

**DISCOVERY CLEAN WATER ALLIANCE**

**RESOLUTION NO. 2014 - 05**

**A RESOLUTION OF THE DISCOVERY CLEAN WATER ALLIANCE, ADOPTING A PROCEDURE TO NOTIFY THE BOARD AND STANDING COMMITTEES OF LARGE CONTRACTS ENTERED INTO BY CONTRACT SERVICE PROVIDERS.**

**WHEREAS**, the Alliance provides services to Members primarily by contract with an Administrative Lead and two Operators, and from time to time, the Administrative Lead and the Operators will enter into contracts to accomplish the necessary work of the Alliance; and

**WHEREAS**, Sections V.B and V.C of the Alliance Agreement provide that the Administrative Lead and the Operators are responsible for the consulting and other contracts entered into on behalf of the Alliance and further provide that the Alliance Board may fully and freely discuss the work of consultants contracted by the Administrative Lead or the Operators on behalf of the Alliance; and

**WHEREAS**, in order to promote the core public values of the Alliance, including to “make business management decisions collaboratively with all partners,” the Alliance will operate according to a notice procedure with respect to large contracts and significant purchases entered into by contract service providers and suppliers; now, therefore

**BE IT RESOLVED** by the Board of Directors of Discovery Clean Water Alliance as follows:

**Section 1. Notice of Large Contracts and Significant Purchases.**

A. The Administrative Lead and the Operators will provide notice to the Alliance Board for contracts meeting the following thresholds:

- i. Consultant contracts for professional services, including, but not limited to, accounting, architectural, engineering, financial, and legal services in an amount greater than \$100,000; and,
- ii. Construction, equipment, materials, or other general service contracts in an amount greater than \$250,000.

B. The Administrative Lead and the Operators will provide notice to the relevant Alliance Standing Committees for contracts meeting the following thresholds:

i. Consultant contracts for professional services, including, but not limited to, accounting, architectural, engineering, financial, and legal services in an amount greater than \$50,000; and,

ii. Construction, equipment, materials, or other general service contracts in an amount greater than \$100,000.

### **Section 2. Timing of Notice.**

A. For preplanned contract approval and purchase actions, the Administrative Lead and each Operator will provide notice at a regularly scheduled Alliance Board or Standing Committee meeting before the contract is approved for execution by the decision-making authority of the Administrative Lead or the Operator.

B. For emergency contract approval and purchase actions required by unforeseen or exigent circumstances that make the timing requirement of subsection 2(A) of this Resolution impracticable, the Administrative Lead and each Operator will provide email or telephonic notice to each Member representative listed in Exhibit A of this Resolution and at the next regularly scheduled Alliance Board or Standing Committee meeting after the contract is approved for execution by the decision-making authority of the Administrative Lead or the Operator. Each Member may change the contact information or persons to whom notices are to be delivered from time to time by providing notice to the Administrative Lead. The Administrative Lead is authorized under this Resolution to make available to the Members a current listing of the designated Member representatives and corresponding contact information.

### **Section 3. Dollar Amounts Indexed.**

All dollar amounts originated in 2012 dollars and are indexed annually, rounded to the nearest \$1,000, to the Engineering News Record construction cost index for Seattle, as indicated in the table attached as Exhibit B of this Resolution. The Administrative Lead is authorized under this Resolution to update the contract value amounts annually and to make the updated contract value amounts available to the Members.

### **Section 4. Effective Date.**

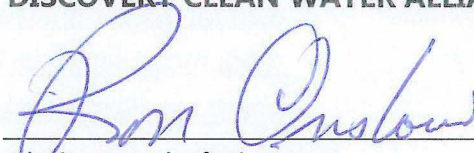
This Resolution shall take effect and be in full force on its date of adoption.

**Section 5. Corrections.**

Upon approval of the Administrative Lead and the Alliance attorney, the clerk of the Alliance is authorized to make necessary corrections to this Resolution, including by correcting or updating (1) contact information, (2) indexed contract values, (3) clerical errors, or (4) resolution numbering and section and subsection numbering.

**ADOPTED** by the Board of Directors of Discovery Clean Water Alliance at a regular meeting held on August 15, 2014.

**DISCOVERY CLEAN WATER ALLIANCE**



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Chair, Board of Directors

**Exhibit A**  
**Emergency Notice Contact Information**

**Battle Ground:**

Mayor Shane Bowman	<a href="mailto:shane.bowman@cityofbg.org">shane.bowman@cityofbg.org</a>	(360) 921-2783
Councilmember Lyle Lamb	<a href="mailto:lyle.lamb@cityofbg.org">lyle.lamb@cityofbg.org</a>	(360) 342-5185
John Williams	<a href="mailto:john.williams@cityofbg.org">john.williams@cityofbg.org</a>	(360) 342-5005
Scott Sawyer	<a href="mailto:scott.sawyer@cityofbg.org">scott.sawyer@cityofbg.org</a>	(360) 342-5075

**Clark County:**

Commissioner Tom Mielke	<a href="mailto:tom.mielke@clark.wa.gov">tom.mielke@clark.wa.gov</a>	(360) 397-2232
Mark McCauley	<a href="mailto:mark.mccauley@clark.wa.gov">mark.mccauley@clark.wa.gov</a>	(360) 397-2232
Heath Henderson	<a href="mailto:heath.henderson@clark.wa.gov">heath.henderson@clark.wa.gov</a>	(360) 397-6118 x 4358
Sue Stepan	<a href="mailto:sue.stepan@clark.wa.gov">sue.stepan@clark.wa.gov</a>	(360) 397-6118 x 1626

**District:**

Commissioner Neil Kimsey	<a href="mailto:nkimsey@crwwd.com">nkimsey@crwwd.com</a>	(360) 695-4863
Commissioner Norm Harker	<a href="mailto:nharker@crwwd.com">nharker@crwwd.com</a>	(360) 699-2206
John Peterson	<a href="mailto:jpeterson@crwwd.com">jpeterson@crwwd.com</a>	(360) 993-8819
Robin Krause	<a href="mailto:rkrause@crwwd.com">rkrause@crwwd.com</a>	(360) 993-8821

**Ridgefield:**

Mayor Ron Onslow	<a href="mailto:ron.onslow@ci.ridgefield.wa.us">ron.onslow@ci.ridgefield.wa.us</a>	(360) 887-0329
Councilmember Lee Wells	<a href="mailto:lee.wells@ci.ridgefield.wa.us">lee.wells@ci.ridgefield.wa.us</a>	(360) 887-3557
Steve Stuart	<a href="mailto:steve.stuart@ci.ridgefield.wa.us">steve.stuart@ci.ridgefield.wa.us</a>	(360) 887-3557
Tim Shell	<a href="mailto:tim.shell@ci.ridgefield.wa.us">tim.shell@ci.ridgefield.wa.us</a>	(360) 857-5023

**Exhibit B**  
**Dollar Amounts Index**

<b>Year</b>	<b>ENR –CCI Seattle</b>	<b>% Change</b>	<b>Contract Value</b>	<b>Contract Value</b>	<b>Contract Value</b>
2012	9059.77	0.0 %	\$50,000	\$100,000	\$250,000
2013	9418.27	+3.96 %	\$52,000	\$104,000	\$260,000
2014	10140.15	+7.66 %	\$56,000	\$112,000	\$280,000
2015					
2016					
2017					
2018					
2019					