

**AGENDA  
MEETING OF THE  
ANIMAL CARE JPA  
THURSDAY, May 31, 2012, 12:00 p.m.  
YUCCA VALLEY COMMUNITY CENTER MESQUITE ROOM**

**ROLL CALL:** Directors Cronin, Hagerman, Huntington, Chair Derry

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

Approve the minutes of February 23, 2012

**DIRECTORS REPORTS/UPDATES**

**DISCUSSION ITEMS**

1. In-Kind Contribution Policies

Staff Report

**Recommendation: That the Board review and approve the In-Kind Contribution Policies as presented, and direct staff to return the policies to the respective legislative bodies for approval.**

Action: Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Voice Vote \_\_\_\_\_

2. Shelter Design Contract Update

Staff Report

**Recommendation: To receive and file architect project update**

Action: Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Voice Vote \_\_\_\_\_

3. Approval of Bid Specifications

Staff Report

**Recommendation: That the Board:**

- A. Approves the Plans and Specifications, authorizing the JPA staff to make technical modification to the Plans & Specifications as may be requested by County Counsel and the County Architecture and Engineering Department;

- B. Authorizes construction bidding for the project;**
- C. Directs the Town Clerk to advertise the project for construction bids;**
- D. Authorizes Town staff to administer the construction program;**
- E. Directs staff to return to the JPA with a repayment plan for the project;**
- F. And directs staff to return to the JPA with a recommendation for designation of the construction project manager.**

Action: Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Voice Vote \_\_\_\_\_

#### **FUTURE AGENDA ITEMS**

- A. Adopt Reimbursement Strategies

#### **PUBLIC COMMENTS**

#### **ADJOURNMENT**

**ANIMAL CARE JPA MINUTES  
THURSDAY, FEBRUARY 23, 2012**

Alan Rasmussen called the meeting to order at 10:00 a.m. with Directors Hagerman, Huntington, Cronin and Alan Rasmussen sitting in for Chair Derry.

**PLEDGE OF ALLEGIANCE**

Led by Director Hagerman

**APPROVAL OF MINUTES**

Approve the minutes of December 8, 2011 as presented.

Upon motion by Director Huntington, second by Director Hagerman and no objections stated, the minutes stand approved

**DIRECTORS REPORTS/UPDATES**

None

**DISCUSSION ITEMS**

Town Manager Nuaimi gave a project update, advising the Architect has completed the pre-design services, schematic design services and the design development services. Cost estimates have been developed and updated through each of the phases and the current engineer's estimate is between \$3.2-\$3.3 million. This is slightly higher than available dollars but includes an allocation for contingency. An additional change order was authorized by the Project Manager because the original contract proposal was for a single facility. The change amounted to \$12,162 in additional services, but was within the contingency amount authorized by the JPA board at the meeting of May 26, 2011. The architect was given contract go ahead to proceed to the Construction Document Services tasks, and is projected for completion by the end of May, depending on the time required for plan check and corrections. project management plan and cost summaries. The updated cost estimate is between \$3.2 and \$3.3 million which includes \$150,000 contingency, furnishing and fixtures. It is felt that the \$3.2 million figure is conservative. We are hoping to have documents ready for plan check in mid-March, go to bid in June with the construction beginning the end of July. He noted there was a delay of several months due to the scope of the trenching for the project. An additional change order was authorized by the Project Manager in the amount of \$12,162 for additional services due to the change in configuration from a single facility to three metal buildings. An additional change order was also requested for civil engineering but was rejected.

Director Cronin questioned if an additional amount should be authorized in case there are additional needs for change orders. Town Manager Nuaimi stated he did not feel it was necessary at this time.

Director Hagerman questioned if Project Engineer Qishta's time has been budgeted. Town Manager Nuaimi advised the proposal for project management services was given prior to hiring Mr. Qishta, the amount of \$37,000 was committed which includes the entire team. We are ensuring what are designing is maintainable and sustainable and anticipate bringing back a policy and reimbursement schedule.

Director Cronin stated that at some point there will be a need to consider the value of the land for project for insurance purposes, and questioned at what point it is proposed to agendize acceptance and value of that land. There is a need to own the land as the JPA. Deputy Town Manager Stueckle advised in prior discussions we were going to time the transfer of the land with the reimbursement agreement so that those things are tied together. Town Manager Nuaimi commented from a contracting perspective, once the land is transferred and we have the design ready to go to bid, the Town would do the bidding and managing the project on land we don't own.

Director Cronin questioned if it is the Town's intent to develop the bid documents or the County with Town's support. Deputy Town Manager Stueckle advised staff will touch base with the Architect and report back.

Motion to receive and file the report by Director Hagerman, second by Director Huntington carried unanimously.

2. Approval and Filing of the Insurance Policies for the Animal Care JPA

Director Cronin advised the copies of the policies were forwarded to the Board for review earlier this month. It is recommended they be accepted at the same rate as the previous year.

Motion to accept and approve filing insurance policies for the JPA by Director Huntington and second by Director Hagerman carried unanimously.

## **FUTURE AGENDA ITEMS**

- A. Adopt Reimbursement Strategies
- B. Establish In-Kind Contribution Policy

Town Manager Nuaimi advised we should have the strategies at the next meeting to take to the full bodies for ratification.

There will be discussion on the land when we discuss the in kind contributions

policy.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

There being no further business the meeting was adjourned at 10:18 a.m.

Respectfully submitted

Jamie Anderson  
Town Clerk

## ANIMAL CARE JPA STAFF REPORT

To: JPA Board Members  
From: Mark Nuaimi, Town Manager   
Date: May 25, 2012  
For JPA Meeting: May 31, 2012

**Subject:** In-Kind Contribution Policies

**Prior JPA Review:** None

**Recommendation:**

- That the Board review and approve the In-Kind Contribution Policies as presented, and direct staff to return the policies to the respective legislative bodies for approval.

**Order of Procedure:**

Request Staff Report  
Request Public Comment  
JPA Discussion/Questions of Staff  
Motion/Second  
Discussion on Motion  
Call the Question (Voice Vote)

**Discussion:** Two policies related to In-Kind Contributions are presented to the Board for consideration and approval. These policies are summarized as follows:

1. In-Kind Contributions – Private Donors

This policy describes how the Joint Powers Authority (JPA) will accept, log and value In-Kind Contributions from Private (non-Members) Donors to the Animal Care Joint Powers Authority. The policy applies to all Private Donors to the JPA, and will be useful in applying standard practices and procedures when accepting contributed real or personal property, goods or services.

2. In-Kind Contributions – Members

This policy describes how the JPA will accept, account for, log, track and value non-monetary In-Kind Contributions like buildings, equipment, fixed assets, real property, and services and/or staffing contributions to the JPA. The policy applies to all Members of the JPA (County and Town) and establishes an equitable method and process for in-kind contribution valuation.

Both policies have been reviewed by County and Town staff and legal counsels, as well as the JPA's legal counsel, and are recommended for approval. Upon Board action, the policies will be returned to the respective legislative bodies for approval.

**Alternatives:** None

**Fiscal impact:** None

**Attachments:** Policies



**ANIMAL CARE JOINT POWERS  
AUTHORITY (JPA)**

No.

ISSUE

PAGE 2 OF 3

By

EFFECTIVE

3	The JPA Board shall weigh the costs of accepting the In-Kind Contribution (management, disposal, etc.), versus its value to the JPA. For In-Kind Contributions not exceeding an estimated FMV of \$500, the acceptance of the contribution may be approved by designated staff. <b>NOTE:</b> In every case of In-Kind Contributions exceeding an estimated FMV of \$500, the JPA Board shall be the sole ruling authority as to whether and if a contribution will be accepted.
4	Upon acceptance or receipt, as applicable, the In-Kind Contribution will be entered into the "General Ledger" as income and expenditure. For example, a donor gives dog crates worth \$500. \$500 will be shown in an In-Kind Expense Account (debit) and \$500 will be shown in an In-Kind Income Account (credit).

If an In-Kind Contribution is estimated to exceed \$500, the Donor making the contribution shall fill out IRS Form 8283. For In-Kind Contributions with values estimated to exceed \$5,000, Donors shall complete all parts of IRS Form 8282 and shall submit the form to the Board of Directors or Secretary of the JPA for signature. If the JPA then exchanges, sells or transfers the contribution within two (2) years of receiving the contribution, the JPA shall promptly notify the Donor. All In-Kind Contribution processes shall conform to County Auditor-Controller/Treasurer/Tax Collector standard practices and systems.

### Valuation of In-Kind Contributions

The estimated value of the In-Kind Contribution must be determined by the Donor. The JPA shall not be responsible for providing a valuation to the Donor. In-Kind Contributions estimated to exceed \$5,000 shall be accompanied by a certified appraisal by a qualified appraiser. The certified appraisal shall be completed and dated no more than sixty (60) days prior to the donation. The Donor must pay for the certified appraisal and document the qualifications of the licensed appraiser.

The Donor must provide the JPA with an estimated valuation price by either manufacturer's suggested retail price or transfer price, at the Donor's discretion. In the case of any used equipment, fair market value at the time of the contribution will be used to determine the estimated value of a contribution. Generally speaking, the fair market value is the price that the item would sell for on the open market.

The value of services contributed and reported by Donors to the JPA is the regular rate of pay, excluding fringe benefits and overhead costs. The work performed must be similar to the work for the Donor for which a regular employee would be paid.

All valuation of In-Kind Contribution processes shall conform to County Auditor-Controller/Treasurer/Tax Collector standard practices and systems.

### Documentation for In-Kind Contributions

Use the following guidelines:

- Document In-Kind Contributions using the same standards as other expenditures.
- Document the basis for determining the estimated value of services, materials, equipment, etc.
- Give the Donor a receipt signed by the JPA Secretary that includes:
  - Name and signature of Donor;
  - Date and location of donation;
  - Description of item/service; and
  - Estimated value (as determined by the Donor).
- Keep a copy of the receipt for the JPA's records.

All documentation of In-Kind Contribution processes shall conform to County Auditor-Controller/Treasurer/Tax Collector standard practices and systems.

**NOTE:** The JPA's "In-Kind Contribution Form" may be used for documentation.

QUESTIONS

Contact the Secretary of the JPA Board with questions.



<b>Step</b>	<b>Description</b>
1	The JPA Board must determine whether or not it has a need for the In-Kind Contribution in question.
2	The Fair Market Value (FMV) of the In-Kind Contribution shall be determined by the Member in consultation with their accountant, auditor, legal, purchasing or other department. The JPA Board shall not be responsible for assigning or providing a valuation. See "Valuation of In-Kind Contributions" below. The JPA Secretary shall provide the JPA Board with a recommendation to accept the contribution(s), reject the contribution(s) or request additional documentation from the Member to determine the value of contributions.
3	The JPA Board shall consider the Secretary's recommendations and weigh the costs of accepting the In-Kind Contributions (management, disposal, etc.) versus its value to the JPA. Except as provided below, the JPA Board shall be the sole ruling authority as to whether a contribution shall be accepted.
4	If In-Kind Contributions are accepted, the JPA Board and JPA Secretary shall determine the methods and systems of accounting, budgeting, cost allocation, documentation, processing and reporting required to pass Federal, State or agency audits. The JPA Secretary shall ensure all monetary and In-Kind Contributions are properly monitored and tracked for each JPA Member.

**Valuation of In-Kind Contributions:** The estimated value of In-Kind Contributions must be determined by the donating Member of the JPA. The JPA Board shall not be responsible for providing estimated valuations to Members.

For equipment and other fixed assets the Member shall provide the JPA with an estimated valuation price by either manufacturer's suggested retail price or transfer price, at the Member's discretion. In the case of used equipment, fair market value at the time of the contribution shall be used to determine the estimated value of a contribution. The fair market value is the price that the item would sell for on the open market.

The value of services and or staffing contributed and reported by Members of the JPA shall be calculated according to the regular rate of pay, including fringe benefits and overhead costs, to be reviewed and approved by the JPA Board prior to work authorization. The work performed by the employee must be similar to the work for the Member for which the employee is paid.

**Documentation for In-Kind Contributions:** Use the following guidelines:

- Document In-Kind Contributions using the same standards as other expenditures.
- Document the basis for determining the estimated value of services, materials, equipment, etc.
- Give the Member a receipt signed by the JPA Secretary that includes:
  - Name and signature of Member's authorized officer;
  - Date and location of contribution;
  - Description of item/service; and
  - Estimated value.
- Keep a copy of the receipt for the JPA's records.

**Member In-Kind Contributions In Lieu of Member Monetary Obligations**

In addition to the above requirements, if a Member offers to make an In-Kind Contribution to the JPA in lieu of any part or all of that Member's monetary obligations to the JPA, the valuation and acceptance of the In-Kind Contribution must first be approved by the JPA Board and all other Members of the JPA.

**QUESTIONS**

Contact the Secretary of the JPA with questions.

## ANIMAL CARE JPA STAFF REPORT

**To:** JPA Board Members  
**From:** Mark Nuaimi, Town Manager   
**Date:** May 25, 2012  
**For JPA Meeting:** May 31, 2012

**Subject:** Shelter Design Contract Update

**Prior JPA Review:** None

**Recommendation:**

- Receive and File Architect Project Update

**Order of Procedure:**

Request Staff Report  
Request Public Comment  
JPA Discussion/Questions of Staff  
Motion/Second  
Discussion on Motion  
Call the Question (Voice Vote)

**Discussion:** The Architect has completed the Pre-Design Services, Schematic Design Services, Design Development Services, and Construction Document Services associated with the scope of work for the Animal Shelter design contract. A project schedule is shown on the following pages with updated status information.

Cost estimates have been developed and updated through each of these phases. The current engineer's estimate is \$3.385 million. Staff and the architect have continued to examine the design and have broken out several items from the design to be "Bid Alternates." Staff is bringing to the JPA Board (under separate item) a request to authorize going out to bid for the project. Once bids are received, Town and County staff will finalize the funding strategy for taking the project to construction.

Town staff continues to prepare the site for construction activity and are bringing on the specialty inspection services that will be required for construction support. The Town is also working with Southern California Edison to bring 3-phase power to the site – during the design of the project, it was decided to pursue a 3-phase approach to improve the efficiency of the equipment and reduce the operational costs for serving the site.

# Animal Shelter Project Management Plan

2011

ID	Status	Project Name	Days	Start	End
1.0	Completed	ANIMAL SHELTER ARCHITECT CONTRACT	70	3-Apr	12-Jun
1.3a	Completed	Contract Go Ahead	14	3-Apr	17-Apr
	Completed	Architect Schedule	5	17-Apr	22-Apr
	Completed	Project Manager Review	1	22-Apr	23-Apr
	Completed	RFI - Pre-Design Services	45	3-Apr	18-May
3.2	Completed	Pre-Design Services	7	3-Apr	10-Apr
	Completed	Review of Existing Program, Cost Estimates, and Other Documents	14	3-Apr	17-Apr
	Completed	Meet with JPA to verify "interim" program needs	10	5-Apr	16-Apr
	Completed	Prepare Topographic Survey	21	10-Apr	1-May
	Completed	Prepare Concept Site Plan and Floor Plan for Facility	14	25-Jun	12-Aug
	Completed	Prepare Grading Study	7	25-Jun	12-Aug
	Completed	Prepare Hydrology/Drainage Study	7	31-May	7-Jun
	Completed	Acquire permit for "interim" plant removal/rehabilitation	11	13-Jun	24-Jun
	Completed	Tree Removal	7	27-Jun	4-Jul
	Completed	Excavation & Backfill of Fecal Trench	21	27-Jun	18-Jul
	Completed	Fault Evaluation report preparation	20	31-Jul	20-Aug
	Completed	County Geologist evaluation of report and concurrence	14	11-Jul	25-Jul
	Completed	Prepare Soil/Cosmochemical Investigation and Report	14	13-Apr	27-Apr
	Completed	Prepare Geologic Investigation and Report	30	5-Apr	26-Apr
	Completed	Prepare Excavation Investigation and Report	36	1-May	29-May
	Completed	Final - Covered site plan and floor plans for submittal to JPA	7	17-Apr	24-Apr
	Completed	Project Initiation - Review of Existing Documents to support environmental findings	7	20-Apr	27-Apr
	Completed	Project Initiation - Review of Additional Informational Resources	14	10-Apr	24-Apr
	Completed	Project Initiation - Review of Additional Informational Resources	7	17-Apr	24-Apr
	Completed	Draft Document (IS/MND) - Identify Significant Effects	21	1-May	22-May
	Completed	Draft Document (IS/MND) - Identify Effects not to be significant	21	1-May	22-May
	Completed	Draft Document (IS/MND) - Reasoning for Determination	21	1-Jul	22-Jul
	Completed	Draft Document (IS/MND) - WAT to 218/726 all potential impacts	26	1-Jul	28-Jul
	Completed	Prepare Draft IS/MND - Identification of Environmental Goals	26	30-Jun	26-Jul
	Completed	Prepare Draft Document (IS/MND) - Identification of Environmental Effects	26	27-Jul	24-Aug
	Completed	Prepare Draft Document (IS/MND) - Discussion of Way to Mitigate Significant Effects	26	27-Jul	24-Aug
	Completed	Prepare Draft Document (IS/MND) - Examination of Project Consistency	26	27-Jul	24-Aug
	Completed	Prepare Draft Document (IS/MND) - Determination of Consistency based on analysis	14	14-Sep	28-Sep
	Completed	Complete GHG & Air Quality Analysis	14	28-Sep	12-Oct
	Completed	Prepare FHS Draft based on JPA Comments	30	11-Sep	11-Oct
	Completed	CEQA Public Review / Comments / Response	14	11-Oct	25-Oct
	Completed	Prepare Mitigation Monitoring Program			

P. 12



Animal Shelter Project Management Plan

2011

ID	Status	Project Name	Days	Start	End
3.3	Completed	Schematic Design Services	105	24-Jul	8-Dec
	Completed	Kick-off meeting with staff	1	25-Aug	25-Aug
	Completed	Site visit to future construction site	2	25-Aug	27-Aug
	Completed	Resubmit Form 1, Other Agency Req.	3	25-Aug	27-Aug
	Completed	Research & Assess existing utilities	54	27-Aug	28-Nov
	Completed	Prepare Schematic site plan	54	27-Aug	28-Nov
	Completed	Prepare schematic floor plan	54	27-Aug	28-Nov
	Completed	Progress meeting with staff	54	27-Aug	28-Nov
	Completed	Prepare schematic existing site plan	54	27-Aug	28-Nov
	Completed	Prepare schematic building section	54	27-Aug	28-Nov
	Completed	Progress meeting with staff	1	28-Sep	28-Sep
	Completed	Prepare schematic floor plan	54	27-Aug	28-Nov
	Completed	Structural, mechanical, and electrical systems	54	27-Aug	28-Nov
	Completed	Prepare Utility Specifications	5	1-Dec	5-Dec
	Completed	Prepare Project Estimate of Probable Cost	6	28-Nov	7-Dec
	Completed	Provide Client & Staff with Final Documents	1	8-Dec	8-Dec
	Completed	JPA Review / Approval	11	8-Dec	19-Dec
3.4	Completed	Design Development Services	30	19-Dec	18-Jan
	Completed	Refine schematic design documents to further describe the architectural, structural, mechanical, electrical, plumbing, civil and landscape documents describing all systems and materials.			
	Completed	Provide base drawings to consultant team	2	25-Dec	25-Dec
	Completed	Resolve drawings from consultant team	1	16-Jan	19-Jan
	Completed	Prepare Project Estimate of Probable Cost for DD	6	16-Jan	26-Jan
	Completed	JPA Review / Approval	7	26-Jan	1-Feb
3.5	Completed	Construction Document Services	45	1-Feb	17-Mar
	Completed	Consultant's 50% Complete CD's to WAJ	27	1-Feb	28-Feb
	Completed	50% Complete Construction Documents	28	1-Feb	29-Feb
	Completed	Consultant's 100% Complete CD's to WAJ	44	1-Feb	16-Mar
	Completed	100% Complete Construction Documents	45	1-Feb	17-Mar
	Completed	Plan Check / Corrections	60	17-Mar	16-May
	In Progress	JPA Review / Approval	6	16-May	24-May
3.6	Completed	Bidding Services	66	24-May	31-Jul
	Completed	Invitation to Bid	10	25-May	4-Jun
	Completed	Issues for Bid	23	5-Jun	3-Jul
	Completed	Pre-bid job walk		6-Jun	6-Jun
	Completed	LS&C (3) for E&I RFI's	35	25-Jun	25-Jun
	Completed	Bid #2	7	3-Jul	3-Jul
	Completed	Big 3-4 award	14	17-Jul	10-Jul
	Completed	JPA Approval/Negotiate Contract w/low bidder	14	17-Jul	31-Jul
3.7	Completed	Construction Administration Services	316	31-Jul	6-Jun
	Completed	Construction Phase	263	31-Jul	7-May
	Completed	Close-out Phase	30	7-May	6-Jun



**Alternatives:** None

**Fiscal impact:** The current status of costs / invoices is shown in the table below:

**Yucca Valley Animal Shelter Financial Summary (5/25/12)**

Description	Proposal Amount	Total %	Prior Amount	Prior %	Current %	Amount
Pre-Design Phase	\$ 12,582.55	100%	\$ 12,582.55	100%	0%	\$ -
Concept (Schematic) Design Phase	\$ 25,165.10	100%	\$ 25,165.10	100%	0%	\$ -
Design Development Phase	\$ 37,747.65	100%	\$ 37,747.65	100%	0%	\$ -
Construction Documents Phase -- 50% completion	\$ 50,330.20	100%	\$ 50,330.20	100%	0%	\$ -
Construction Documents Phase -- 100% completion	\$ 50,330.20	100%	\$ 50,330.20	100%	0%	\$ -
Construction Documents Phase -- Completion of Corrections	\$ 25,165.10	0%	\$ -	0%	0%	\$ -
Bid & Construction Administration Ph	\$ 42,780.07	0%	\$ -	0%	0%	\$ -
Close Out	\$ 5,033.02	0%	\$ -	0%	0%	\$ -
Architectural Subtotal	\$ 249,133.89 <sup>F</sup>	70.7%	\$ 176,155.70	70.7%	0.0%	\$ -
Change Orders	Awarded		Prior Invoice			Current Invoice
#1 -- Supplemental Fault Evaluation (Approved May 26, 2011)	\$ 34,910.00	100%	\$ 34,240.22	95.6%		\$ -
#2 -- GHG / AQ Analysis	\$ 3,070.00	100%	\$ 3,070.00	100%	0%	\$ -
#3 -- Multiple Buildings CO	\$ 12,162.00	100%	\$ 12,162.00	100%	0%	\$ -
Credit for Invoice 071102			\$ (145.00)			\$ -
Project Total	\$ 299,275.89		\$ 225,482.92			\$ -
JPA Authorization Limit**	\$ 301,560.00					

\*\*Per May 26, 2011 JPA direction

**Attachments:** None

**ANIMAL CARE JOINT POWERS AUTHORITY  
STAFF REPORT**

**To:** JPA Board Members  
**From:** Shane R. Stueckle, Deputy Town Manager  
**Date:** May 25, 2012  
**For JPA Meeting:** May 31, 2012

**Subject:** Replacement Animal Shelter  
Authorization to Bid for Construction

**Prior JPA Review:** The JPA Board has been reviewing various matters related to the Replacement Animal Shelter project over the past year.

**Recommendation:** That the JPA Board:

- A. Approves the Plans and Specifications, authorizing the JPA staff to make technical modification to the Plans & Specifications as may be requested by County Counsel and the County Architecture and Engineering Department;
- B. Authorizes construction bidding for the project;
- C. Directs the Town Clerk to advertise the project for construction bids;
- D. Authorizes Town staff to administer the construction program;
- E. Directs staff to return to the JPA with a repayment plan for the project;
- F. And directs staff to return to the JPA with a recommendation for designation of the construction project manager.

**Executive Summary:** The Plans and Specification have been completed and are on file in the Town Clerk's Office for review. Plans and Specifications will be provided to County Offices the week of May 28<sup>th</sup> for review and approval.

**Order of Procedure:**

Request Staff Report  
Request Public Comment  
JPA Discussion/Questions of Staff  
Motion/Second  
Discussion on Motion

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Reviewed By:

  
Town Manager

\_\_\_\_\_  
Town Attorney

\_\_\_\_\_  
Mgmt Services

SRS  
\_\_\_\_\_  
Dept Head

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Department Report  
 Consent

Ordinance Action  
 Minute Action

Resolution Action  
 Receive and File

Public Hearing  
 Study Session

## Call the Question (Voice Vote)

**Discussion:** Williams Architects have completed the preparation of the Plans and Technical Specifications for the project. Plans and Specifications will be presented at the JPA meeting. Town staff has completed the Project Specifications package, and the project is ready to be advertised for construction bidding. The Town Council delegated approval of the Plans and Specifications to the JPA at its meeting of May 17, 2012.

**Alternatives:** Staff recommends no alternative action. The project is ready for construction bidding. The results of the bid process will provide the JPA Board, the Board of Supervisors, and the Town Council with the necessary project cost information for completing the project reimbursement agreement(s), and any necessary financing program modifications.

**Fiscal impact:** The Architect's construction cost estimate is \$3,385,000. Bid results will be returned to the JPA. The bid results will provide the necessary information for the Town and County to complete all necessary project financing actions and for the Town to present a repayment program to the JPA Board for consideration.

**Attachments:** NA