



Coos Soil & Water Conservation District
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Coos Soil and Water Conservation District
Project Committee Meeting Minutes
June 10, 2024

Project Committee Meeting was called to order at 4:12 PM

Project Committee Members present at office: Caley Sowers, Andrew Chione, Mark Villers, Cindy Gant,

Project Committee Members present on Zoom/Telephone:

Project Committee members absent:

Staff present in office: Abigail Richards

Staff present on Zoom:

Guests present in office: Leah Corral (CoqWA)

Guests present on Zoom:

4:12 PM Caley called the meeting to order.

4:12 PM Caley does an introduction about the Winter Lake Phase 3 Project.

- The district has to hire a new engineer. The RFP was sent out in May.
- Coos SWCD only received one proposal:
 - Waterways Consulting
- Wolf Water Resources was interested but didn't submit a proposal.
- The proposal from Waterways Consulting is more than what's currently in the budget.
 - Approximately \$100,000 in the budget.
 - Only Exhibit B: Task number 1 - 2.6 will be able to be awarded.
- Discussion about Exhibit B tasks.
- Discussion about the proposals budget.

4:25 PM Project committee completes evaluation for the Winter Lake Phase 3 Waterways proposal.

- 4:30 PM Discussion about Section 1 of the Evaluation Criteria Sheet
 - Project committee gives the proposal 3 out of 3 points for section 1.
- 4:34 PM Discussion about Section 2.
 - Project committee gives the proposal 3 out of 5 points for section 2 due to the budget being higher than current funding.
- 4:36 PM Discussion about section 3 of the Evaluation Criteria sheet.
 - Project committee gives the proposal a 6 out of 6 for section 3.
- 4:39 PM Discussion about section 4 of the evaluation criteria sheet.
 - Project committee gives the proposal a 4 out of six for section 4.

- 4:45 PM The Waterways Consulting proposal received 16 out of 20 points on the RFP evaluation sheet.
- Discussion about Business Oregon grant funding.
- Potential for getting more funding from Nature Conservancy in the future to help reach 60% engineered designs.
 - Current funding isn't enough to reach 60% designs.
 - Need 60% designs for permitting.

4:55 PM Chris Claire makes the motion to approve the Waterways Consulting Inc. Phase 3 bid to engineer and design to the 100% level and that Caley is authorized to proceed to the project task 2.6 which there is currently funding for and without having to come back to the project committee for approval to continue forward is approved today but is contingent upon asking the board to amend the contract as more funding is obtained. Cindy seconds the motion. Project Committee all in favor of the motion.

4:58 PM Cunningham Creek Engineering Proposals- Andrew does a quick overview of the Cunningham project, and a short update of the project.

- Two proposals received for the Cunningham Creek project.
 - Lower Columbia Engineering Proposal: \$99,030.00
 - Waterways Consulting Proposal: \$101,742.60
- Discussion about the two engineering firms.
- Currently have two grants for the Cunningham Creek project.
 - OWEB TA Grant
 - Private Forest Accord Grant
- Committee looks at the references given from L. Columbia Engineering
 - Discussion.

5:10 PM Project committee completes evaluations for the Cunningham Creek Engineering proposals.

- 5:12 PM- Discussion about Section 1 of the Evaluation Criteria Sheet for Waterways Consulting.
 - Project committee gives the Waterways proposal a 3 out of 3 points for section 1.
- 5:14 PM Discussion about Section 2.
 - Project committee gives the Waterways proposal 3 out of 5 points.
- 05:16 PM Discussion about section 3 of the Evaluation Criteria sheet.
 - Project committee gives the proposal a 6 out of 6 for section 3.
- 5:19 PM Discussion about section 4 of the evaluation criteria sheet.
 - Project committee gives the proposal a 3 out of 6 for section 4.
- 5:20 PM The Waterways Consulting proposal received 15 out of 20 points on the RFP evaluation sheet.

05:21 PM Project Committee goes over the Lower Columbia Engineering Proposal.

- 5:21 PM- Discussion about Section 1 of the Evaluation Criteria Sheet for Lower Columbia Engineering.

- Project committee gives the Waterways proposal a 2 out of 3 points for section 1.
- 5:14 PM Discussion about Section 2.
 - Project committee gives the Lower Columbia Engineering proposal 3 out of 5 points.
- 05:24 PM Discussion about section 3 of the Evaluation Criteria sheet.
 - Project committee gives the proposal a 4 out of 6 for section 3.
- 5:28 PM Discussion about section 4 of the evaluation criteria sheet.
 - Project committee gives the proposal a 6 out of 6 for section 4.
- 5:30 PM Lower Columbia Engineering proposal received 15 out of 20 points on the RFP evaluation sheet.

05:30 PM Both engineering firms score the same of the RFP Evaluation Sheet.

- Discussion about hiring Lower Columbia Engineering or hiring Waterways Consulting due to an already established relationship.

05:34 PM Chris motions for the project committee to move forward with hiring Lower Columbia Engineering to complete the engineering design for the Cunningham Creek project contingent on their good reference reports. Cindy seconds. Project Committee all in favor.

05:39 PM The Project Committee's recommendation will be presented and voted upon at the June Board meeting.

05:40 PM Caley adjourned the meeting.

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date