

**ANIMAL CARE JPA MINUTES  
TUESDAY JUNE 29, 2010**

Chair Derry called the meeting to order at 7:39 a.m. with Directors Herbel, Huntington, Cronin and Chair Derry present. Director Huntington advised he will not be available for the entire meeting, so he will sit in on the presentations while he can, but, since he will miss the last two presentations, he will not be evaluating the firms.

**PLEDGE OF ALLEGIANCE**

Led by Chair Derry

**APPROVAL OF MINUTES**

Approve the minutes of May 12, 2010 as presented

Director Huntington moved and Director Cronin seconded to approve the minutes of May 12, 2010. As there was no objection, the minutes stand approved.

**DIRECTORS REPORTS/UPDATES**

Chair Derry requested that the July meeting be changed to 11:00 a.m.

Director Herbel advised that the day of the monthly meetings will have to be changed due to a conflict on Wednesdays. Upon discussion Directors will check their calendars to determine if the last Thursday of the month at 10:00 a.m. will work.

The July meeting changed to Thursday July 29, 2010 at 10:00 a.m.

**DISCUSSION ITEMS**

- 1. Approval of Audit Engagement Letter and approval of expenditure of up to \$7,760 to pay for the required audit.**

Director Cronin commented that he had questioned the cost of the audit because of the fact that there were so few transactions. He met with the Auditor Controller and distributed an e-mail forwarded to him from the Auditor Controller Recorder stating the primary reason cost is high is because he has to set up a chart of accounts, and approval process. There being no objection, Director Cronin was authorized to sign the Audit Engagement Letter on the Board's behalf and approve the amount stipulated in engagement letter

- 2. Communications received.**

Director Cronin moved and Director Herbel seconded to authorize Director Cronin to

sign the Biannual Notice for Conflict of Interest Code. There was no objection.

Director Cronin advised he received a Public Records Request from the Center for Contract Compliance. He has responded to indicated that the Board has not selected a contractor at this time.

### **3. Architects Presentations**

Director advised there were 16 submittals in response to the RFQ, and 6 were selected by the committee to make presentations to the full Board. He distributed a standard list of questions that will be asked of each firm, and a rating sheet. He introduced Ken Hylin, Project Manager with the Architectural and Engineering Department who is here to provide guidance and advice.

8:00 a.m.	AC-6 Architects
9:00 a.m.	ATI Architects + FR & A Architects
10:00 a.m.	Escalante Architects
11:00 a.m.	Holt Architects
1:00 p.m.	Williams Architects
2:00 p.m.	WLC Architects

Director Cronin advised that one firm did not submit their sealed bid proposal when they left and he would like to follow up with them noting it was probably an error on our part, because we didn't ask for it. He suggested that the three members of the Board present for all the interviews each rate the 6 firms with the he 2 additional recommended questions as offered by Director Herbel. There being no objection, Director Cronin was so ordered to follow up with Williams Architects and explain our need to receive the sealed bid proposal. As discussed earlier the two additional questions are "list project team's experience and expertise in Animal Shelter design in a desert climate" and "overall rating of the presentation as it was presented by each of the firms".

Director Cronin recommended each Board Member forward their grading sheets and they will be presented at the July meeting. Upon questions if what would happen if there was a tied score it was noted that the sealed bids would be opened to compare the fees.

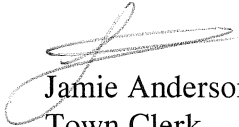
### **FUTURE AGENDA ITEMS**

- a. Discussion regarding County Voucher Program
- b. County/Town Fee Schedule.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:28 p.m.

Respectfully submitted



Jamie Anderson  
Town Clerk