

**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.

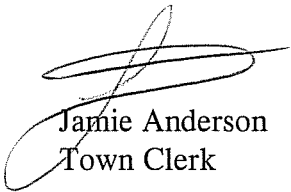
PUBLIC COMMENTS

None

ADJOURNMENT

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

Respectfully submitted



Jamie Anderson
Town Clerk