

Jefferson Transit Authority Board

Special Meeting Minutes

Friday, April 24, 2015, 10:30 am

1615 West Sims Way, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Phil Johnson at 10:30 am. Other members present were Catharine Robinson, David Sullivan, and Robert Gray, with Kathleen Kler excused.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

No public was present.

NEW BUSINESS

Resolution 15-08: Procurement Policy Update

Authorizing Jefferson Transit Authority (JTA) to use a small works roster process to award public works contracts and a consulting service roster for architectural, engineering, and other professional services.

There was a question at the regular Board Meeting regarding process for jobs between the amounts of \$35,000 and \$150,000. John Carpita, an attorney from the Municipal Research and Services Center (MRSC) clarified the process in an email which stated:

In response to your questions:

- 1) On number two (2), how do you just select five and not show that you are favoring those that you did not choose?

There is no sure fire way to accomplish this, so I always recommend that agencies send to ALL contractors the appropriate rosters.

- 2) Why don't have to notify all the other appropriate contractors within in the \$35,000 to \$149,000?

That's just the way the statute is written.

- 3) On number three (3), in the \$150,000 to 300,000 range, if you choose two contractors and you notify the remaining contractors, do those contractors then get the option of bidding also?

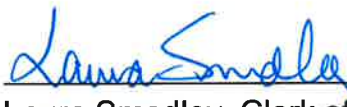
See above.

Motion: Robert Gray moved to adopt Resolution 15-08: Procurement Policy Update. Catharine Robinson seconded.

Vote: The motion carried unanimously, 4-0 by voice vote.

ADJOURNMENT

The meeting was adjourned at 10:35 am. The next regular meeting will be held Tuesday, May 19, 2015, at 1:30 p.m.



Laura Smedley, Clerk of the Board



Date