

Jefferson Transit Authority Board

Special Meeting Minutes

Friday, June 7, 2013, 2:30 p.m.
250 Madison Street. Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Catharine Robinson at 2:30 p.m. Other members present were David Sullivan, John Austin and Phil Johnson.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten

OTHERS PRESENT

Tristan Heigler, Charlie Bermant, Randy Cook TCF

PUBLIC COMMENT

None

NEW AGENDA ITEMS

Resolution 13-8, Second Amendment to GCB1274 State Capital Grant. Patten explained that JTA was awarded \$556,318 at the end of the current biennium, and is required to spend the funds by June 30th of 2013. JTA purchased four (4) Dial-A-Ride vehicles, a camera system, a light duty cut-away and a maintenance truck. We purchased all items off the State Contract and saw a savings of \$44,484. To avoid losing funds, JTA will move the remaining funds into our Operating Grant and then withdraw those funds to reduce JTA's match. Resolution 13-8 authorizes the transfer. Resolution 13-9 Amendment to GCA6825 Operating Grant authorizes it to be received.

Austin asked if we had talked with WSDOT. Patten advised that we had.

Motion by Austin, seconded by Johnson to approve Resolution 13-8. The motion passed unanimously.

Motion by Austin, seconded by Johnson to approve Resolution 13-9. The motion passed unanimously.

Randy Cook, TCF Architects participated via conference call.

Rubert explained Resolution 13-10 is an agreement between JTA and TCF Architecture for architectural services. JTA, the project manager and the attorney for JTA negotiated reasonable terms for the Phase Two (2) scope of work. Phase Two (2) will take JTA from schematics through construction.

Robinson asked if Phase One (1) has been paid for. Cook stated partial payment was received. TCF is still working on the Conditional Use permit.

Johnson asked about the availability of funds for the fuel tanks at the new facility. Rubert stated that alternate sources of funding may be available. JTA will not continue to fuel at our existing facility.

Rubert verified deliverables on Phase One (1). Cook agreed.

Robinson verified the total amount for Phase Two (2) is \$596,325. Cook confirmed.

Robinson asked if the third maintenance bay, the fuel island and the bus washing bay are included in the total of \$596,325. Cook explained that Item 4 was added to clarify that TCF will develop a basic schematic level design for these items.

Robinson asked about the permitting in Item 5, Page 6. Cook clarified that TCF is doing all the technical documentation for the Land Use permitting, which is included in the Conditional Use permitting. Robinson asked about LEED documentation. Cook explained that the project cannot afford all of the administrative costs that would go with that, but the building will be designed for efficiency. A preliminary energy analysis was done on the new building. It has been estimated that JTA will save 16% on energy costs in the new facility which will be larger than the old facility.

Robinson requested clarification regarding the statement on Page 8, under 7-Permit Coordination. Cook explained that the General Contractor ultimately secures the permits, but the applicant applies for the permits.

Robinson asked if Jefferson Transit will be responsible for the bid process with TCF supplying documents. TCF will produce all of the documentation.

Johnson asked Cook if he is usually close to his estimate when he goes for bid. Cook answered by saying that TCF has an excellent track record.

Catharine asked if TCF would prepare proposals for change orders and present them to Jefferson Transit. Cook explained the process for change orders.

Catharine asked about the statement on Page 15, under the Warranty Period. Cook explained that the contractor provides for a one year warranty period.

Johnson asked about Page 8 which states that JTA will pay for the printing and distribution of bid documents. Cook suggested under Item 6 that JTA put this project out to bid on Builders Exchange instead of printing drawings.

Robinson thanked Cook for working with JTA staff on trying to fit a building into the dollar amount that is available. Cook stated that there is still by a bit of a gap to try to close, but it is workable. TCF is trying to find ways to be very economical, which include suggesting a metal building system and the mechanical systems that we have proposed. It is always a challenge at this conceptual level because TCF hasn't really gotten into the rest of the design. Cook stated that he believes this is all doable. TCF will have to be diligent as we get into design to find all of the economies that we can.

Johnson asked if we have a cost per square foot range. Cook explained that the blended cost per square foot that the building is coming in at now is in the \$160 to \$170 range.

Robinson sees on the \$596,325 budget a \$25,000 contingency. Cook explained that it is a suggested contingency that JTA can hang onto. If somewhere down the road there are additional services needed that we did not anticipate, JTA will have these funds available. The overall budget includes the \$645,000 gap. Robinson asked what kind of contingency Cook put in the budget. Cook shows a 4% contingency, but prefers it to be at 8%.

The Board thanked Cook.

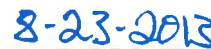
Motion by Sullivan seconded by Johnson to approve the Resolution with the change. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned 3:12 pm. The next Regular Meeting will be held at 1:30 p.m., July 16, 2013.



Laura Smedley, Clerk of the Board



Date