

MINUTES
Minutes of the Board of Trustees Reclamation District No. 537
January 4, 2024

Pursuant to the foregoing consent and the notice thereof, duly and regularly posted and given to all members of the Board of Trustees, and by-laws of said District, a special meeting of the Board of Trustees of Reclamation District No. 537 was called to order by Trustee Ross Peabody on Thursday, January 4, 2024, at 9:00 am in-person and via Teams online meeting.

1. Meeting attendance/introductions:

Meeting was attended by Trustees Dan Ramos, Tom Ramos, Ray Yeung and Ross Peabody. Trustee Mattos was absent. Also in attendance was General Manager William A. Mattos, Tina Anderson, Nichole Leonard, Michael Kynett, Dan Tibbitts, Gary Albertson, Andy Andrews, Lauren Dominguez, Fabrizo Settepani, and Kevin Wilcox.

2. Approval of agenda

Trustee Yeung made a motion to approve the agenda, Trustee Dan Ramos seconded. Motion passed 4-0-1.

Public Comment on Non-Agenda Items District

No members of the public attended the meeting.

Business/Action Items

1. Review of CAMU Plans and Specifications

Mr. Andrews reported that Geosyntec is incorporating comments and updating the final plans and specs based on comments and feedback received on the draft specs sent out two weeks ago. He explained that the project would occur in two phases. The first phase, January 2024 to July 2024, is permitting, mobilization, preparation, earthwork, grading, and installation of utilities. The second phase, June 2024 to July 2025, includes procurement, construction, and finish work to complete the project.

Trustee Peabody referenced the e-procurement process and the District determined that the bid process will be conducted with hard copies. The District requested MBK Engineers administer the bid and hold the bid opening at their offices. MBK will also prepare the bid advertisement.

Mr. Settepani suggested using milestones rather than hard dates in the specifications to allow scheduling flexibility during construction. Mr. Andrews stated that the specs require the contractor to provide a detailed project schedule and the specs would be updated with milestones rather than hard dates.

The trustees discussed prohibited work windows and determined there were no significant impediments to earthwork; ground disturbing activities have been ongoing, and there is still a protective fence installed to protect the Giant Garter Snake. Mr. Andrews will confirm with GEI that there are not any constraints.

Trustee Dan Ramos suggest that Mr. Albertson review the scope as the construction manager and review consultants selected to assist with the project. Mr. Albertson will submit his proposal for construction management of the project.

Mr. Settapani also suggested that the CQA package be made a part of the bid package. Mr.

Kynett stated that a stand-alone CQA is a good idea, but that it must allow for the robust quality control language in the specifications. Mr. Wilcox stated care must be taken in adding a third document to the bid package. Mr. Settepani referred to the document precedence included in the specs.

The District discussed the various inspection tests required throughout the duration of the project. Geosyntec will do material testing. The metal building will be subject to the terms of the Yolo County permit. The District discussed, and decided to include, a statement regarding that the contractor is responsible for any or all inspections or certifications required by the drawings.

Trustee Peabody asked how contractor's qualifications are weighed. Ms. Anderson reported that bids are evaluated based on whether they are a responsive and responsible bidder. Mr. Anderson stated that the specifications should indicate the level of experience required. If a contractor does not meet that level, they are not considered a responsible bidder and their bid can be rejected.

Mr. Tibbitts reported that the Corrective Action Management Unit (CAMU) is highly regulated and permitted. Geosyntec will need to oversee construction on top of CAMU.

Trustee Peabody will review the specifications, confer with President Mattos and provide final comments in the next week.

Trustee Yeung asked what the insurance requirements for potential contractors. Mr. Andrews reported the liability requirement is the full project total. The Trustees would like Ms. Smith, their legal consultant to review the contract language. Ms. Anderson stated she would provide a copy for Ms. Smith's review.

Mr. Andrews reported his team plans to provide the updated specs for review mid-January.

The District discussed potential dates and decided to advertise the last two weeks of January, with tentative dates for the pre-bid job walk on February 6 and the bid open on February 27.

Ms. Dominiguez asked whether an air quality permit would be required. Trustee Dan Ramos responded that a permit for the generator is required. Ms. Anderson stated she prepare the air quality permit, She will also send out the contacts name at PGE; the application for service has been submitted, but follow up is needed.

The District will hold a special meeting to review and finalize the bid package on January 22.

Informational Items

1. Additional Informational Items/Trustee Comments

No additional comments.

2. Adjourn

Trustee Peabody made a motion to adjourn and Trustee Dan Ramos seconded. The motion passed 4-0-1 and the meeting concluded at 10:23.