

**Chehalis River Basin Flood Control Zone District  
Special Meeting Minutes**

**Lewis County Commissioners Meeting Room  
2<sup>nd</sup> floor of the Historic Courthouse  
351 NW North St  
Chehalis WA 98532**

**Meeting Date: February 11, 2019**

**Meeting Time: 11:00 am**

**I. Call to Order**

The special meeting was called to order by Chehalis River Basin Flood Control Zone District Supervisor Edna Fund at 11:00 a.m., Monday, February 11, 2019. Those in attendance were:

Edna J. Fund	Chehalis River Basin Flood Control Zone District Supervisor
Robert Jackson	Chehalis River Basin Flood Control Zone District Supervisor
Gary Stamper	Chehalis River Basin Flood Control Zone District Supervisor
Erik Martin	Chehalis River Basin Flood Control Zone District Administrator
Lara McRea	Interim Clerk, Board of Supervisors
Dan Maughan	Chehalis River Basin FCZD Advisory Committee Member
John Henricksen	Chehalis River Basin FCZD Advisory Committee Member
Rieva Lester	Clerk of the board, Lewis County Commissioners

**II. Verification of a Quorum**

There is a quorum of three district supervisors.

**III. Introductions**

Introductions were made.

**IV. Public Comment**

No public comments.

**V. Resolution 19-001: Approve the district administrator to sign an agreement for services between the Chehalis River Basin Flood Control Zone District and HDR Inc.**

Supervisor Jackson made a motion to approve Resolution No. 19-001. Supervisor Stamper seconded the motion.

Erik reported that this resolution will authorize the district administrator to sign for a services agreement with HDR Inc. not to exceed \$100k. The district will need assistance answering technical questions while under SEPA and NEPA review by the Washington State Department of Ecology and the US Army Corps of Engineers. He also presented a sole source justification memo and would like to select HDR Inc. due to the fact that they have completed the preliminary design work for the water retention facility and have been on the design team since 2014. HDR has a history with the project and extensive knowledge about the technical details of the project.

Erik asked if there were any questions regarding the resolution and there were none.

The sole source justification memo has been attached to these minutes.

Motion approved.

**VI. Good of the Order**

No comments

**VII. Adjournment**

Supervisor Jackson made a motion to adjourn, Supervisor Stamper seconded the motion. Motion passed.  
Meeting adjourned at 11:03 a.m.

Respectfully submitted,



Lara McRea  
Interim Clerk, Board of Supervisors

# *Chehalis River Basin Flood Control Zone District*

*Erik P. Martin, P.E., District Administrator*

*351 NW North St  
Chehalis, WA 98532-1900*

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## **MEMO**

**To:** Chehalis River Basin Flood Control Zone District (FCZD) Board of Supervisors

**From:** Erik Martin, Chehalis River Basin FCZD Administrator.

**Date:** February 11, 2019

**SUBJECT:** Sole Source Justification for Execution of a Contract with HDR Inc.

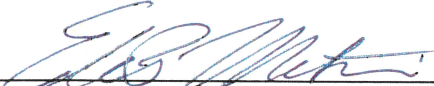
The Chehalis River Basin Flood Damage Reduction Project is currently under SEPA and NEPA review by the Washington State Department of Ecology and the US Army Corp of Engineers, respectively. These reviewing agencies have made inquiries in to the technical aspects of the project that require immediate response for them to continue their work.

Because of the immediate nature of the work to be performed, the FCZD would like to contract with HDR Inc. for technical services on a sole source basis. HDR Inc. has completed the preliminary design work for the Water Retention Facility and has been on the design team since at least 2014. The personnel at HDR Inc. have extensive knowledge about the technical details of the project. Based upon the work that has been done to date by HDR Inc., they would undoubtedly be selected as the most qualified consultant to perform this work if we were to go through a selection process.

RCW 39.04.280 allows agencies to eliminate the A&E selection process when the work involves special facilities or market conditions. The immediate nature of the work to be performed, and the special knowledge contained within HDR Inc., constitute special market conditions.

Therefore, since HDR Inc. would likely be selected as the most qualified and special market conditions exist, I recommend that the attached A&E Contract with HDR Inc. for technical services regarding the Water Retention Facility be executed and then ratified by the Board of Supervisors in accordance with policy.

Recommended:

  
Erik Martin, Administrator  
Chehalis River Basin  
Flood Control Zone District

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*Edna J. Fund  
Chair*

*Robert Jackson  
Vice Chair*

*Gary Stamper  
Member*