



Villages of Garrison Creek Special Board Meeting May 13, 2024

Board Members Present – Linda Olson, John Cress, Marie Evans, Barbara Larson, David Siviter, Jonathan Messenger (by phone), Absent: Greg Brothers,

Quorum – met

Review and Planning for Water Backflow Project: The full report from David Siviter regarding what is the current project plan is attached. Additional information and costs will be shared with the board and the membership as the project proceeds. In addition, the members of the board, Linda, Barbara, and Marie reviewed their meeting with the city water officials. The letter from the City of College Place is attached to the April Board Meeting Minutes.

Barbara Larson moved, John Cress seconded, that the MPMA Board assign David Siviter as the Program Manager of the Backflow Project. Motion passed.

David Siviter requested that Jonathan Messenger act as a second manager so that at least two people would be always up to date on the status of this project. Jonathan readily approved.

John Cress related a conversation he had with a College Place official regarding possible assistance with this project. John Cress will be our main contact with the city officials as this project goes forward.

The board is communicating with our attorney and with our Reserve Analyst regarding legal issues in funding. We are waiting for a response from the attorney and a meeting is being set up with the analyst.

The board is committed to being as transparent as practicable as decisions are being made. Negotiations with contractors are confidential to the board only. Due to the time requirements of this project, some board decisions may be made by email or special meetings. Full reports will be given at regular board meetings.

Other issues: A letter from Donald Coleman was read and discussed. President Linda Olson will respond.

Meeting Adjourned

dave.siviter@villagesofgarrisoncreek.com

From: dave.siviter@villagesofgarrisoncreek.com

To: Linda Olson, John Cress, Barbara Larson, brothers.greg@gmail.com, Marie Evans and 1 more...

Cc: Ray Goff

Sun, May 12 at 9:37 AM

All,

Based on the many needs to the backflow preventor project and leaning on my professional training and experience, after informal conversations with Ray and Linda, anticipating the possibility that I may be appointed to program manage the project, I have started to address some of the expectations for the next 12-24 months for whomever ultimately draws the short straw.

I have attached the DRAFT XXX scope bid and have researched the law related to use of reserve for critical programs that are not accrued into current reserve projections. This email covers these subjects and defines the next steps. We also need to confirm my lay interpretations with the reserve analyst and legal counsel.

1. Confidentiality. As this email contains formal bidding documents any cost estimates schedule data or business art is absolutely confidential. As part of the team privy to the business decisions that will set the path forward and affect awards, we all have a responsibility to maintain absolutely confidentiality between bidding interests. I know that we all know this, but it is never a bad thing to remind ourselves of ethical business practices.
2. This is the scope phase of the process. We are developing a scope of work that will be the template for a Request for Proposal (RFP) that will be identical to all qualified contractors sent on the same day with a deadline date and time for response. During the execution of the scope phase of the contract we will work with all parties to ensure that the project is defined in such a way that the goals are clearly defined and met, and that the city agrees that the scope meets their objectives. We will define permitting requirements for all, the drawing package content, materials, labor, transport and other cost elements. There will be an Integrated Master Schedule (IMS) that will define the deadlines and cadence for the project including inspection milestones and reporting schedule milestones. This will be maintained in MS Project format. The IMS will be used to track budget, expenditure and progress and will be used as the common reporting medium between contractors, management team and the City. The **Scope** sets the stage for successful completion of any complex project and should take about 10-20% of the management effort of a program of this complexity. I have estimated the Scope at \$15K-\$20K. The current estimate from XXX is \$12,000 but this will increase as we have discussions to ensure nothing is missed out of the RFP.
3. I believe that we have two qualified prime contractors identified but that is not clear yet.

4. Cash flow management and payment milestones. These will be identified where possible within the IMS, but it is essential to maintain a 30-60-90 day cash flow forecast with associated charge codes. I am going to ask that we create the charge code format in advance as part of the scope so that we have a clear fiscal framework to operate from. Ultimately the members will have to pay for this program and as such they will require clear evidence of well documented fiscal decisions.
5. In regard to the use of reserve as cash flow to fuel this program I believe that the law allows the Board of Directors to authorize use of the funds BUT:
 - a. every member must be informed in writing by mail of the scope and purpose
 - b. the funds must be replaced within 24 months unless it is determined that this would create excessive hardship
 - c. the method of making up the shortfall must be stated and defined
 - d. I believe that at least RCW 64.34.384 applies but we need input from the reserve analyst and our legal council.
6. A separate Program Team should be formed that includes the board and specialist advisors as subject matter experts to advise the voting members.

Ground rules

1. All meetings will have minutes and will be recorded in the project file.
2. There will be no text discussions. All communications will be by official email or printed hard copy.
3. Once contracts are executed they cannot be changed other than by contract modification.
4. The contract format will be determined in advance by the Board of Directors. This can be Time and Materials, Cost Plus Fixed Fee or Fixed and Firm Price. Each format has advantages and disadvantages so that is yet to be determined.
5. All communications will be through the designated program manager (PM). This is not intended for any purpose other than recording of decisions and ensuring accountability.

This is just a start of what is going to be a huge and expensive program for us for the next 12-24 months. The result of failure would be devastating to the HOA and its membership. Success will be defined by far more than the City of College Place being satisfied with the results but will lift the failing infrastructure up to an acceptable standard for the next 30 -50 years. How we meet this challenge will define the future of the community and will protect property values for all members of the HOA. It will also be a significant financial burden on homeowners for the next 5-10 years. How we manage this will define the future success or failure of The Villages or Garrison Creek so now is the time to recognize that and set the community up for success.

David Siviter