

**NEVADA IRRIGATION DISTRICT**  
**Administrative Practices Committee**

October 17, 2019

SPECIAL MEETING  
MINUTES

Committee Members Present: W. Scott Miller, Division III  
Nick Wilcox, Division V

Committee Staff Members Present: Remleh Scherzinger, General Manager  
Greg Jones, Assistant General Manager  
Marvin Davis, Finance Manager/Treasurer  
Jana Kolakowski, Human Resources Manager  
Kris Stepanian, Board Secretary

**Public Comment**

None

**Badger Meter Purchase and Budget Transfer**

Jacqueline Longshore, Maintenance Manager, presented the item.

In 2016, the District began replacing aged Sensus radio-read meters with Badger meters. As Sensus radio-read meters age beyond their 15-year service life, replacement is necessary to continue the collection of accurate water usage data.

Thus far, over 6,640 of the 19,500 meters throughout the District have been replaced with Badger Meters. Meter replacement efforts have been scaled back due to budget cuts, with meter replacements only performed through attrition. The purchase of \$200,000 in Badger Meters will support the installation of 2,000 new Badger Meters throughout the District.

If approved, the balance remaining in account 10151-52915 Engineering Project: Non-Programmatic will be \$4,372,178 and \$998,740 in account 10191-52915 Maintenance Project: Non-Programmatic.

ACCOUNT	CURRENT BALANCE	BALANCE AFTER BA 2019-125	BALANCE AFTER METER PURCHASE
10151-52915	\$ 4,572,178	\$ 4,372,178	\$ 4,372,178
10191-52915	\$ 998,740	\$ 1,198,740	\$ 998,740

**Public Comment**

None

The Committee unanimously approved the purchase of Badger Meters from National Meter & Automation in an amount not to exceed \$200,000, Budget Amendment BA 2019-125, and authorized the General Manager to execute the necessary documents.

**Contract Amendment for Vegetation Removal Project Contract with HELIX Environmental Construction Group**

Matthew Wheeler, Hydroelectric Compliance Administrator, presented the item.

The Hydroelectric Department has been performing significant vegetation management work at hydro facilities within the Federal Energy Resource Commission (FERC) license boundaries as a best-management practice. Vegetation management along overhead power line corridors is necessary for compliance with FERC license requirements, access for maintenance, and inspection of the facilities, as well as to reduce the risk of wildfire ignition from the lines. Along the powerhouse hydraulic conveyance facilities (flumes, canals, and penstocks), vegetation removal is necessary for compliance with FERC license requirements, access for maintenance and inspection of the facilities, protection of the infrastructure, and to reduce the risk and impact of potential wildfires along the facilities.

The District solicited bids from eleven (11) contractors on August 22nd for the 2019 Bowman 60kV Transmission Line Vegetation Removal Project (Project) with a formal request for quotes (RFQ). The bid solicitation included a voluntary pre-bid job walk on August 13, 2019. The Project solicitation included seven (7) distinct segments of vegetation removal along the power transmission line easement corridor, which were identified by differences in underlying property ownership and/or topography. Only two contractors elected to attend the pre-bid job walk, and only those same two contractors submitted bids for the project work.

HELIX Environmental Construction Group (HELIX) was selected as the lowest responsive qualified contractor for the Project. The second bidder's cost proposal for the work scope segments was more than double the HELIX cost proposal. A breakdown of the bid results was provided for information and reference.

A construction contract with HELIX was negotiated and executed on September 18, 2019, which included two priority segments (Options #3 and #7) of the Project. Only two segments of the Project were included in the Work Scope due to limitations on this year's available budget for the Bowman vegetation removal work. HELIX has been issued a Notice to Proceed with the Project and started work on September 30th, 2019.

**Additional Work Scope:**

HELIX crews performed vegetation removal work along the Bowman 60kV transmission lines earlier this year (June & July) under a 2018 maintenance contract. District staff was impressed with the workmanship and professionalism of the HELIX crews during the performance of this prior work scope. While in the area, Staff asked HELIX to provide a quote to perform vegetation maintenance work along the conveyance facilities (flumes, canals, and penstocks) for the Dutch Flat #2 and Chicago Park Powerhouses. This included a site visit to the facilities with the HELIX estimator and crew supervisor.

HELIX provided a quote proposal to provide additional vegetation management along the powerhouse conveyance facilities, as detailed in their August 23, 2019 Cost Estimate letter (attached). A breakdown of the additional work scope areas and costs is provided in Table 2 below:

**Table 2 – Additional Scope Cost Proposal**

Description	Cost
Task 1 – Dutch Flat #2 Flume and Canal	\$ 30,600
Task 2 – Chicago Park Flume and Canal	\$ 24,600
Task 3 – Little York Basin	\$ 10,600
Task 4 – Chicago Park Powerhouse Penstock	\$ 21,900
<b>Total Additional Scope Cost</b>	<b>\$ 87,700</b>

The vegetation management work along the powerhouse conveyance facilities is necessary for ongoing inspection, infrastructure maintenance, compliance with FERC license conditions, and also for mitigation of wildland fire risk and impacts. Comprehensive vegetation removal along these facilities has not been performed for over a decade (other than spot hazard tree removal), and the sites are severely overgrown. Additional relevant information is listed below:

- HELIX has demonstrated their ability to perform requested vegetation management work to the satisfaction of the District
- Based on the results of the recent RFQ for vegetation removal along the Bowman 60kV transmission line, HELIX has demonstrated their availability and cost is the current best value for this work
- HELIX has provided a schedule to the District for performing this work with a target completion before the end of November 2019
- The current adopted Hydroelectric Maintenance budget has sufficient funds to cover the proposed additional work scope
- District staff desires to complete this vegetation removal work this year in advance of winter storms

Based on the above information, staff proposes adding the additional vegetation management work scope tasks to the current contract with HELIX as a Contract Amendment. This project supports Goal No. 1 of the District's Strategic Plan by maintaining District assets to industry standards.

Budgetary Impact:

The total value of this contract is \$170,900. The 2019 Hydroelectric Department budget includes \$135,000 of funds available identified for vegetation management. The

remaining \$35,900 necessary to complete the work is available in the Hydroelectric Department Maintenance Budget. This proposal requires no additional funding allocations or transfers.

Public Comment

None

The Committee unanimously approved a \$170,900 contract and associated amendment with HELIX Environmental Construction Group, for vegetation removal work in the Hydroelectric Department.

**Contract Amendment for Project Management Support Services**

Keane Sommers, Hydroelectric Manager, presented the item.

In January of 2019, the District entered into a contract with SR Diversified to provide project management support in the Hydroelectric Department. Since that time, the Project Manager has provided the following project management services:

- Managed project phases from conception to completion
- Developed a strong project team and effectively communicated among the project team
- Communicated regularly with NID Hydroelectric Manager on status and progress of projects
- Worked closely with staff to develop project scopes, coordinate environmental review, and design
- Developed RFQs, RFPs, and RFBs
- Assisted in consultant and contractor selection
- Prepared coordination and design meeting agendas and minutes
- Developed and monitored project budgets and schedules

Seeing the need for a permanent position providing project management, staff recommended, and the Board of Directors approved a position with the Deer Creek additions to the 2019 budget. The permanent position included in the 2020 budget as well. Staff has been developing the job description since the need was identified.

In order to maintain project continuity and ensure projects in development are delivered on time, Staff is requesting approval of additional funding to continue the services of the firm.

Budgetary Impact:

The total value of the general SR Diversified contract for Project Management is \$153,000. The 2019 Hydroelectric Department budget includes \$300,000 of funds for CMMS Implementation. The timing of the award of the CMMS contract and the time necessary to start the contract means that these funds will not be used in 2019 and can

be used for project management. Funding for the CMMS work is included in the 2020 budget. This proposal requires no additional funding allocations or transfers.

Public Comment

None

The Committee unanimously approved a \$153,000 contract and associated task orders with SR Diversified for project management services in the Hydroelectric Department.

**Centennial Water Supply Project (FATR #7013)**

Doug Roderick, Senior Engineer, presented the item.

The District contracted with AECOM to provide geotechnical services, conceptual design, and alternatives analysis for the Centennial Water Supply Project. This additional work is for the continued development of the alternatives analysis. The Board approved the contract with AECOM at the April 13, 2016 Board meeting in the amount of \$1,303,861.

Staff is recommending that the Administrative Practices Committee approve Task Order #12 with AECOM in the amount of \$43,612.

Budgetary Impact: Current budget for this project is \$1,775,000 from Account #10151-52915-7013. After this commitment, there will remain \$1,731,388.

Public Comment

None

The Committee unanimously approved Task Order #12 with AECOM in the amount of \$43,612 and authorized the General Manager to execute the appropriate documents.

KSt