

Special Meeting Agenda

PUD Board of Commissioners

Tuesday, December 20, 2022 10:00 AM

310 Four Corners Rd./ and per ZOOM

Port Townsend, WA 98368



To join online go to: <https://zoom.us/my/jeffcopud>. Follow the instructions to login. Meetings will open 10 minutes before they begin. TOLL FREE CALL IN #: 833-548-0282, Meeting ID# 4359992575#. Use *6 to mute or unmute. *9 to raise a hand to request to begin speaking.

1. Call to Order

With the adoption by the Washington State Legislature of ESHB 1329, providing for both virtual and in-person meetings to be held, JPUD will be offering both virtual on-line meetings as well as in-person meetings, unless advance notice is provided. In person attendance will be limited to provide sufficient space and masking is encouraged. Online participant audio will be muted upon entry. Please unmute at the appropriate time to speak. If you are calling in, use *6 to mute and unmute and *9 to raise a hand to request to speak.

2. Agenda Review

3. Awarding Contract #17 Shine Plat

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[Agenda Report for Shine Plat Award of Contractor 221220 Final.pdf](#) 

[JPUD Shine Plat Prelim Cost Estimate 221220.pdf](#) 

[Resolution Award of Contractor for Shine Plat LUD No. 17 221220 Final.pdf](#) 

4. Substation Transformer failure and Port Ludlow Outage

5. Adjourn



AGENDA REPORT

DATE: December 20, 2022
TO: Board of Commissioners
FROM: Samantha Harper, P.E.
RE: Award of Contractor for the Shine Plat Local Utility District (LUD) No. 17 Construction

BACKGROUND: In 2016, Public Utility District No. 1 of Jefferson County (PUD) performed a Feasibility Study – Consolidation of the Bywater Bay Water System and the Shine Plat Water System, which was prepared by Washington Project Consultants, PLLC and funded through a grant from the Department of Health (DOH). Among other findings, the consolidation study proposed water system improvements which need to be completed prior to the consolidation of the Shine Plat Water System (Water System ID #05820) into the Bywater Bay Water System (Water System ID #02043).

In 2017, the PUD was petitioned by the residents of the Shine Plat Water System to form a Local Utility District (LUD) as the funding mechanism to finance the water system improvements.

As approved by the BOC, staff applied for the 2020 Department of Health Drinking Water State Revolving Fund loan in the amount of \$490,000 for design, permitting and construction of the water system improvements needed for consolidation of the Shine plat water system into the PUD’s Bywater Bay Water System. The Board of Commissioners accepted the loan and authorized the general manager to sign the loan contract under Resolution No. 2021-023 at the August 3, 2021, board meeting.

All the parcel owners received a notice of preliminary assessment/hearing letter dated February 24, 2021. The letter stated that the current total preliminary project cost is \$570,468.05, which divided among 33 lots would be an assessment of \$17,286.91 per lot. The final assessment per lot will be based on the final project cost and the **total number of lots assessed**. The final assessment will be split evenly between each participating lot.

At the preliminary Local Utility District formation hearing the number of assessed lots would be:

33 lots	Original parcels
-5 lots	Exempt lots due to approval of the request for exemption
<u>-1 lot</u>	Exempt lot per staff recommendation
27 lots	Revised amount of lots to be assessed

\$570,468.05/ 27 lots = \$21,128.45 per lot
Annual Payment for a 20-year loan = \$1,056.42 per year per lot
Monthly amount = \$88.04 per month per lot

ANALYSIS/FINDINGS: The PUD opened public construction bids on December 12, 2022, at 10:00am. The PUD received construction bids from eight (8) Bidders. The lowest responsive and responsible Bidder is Seton Construction, from Port Townsend, Washington. The total Bid amount is \$593,447.50 (excluding sales tax).

During the process the homeowners within Shine Plat requested that the power and fiber be underground when the water line was installed. PUD staff reviewed the proposal and approved the request. Therefore, the cost for the utilities are as follows, cost exclude sales tax:

Water (LUD No. 17) Construction Cost	Power Construction Cost	Fiber Construction Cost
\$436,292.00	\$109,590.30	\$47,565.20

The revised preliminary total project cost estimates with construction estimates is:

$\$699,588.73 / 27 \text{ lots} = \$25,910.69^* \text{ per lot}$
 Annual Payment for a 20-year loan = \$1,295.53* per year per lot
 Monthly amount = \$107.96* per month per lot

*The LUD is paid through a Department of Health Drinking Water State Revolving Fund loan (Contract no. DWL26239) and the loan terms included a 50% loan forgiveness which is not represented in the calculations above.

The next steps in the Local Utility District Process are:

- Accept lowest responsive, responsible bidder
 - BOC approval 12/13 BOC meeting
- Complete Construction
 - PUD staff
- Finalize Cost and Final Assessment Roll
 - PUD staff
- Resolution for Setting a date for the assessment Roll Hearing
 - BOC approval TBD BOC meeting
- Final Assessment Hearing
 - BOC approval TBD BOC meeting
- Resolution confirming and levying assessments
 - BOC approval TBD BOC meeting
- LUD Complete

FISCAL IMPACT: Costs of the project, costs to the PUD.

RECOMMENDATION: Motion to award the contract for the construction of the water system for Local Utility District (LUD) No. 17 (Shine Plat) to Seton Construction and authorize the general manager sign all construction contracts.

Attachments: Updated total cost estimates
Resolution 2022-000XX

DWSRF Application Budget 11/30/2021	Revised Budget with updated environmental 2/11/2021 Preliminary Hearing Cost Estimate	Revised Budget with Construction Bid 12/20/2022
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Design			
Preliminary Engineering - HDR Contract	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Design Engineering - HDR Contract	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Environmental Review/Cultural Resources	\$ 30,000.00	\$ 65,400.00	\$ 65,400.00
Environmental/LandUse Permitting	\$ -	\$ 8,019.96	\$ 8,019.96
Cultural Review	\$ 10,000.00	\$ -	
Non-Environmental Permitting	\$ 266.00	\$ 270.00	\$ 270.00
Subtotal Design	\$ 120,266.00	\$ 153,689.96	\$ 153,689.96
Construction			
Construction -Seton Construction Bid	\$ 293,450.00	\$ 302,754.65	\$ 436,292.00
Construction Contingency - 10%	\$ 29,345.00	\$ 60,550.93	\$ 43,629.20
Sales Tax - 9.1%	\$ 29,051.55	\$ 32,697.50	\$ 39,702.57
Service Meter - Install and purchase	\$ 6,375.00	\$ 6,375.00	\$ 6,375.00
DOH Review/Approval Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Material Testing/Construction staking	\$ 8,512.00	\$ 6,500.00	\$ 12,000.00
Loan Fee	\$ 4,900.00	\$ 4,900.00	\$ 4,900.00
Subtotal Construction	\$ 374,633.55	\$ 416,778.08	\$ 545,898.77

Total Project	\$	494,899.55	\$	570,468.04	\$	699,588.73
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**PUBLIC UTILITY DISTRICT NO. 1 OF
JEFFERSON COUNTY**

RESOLUTION NO. 2022-XX

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("The PUD"), awarding the contract for the construction of the water system for Local Utility District (LUD) No. 17 (Shine Plat) to Seton Construction, Inc. and authorize the general manager to sign all construction contracts.

WHEREAS, pursuant to Resolution No. 2021-009 dated March 23, 2021, the Board of Commissioners of PUD No. 1 of Jefferson County approved the construction of a water system to serve Shine Plat and incorporate water improvements in the PUD's Bywater Bay water system and created Local Utility District No. 17 ("LUD No. 17") for that purpose; and

WHEREAS, the District has advertised for bids for construction of said facilities and has received bids from several construction contractors; and

WHEREAS, the lowest responsive bid was submitted by Seton Construction, Inc., of Port Townsend, Washington (hereinafter "Contractor"), in the total amount of \$593,447.50 (\$436,292.00 (LUD No. 17 Cost) and \$157,155.50 (Power and Fiber UG installation), for construction of the said facilities. Cost do not include Washington State Sales tax; and

WHEREAS, the PUD staff has reviewed and determined that the lowest bidder is both the responsive and responsible bidder;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington as follows:

Section 1. The foregoing recitals are hereby incorporated into this Resolution.

Section 2. Contractor is hereby awarded the contract for construction of the water line for LUD No. 17, pursuant to the plans and specification ("Bid Documents") prepared by HDR Engineering and the PUD and publicly advertised for bid on November 9, 2022.

Section 3. The contract price shall be \$\$593,447.50 (not including Washington State Sales tax), in accordance with the bid received from Contractor.

Section 4. The Board of Commissioners authorized the General Manager to sign all contracts for the construction of the Shine Plat Consolidation and Bywater Bay Water System Improvements Project.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 20th day of December 2022.

Kenneth Collins, President

Jeff Randall, Vice President

ATTEST:

Dan Toepper, Secretary