

# **SAN JUAN WATER DISTRICT**

## **Board of Director's Board Special Meeting Minutes**

August 19, 2020 – 6:00 p.m.

Conducted via Videoconference & In-Person

### **BOARD OF DIRECTORS**

Ted Costa	President
Pam Tobin	Vice President via videoconference
Marty Hanneman	Director via videoconference
Ken Miller	Director
Dan Rich	Director via videoconference

### **SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF**

Paul Helliker	General Manager
Donna Silva	Director of Finance
Tony Barela	Operations Manager
Andrew Pierson	Engineering Services Manager
Greg Zlotnick	Water Resources Manager
Teri Grant	Board Secretary/Administrative Assistant
Jennifer Buckman	Legal Counsel

### **OTHER ATTENDEES**

Mitch Dion	Rate Payer
Sandy Harris	Rate Payer

### **AGENDA ITEMS**

- I. Roll Call**
- II. New Business**
- III. Adjourn**

President Costa called the Regular and Special Board meetings to order at 6:00 p.m. He announced that the Regular meeting would be recessed until after the end of the Special Board meeting.

#### **I. ROLL CALL**

The Board Secretary took a roll call of the Board. The following directors were present in-person: Ted Costa and Ken Miller. The following directors were present via teleconference: Marty Hanneman, Dan Rich and Pam Tobin (arrived at 6:06 pm).

#### **II. NEW BUSINESS**

##### **1. Hinkle Reservoir Outage Planning Project – Operational Planning & Testing Services (W)**

Mr. Tony Barela provided a staff report which will be attached to the meeting minutes. He explained that the Project Manager, with HDR Engineering, moved

to Water System Consulting (WSC), Inc. He explained that an amendment would be needed to finish the work with HDR; however, staff is requesting that a new contract be initiated with WSC to cover the services at a reduced cost. The Board discussed the request and legal counsel explained that the District's standard contract template, which was used with HDR, includes a termination for convenience clause for professional services and there is no need for consent from HDR to end the contract.

***Director Rich moved to authorize and approve a professional services contract to Water Systems Consulting (WSC), Inc. for the Hinkle Reservoir Outage Planning Project – Operational Planning and Testing. President Costa seconded the motion and it carried with the following roll call vote:***

***Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin***  
***Noes: None***  
***Absent: None***

### **III. ADJOURN**

**The meeting was adjourned at 6:18 p.m.**

ATTEST:

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EDWARD J. "TED" COSTA, President  
Board of Directors  
San Juan Water District

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TERI GRANT, Board Secretary

# STAFF REPORT

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To: Board of Directors

From: Tony Barela, PE  
Operations Manager

Date: August 19, 2020

Subject: Hinkle Reservoir Outage Operations Planning Project – Operational Planning and Testing

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## **Recommended Action**

Staff requests a Board motion to award a professional services contract to Water System Consulting (WSC), Inc. for engineering services related to the Hinkle Reservoir Outage Operations Planning Project – Operational Planning and Testing in the amount of \$89,510 and authorizing a total budget of \$98,500 (includes 10% contingency)

## **Background**

On June 26, 2019, the Board of Directors approved a contract with HDR Engineering, Inc. (HDR) to develop an operational plan for water treatment plant and Wholesale transmission operations during the replacement of the Hinkle Reservoir cover and liner currently scheduled for the winter of 2021/22. The project includes creating an updated Wholesale hydraulic model, determining what operational controls are needed to safely operate the system, and drafting operating procedures for use during the project.

The Project Manager, Jeff Lawrence, has left HDR and has moved to WSC. WSC was a Sub-Consultant to HDR, performing all of the hydraulic modeling for the project. Over the last year, the project Team has developed operational strategies, including the tanks currently being constructed at the District's main corp yard. The next phase of the project is putting the plans developed through the hydraulic model into physical operation. This next phase is heavily dependent on the knowledge of Mr. Lawrence and his team.

Although some of the work is included in the current contract with HDR, an amendment would be necessary to complete the project. The original contract did not anticipate extending to 2021/22 as the Hinkle Project was originally scheduled for Fall 2020. The additional effort includes the testing of the operational procedures which was not in the original HDR contract. I requested a proposal from both HDR and WSC for the remaining work. Not including any outstanding invoices, HDR currently has approximately \$67,600 remaining in their contract and they have estimated the need for an additional \$93,000 to complete the project, totaling \$160,600.

WSC also provided the District a proposal to complete the project. This includes all work not yet performed in the existing contract and the additional planning and testing to commission the project for operation. WSC estimates this effort to be \$89,510.

HDR has performed well throughout this project, however, to retain critical knowledge of the project and to save budget, Staff is recommending moving forward with WSC for the project completion. With this recommendation, HDR's contract will be cancelled upon delivery of the work items and documentation previously completed.

## **Budget Impact**

This budget is included in larger Hinkle Reservoir Outage Operational Planning Project budget for FY2020/21.