

**TEHACHAPI VALLEY HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING**

Date: July 19, 2022
Place: Tehachapi Valley Healthcare District Office
116 W E Street
Tehachapi, CA 93561
Time: 10:00 AM
Teleconference available ~ 351-888-6527

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE

III. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

This time is reserved for persons to address the Board of Directors on matters not on the agenda over which the District has jurisdiction. Time is limited to 3 minutes per speaker. The Board of Directors can take no action on your presentation. Any person desiring to speak on an item on the agenda will be given an opportunity to do so prior to the Board of Directors acting on the item.

IV. CONSENT AGENDA

The following items are considered routine and non-controversial by District Staff and may be approved by one motion. If a member of the Board or audience wishes to comment or ask questions on an item, it will be moved to New Business or Reports.

A. Approval of Minutes

- | | |
|--|-------|
| 1. Board of Directors Meeting 6/21/22 | Tab 1 |
| 2. Receive and File, Community Outreach Committee, 6/14/22 | Tab 2 |
| 3. Receive and File, Finance Committee, 6/15/22 | Tab 3 |

V. OLD BUSINESS

A. None

VI. NEW BUSINESS

- | | |
|---|-------|
| A. Policy 300.71 Paid Time Off (PTO) and Extended Sick Leave (ESL) | Tab 4 |
| B. Proposal for Engineering Services | Tab 5 |
| C. Proposal for Grading of 115 W E Street | Tab 6 |
| D. Resolution 22-02 - Authorization the Destruction of Certain Records | Tab 7 |
| E. Resolution 22-03 – Authorization of Remote Meetings During
State of Emergency | Tab 8 |

VII. REPORTS

- A. Adventist Health Tehachapi Valley Update – Edward Martin
- B. Community Outreach Update – W. Steele
- C. CEO Report

Tab 9

VIII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

IX. CLOSED SESSION

A. LEASE NEGOTIATIONS

- Property: 1100 Magellan Dr., Tehachapi, CA
- Negotiator: CEO, Legal Counsel
- Parties: TVHD, Adventist Health
- Under negotiation: term, rent

X. ADJOURNMENT

<u>NOTICE TO THE PUBLIC</u>
<u>PUBLIC COMMENT PERIOD FOR REGULAR MEETINGS</u> Members of the public may comment on any item on the agenda before the Board takes action on it. The public may also comment on items of interest to the public that is within the subject matter jurisdiction of the Board; provided, however, the Board may not take action on any item not appearing on the agenda unless the action is otherwise authorized by law. Any person addressing the Board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak.
<u>COPIES OF PUBLIC RECORDS</u> All writings, materials, and information provided to the Board for their consideration relating to any open session agenda item of the meeting are available for public inspection and copying during regular business hours at the Administration Office of the District at 116 W E St., Tehachapi, California.
<u>COMPLIANCE WITH ADA</u> This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (Cal. Gov't Cod. § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting, should contact the Executive Office during regular business hours by phone at 661-750-4848, or in person at the District's Administrative Office at 116 W E St., Tehachapi, California.

TEHACHAPI VALLEY HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING

MINUTES

116 W E Street

Tehachapi, CA 93561

June 21, 2022

Conference Call # 351-888-6527

10:00am

Board Present: Mike Nixon, Christine Sherrill, William Steele, Carl Gehricke,
Duane Moats

Staff Present: Caroline Wasielewski, CEO; Lisa Hughes, Business Manager; Scott
Nave, Legal Counsel

I. CALL TO ORDER

Chair Mike Nixon called the meeting to order at 10:00 am

II. FLAG SALUTE

III. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

Edward Martin addressed the board on behalf of Adventist Health and spoke about the importance of Tehachapi Valley Healthcare District and Adventist Health working together to meet expectations and desires more fully for our community. This is important to mention as both parties are moving closer to ground-breaking on a nearly 10,000 square foot outpatient building on the campus of the current Adventist Medical Center on Magellan Drive. This facility will allow many more persons in our community to take advantage of outpatient services such as primary care, dentistry, surgery, and behavioral health. Mr. Martin then appealed to the TVHD Board to consider partnering in the upcoming lease agreement/amendment by covering the costs of any needed election, while Adventist Health would cover the cost of the necessary assessment of the hospital. Splitting these costs would be a wonderful way to spotlight the partnership between the two entities and would cost the healthcare district approximately \$12,000 - \$15,000. Director Nixon thanked Mr. Martin for his words and insight and noted the Board cannot take any action on this time during open session.

IV. CONSENT AGENDA

A. Approval of Minutes

1. Board of Directors Meeting 5/17/22
2. Receive and File, Community Outreach Committee, 5/10/22

3. Receive and File, Finance Committee, 5/11/22
4. Receive and File, Strategic Planning Committee, 5/12/22

Consent Agenda Approval

MSA: STEELE/SHERRILL; ROLL CALL 5-0; APPROVED

V. OLD BUSINESS

A. Strategic Plan FY23

CEO Wasielewski presented a Strategic Plan for Fiscal Year 2023. This written form will be available on www.tvhd.org. This will be a living document that guides the healthcare district Board and administration in our decision making for outreach and networking opportunities. It begins with our mission statement, followed by our strengths, weaknesses, opportunities, and threats. Finally, there are 5 main goals for the next year. Each of the goals are broken down into pieces and on a different chart, they are assigned and designated a due date. This chart will be updated quarterly and reviewed monthly at the strategic planning committee meeting. Ms. Wasielewski asked the Board to approve and accept the document. Director Moats made a motion to accept and approve the Strategic plan for FY23 as presented by CEO Wasielewski. Director Sherrill seconded.

MSA; MOATS/SHERRILL; 5-0; APPROVED

VI. NEW BUSINESS

A. Tehachapi Police Foundation Tee Sponsorship

CEO Wasielewski explained how sponsoring a tee in the Police Foundation Golf Extravaganza will be a fun outreach opportunity and the money will go to support the police department. Director Gehricke excused himself from this discussion.

B. Request for Bids- Grading of 115 W E Street

CEO Wasielewski explained that a bid request is being sent out and posed for the grading of 115 W E Street lot as it is a public works project over \$25,000.

VII. REPORTS

A. Adventist Health Tehachapi Valley Update

Edward Martin, president of Operations of Adventist Tehachapi Medical Center, reported to the Board. PT Solutions will be taking over management of Physical Therapy activities. They signed a lease agreement to move the office to South Green Street at the Village Co. This will allow Physical Therapy to expand services due to the increased space. Adventist is in discussions and planning for a Wound Care Program to include a hyperbaric chamber. Adventist Health and Woodward West have come to a treatment agreement concerning the

students at the camp. This will allow injuries to be seen immediately at Adventist Tehachapi Hospital. The Board thanked Mr. Martin for his report.

B. CSDA/Community Outreach Update – W. Steele

Director Steele attended a California Special District Association seminar in May and updated the Board on upcoming legislation that could affect special districts. He reported that there was a plethora of information distributed. Director Steele also commented on some complaints about experiences at Adventist Health Medical Center. Each comment was addressed by Mr. Martin.

C. CEO Report

CEO Wasielewski went over the CEO Report in the Board packet beginning with the financial portion. For the month of May, total cash in was \$2755 and total expenses came in at \$25,700. Looking at the 12-month numbers, total cash YTD is approximately \$1.1 million and operational expenses at \$474,000. The Administrative review included district activities for the month. There were no questions from the Board. CEO Wasielewski also reported that a No Parking Sign will be needed for the parking lot at 115 W E Street as there is a vacant car that has been parked for almost 3 weeks.

Board of Director Travel

None

VIII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

None

IX. CLOSED SESSION

The Board went into closed session at 10:50 AM

A. LEASE NEGOTIATIONS

Property: 1100 Magellan Dr., Tehachapi, CA

Negotiator: CEO, Legal Counsel

Parties: TVHD, Adventist Health

Under Negotiation: term, rent

X. CLOSED SESSION REPORT

Board discussed lease negotiations. No other items were discussed, and no action was taken. The Board went back into open session at 10:52 AM

XI. ADJOURNMENT

Meeting adjourned at 10:54 AM

Respectfully,

Christine Sherrill
Secretary

DRAFT

Tehachapi Valley Healthcare District
Community Outreach Committee Meeting
Minutes
June 14, 2022
116 W E Street, Tehachapi, CA
12:00 PM

I. CALL TO ORDER

Director Steele called to order the regular meeting of the Community Outreach Committee at 12PM on June 14, 2022, in the TVHD Office.

II. ROLL CALL

Directors William Steele, Christine Sherrill; Lisa Hughes, Business Manager and Caroline Wasielewski, CEO; Amanda Danlovich from Adventist Health, and Debby Diamond, representing the Volunteer Senior Outreach Program, were all present.

III. APPROVAL OF MINUTES

The April 14, 2022, meeting minutes from were approved, unanimously, by the committee.

IV. NEW BUSINESS

A. National Night Out 2022

Ms. Wasielewski spoke to the committee about the event which is held the first Tuesday of August. TVHD will have a table and present information on Emergency Preparedness and Climate Change issues. There will need to be a kid activity. Ms. Hughes and Wasielewski are brainstorming on it.

V. OLD BUSINESS

A. East Kern Collaborative

As Ms. Diamond invited the committee to attend the online meeting of East Kern Collaborative on the 3rd Tuesday at 2pm at last month's meeting, CEO Wasielewski inquired if anyone had attended. No member of the committee attended.

VI. REPORTS

A. Adventist Health

Amanda Danlovich reported to the committee that Adventist has more test kits for distribution. She will leave a few at the TVHD office. Community testing will continue at Monroe High School Gym on Tuesdays and Saturdays from 11am -7pm.

B. Outreach Activities

Ms. Wasielewski reviewed the handout explaining past, current and future outreach opportunities. The committee discussed; no action was taken.

VII. BOARD COMMENTS NOT APPEARING ON THE AGENDA

Director Steele spoke about his participation in the CSDA Legislative Days in Sacramento. There were many opportunities for networking and information regarding upcoming special district legislation and funding programs.

VIII. ADJOURNMENT

Director Steele adjourned the meeting at 12:41PM

Minutes approved by: _____

William Steele

TEHACHAPI VALLEY HEALTHCARE DISTRICT
FINANCE COMMITTEE MINUTES

June 15, 2022

116 W E Street

Tehachapi, CA 93561

12:30 PM

Board Members Present: Duane Moats, Carl Gehricke

Staff Present: Lisa Hughes, Business Manager; Caroline Wasielewski, CEO

Recorded and transcribed by: Caroline Wasielewski, CEO

Approval: _____ Date: _____

COMMITTEE ACTIONS AND DIRECTIONS SHOWN IN CAPS AND BOLD

- I. CALL TO ORDER
Director Moats called the Finance Committee Meeting to order at 12:30 PM
- II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA
None
- III. APPROVAL OF MINUTES
May 11, 2022, MINUTES GEHRICKE/MOATS Approved by Committee
- IV. REPORTS
 - A. FINANCE REPORTS May 2022
CEO Wasielewski reported on cash flow, checks written and expenses for the month of May. The 12-month report was reviewed as well. The month of April reported income of \$371,828.90 and expenses of \$18,068.62. The bank account balances for April are healthy. Committee member D. Moats moved to have Ms. Wasielewski close Funded Depreciation and Medi/Med Overpayment accounts and transfer the balances to Payroll account. C. Gehricke seconded. The motion passed. **MOATS/GEHRICKE APPROVED**
 - B. PETTY CASH REPORT
Ms. Wasielewski reported on April petty cash expenses. All receipts were accounted for.

C. AMERICAN EXPRESS

Ms. Wasielewski reported and showed receipts for all American Express purchases for April.

D. OLD BUSINESS

None

E. NEW BUSINESS

None

F. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA

C. Gehricke spoke about the financial investment that would be needed to purchase a mobile clinic to be used by Adventist Health. D. Moats asked Ms. Wasielewski to do some research around utilization and models.

G. ADJOURNMENT

The meeting was adjourned at 12:54 PM

Tehachapi Valley Healthcare District

**POLICY: PAID TIME OFF (PTO) and
Extended Sick Leave (ESL)**

POLICY NUMBER: 300.71

ORIGINATING DEPT: HUMAN RESOURCES

Original/Rewrite: February 16, 2000

Revised: 7/17/13, 9/8/15, 07/12/16

APPLIES TO DEPTS: ALL DEPARTMENTS

PURPOSE:

To provide a description of what PTO and ESL are, who is eligible, what the accrual rates are and how it can be used. It is the policy of Tehachapi Valley Healthcare District to provide Paid Time Off (PTO) and Extended Sick Leave to eligible employees. This program is designed in response to employees' need for time off and allows eligible employees to receive wages while away from work. Eligible employee includes anyone who works in California for 30 or more days within a year from commencement of employment. PTO combines vacation and holiday and into a single PTO bank. The employee sick benefit is accrued in the Extended Sick Leave (ESL) bank.

PTO may be used for any reason, including vacation, illness, doctor's appointments or personal business. TVHD's PTO and ESL policy also complies with California's Paid Sick Leave statutes (Labor Code 245-246), which includes the following requirements:

- **Qualifying Reasons for Use.** Employees may use accrued PTO or ESL for (1) the employee's own or "family member's" diagnosis, care, or treatment of an existing health condition, or preventive care; and (2) an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid, treatment, or related assistance.
- **Covered Family Members.** "Family member" includes: (1) child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis); (2) biological, adoptive, or foster parent or step parent, legal guardian of the employee or the employee's spouse or registered domestic partner; (3) spouse or registered domestic partner; (4) grandparent; (5) grandchild; and/or (6) sibling.

PTO is not designed to permit employees to be paid for more hours than they would normally be scheduled to work, not to exceed 40 hours per week.

POLICY:

1. Eligibility:

Regular full-time, part-time, and casual employees are eligible for PTO and ESL time depending upon the hours they work during the year and their years of service. Per diem and temporary employees are not eligible for PTO or ESL.

1. PTO Accrual:

Disclaimer: Printed copies are not the official document. See on-line version.

Page 1 of 5

**POLICY: PAID TIME OFF (PTO) and
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APPLIES TO DEPTS: ALL DEPARTMENTS

Employees begin to accrue PTO and ESL time from their date of hire into a benefits-eligible position; however, during the first 90 days of employment, no PTO time is available for use except for company recognized holidays. Employees only accrue PTO and ESL if they actually work their scheduled shift or use PTO or ESL to cover their absence.

Employees whose classification has changed from an ineligible status to an eligible status will begin to accrue PTO and ESL on the first pay period of their new status at the accrual rate based on their length of service as an eligible employee.

Accruals are based on the number of eligible hours paid per pay period, up to 2080 hours worked annually and on the employee's years of service as described in the "Accrual Rates" schedule listed below. PTO or ESL will be paid at the base compensation rate at the time the PTO is taken or cashed out.

Except where expressly required by law, PTO and ESL time will not accrue during any period of short or long term disability leave or worker's compensation leave or other authorized leaves of absence without pay. PTO and ESL will not accrue on overtime hours worked, nor will PTO or ESL hours taken be used toward any overtime calculation.

PTO and ESL are added to the employee's accrual banks when the bi-weekly paycheck is processed. PTO or ESL taken will be subtracted from the employee's accrued time in 15 minute increments

2. Use of PTO and Unpaid Leave

Employees are required to take accrued and unused Paid Time Off (PTO) before taking unpaid leave or having unpaid absences. Family and Medical Leave (under both state and federal law) is included in this requirement, unless the absence is pregnancy-related.

Time off taken in excess of the PTO accrued will be unpaid. Requests for time off without pay are not automatically approved. However, they may be approved at the CEO's discretion. Unpaid time off will be reviewed and evaluated for potential misuse/abuse. PTO may not be used by employees who report late to work, unless approved in advance by the CEO or their designee.

When PTO or ESL are used, an employee is required to request payment of PTO or ESL hours according to his/her regularly scheduled work day/work week. For example, if an employee works a 12 hour day, he/she would request 12 hours of PTO when taking that entire

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**POLICY: PAID TIME OFF (PTO) and
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Revised: 7/17/13, 9/8/15, 07/12/16

APPLIES TO DEPTS: ALL DEPARTMENTS

shift off.

3. PTO and ESL Accrual Rates

Regular full time, part time, and casual employees accrue PTO and ESL time per the following schedule, after completion of the designated years of service. For example, the employee will remain in the first accrual tier until completion of three full years of service, etc.:

NON-EXEMPT STATUS

<u>Service Years</u>	<u>Rate of PTO Accrual</u>	<u>Cap:</u>
0 – 3	7.7% of regular hours worked (160 hrs annual)	240 hours
4 – 6	9.6% of regular hours worked (200 hrs annual)	300 hours
7 – 9	11.5% of regular hours worked (240 hrs annual)	360 hours
10+	13.5% of regular hours worked (280 hrs annual)	420 hours

EXEMPT STATUS

<u>Service Years</u>	<u>Rate of PTO Accrual</u>	<u>Cap:</u>
0 – 3	9.6% of regular hours worked (200 hrs annual)	300 hours
4 – 6	11.5% of regular hours worked (240 hrs annual)	360 hours
7 – 9	13.5% of regular hours worked (280 hrs annual)	420 hours

ALL EMPLOYEES

<u>All Years of Service</u>	<u>Rate of ESL Accrued</u>	<u>Cap:</u>
	4.28% of regular hours worked	None

PTO may accrue up to the maximum "Caps" identified above. Once this cap is reached no further PTO will accrue until some paid time off is used or cashed out. A current statement of each employee's accrued PTO and ESL is noted on the employee's most recent pay stub. Employees are responsible for monitoring the amount of their accrued PTO and ESL.

4. Holiday Pay

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APPLIES TO DEPTS: ALL DEPARTMENTS

Employees shall earn 8 hours of PTO in addition to their regular PTO accrual on each of the following holidays:

New Year's Day
Martin Luther King Junior Day
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Christmas Day
Thanksgiving Day

Juneteenth

5. Use/Request of PTO

Employees requesting PTO should request time off from work as far in advance as possible and obtain approval from their Department Supervisor/Manager. Preference will be given on a first-come, first-served basis, provided, however, all time off will be granted with regard to the needs of the Tehachapi Valley Healthcare District pursuant to individual department guidelines/policies.

6. PTO Cash Out Plan

There is no annual cash out plan.

Hardship exceptions to cash out PTO must be submitted to the CEO in writing using the PTO Cash Out form and justification documentation. These will be reviewed and considered on a case by case basis by the Chief Executive Officer. A hardship is defined as something of an extreme nature that is usually out of the control of the employee. This may include but is not limited to such things as: house fire, major accident or illness that results in significant medical expenses to the employee or one of their dependents, complete loss of transportation, significant damage caused to residence, etc. Employees will only be eligible for hardship exceptions once in a 12 month period.

7. Leave of Absence:

In the event of a Leave of Absence for self or a family member, the employee may use

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Page 4 of 5

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APPLIES TO DEPTS: ALL DEPARTMENTS

accrued PTO hours to supplement income during a leave.

8. Benefits Upon Termination:

All accrued but unused PTO hours will be paid to employees upon termination of employment. Accrual of unused ESL will not be paid to employees upon termination of employment.

9. Rehire/Reinstatement

In the event an employee is **reinstated** within 3 months of their termination date, the PTO accrual rate will be reinstated to the years of service recognized on the last date of previous employment.

In the event an employee is **rehired** after 3 months of their termination date, the employee will begin accruing PTO at the "new employee" level. Former years of employment will not be included in the PTO accrual calculation.

Approvals

Personnel Committee	July 16, 2013
Board of Directors	July 17, 2013
Board of Directors	July 19, 2016

June 20, 2022



Tehachapi Valley Healthcare District

Attn: Caroline Wasielewski

Tehachapi Valley Healthcare District
115 W. E Street
Tehachapi, CA 93561

Subject: Proposal for Architectural Design Services for the Tehachapi Valley Healthcare District

Dear Caroline Wasielewski,

We have prepared the following proposal for the Tehachapi Valley Healthcare District project. If acceptable, we will provide you with a contract for execution. As always, please feel free to call with any questions or to discuss.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Ainley'.

Matthew Ainley, PE RCE #66233
Principal

A handwritten signature in blue ink, appearing to read 'William Ruoff'.

William Ruoff, Architect C-36886
Project Architect

encl: Attachment A – Scope of Work, Timeline, and Estimated Fees
Attachment B – 4Creeks, Inc. Fee Schedule

This Agreement is the offer of “William Ruoff” (herein referred to as the “Architect”), to perform the consulting services described in this Proposal. Acceptance by the Client is strictly limited to this Proposal, which when acknowledged in writing, is authorization to proceed. The “Client” is defined as the person or business entity signing the Agreement authorizing the Architect to proceed.

This Agreement supersedes all prior written proposals, and/or negotiations not referenced herein, between the parties. This Agreement may only be modified in writing and executed by both parties.

Job no: 22346

324 S. Santa Fe Street, Suite A
Visalia, California 93292
www.4-creeks.com

PROJECT SCOPE

The proposed project involves a new 10,000 sq ft Community Center with attached offices / meeting rooms and a commercial catering kitchen. Additionally, the project involves a 5,000 sq ft adult daycare building. These two buildings are to be placed where the current emergency room is located at 115 W. E Street. The project assumes that 4Creeks will help the Tehachapi Valley Healthcare District in developing overall floor plans, site plans, and 3D models to help the client understand what can be built. The scope of work DOES NOT include assisting the district in preparing an RFP for contractors or managing the construction process through completion at the time. Rather once the schematic design is completed, a design build contractor and architect will be brought into the team to help complete the design of the building and provide permit documents. At this time, the architect / design build contractor will help the district in preparing an RFP for contractors or managing the construction process through completion.

Client Responsibilities

The CLIENT shall provide, and the ARCHITECT shall be entitled to rely on the accuracy of the following:

- Project program
- Project budget & schedule information including reasonable contingencies for each.
- Recent title report
- Geotechnical report as required for structures, site improvements & percolation calculations.
- Project site survey in ACAD format suitable for design and permitting requirements including existing topography, structures, utilities, easements, vegetation, and property boundaries.
- Utility information and/or will-serve letters
- Identification of CLIENT primary point of contact, stakeholders & final decision maker(s)
- Timely response to the ARCHITECT'S requests for information
- It is the CLIENT'S responsibility to verify that the project scope meets their budget through all phases of work.

Construction Contract

It is assumed that the CLIENT will engage the services of a General Contractor during the design phases to assist with cost estimating and that the construction contract will be negotiated with this Contractor.

SCOPE OF WORK

Task Overview

Task 1: Pre-Design

4 Creeks will provide Pre-Design services to understand and develop the overall understand of the project scope and limitations.

Methods

- The ARCHITECT will visit the site to become familiar with the setting and context.
- The ARCHITECT will research planning and zoning regulations, guidelines and restrictions as well as building code requirements.
- The ARCHITECT will meet with planning and building department staff to confirm findings and interpretations.
- The ARCHITECT will meet with the CLIENTS to develop the project program.
- The ARCHITECT will develop conceptual site and building diagrams to determine the general scope of the project.
- The ARCHITECT will provide initial Land Use and Building Code Analysis

Estimated schedule

- 2-4 weeks

The above-described **Task 1** services will be provided on a **Fixed Fee basis for a fee of \$3,200.**

Any additional items requested not specifically mentioned above will be billed as "Extra" on a Time and Materials basis.

Task 2: Schematic Design

4 Creeks will provide an initial design that conveys the general project understanding and project needs.

Methods

- The ARCHITECT will develop drawings to communicate the initial design concept.
- The ARCHITECT will meet with the CLIENT to review drawings, receive feedback, and refine the design as required. This phase assumes one round of refinements to the plans.
- The ARCHITECT will provide quick format architectural 3D model images
- The ARCHITECT will provide conceptual site plans and floor plans

Estimated schedule

- 4-8 weeks

The above-described **Task 2** design services will be provided on a **Fixed Fee basis for \$8,600.**

Any additional items requested not specifically mentioned above will be billed as "extra" on a Time and Materials basis.

Architectural Fee

Task 1	Pre-Design	Fixed Fee	\$ 3,200
Task 2	Schematic Design	Fixed Fee	\$ 8,600

324 S. Santa Fe Street, Suite A
Visalia, California 93292
www.4-creeks.com

EXCLUSIONS

Unless noted otherwise, the following services are not included in the above Scope of Work or Fee Proposal. Many of them are available upon request as additional services.

- Measurement / verification and drafting of as-built drawings
- Engineering services unless noted above
- Fire sprinkler / alarm design / engineering (assumed to be design-build)
- Security system design
- Communications, audio / visual system design
- Construction or project cost estimates
- Energy Modeling or Building Commissioning
- Solar hot water or Photovoltaic design
- Soils analysis for landscape planting amendments
- Hazardous Materials testing, reports, or recommendations for removal
- Material testing and inspections (during construction)
- Design, Specification, and/or purchasing of furnishings and specialty equipment
- Permits and Application Fees
- Utility applications and/or fees
- Determining capacity of existing utilities (power, water, sewer/septic system)
- Analysis of existing engineered system (structural/mechanical/plumbing/electrical)
- Post Construction Record or As-built Drawings
- Erosion control plan / Demolition plan / Grading and Drainage plan
- Value engineering services
- Interior design (procurement of furnishings)
- Renderings for marketing
- Environmental Studies (Traffic, Noise, Flood, EIR / Initial Study / Coordination)
- Phasing of project and work other unless noted otherwise
- Preparation of Construction Documents for multiple bid packages
- Off-site improvements beyond the curb/gutter at street and beyond property lines
- Floodproofing certification

Notes

- The ARCHITECT shall assume that all CLIENT provided information will be accurate and true. Any discrepancies shall be at the risk of the CLIENT.
- Only drawings specifically titled CONSTRUCTION DOCUMENTS with the ARCHITECT'S signed stamp are intended for construction. Construction based on any other drawings is at CLIENTS risk.
- Note that the plans will not be submitted to the Planning or Building Departments until all invoices to date have been paid.
- Modifications requested after previously approved designs will be billed on an hourly basis above and beyond estimated or fixed fees
- The ARCHITECT reserves the right to adjust the fee if the CLIENT/CONTRACTOR relationship varies from the project assumptions
- The ARCHITECT reserves the right to adjust hourly rates on an annual basis
- The ARCHITECT reserves the right to photograph the finished project for marketing purposes
- The ARCHITECT reserves the right to install a job site sign on the CLIENTS project property during design and construction of the project
- Reimbursable receipts will not be provided with invoices but will be available upon request

Our relationship for the purposes of this project and our responsibilities to each other are more fully set forth in the TERMS AND CONDITIONS which will be sent following the notice to proceed from the CLIENT.

*324 S. Santa Fe Street, Suite A
Visalia, California 93292
www.4-creeks.com*

Effective May 1, 2022



4Creeks, Inc. Fee Schedule – Professional

Fees are based on the median hourly pay rate for employees in each classification, plus indirect costs, overhead, and profit. Fee schedules for the various billing categories are:

Classification	Charges Per Hour	Classification	Charges Per Hour
Civil Engineering Services		Architectural Services	
Associate Engineer	\$125	Architectural Designer	\$105
Engineer	\$145	Architect	\$145
Senior Engineer	\$175		
Principal Engineer	\$200		
Planning Services		Construction Inspection (Non-Prevailing Wage)	
Associate Planner	\$100	Associate Construction Inspector	\$110
Planner	\$125	Construction Inspector	\$130
Senior Planner	\$150	Senior Construction Inspector	\$150
Principal Planner	\$175		
Structural Engineering Services		Construction Management	
Associate Structural Engineer	\$145	Associate Construction Manager	\$125
Structural Engineer	\$160	Construction Manager	\$145
Senior Structural Engineer	\$180	Senior Construction Manager	\$175
GIS Services		Technical Services	
Associate GIS Technician	\$90	Project Technician I	\$85
GIS Technician	\$100	Project Technician II	\$95
Senior GIS Technician	\$120	Project Technician III	\$105
		Project Technician IV	\$120
Utility Design Services		Public Outreach Coordination	
Associate Designer	\$105	Associate Outreach Coordinator	\$105
Designer	\$130	Outreach Coordinator	\$125
Senior Designer	\$160		
Land Surveying Services		Water Consulting Services	
Assistant Surveyor	\$110	Associate Water Consultant	\$115
Land Surveyor	\$135	Water Consultant	\$135
Senior Surveyor	\$155	Senior Water Consultant	\$165
Principal Land Surveyor	\$180		
1-Man Survey Crew *	\$150	Executive Staff	
2-Man Survey Crew *	\$220	Associate Executive	\$120
3-Man Survey Crew*	\$275	Executive	\$145
Drone Pilot	\$155	Senior Executive	\$165
Software Engineering Services		Expert Witness	
Assistant Software Engineer	\$75	Expert Witness	\$300
Associate Software Engineer	\$90		
Software Engineer	\$135		
Senior Software Engineer	\$165		

Direct Charges

At cost plus fifteen percent (15%):

- Transportation and per-diem expenses (auto mileage @ current IRS rate, off-road charges \$50.00/day)
- Printing and reproduction: \$0.03 per b/w copy, \$0.12 per color copy, \$0.80 per sq. ft. large printing
- Equipment rentals, subcontractors, laboratory analyses
- Website Hosting Fees: \$15/mo. | \$150/annual

*Prevailing wage rates by separate schedule – Varies by County



Headquarters - Visalia Office:

324 S. Santa Fe, Suite A
Visalia, CA 93292

(Location project will be managed)

Phone: (559) 802-3052

Fax: (559) 802-3215

Email: info@4-creeks.com

Point of Contact:

Will Ruoff, Architect

willr@4-creeks.com

805.235.5333

Business Type:

S-Corporation

Certified Small Business:

CA#1089200

Tax ID:

4 Creeks, Inc.: 26-2565232

Department of Industrial Relations

Registration No.:

100012032

Sureties:

4 Creeks, Inc. carries standard insurance policies for an engineering and surveying firm that meet the requirements for this proposal.

Partners / Principals:

Matthew Ainley, PE #66233

matta@4-creeks.com

David De Groot, PE #70992

davidd@4-creeks.com

Randy Wasnick, PLS #8163

randyw@4-creeks.com

RFP for Tehachapi Valley Healthcare District

Dear Mrs. Wasielewski,

On behalf of the 4Creeks Design Team, I am pleased to submit this proposal to provide our services for the design for the Tehachapi Valley Healthcare District. Our team has the qualifications, experience and commitment to fulfill all the project requirements outlined in the Request for Qualifications. We are excited about the opportunity to partner with the Tehachapi Valley Healthcare District.

4Creeks has gathered a talented team ready to provide high-quality solutions and turn-key deliverables in of the service areas listed above. We take pride in the creative and detail-oriented nature of our design team and our company allowing our clients projects to run smoothly and effectively from start to finish. We utilize the skills and knowledge of our staff team members to identify all critical aspects of the project at the initiation stage and then use this as a road map to keep the project on schedule and on budget throughout the design process. We take great pride in the projects we've completed throughout the Central Valley and we have an extensive network of relationships and knowledge within the City of Tehachapi that gives us a significant advantage over our competition. We're committed to delivering results that not only meet, but exceed our clients' needs, and are highly qualified to perform the services listed in our Statement of Qualifications.

At 4Creeks we practice what we preach. We have designed and constructed our own offices, hotels, restaurants, gyms, and a variety of other spaces in downtowns around the Central Valley. After having completed a full feasibility and design analysis on the historic Kings County Bastille in Courthouse Square, we were able to design and remodel a new office space in Downtown Hanford. We also recently completed the award winning Darling Hotel, which was a full adaptive re-use and historic restoration of a 1933 Art Deco County Courthouse Annex. The project won accolades from the California Preservation Foundation <https://californiapreservation.org/awards/darling/>. Will Ruoff, who is originally from 10 Over Studio, but is now the lead architect at 4Creeks, was the architect on this project. We have completed the design and construction of over \$25 million of adaptive re-use in downtowns throughout the Valley in the past 5 years, so we understand how the design and the construction costs interact. Currently, we just started designing a re-use and exterior façade refresh for the City of Tulare on an old county courthouse that the City purchased by looking at a joint use for the Tulare Police Department and a business incubator teamed with the local Chamber of Commerce.

4Creeks offers Architectural and Project Management services ranging from Custom Residential to Municipal Projects. Bringing together practical and artistic design with sustainability and constructability in mind, 4Creeks strives to create a project that will be enjoyed for a lifetime. Because the client always comes first, we as Architects and Project Managers are merely here to help facilitate, organize and direct the client through the design process. 4Creeks understands the importance of delivering high value, high quality projects that directly impact, and are for the good of, the communities in which we live. We recognize that a variety of interests and needs impact every project. Our focus is on building positive working relationships with the client and community in order to provide innovative, timely, and cost-effective solutions. We have the capacity and the experience to tackle your projects and have strong relationships with sub-consultants that bolster our resources when a project demands it.

Our team has read the SOQ and will comply with all Insurance and Licensure. We also do not have any financial, business, or other relationships to disclose and accept the terms and conditions of the attached agreement. We greatly appreciate your time and consideration and we hope to continue to build on the excellent working relationship we have with the Tehachapi Valley Healthcare District.

Sincerely,

Matthew Ainley, P.E.
Principal-In-Charge - 4Creeks, Inc.

FIRM HISTORY



FIRM HISTORY

4Creeks, Inc. has been providing progressive Architectural, Engineering, and Planning services with logical solutions and designs since 2008, serving our communities for over 14 years. We are a small business enterprise (SBE) with big business ideas and experience. Many of our principals and staff were raised and educated in the Central Valley and have significant work experience with local municipalities as well as Federal & State Agencies. We currently have a staff of 80 full-time and part-time employees working in Visalia, Hanford, Fresno, Bakersfield and San Luis Obispo. Our experience and services include, but not limited to:

- Adaptive Re-Use
- Historic Preservation
- Architectural Modeling and Rendering
- Design/Build
- ADA Accessibility
- Project Evaluation
- Public / Civic Architecture
- Municipal Architecture, Engineering and Planning
- Project Management
- Land Surveying
- Utility Design & Coordination
- Construction Management
- Parks & Recreation Engineering
- Residential, Commercial & Industrial Architecture and Planning
- Educational Institution Design
- Environmental Design and Compliance

We build our reputation one project at a time with consistent, high-quality products and time-sensitive delivery. Our goal on every project is open communication, honesty and integrity.

Current Projects:

- Downtown Tulare Courthouse Renovation
- Dann's Discount Automotive Sales Center
- The Darling Hotel Phase 2
- CSET Recycling Center

References:

Leslie Caviglia
City of Visalia
(559) 798-8000

Josh McDonnell
City of Tulare
(559) 713-4364

Mario Cifuentez
City of Hanford
(559) 799-7342

Nick Bartsch
City of Tulare
(559) 684-4209

DISCIPLINE-SPECIFIC EXPERIENCE

DISCIPLINE SPECIFIC EXPERIENCE

PROJECT UNDERSTANDING

4Creeks, Inc. bring together a comprehensive team of experienced and forward thinking individual, providing innovative design, cost effective approaches, and unique feasibility studies for the Tehachapi Valley Healthcare District. Matt Ainley, PE, will be the Principal-in-Charge and Will Ruoff, will be the project manager directly responsible for development of the projects that are presented. What makes 4Creeks unique is that all of these tasks will be performed by 4Creeks staff that have worked with each other for years under the same company, creating a collaborative and well rounded team for all aspects of this project. This section is meant to provide additional information and a brief summary of some of the approaches we have used over the last five years.

Architecture

Our Architecture team grew out of their experience in the southwest desert where designing to a site was paramount. The harsh conditions of the southwest made each site challenging and unique. By responding to these challenges directly, architecture is able to not only survive but thrive. Today, 4Creeks sees the Central Valley's unique environment as a place for growth and innovation. Similar way conditions of the southwest, the valley presents similar issues with harsh summers that bring heat and dust. By designing architecture that responds to these constraints, we can create meaningful and adaptive buildings that are economically sound in the long term.

Our architecture staff has spent years working on public projects from police stations, fire stations, and central services yards. Additionally, 4Creeks has experience with community centers, churches, parks and other community driven private projects throughout the Central Valley. By having a background in municipal work and private work, 4Creeks is able to bring a unique view to any project presented to our team.

Project Management

One of the characteristics that sets 4Creeks apart from our competition is our ability to successfully manage large and complicated local agency projects. 4Creeks has a unique approach to overall project management that provides our agency clients with delivery of projects on time and within budgets. At 4Creeks we have Architects, Civil and Traffic Engineers, Structural Engineers and planning staff that work together every day on a multitude of projects. Our close relationship with our team and our partnership with our sister company 4CG Construction enables us to streamline our processes and provide a fully integrated project.

Provide Access and Clarity

The 4Creeks team will maintain an online project utilizing Dropbox, Procore and/ or BIM360 to store all project deliverables and coordinate with each other; essentially working off the same "project" server. The project manager will be invited to share the folder and have access to the project documents at all times throughout the project duration.

Simple, Yet Technical

4Creeks will approach these projects with a simple, yet technical design. We will utilize the latest AutoCAD and Revit software to design a 3D model of buildings and sites for this project. Our team has also been providing conceptual renderings and has quickly become the go to provider for our clients in the area. We use software programs; such as Lumion, and Sketchup to produce photorealistic renderings for funding and marketing purposes. With these software programs, we will be able to quickly see potential conflicts and provide accurate cost estimates.

Project Communications

Consistent management communications in the form of meeting agendas and detailed accounts of meeting minutes are typically recorded to ensure clear and accurate documentation of project directives. Meeting minutes are distributed in a timely manner to all parties for their review and input. Working from the established project schedule, we will check in frequently and meet as necessary to ensure project tasks are being performed and upcoming deadlines are met. Lines of communication for the project will be determined at the initial kick-off meeting.

Public Outreach and Marketing:

4Creeks offers a full range of public outreach and design services to assist the Tehachapi Valley Healthcare District in communicating with the community. We can work with the Tehachapi Valley Healthcare District to provide community outreach and public outreach meetings and events. Additionally, our professional marketing/creative team (Topograph, LLC) can develop any needed marketing materials including: print materials (brochures, newsletters, flyers, etc.), digital materials (websites, email campaigns, mobile apps, etc.), photography and video production, branding and identity creation, and other creative services as needed.

SIMILAR PROJECT EXPERIENCE



Project Dates
August 2018 - February
2020

Construction Cost
Confidential

Address
210 N. Court Street
Visalia CA 93292

Contact
Courthouse Square
Ventures, LLC

The Darling Hotel & Rooftop Restaurant

4Creeks/4CG Project: Design, Architecture, Construction Management and General Contractor

The Darling Hotel is an adaptive re-use and historical restoration of a 1935 Art Deco building built by the County of Tulare to house an annex to the original courthouse and County services. The building had been vacant for the past decade; but is finding new life as a 32 room boutique hotel with a rooftop lounge. The project is a multi-million dollar remodel and renovation that restored / retained the historical features while bringing the building up to current standards and with modern amenities.

Will Ruoff served as the Project Manager and Project Architect for the project while at a previous firm. Working closely with 4Creeks, 4CG and Matt Ainley we were able to keep the project schedule and budget in check. The project is an award winning hotel in multiple publications throughout the County.





Project Dates
May 2020 - February 2023

Construction Cost
52 Million

Address
210 N. Court Street
Visalia CA 93292

Contact
City Of San Jose

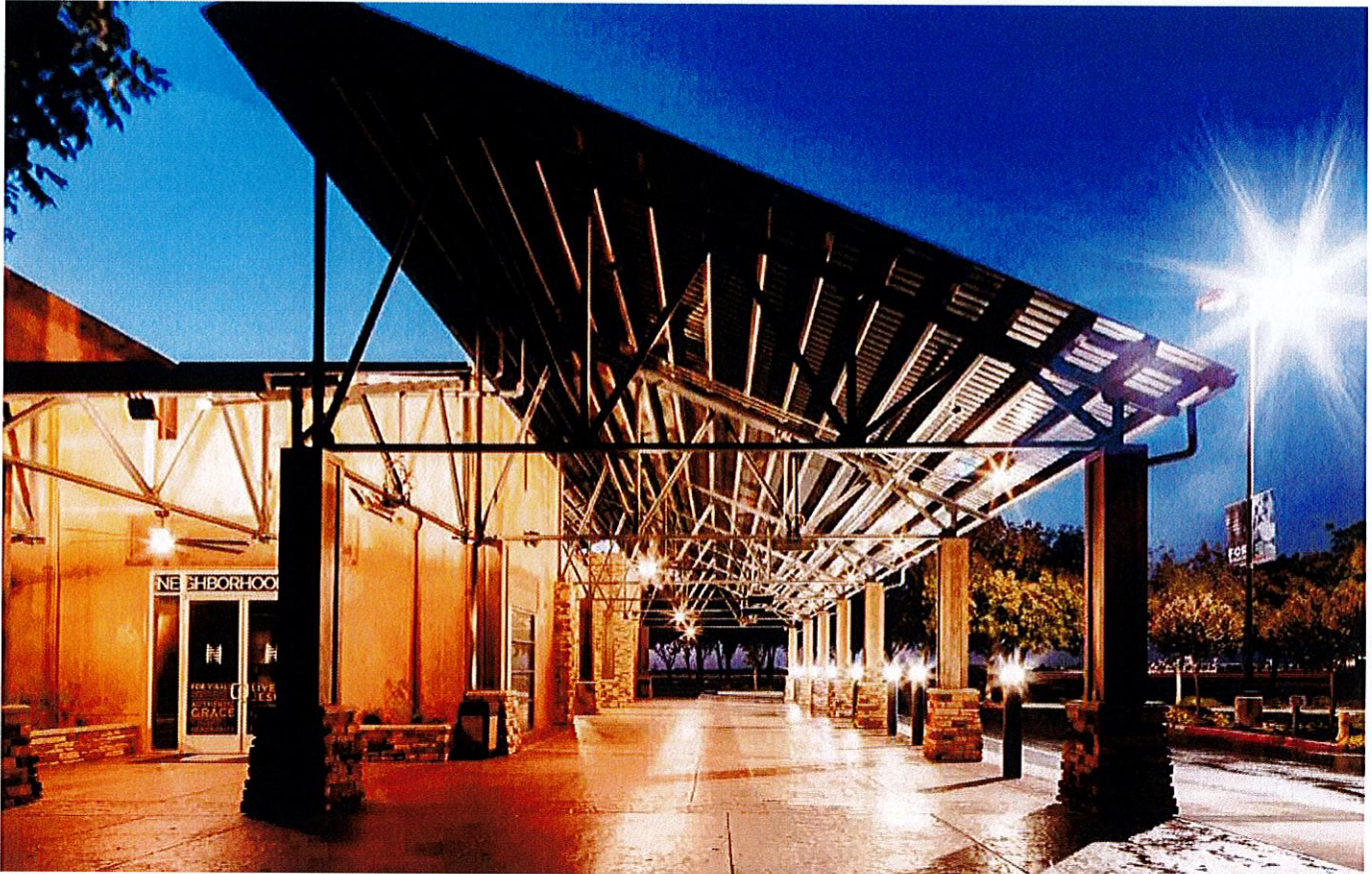
San Jose Fire Training Center and EOC

4Creeks: Design and Architecture

The San Jose Fire Training Center and EOC is a 52 million dollar project located in downtown San Jose. The project consists of a 40,000 square foot training center and classroom building and a 10,000 square foot Emergency Operating Center, both constructed out of steel. Additionally, a 20,000 square foot wood framed rehabilitation project was included in the scope to provide apparatus and equipment storage for the new training grounds on site.

Will Ruoff served as the Project Architect for the project while at a previous firm. He managed a consultant team and space planned classrooms, office spaces, kitchen and dining areas for the entire building. The project is currently under construction and is expected to be completed in February 2023.





Project Dates
2018

Neighborhood Church Office & Classroom Expansion

4CG Project: Construction Management/ General Contractor

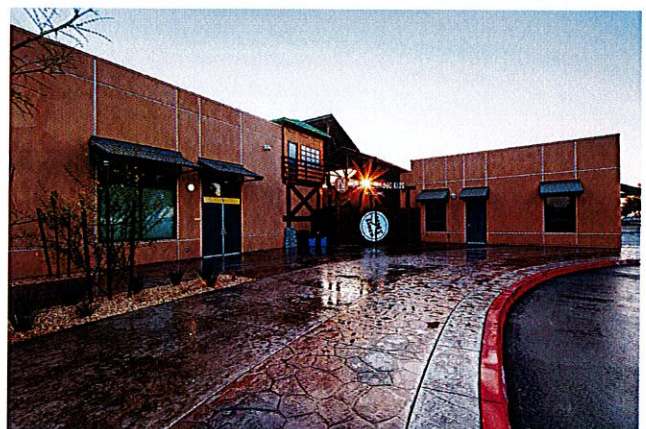
Construction Cost
\$3 Million

4CG Construction (along with their sister company, 4Creeks) provided the design/build for the Neighborhood Church office and classroom expansion.

Address
5505 W. Riggan Ave
Visalia, CA 93291

The design included two new classroom buildings 6,300 and 3,750 square feet, a 2,000 square foot expansion of the existing office space and a 150,000 square foot parking lot expansion. With the integration of the existing church facilities including daycare facilities, classrooms and worship spaces, this project required intricate and complex space planning to make sure the different functions preformed correctly.

Contact
Kelly Thomas,
Executive Pastor
(559) 732-9107



TEAM RESUMES

MEET THE TEAM - KEY PERSONNEL

The Key Personnel identified for this contract will remain intact for the entirety of all projects unless unforeseen circumstances require a change at which the city will be contacted at that time. 4Creeks will have one project manager throughout the duration of this contract. For more information on qualifications, certifications and credentials see below. Resumes for the Key Personnel are presented on the following pages.

Matthew Ainley, PE, Class A&B Contractor Principal-in-Charge

Matthew Ainley has 21 years of extensive experience in designing and supervising public works, design, and construction projects throughout the Central Valley. Matthew is the Principal-in-Charge and owner of both 4Creeks and 4CG Construction. Matt has worked with various cities and private clients across the Central Valley to design and deliver construction documents for projects that include concrete building structures, parking lot reconstruction, educational facilities, sanitary sewer and storm drainage trunk-lines, transit centers, and much more. His strong leadership and ability to think outside the box are a great asset to our team.

Will Ruoff, AIA Project Architect

Bringing together his passion for architecture, landscape architecture, engineering, and environmental design, Will understands the importance of creating innovative solutions for clients. His multi-faceted background provides a unique perspective on any project. Will believes architecture must combine not only aesthetic and functional goals but also the poetics of the site and the surrounding cultural influences to create a solution that not only works for the clients, but also helps the community as a whole. With his extensive background in non-profit work, Will understands how projects affect budget, community and the clients' interests.

Staff Qualifications



1
Licensed
Architect



16
Engineers
in Training



7
Construction
Managers



15
Professional
Engineers



1
Land Surveyor
in Training



3
GIS Technicians



1
Professional
Land Surveyor



18
CAD Technicians



8
Administrative
Employees



1
Traffic
Engineer



5
Planners



3
Programmers



1
Structural
Engineer

Matthew Ainley

PE

Principal-In-Charge

Registrations & Certifications

Professional Engineer

California - No. 66233

Colorado - No. 964881

Class A & B Contractor

No. 964881

Information

Education

Bachelor of Science - Engineering & Physics

Westmont College

Santa Barbara, CA

Work 20+ Years Experience

Phone +1 (559) 802-3052

Email matta@4-creeks.com

Areas of Expertise

Low Impact Design Techniques

Streets & Transportation Design

Subdivision Design

Parks & Recreation Design

Commercial Site Design

Industrial Site Design

Water Tank & Site Design

Irrigation & Ditch Design

Storm Drainage Systems

Sanitary Sewer Systems

Land Use Planning

Employment History

05/08 - Present

4Creeks, Inc. - Visalia, CA

Principal-In-Charge / Founding Partner

02/01 - 05/08

Quad Knopf, Inc. - Visalia, CA

Department Manager / Civil Engineer

Darling Hotel - Visalia, CA

Principal-In-Charge

Mr. Ainley provided overall project and construction management for an adaptive re-use and historical restoration of a 1935 Art Deco building built by the County of Tulare to house an annex to the original courthouse and County services. The building had been vacant for the past decade. Mr. Ainley and his team designed and constructed a 32 room boutique hotel with a rooftop lounge. The project is a multi-million dollar remodel and renovation that restored and retained the historical features while bringing the building up to current standards and with modern amenities.

720 Center - Visalia, CA

Principal-In-Charge

Mr. Ainley provided overall project and construction management for an adaptive re-use restoration of a 28,000 square foot building in downtown Visalia. The project consisted of retrofitting the entire building from new plumbing, all new electrical, all new HVAC, new roof, and window systems for a mixture of tenants. There were three phases of construction that occurred with Phase 1 being a 6,500 square foot artisan pizzeria and outdoor courtyard. Phase 2 was a remodel of the 14,000 square foot warehouse into office space for a commercial cleaning company, a mortgage company, and a gym. The final phase was a 6,500 square foot remodel for a gym, a cryotherapy spa, and an expansion of the restaurant. The project was a multi-million dollar renovation that created a new space in downtown Visalia for businesses and patrons to thrive.

Dinuba Transit Center - Dinuba, CA

Principal-In-Charge

Mr. Ainley provided overall project management for the construction of the new Dinuba Transit Center that was reconstructed from a 4,000 square-foot storage facility and now offers a lobby, conference room, space for a dispatch center and transit staff offices. Officially opened in April of 2014, Mr. Ainley provided oversight for 4Creeks and 4CG Construction, who served as construction manager and construction inspector for the project that involved major demolition, and detailed oversight and reporting of all construction procedures and progress.

Ruiz Food Expansion - Visalia, CA

Principal-In-Charge

Mr. Ainley provided overall design and construction oversight for the Ruiz Foods massive headquarters expansion. Mr. Ainley's construction team, 4CG Construction, acted as general contractor for the expansion. The fortune 500 company is currently renovating and expanding their facilities to accommodate state of the art facilities including a commercial kitchen and testing wing with technological breakthroughs, a beautifully crafted board room with cutting edge connectivity, and an expansive research and development area that boasts sophisticated technology.

Valley Tech Office and Laboratory - Tulare, CA

Principal-In-Charge

Mr. Ainley provided oversight on the construction management and general contractor services for a new Office / Laboratory building for Valley Tech agricultural laboratory services. The project consists of a new 7,959 square foot two story building and 36,000 of parking lot and landscaped area.

Neighborhood Church - Visalia, CA

Principal-In-Charge

Mr. Ainley led the design, construction management and the general contractor services for the Neighborhood Office / Classroom Expansion. The project includes two new classroom buildings, 6,300 and 3,750 square feet, a 2,000-square foot expansion of the existing office space and 150,000 square foot parking lot expansion.

Will Ruoff

Licensed Architect, AIA

Registrations & Certifications

Architect Registration

California - C-36886

Information

Education

Bachelor of Architecture

University of Arizona, Tucson

Tucson, CA

Work	7 Years Experience
Phone	+1 (559) 802-3052
	+1 (805) 235-5333
Email	willr@4-creeks.com

Appointments

California Architects Board Subject Matter Expert, 2018

YAF board member, 2019

Founder of Building a Better SLO Lecture Series, 2021

Employment History

12/21 - Present

4Creeks, Inc. - Visalia, CA

Licensed Architect

01/17 - 12/21

Ten Over Studio - San Luis Obispo, CA

Licensed Architect

06/16 - 01/17

CRB - Carlsbad, CA

Architectural Designer

08/14 - 04/16

RAH Architects - Tucson, AZ

Architectural Designer

San Jose Fire Training Facility Relocation Feasibility Study - San Jose, CA

Architect

Mr. Ruoff provided a thorough investigation of three different building sites to determine the best location for the new San Jose Fire Training Facility for the City of San Jose. The feasibility study analyzed access, utilities, program requirements, along with many other factors to help the City of San Jose determine the best location for their new facility. Programmatic site plans, floor plans, and massing models were provided, representing different possibilities for each site. Ultimately, this feasibility study led to the City of San Jose purchasing a small piece of land next to their existing Central Services Yard for the development of the project.

This project was completed while at Ten Over Studio and partnered with Group 4 Architecture

San Jose Fire Training Facility and Emergency Operations Center - San Jose, CA

Architect

Mr. Ruoff coordinated and drafted the construction documents including plans, specifications, and cost estimates for the construction of a 40,000 sq ft Fire Training Center, apparatus bay and 4 acres of training grounds. Shortly after the start of the project, an Emergency Operations Center was added to the project scope. The new project totaled 52 million for the City of San Jose and it currently under construction. The project consisted of three different building types, the first being a Type II metal building for the Training Center and EOC, the second being a rehabilitation and remodel of an existing wood framed storage building that was converted into a 20,000 sq ft apparatus bay and storage. The third building was a 6 story CMU training tower, providing both class A and B props for the new recruits.

This project was completed while at Ten Over Studio and partnered with G2 Solutions Group

949 Higuera Façade Remodel - San Luis Obispo, CA

Architect / Project Manager

Mr. Ruoff completed plans for an existing retail store in downtown San Luis Obispo. Originally designed as a 2-story structure, the existing lower level was used for 2 small retail spaces while the upstairs was occupied by office cubicles. The concept was to remove the 2nd story floor completely to provide a 22' tall open and airy retail space below. Through some major structural modifications to help support the existing exterior walls and roof, the space is now open and filled with light making it an ideal space for retail in downtown San Luis Obispo.

This project was completed while at Ten Over Studio

1011 Pacific Street Façade Improvement - San Luis Obispo, CA

Architect / Project Manager

Mr. Ruoff completed plans for an existing office building in downtown San Luis Obispo. While the structure had good bones to begin with, the interior and the exterior of the space felt outdated and dull. The split-level plan also had significant challenges in terms of ADA requirements, parking and access that had to be addressed and drove much of the design. While working with a custom metal manufacturer, the building was revitalized and upgrades to meet all current codes and standards.

The Darling Hotel - Visalia, CA

Architect

Mr. Ruoff Completed plans for the award-winning Darling Hotel in Downtown Visalia. The 1930's art deco courthouse that had been abandoned for years was refurbished and remodeled into a 32-suite boutique hotel. While preserving the character of the existing structure, a new 5 story stair tower, 2 additional elevators, and exterior grounds were added to enhance the existing architecture of the art deco building. Now the hotel is completely ADA accessible, meets fire code and exiting requirements and preserves the unique character. With a new rooftop bar, The Darling Hotel has become showcase of what true preservation and restoration can do to an existing building and town.



6077 Coffee Rd Ste 4-43, Bakersfield, CA 93308
 Grading, Excavating & Hauling
 Lic. #1033380 DIR #1000057394
 Estimating: Dan & Lee (661) 748-1333

TO: Tehachapi Valley Healthcare District
 116 W E Street, Tehachapi, CA 93561
 Prevailing Wage

ATTN: Caroline Wasielewski
 TEL: 661-750-4848
 EMAIL: cwasielewski@tvhd.org
 DATE: 7/8/22

We propose to furnish all labor, material, and equipment necessary to perform the following items of work, subject to terms and conditions stated. This quotation expires 30 days from the date above, and good for work completed within 60 days from date above.

PROJECT Healthcare District Grading

LOCATION Tehachapi CA

ITEM	DESCRIPTION	APPROX. QUANTITY	UNIT	UNIT PRICE	TOTAL
1	Mobilization				
2	Grading				
3	Export of Onsite Materials				
4	Purchase and Trucking of Base Material (Ground Cover / Dust Control)				
5	Place & Compact Approx 3" of a Base Material				
6	Demobilization				
7					
8					
9					
10					
11					
12					
TOTAL					\$ 53,363.98

CONDITIONS AND EXCLUSIONS:
 - Excludes any staking, soils testing or surveying
 - Excludes any traffic control
 - Excludes any street sweeping
 - Excludes all permits state & local
 - No allowance for SWPPP and/or erosion control
 - Not responsible for any steel plating or rumble plates that may be needed
 - Construction water cost - Owner to provide water and water meter
 In the event we have to wait or stand by to do our job, **there will be a \$440.00/hr fee.**
 Labor and equipment only to be provided as required in accordance with the above specifications.
 Payments to be made as follows: Please make payable to: "Mr. Backhoe Inc" upon completion of our scope of work.
 The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete this contract as specified.
 Payment will be made as outlined above.
 All work will be completed in a workmanlike manner according to standard practices.
 Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate.
 All agreements contingent upon strikes, accidents or delays beyond our control.

Acceptance: Please sign and return. This bid contract constitutes the sole and only agreement. Any prior agreements, negotiations, etc., not set forth herein are of no force or effect. Faxed Signature will be accepted as original.

Firm: Tehachapi Valley Healthcare District

By: _____

Date: _____

By: Krista Lund Danny Black 7/8/2022
Estimating@MrBackhoe.com Danny@MrBackhoe.com DATE

RESOLUTION NO. 22-08

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF TEHACHAPI VALLEY HEALTHCARE DISTRICT
AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS**

Whereas, the District has adopted Board Policy 8.0, "District Records," regarding the retention and destruction of records;

Whereas, after review of District files, certain records are eligible for destruction in accordance with Board Policy 8.0 and the California District Record Retention Law;

Whereas, these records are identified on Exhibit 1 attached hereto and incorporated herein by reference; and

Whereas, District's legal counsel has reviewed Exhibit 1 and concurs such records are eligible for destruction;

Now, therefore, be it resolved by the Board of Directors that the records identified in Attachment 1 attached hereto are no longer required to be kept by law and their destruction is hereby authorized.

PASSED, APPROVED AND ADOPTED on July 19, 2022.

- Ayes:
- Noes:
- Abstain:
- Absent:

Michael Nixon, President

ATTEST:

Christine Sherrill, Secretary

Exhibit 1

TVHD 2022 RETENTION SCHEDULE RELEASE LIST

<u>DATE</u>	<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>YEAR(S)</u>
5/24/2022	FINANCE	16 AP BINDERS AP JOURNAL AP CHECK REGISTER AP AGAING AP POSTED BATCHES AP CHECK LOG	2010-2014
5/24/2022	FINANCE	20 AP LONG BANKER BOXES AP CHECKS AND BACK UP COPIES	2011-2014
5/24/2022	FINANCE	10 AP SMALL BANKER BOXES AP PURCHASING PACKING SLIPS FINANCE MAILING SLIPS- O.N'S & CERT. AP REFUNDS	2010-2014
5/24/2022	FINANCE	CONTROLLER'S DESK FILES PERSONAL FILES FINANCE NOTES	2012-2014
5/24/2022	ADMIN.	NEW BOD ORIENTATION MANUAL KERN FAMILY HEALTH	2001
5/24/2022	ADMIN.	EAST KERN CO. HEALTHCARE (EKCH) HEALTH PLAN MANUAL	2004
5/24/2022			

RESOLUTION NO. 22-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF TEHACHAPI VALLEY HEALTHCARE DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR THE MONTH OF JULY 2022

WHEREAS, the District is committed to encouraging and preserving public access and participation in meetings of the Board of Directors; and

WHEREAS, Government Code section 54953, as amended by AB 361, makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953, subject to the existence of certain conditions; and

WHEREAS, a required condition is that there is a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, Governor Newsom declared a State-wide state of emergency due to the Covid-19 pandemic on March 4, 2020, which declaration is still in effect, and state and local health officials continue to recommend social distancing; and

WHEREAS, the Board of Directors does hereby find that the resurgence of the Covid-19 pandemic, particularly through the Delta variant, has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify both the proclamation of state of emergency by the Governor of the State of California and the Kern County Health Department guidance regarding social distancing; and

WHEREAS, based on the above the Board of Directors of the District finds that in-person public meetings of the Board would further increase the risk of exposure to the Covid-19 virus to the residents of the District, staff, and Directors; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that it shall conduct Board meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, in compliance with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, all meetings of Board of Directors will be available to the public for participation and comments through virtual measures, which shall be fully explained on each posted agenda.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF TEHACHAPI VALLEY HEALTHCARE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, as set forth in the recitals.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2021.

Section 4. Remote Teleconference Meetings. The General Manager, staff, and Board of Directors are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect on July 19, 2022, and shall be effective until the earlier of (i) August 16, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of WBMWD may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

Section 6. Termination of this Resolution. This Resolution will automatically terminate on the day that both the Governor's Declaration of Emergency and any local agency guideline for social distancing are no longer in effect.

PASSED AND ADOPTED by the Board of Directors of Tehachapi Valley Healthcare District, this 19th day of July 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

President

Secretary

CEO Report

July 19, 2022

District Finance Update

For the month June, the total cash in was \$66,668.46, consisting mostly of a payment from Kern County. Total expenses were \$17,700.74 which left the month with a \$33,485.92 net income.

Looking at the 12- month report, 12 Months Elapsed:

- Total cash in YTD is \$1,188,537.21
- Total wages are \$212,060.24.
- YTD expenses are \$535,156.97.
- Expenses + payroll =\$747,217,21 vs budget of \$1,398,366.

District Administration Update

- TVHD was one of the sponsors for the Houchin Blood Bank event on July 13, 2022.
- TVHD sponsored a tee in Police Foundation Golf Tournament
- Visited other community centers and buildings to get ideas
- Made connection Stallion Springs District Manager
- Gathering community input from Health Needs Assessment
- National Night Out was cancelled.

Jun-22

Kern County		\$63,374.42
Interest		\$46.60
Rent for 101 W E St.		\$2,500.00
HP Sears Collections		\$93.75
Past Workers Comp Payments		\$396.10
Private Pay Payments		\$120.00
Emp benefit reimbursement		\$137.59
Total Cash in		\$66,668.46
Operating Expenses		\$17,700.74
Payroll :		
Wages		\$13,473.30
Taxes/Fees		\$2,008.50
Total Payroll expense		\$15,481.80
TOTAL Expenses		\$33,182.54
Net Income		\$33,485.92

	July	August	September	October	November	December	January
Cash In	\$3,900.20	\$17,722.95	\$76,279.82	\$20,241.37	\$61,663.12	\$443,420.80	\$18,420.79
Operating Expenses	\$76,407.90	\$21,823.72	\$34,857.11	\$17,855.91	\$24,596.45	\$15,219.01	\$11,587.48
Payroll & Expenses							
Wages	\$14,344.17	\$8,646.99	\$8,607.12	\$8,701.04	\$10,162.46	\$25,570.56	\$9,106.90
W/H, Taxes, Billing	\$2,084.72	\$1,405.64	\$1,405.64	\$1,417.49	\$1,529.42	\$5,269.64	\$1,455.45
Total Expenses	\$98,184.00	\$35,188.80	\$48,148.59	\$31,320.59	\$40,060.79	\$58,793.22	\$25,659.87
Net Income	-\$94,283.80	-\$17,465.85	\$28,131.23	-\$11,079.22	\$21,602.33	\$384,627.58	-\$7,239.08

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February	March	April	May	June	Total	FY22 Budget
\$53,545.25	\$48,503.35	\$371,828.90	\$6,418.80	\$66,621.86	\$1,188,567.21	
\$26,260.69	\$29,773.20	\$18,068.62	\$13,653.80	\$17,700.74	\$307,804.63	
\$9,114.21	\$9,068.32	\$10,580.82	\$10,580.82	\$13,473.30	\$137,956.71	\$193,752
\$1,526.45	\$1,475.45	\$1,610.43	\$1,495.33	\$2,008.50	\$22,684.16	
\$40,417.67	\$40,316.97	\$30,259.87	\$25,729.95	\$33,182.54	\$507,262.86	\$1,398,366
\$13,127.58	\$8,186.38	\$341,569.03	-\$19,311.24	\$33,439.32	\$681,304.26	