

**ACWD Special Meeting**  
**July 26, 2022**  
**Done over phone conference**

**1) Members Present:** Nancy Finney, Robbin DeWeese, Coral Spencer and Tobyn Mehrmann. G.M. Rae Bell CWO Bruce Coons AWO Edward Snyder and Secretary Amber Mehrmann was present and took the minutes Meeting was called to order at 6:30 P.M.

**2) a) Adopt Policy #601**

Nancy Finney makes a motion to adopt the policy and Coral Spencer 2nds Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese and Coral Spencer Nays: 0 Absent: 0 Abstain: 0

**b) An Engineer Selection committee needs to be chosen and appointed.**  
The members that volunteered are Rae Bell, Edward Snyder, Robbin DeWeese and Nancy Finney.

~Nancy Finney also mention that it may be good to have someone on the committee or someone the committee could go to for expertise on selecting the proper engineer. She mentioned that Burns Tenney would be, perhaps, a great person to have advice from on such matters as he has worked with engineers before. The board agreed and Vicky Tenney said she would ask him if he would be interested.

~The members of the committee would be able to meet remotely and also correspond by email.

Coral made the motion to appoint the volunteers to the selection committee and Nancy Finney 2<sup>nd</sup> Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese and Coral Spencer Nays: 0 Absent: 0 Abstain: 0

**3) Update on the water tank-** There is not any updates on the tank.

~ Bruce Coons will be out for a month recovering from surgery. Edward Snyder will be filling his position in caring for the tanks and water system.

Meeting is adjourned a 7:21 P.M.





# NOTICE

## OF SPECIAL MEETING OF THE BOARD OF DIRECTORS OF ALLEGHANY COUNTY WATER DISTRICT

Date: Tuesday July 26, 2022 Time: 7:00 pm

Phone Conference - Dial-in number (US): (978) 990-5144 Access code: 6919768#

**All meeting documents available online: [alleghanywater.org](http://alleghanywater.org)**

**Send an email to: [alleghanywater@gmail.com](mailto:alleghanywater@gmail.com) for meeting notices.**

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Directors in accordance with the Ralph M. Brown Act. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference in the box at the Post Office at the time of agenda posting or on the district's website: [alleghanywater.org](http://alleghanywater.org)

1. Call to Order & Establish a Quorum

2. Action items:

- a. Adopt policy 601 for hiring professional consultants (policy minus attachments in printed packets. Entire policy with attachments will be posted online before the meeting)
- b. Appoint engineer selection committee

3. Information items: updates on

- a) Inspection report for water tank.
- b) Bruce Coons work status.

4. Adjournment.

## **Alleghany County Water District Policies & Procedures**

### **Policy # 601 Selection & hiring of private consulting services**

It is the Policy of Alleghany County Water District (ACWD) to utilize a consistent method for hiring professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms. The purpose of this method is to ensure that firms are selected based upon demonstrated competence and professional qualifications per California Government Code 4526.

These procedures are intended to assure that private services are engaged based on demonstrated competence and qualifications for the types of services to be performed and at a fair and reasonable price. Furthermore, these procedures shall assure maximum participation of small business firms, as defined by the Director of General Services pursuant to Section 14837.

These procedures specifically prohibit practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful consideration, and also prohibit government agency employees from participating in the selection process when those employees have a relationship with a person or business entity seeking a contract.

#### **Procedures:**

##### **Procedure 601.1 Appoint Selection Committee**

The ACWD Board of directors shall appoint a selection committee, to consist of no more than two board members, at least one water operator and the general manager or project manager. (If the district has a general engineer, the engineer will also be on the committee.)

The committee shall be authorized and responsible for carrying out or delegating the applicable procedures in this Policy and shall make a final hiring recommendation to the board of directors.

##### **Procedure 601.2 Prepare the Request for Proposals**

Follow the guidelines provided in Exhibit A to prepare the RFP.

##### **Procedure 601.3 Publish a legal notice**

Prepare a public notice to advertise the Request for Proposals (See Exhibit B for guidance)

Publish the notice in at least one local newspaper of general circulation.

Send the notice to local engineering firms which have been successfully utilized by county public works directors for design of water projects within the past ten years. Area professional engineering organizations and water associations may also have lists that can be utilized.

##### **Procedure 601.3 Rank the firms**

After the submittal deadline, the Selection Committee shall rank the potential firms based on consistent scoring criteria. (See Exhibits C and D for Evaluation Criteria and Reference Check samples).



**Scoring criteria** The table below (or something similar) should be used to score each firm, using a numeric value of 0 to 10 with 0 being the worst or not applicable and 10 being excellent. Individual selection committee members should score the firms then discuss differences in scores to arrive at an agreed upon final score. This method encourages discussion between committee members. The weight of each scored item in relation to the others shall be determined by the selection committee prior to scoring.

Criteria	Score	Notes
Qualifications and experience		Examine resumes and past jobs
References		Contact references and document see exhibit
Travel time to Alleghany		Best score would be an hour or less travel time
Availability		Include a question about availability & workload
Specialized qualifications		If any are needed or deACWDed include them
SMALL Business “yes” or “no”	Yes/no	This is a “yes or no” answer.
Fair and Reasonable fees?	Yes/no	

Based upon an evaluation of the initial proposals received, lesser-qualified firms can be disqualified, leaving a short-list of three to five firms for further consideration.

The short-listed firms should be officially notified that they have been selected for further consideration. As a courtesy, the water system should also send a letter of thanks to those firms not selected for further consideration (See Exhibit E for Sample Memo to “Short-Listed” Firms for an Interview)

**Procedure 601.4 Interview the “short listed” firms**

Once the “short list” is ready interviews need to be scheduled. This can be done in person or remotely. The interview process shall utilize a standardized form and set of questions to help ensure that the firms are ranked consistently, using consistent criteria. Based upon the results of the interviews the selection committee shall choose the best qualified firm for the job.

See exhibit F for supplemental information and guidance.

**Procedure 601.5 Contract Preparation**

Once the best qualified firm is chosen by the committee, a draft contract for services shall be drawn up and reviewed by ACWD’s attorney.

The final contract for services must be approved by ACWD’s Board of Directors prior to execution. Board approval in the form of a Resolution is preferred.