

OCHL-12 Homeowners Association

March 29, 2018 Special ACC/HOA Board Meeting Minutes

ACC Members: Tom Deacon, Chairman, David Baker, Secretary, Chazz Kawabori
HOA Board Officers: Phil Falk, President, Dennis Hutton, Vice President, Charles Desilets,
Secretary, Mike Richardson, Member-at-Large, Resource Member: Al Prescott, Windward Bluff

1. The meeting was called to order at 6:03 PM by Phil Falk at the house of Tom Deacon.
2. The purpose of this special meeting:
 - a. ACC progress update on the Stop Work Order "One Clubhouse Lane Division 6 (Tract 994) - Grading in Wetland without Permit" posted by the City of Mukilteo on January 26, 2018.
 - b. ACC review of three contractor bids to provide wetland consulting services to interface with city personnel regarding the Grading in Wetland without Permission Stop Work Order.
 - c. ACC acceptance of one of the contractor bids.
 - d. HOA approval of the ACC chosen contractor bid.
3. ACC Chair Deacon and ACC Secretary Baker updated the ACC and HOA boards on the three contractor bids received for Phase 1: Raedeke Associates, Wetland Resources, and Hart Crowser/MEC. Deacon presented a summary of the 3 bids for review and discussion by the ACC and HOA.
4. The bids were reviewed on the basis of the scope of work presented by the bidders, experience level with this relatively small project, and cost. Following discussion of the proposals, Deacon moved that Baker recommend a bidder. Baker then made a recommendation and moved to accept the Wetland Resources bid. Prescott seconded the bid. ACC unanimously voted by voice to accept the Wetland Resources bid, on the basis of:
 - a. Scope of Work encompassing the tasks thought needed to satisfy the city.
 - b. Sufficient resources within company to handle all aspects of the project.
 - c. Cost of \$7200
5. Other bidder issues
 - a. Raedecke scope did not include Mitigation Plan or Hydrology Report. Initial cost of \$5000, but additional, and unknown, funding levels needed for the above Plan and Report.
 - b. Hart Crowser/MEC proposal did not include Mitigation Plan; subcontractor MEC to provide some level of hydrology modeling to determine flow capacity and wetland hydro-period impacts. Hart cost \$6000, MEC cost \$7234 for a total of \$13,813. Additional work needed would be on a time and expenses basis.
6. Deacon made a recommendation to the BOD to accept the bid of Wetland Resources. Richardson moved that the recommendation be approved by the board, and Desilets seconded the motion. The motion was carried by voice vote.
 - a. Deacon said that he would contact Wetland that there was approved and would issue a half-down check for \$3600 as soon as possible.
7. Desilets moved that the meeting be adjourned at 6:45 PM, seconded by Falk. The motion was carried by voice vote.