Richard & Victoria's home, 4501 Wilder Dr.

The meeting was called to order at 6:14 PM.

Consent Agenda

1. Meeting minutes from December 14, 2015 were reviewed. Jim McCrossin motioned for approval, William Ward seconded, and the minutes were unanimously approved.
2. Monthly financial Statements for January, February and March, 2016 were reviewed.
 - a. At the end of March, the balance in the general county-managed fund was \$111,089.94 with no warrants (bills) pending payment.
 - b. At the end of March, the balance in the BCSD Reserve Account was \$70,108.76, with no warrants (bills) pending payment.

Richard Tooker motioned for approval, Jason Sebrian seconded, and the financial statements were unanimously approved.

Old Business

3. Richard Tooker reviewed the status of the project to repair and resurface Wilder Drive from the Highway 32 gate to Al Road, with a double chip seal and fog seal. He presented the following to the board:
 - a. A recap of the bids received to repair the road in the places and to the specifications described in the Request for Proposal (RFP)
 - i. Direct invitations to bid were sent to Casco, Knife River Construction, Greg Shandel Construction, and Telfer Pavements. Respondents were Greg Shandel Construction (which bid only partial repair work) and Franklin Construction. All others either declined to bid or did not respond after repeated contact.
 - ii. The RFP was also posted to a web site accessible to all other Northern California Paving contractors. That yielded one additional bid, from Delta Construction in Sacramento.
 - b. The winning bid from Franklin Construction, which bid \$243,350.00. The Franklin bid is fixed price, with the only variable being petroleum-based products (emulsion).
 - i. That bid was 8% under the bid from Delta Construction, the second-highest bidder, at \$265,060.00.
 - c. A written offer from Golden Valley Bank to lend the District up to \$150,000 to make up the shortfall in revenue required to complete the project. The rate offered is 5.5%, for a term of 10 years, with estimated closing costs of approximately \$750.00. The loan would be adjustable one time, after five years, to a rate equal to the 5-year CMT + 3.75%.

- i. Richard recommended that the District borrow only \$130,000.00.
- d. A detailed pro forma outlining how the loan would be repaid entirely from the District's cash flow resources, while maintaining a minimum of \$25,000.00 in the BCSD Reserve Account at all times for emergencies. The pro forma also revealed that borrowing \$130,000.00 would produce an estimated \$42,900 in reserves over and above the \$25,000.00 minimum. That money would be used for much-needed additional road refurbishing of the "tributary" gravel roads in the District. Optionally, the District could borrow less and reduce the debt load.
 - i. After extended discussion, the directors reached consensus that the money should be used for additional road refurbishing. Decisions regarding specific projects in this regard were tabled for a future board meeting.
- e. A resolution accepting both the Franklin Construction bid and the Golden Valley Bank loan offer, and authorizing Richard Tooker to commit the District to both.
 - i. Jim McCrossin motioned to approve the resolution and William Ward seconded. The motion was unanimously approved and signed by all directors.
 - ii. A copy of the signed resolution is attached to these minutes.
 - iii. All five directors also signed the Franklin Construction bid, authorizing the company to do the work. That document is also attached to these minutes.

During the discussions regarding the project, a number of questions were raised that need to be addressed. Those were as follows:

- f. Golden Valley Bank
 - i. Verify that we can prepay without penalty.
 - ii. Verify that if we want to pay a larger monthly payment, it would reduce the term.
 - iii. Ask if we decided to borrow another \$20,000 at some point in the future(from \$130,000 now to the \$150,000 approved), we could do that, assuming our payment history is flawless.
- g. Franklin Construction
 - i. RNT to ask former resident Ron Gunn if he can scan Franklin's quote and make sure there's nothing in it we should be concerned about.
 - ii. Re-verify that Franklin understands we consider their quote to be fixed price except for the cost of petroleum products.
- h. RNT to pursue lining up an inspector to verify that Franklin is doing what they promised.
 - i. Find out what year we actually last chip sealed the road.
 - j. In addition, Jim McCrossin asked that we take a look at what has happened to all the road money we have collected in past years. What was it spent on? Although the answer to that question will not slow up the road project, it is a prudent question to ask, to reveal if there is anything that the pro forma did not address.

Richard Tooker agreed to get the answers to those questions and review them with the board members individually before committing the District to the project.

4. General discussion of the project to redesign and rebuild the rock wall at the entrance to the District on Highway 32. Agreement with Hall-Isom Ranch and Doe Mill Vineyards regarding signage is required. Richard Tooker agreed to work on the sign design, and Bruce Hall agreed to work with ranch and the vineyard to effect approval of a jointly-agreeable approach to the signage.
5. General discussion of the need to find a less expensive liability insurance carrier for the District. Resident Robert Sharpe has agreed to work on this.
6. General discussion of the need to find a less expensive auditor for the District's bi-annual audits. Bruce Hall is continuing to work on this, and will report on his efforts at a future board meeting.

New Business:

1. The board discussed and approved the purchase of power equipment for road maintenance, and to reimburse District Manager Leonard Lutz \$200.00 per month for contractor resources. Jason Sebrian motioned for approval, and Jim McCrossin seconded. The motion was unanimously approved.

Attendees

All board members were in attendance, including Richard Tooker, Jim McCrossin, Jason Sebrian, William Ward and Matt Wallen. Others attending were residents Bruce Hall, Julian Henneberry, Jim Scott, Terry Born, Michelle Sebrian, Brett Sigel, Kaylan Sigel, and Leonard Lutz.

The Board's business having been concluded, the meeting ended at 7:48 PM.

RESOLUTION #2016-2 BY THE BOARD OF DIRECTORS OF THE BUZZTAIL COMMUNITY SERVICES DISTRICT TO REPAIR AND RESURFACE WILDER DRIVE

WHEREAS, the Board of Directors of the Buzztail Community Services District, a California Community Services District (BCSD) issued a Request For Proposal (RFP) soliciting bids from five paving contractors to repair and double chip seal Wilder Drive from the Highway 32 gate to its intersection with Al Road, and

WHEREAS, Franklin Construction submitted a bid that met or exceeded the requirements of the RFP for \$243,350, which was the lowest bid received, and

WHEREAS, the Board of Directors of the Buzztail Community Services District has received an offer from Golden Valley Bank to help fund said road project for up to \$150,000, at an opening rate of 5.5%, adjustable one time after five years, and

WHEREAS, the Board of Directors of the Buzztail Community Services District wishes to accept both the Franklin Construction bid and the Golden Valley Bank offer, and initiate the project as soon as determined to be feasible.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE BUZZTAIL COMMUNITY SERVICES DISTRICT that:

- The matters set forth in the recitals above are approved by the board and incorporated herein by reference.
- Pursuant to the matters and plan for services and as conditioned herein, the CSD requests that that BSCD President Richard N. Tooker accept both the Franklin Construction bid and the Golden Valley Bank offer, and empowers him to do so on the board's behalf.
- Upon motion of CSD board member Jim McCrossin and seconded by CSD Board Member William Ward, the CSD adopts the foregoing resolution on this 7th day of April, 2016.

ATTEST:

Name: Richard N. Tooker	Title: President	Signature: 
Name: Jason Sebrian	Title: Vice President	Signature: 
Name: Matthew Wallen	Title: Director	Signature: 
Name: William Ward	Title: Director	Signature: 
Name: James McCrossin	Title: Director	Signature: 

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REVISION 1
Bid Date: 2/15/2016
Time: 5:00PM

Proposal for:
Wilder Drive Repair/Resurfacing RFP Contrated Items
From
Franklin Construction, Inc.
217 Flume Street Suite 200, Chico, CA 959285427
LN: 567469 Type: A
Phone: (530) 343-9600 Fax: (530) 343-4245



Rich Tooker

Item	Description	Quantity	Unit	Unit Price	Total Price
01	Drainage Pipe Repair	1.00	LS	4,925.0000	4,925.00
02A	4" AC	1,610.00	SF	17.5000	28,175.00
02B	4" AC/ 2" DR	280.00	SF	18.2500	5,110.00
02C	3" AC Overlay	560.00	SF	6.5000	3,640.00
03B	Double Coat Chip Seal	325,000.00	SF	0.5500	178,750.00
05A	Fog Seal	325,000.00	SF	0.0700	22,750.00
				Total:	<u>243,350.00</u>

Attachment Enclosed

Estimator: Roger Maier



Job Conditions - Attachment 'A'

Wilder Drive Repair/Resurfacing RFP Contrated Items

General Conditions:

1. Payment to be made as follows: Net cash-All accounts are due and payable on the 10th of the month for the work done the previous month. A 1.5% monthly service charge will be assessed on overdue accounts. Full payment due within 30 days of completion of our work.
2. All material is guaranteed to be as specified.
3. All work to be completed in a professional manner according to standard practices.
4. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.
5. All agreements contingent upon strikes, accidents or delays beyond our control.
6. Our workers are fully covered by Worker's Compensation Insurance.
7. This proposal may be withdrawn by us if not accepted within 30 days.
8. This proposal must be included in all contracts between the owner and Franklin Construction, Inc...
9. All reasonable attorney's fees shall be paid for by the owner, should an attorney be employed to collect payment.

Special Conditions:

1. This proposal only includes working under favorable conditions where weather is forecasted for clear skies and daily temperatures in the mid eighties or higher.
2. Oil prices are based on current rack prices. Fuel prices are based on current bulk pricing. If the current pricing for materials, oil, or fuel increases by 5% or more the additional costs incurred during construction will be billed and paid by the owner.

Scope of Work:

1. Item #1 includes the materials, labor and equipment to cap the existing failed CMP with a pipe cover and concrete plug, then backfilled and compacted using 3" minus pit run material. Also included is a form and pour concrete stem wall to support the end of drainage pipe.
2. Item #2A includes the materials, labor and equipment to remove and replace various patch paving locations. Replacement will be a 4" compacted section, using two 2" lifts of 1/2" PG64-10 hot asphalt concrete.
3. Item #2B includes the materials, labor and equipment to remove and replace various patch paving locations. Replacement will be a 6" compacted section, using a bottom 2" lift of 3/4" crushed rock for drainage and two 2" lifts of 1/2" PG64-10 hot asphalt concrete.
4. Item #2C includes the materials, labor and equipment to place a 3" overlay on various locations using 1/2" PG64-10 hot asphalt concrete.
5. Item #3B includes materials, labor and equipment to construct a Double Coat Chip Seal (approx. 325,000 SF) using 3/8", 5/16" or 1/4" washed screenings (depending upon availability) for the wear surface and PMCRS-2H asphaltic emulsion as the binder. One move-in only is included.
6. Item #5A includes the materials, labor and equipment to apply a Fog Seal to the above specified Chip Seal #3B. This Fog Seal is highly recommended as a final process to ensure greater aggregate retention on the road surface. One move-in only is included.

Exclusions:

1. Engineering, testing, staking, bonds, fees, and permits.
2. Storm Water Pollution Prevention Plan and erosion control measures unless otherwise indicated in the proposal.
3. Excavation, handling, removal, or disposal of any toxic, hazardous, or contaminated materials.
4. Ditch cleaning, drainage changes, traffic striping or signs.
5. Excavation, grading, baserock, prime coat, slurry seal, or any other work beyond what is specified as included above.
6. Anything not specified as included is considered as excluded unless agreed upon in writing before the start of work.

Basis of Bid:

1. This proposal is based on a request for proposal (RFP) for the specified work by Mr. Richard N. Tooker, President of the Buzztail Community Services District, dated Jan.4, 2016.

Franklin Construction, Inc...

Franklin Construction, Inc.
Job Conditions - Attachment 'A'

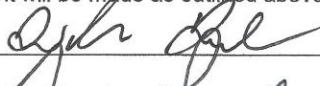




REVISION 1

Wilder Drive Repair/Resurfacing RFP Contrated Items

By: 
Roger Maier, Estimator

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date: _____	By: 	Title: _____
Date: _____	By: 	Title: _____
Date: _____	By: 	Title: DONALD MUMFORD
Date: _____	By:  M. C. (CROSS)	Title: _____
Date: _____	By: 	Title: PRESIDENT
Date: _____	By: _____	Title: _____