

MINUTES
SPECIAL BOARD MEETING
WESTERN ELMORE COUNTY RECREATION DISTRICT (WECRD)
245 East 6th South, Mountain Home, ID 83647
October 3, 2018 at 10:00AM

I. CALL MEETING TO ORDER/ ESTABLISH QUORUM

Director Dan Gillies called the meeting to order at 10:05AM, and a quorum was established with Dan Gillies and Doug Meyer present. Lee Pierce arrived at 10:20AM.

The following individuals were also present:

Treasurer, Judy Erwin

Administrator, Michelle Heins

Attorney, Larry Ashcraft

LCA Architects, Nate Turner and Ken Gallegos

Guests: Merla Gillies, Vivian Meyer, Stephanie Root, Betty Ashcraft, Ashley Pierce

II. ARCHITECT/CONSTRUCTION

The meeting started with a brief introduction from LCA Architects. Nate Turner introduced himself and Ken Gallegos and explained that Ken will be the lead architect on this project as he has experience with working with Sprung structures. Nate touched on the schedule and project delivery (general contractor, construction manager vs. highest bid) but wanted to go over any questions WECRD may have with the contract before getting too deep into the details there.

The contract is the same agreement LCA had with the previous WECRD board and previous project. LCA changed the scope of the project and the budget. The language is all the same. It follows the AIA document that most firms follow, and they had Brian Peterson, WECRD previous attorney during the old project, help with the language of the previous contract.

Attorney, Larry Ashcraft and the board and staff had some questions regarding the agreement/contract.

1. What is included in Article 1 and Exhibit A? What is covered in the Price and what will WECRD have to furnish? What extra costs can WECRD anticipate? Article 1 - Initial Information states the building construction budget for the project is approximately \$5,238,450.00, per exhibit A. Exhibit A is the Project Budget. The estimated fee for LCA Architect is \$429,307 which includes the architectural structure, mechanical, electrical, civil engineering and landscaping architect, and the pool design. Any additional cost would be at an hourly rate.
2. Does Sprung do all of their engineering, under the contractor part? Civil Engineering and then the pool mechanical. Travel expenses for the pool consultant.
3. If WECRD increases the scope of the work by 10% or more then that increases the fee for LCA Architects. Larry asked, What if it decreases, will the fee decrease? Nate explained that it depends on where they are at in the work. Sometimes reducing the scope of the project may increase the workload for LCA, so it doesn't really work in the alternative. WECRD can look at locking in a fee at the end of the schematic design and then work with a construction manager to get the cost really refined. Then we can relook at the architect fee. Nate suggested that WECRD decide now if the budget laid out will work or if they need to know now to cut a pool to make any significant decrease in the budget. The WECRD board feels they will raise the money, and they want to see the whole project be completed. The board is aware that they are \$1.5-\$2 million short of the money but are confident they can raise the money.

4. Does the money have to be in the bank before we start? No. It will be approximately a 12 month construction process.
5. On Page 9 of the agreement it mentions conformed construction documents. Please explain that. Basically that is where they take all of the construction documents and modify them into one larger document. Nate is confident that they will not need to do that on this size of project. Larry wanted to know who makes that decision? Nate said the contractor will request it if LCA doesn't give them the details in the documents they provide. LCA hasn't had that happen, and Ken is confident that it won't happen. LCA gives the contractors more than enough details.
6. What control does the WECRD board have on additional services, whether to do them or not do them? The board has authority to make the call to do it or not do it. LCA will not do something unless WECRD approves it.
7. 4.1.5 - Site evaluation and planning. It is not provided because WECRD already has the land.
8. 4.1.20 - Telecommunications/data Design - LCA will include the conduit work to the electrical room but the design of the system would be an additional service that is hired out. LCA can and will help coordinate an IT consultant.
9. Article 5 - Owner's Responsibilities 5.4 - Will the surveys furnished by WECRD previously suffice for this responsibility? Such as the site survey and the Geotechnical Survey. Nate believed the Geotechnical survey should still be good but WECRD may have to do another site survey due to some dirt work being started and the fire lines/hydrant put in. LOMAR hasn't changed any, so that should be good. Materials Testing in 2015 for the soil, does that have to be updated? Nate thought it would be a good idea to get a new soils survey done. The sooner WECRD can get the survey and soils testing done the better. Since the scope of the project changed, they want to make sure the bearing capacity hasn't changed. The structural engineer will use that report to build the foundation. They will also be able to tell if the soil is reusable for landscape or construction fill based on the survey. The contractor will account for all of that.
10. Does LCA have what they need regarding the floodplain? LCA said we don't have to do anything more with the floodplain. The building pad is going to be built up out of the flood plain. They had prior approval to do that. The land will be surveyed after the project is complete. The board shouldn't incur any additional costs.
11. Article 12 - Special Terms and Conditions 12.2 - ADA compliance. "The Architect, however, cannot and does not warrant or guarantee that Owner's project will comply with all interpretations of the ADA requirements." LCA does everything they can to be in compliance. Sometimes it is up to the Field Inspector's opinion whether they would require anything additional in order to be compliant with ADA requirements. It is based on interpretation, so LCA does everything in their power to make sure it is compliant, but if an inspector says its not, this is in the agreement as a standard clause to protect LCA.
12. What is covered under General liability insurance? It covers LCA staff and engineers, if they are out on a project site. Most contractors will state their own liability coverage in the agreements, and there are typical limits. LCA will help make a recommendation on the limits for the contractors, and then LCA can assist Larry if need be.
13. Who chooses the construction manager? Since WECRD is a public entity there are a couple options. There is a Construction Manager/General Contractor (CM/GC) through a selection process or a typical hard bid process. The CM/GC route is where WECRD, with the help of LCA ,will interview the contractors and pick one based on qualifications. LCA suggests getting the CM/GC onboard early to speed up the process. The contractors are able to do estimates and dial in the costs of the project. Once WECRD picks a contractor and they are under contract, the CM/GC can piece out the long term items and get those started, i.e. Sprung structure and mechanical items.WECRD can also request hard bids and then choose based on price. LCA

recommends that WECRD gets a Construction Manager/General Contractor to do the project. LCA will sit in on the interviews and will help WECRD through that process.

Nate talked briefly about the schedule of the project but is hopeful to break ground in the Spring. That would be their goal. It takes approximately five months to do all the construction documents before they can submit them to the City. If WECRD can get the CM/GC on early that will help us get a better idea of cost of the project throughout the design phase with LCA.

An advantage of having a Construction Manager/General Contractor on board early is that they will be able to submit the design to Sprung, and then Sprung will have to take the time to design the building for the weather in Mountain Home. This gives Sprung time to get started on it before the groundwork is done. That way construction isn't put on hold waiting for Sprung.

The next step is to get the pool consultant and engineers together to finalize the design phase. WECRD will meet as soon as possible with the pool consultant and engineers.

Lee Pierce made a motion to sign the agreement with LCA for \$314,307. Doug Meyer seconded the motion. Nate Turner mentioned that the amount was incorrect. So Lee Pierce amended the motion to sign the agreement for \$314,307 for Basic Services, \$25,000 for Civil Engineering/Landscape Architect, and \$90,000 for Pool Design, for a total cost of \$429,307. Doug Meyer seconded the motion. All directors voted in favor of the motion.

III. GENERAL DISCUSSION

What happens if we send out the RFQ and we don't get any bids? LCA has some contacts to make sure various firms know the RFQ is coming. LCA feels this won't be an issue as construction firms like having this type of a project and the timeline is favorable. It would be great to start in the Spring, and then it will hopefully be done in a year.

Does the contractor have to be certified to do a Sprung structure? Yes, but most contractors are qualified, and Sprung has their people oversight it as well. This type of structure goes up pretty quickly.

Where is the nearest example of Sprung construction? Tamarack Resort and Idaho State Penitentiary have them. Bend, Oregon has the pool which is featured in the pictures we have. The Sprung representative is out of Salt Lake City, UT. . Their main office is in Calgary, Canada.

What about the City retention pond? Will that impact construction? No changes have been made so it shouldn't affect construction.

IV. PUBLIC COMMENT

Betty Ashcraft explained the Foundation and its history to Larry Ashcraft. She asked if Larry can consult with the foundation. Larry would like the documents from Betty. Larry is okay with helping the Foundation but will not be giving legal advice. Betty's main question was, "How do we transfer money from the foundation to the WECRD?" Larry said that is something the Foundation has to decide. It can be as simple as a request for funds form.

If money is donated for a specific reason, then you do have to give it back if that particular request wasn't fulfilled. Larry advised limiting taking funds like that and get general purpose donations as much as possible. Coordinate that wording on the request form.

The Foundation Board consists of Betty Ashcraft, Michele Dawson, Connie Powers, and Steve Goddard.

Betty said they received a \$100 donation at AFAD.

Betty mentioned the Shaw Snow report that was previously done had donor information that would be helpful with the Capital Campaign again. The YMCA never gave that report to WECRD or the Foundation, which listed donors and the amount they would donate. Betty asked Larry since WECRD paid for the study isn't the name list their property? Betty recommended that the WECRD ask Shaw Snow for the documents. Larry said it was a reasonable ask but to make sure the contract doesn't have a clause in there stipulating WECRD from receiving that information for any reason.

The Board would like to schedule a pool presentation to the Lions Club and the Senior Center.

V. ADJOURN

Doug Meyer made a motion to adjourn the meeting 11:55. Lee Pierce seconded the motion. With all directors in favor of the motion, the meeting adjourned at 11:55 AM.

Submitted by:

Michelle Heins, Administrator

Date

APPROVED: as written as amended

Dan Gillies, President

Date