

Lake Tye Recreational Community Electrical Committee

Meeting Report - March 13, 2010

Attendance:

Dan P Dick Z Bill A Tracy S
 Allen W Brian E Corey J Erling L

Absent:

Mike B

Guest Speaker: Gary Braaksma

Start 1:05 PM

End 4:15 PM

Action
by

INFO	1.1	Dan P nominated by Dick Z to be Chairman of the committee. If Dan runs successfully for a Board position then will have to step down. Dan named as chairman with no further objections. Dan P accepted the appointment to the Board of Directors. Discussion ensued on whether Dan is to resign as chairman. It is unusual to stay on but not necessary to resign. Allen W voiced opposition. Motion (Tracy S): Dan P to remain as chair of the Electrical sub-committee. Second (Dick Z) Passed - 2 opposed.
INFO	1.2	Clarifications on the status of the current board and limitations on the efforts of this committee without a quorum for action. It was agreed that there was work that could be performed to prepare the revised scope of work and pre-qualifications of potential bidders.
INFO	1.3	Correspondence was received from North Sky. Allen read the two letters, one addressed to the Board and the other to the Electrical Committee. In summary North Sky will resume services when a new Board of Directors has been established. Secondly, contrary to their original assessment, the cost of services to assess the "bridgework" required to connect the new primary design to the existing secondary system is "significant". The Committee will perform a brief analysis to determine if this work is necessary or if all the information is available. It was determined that AutoCAD files were not included on the disks, and any analysis would be time consuming and may have errors.
BoD	1.4	<i>Action Item : The Board of Directors is to request a quote from North Sky to perform an analysis and to revise the contract documents to reflect the new scope of work - To replace the primary service and connect to the existing secondary service. No response as of March.</i>
INFO	1.5	It was agreed that due to the contractual nature of tendering projects, it would become necessary to have "in-camera" sessions. This time frame would be behind "closed doors" but would be limited to items of contractual and confidential pricing and bidding. The schedule for these types of sessions would be to hold them after the public forum.
EL/ TS/DP	1.7	<i>Action Item: The committee to contact Colleen (website volunteer) to work closely together and get more information out to lot owners. Action Item: to develop an FAQ for Lot Owners to cover the questions that are repeated often. It will include permit requirements for any electrical works undertaken on your property. (EL) Develop a user name to respond to the on-line questions.(TS) Email questions to be monitored by Dan P and distributed to other committee members as required.</i>

INFO	1.9	Marlene (CDC) raised the issue that a supervisor from L&I has served notice that they will begin issuing notices and disconnect orders for lot owners who have altered the meter base pedestal and are in violation of the NEC. A discussion followed for the committee to open the channel of communication with L&I and begin a working relationship to assist the progress of our electrical project in conjunction with L&I.
INFO	1.10	<i>Action Item: To send an email to L&I and explain the process we wish to undertake to repair and replace the electrical service for our community, and to determine from L&I their list of priorities and safety concerns while we undertake this project. Dan offered to send the email and begin the dialogue. L&I was contacted. Permit requirements were outlined, and the requirement to inspect the open trenches. Lot owners' responsibilities will be addressed through the FAQ.</i>
INFO	1.12	<i>Action Item: Tracy to write up the minutes for review. Prepare an agenda for the next meeting and review the information available on disc. Done</i>
DP	1.13	Discussion was included to replace the primary cabling within the infrastructure "as is". The Committee felt that in the long run a new installation would be better. Based on the presentation by Braaksma Engineering, an alternate design may realize cost savings. Discussion was held on the merits of hiring a new engineering company. Action: To request a fee proposal from Braaksma Engineering to perform an electrical study and prepare a proposal for design based on actual demand loads. Dan P to follow up.
		New Business:
INFO	2.1	Introduction of the Guest Speaker - Gary Braaksma. Braaksma Engineering (www.braaksma-engineering.com) has designed several RV parks such as Black Mountain and Rasar, and as such was invited to speak to the committee to share his experience and insight into the challenges of large parks with outdated equipment. Mr. Braaksma brought copies of his portfolios for Black Mountain to demonstrate an option for the replacement of our electrical service. As a result of this discussion, the committee recommends that the Board request a proposal fee from Braaksma Engineering as described above.
INFO	2.2	With the confirmation of Potelco's resignation from servicing Lake Tyee, it was asked if CDC has another contractor lined up to perform repairs to the electrical service. Yes a contractor's contact number is on file.
BE	2.3	<i>Action Item: BE to develop a contractor checklist to assist in determining a contractor's qualifications, and to assist in negotiating service contracts for favorable rates.</i>
TBD	2.4	It was reported that North Sky would not release the AutoCAD files for Lake Tyee use. North Sky will make the AutoCAD files available for viewing at their office in Kent. An evaluation of the contract with North Sky needs to be performed to determine if the submission of the AutoCAD files is required by contract. As well, it needs to be determined if North Sky is still under contract with Lake Tyee. This task was unassigned as an action item for this month.

TBD	2.5	Follow up on the variance application with L&I. Appears that the variance was not necessarily to locate power pedestals closer to the units to comply with the state regulations, but only to have them located in a similar grouped manner. The NEC would require that each individual meter be located on the right side of the property rather than grouped as they currently are. To relocate the meter would add cost to the project when the secondary services are upgraded. This task was unassigned as an action item for this month.
INFO	2.6	Assessment for this year needs to occur. The question was raised as to how much money can people afford as LT cannot keep having assessments voted down, only to have another later. It was agreed that a monthly payment plan was preferred by lot owners. Bill A raised concerns that the by-law structure did not allow for this type of assessment. Tracy S raised the point that an assessment was expected by lot owners, and if an assessment was not in place this year, LT would lose a solid year of construction. Due to the length of this meeting, further financial discussions would be carried over to the next meeting in April.
INFO	2.7	Various methods of tendering the electrical project was introduced. The difference between a fixed price contract based on 'plans & specs' versus 'design assist' method and then the blending of the two methods for a fixed quote with an optional cost savings proposal by tendering contractors. The concept of a "P3" partnership type of undertaking was discussed. The idea of hiring an independent construction manager to oversee the project, negotiate the tenders and act as a liason between LT, the engineer, L&I, and the trade contractors. The idea being that this person would NOT be a lot owner and would NOT have business ties or other interests other than that of LT lot owners. The fees would be derived from the cost savings of re-tendering, eliminating sub-trades, and a re-design. No decision was made.

Next Meeting Saturday April 10, 2010 at 1pm.

AGENDA

Things to discuss:

- 1 Feedback from the board from North Sky - **follow up on their contract required**
- 2 Respond to questions submitted by lot owners - **on going**
- 4 Review the history of the tender to determine previous bidder qualifications
- 5 Discuss bidding options - one contractor or two (electrical and civil)
- 6 Review of status of the "Variance for the pedestals to be greater than 30' from the rear of the units" - **change to location on the left only.**
- 7 discuss the budget and how to start a new assessment
- 8 Review HOA laws to find an alternate means of financing the project
- 9 Begin to create a 'wish' list of items to include in the pricing ie brownouts, service call rates, etc...