



**Convene meeting:** Committee members Fred Thumm, Peter Carbee, Lee Cattaneo, Jon Jewett, Jack Mitchell. Bill Powell was also present. Staff present: Cathleen Gent and Brenna Toman taking notes.

1. **Revisions to Agenda:** None.
2. **Appoint a Chair & Meeting Day/Time:** *Jack Mitchell nominated Fred Thumm as Chair of the Ad Hoc Facilities Committee. Peter Carbee seconded and the motion passed unanimously. Meetings will be held Thursdays at 5:30 monthly or as needed.*
3. **Committee Job Description:** Staff noted that the Committee is seeking 2 additional members of the public (non-board members) to join the committee. *Motion by Jack Mitchell to approve the Committee Job Description. Jon Jewett seconded and the motion passed unanimously.*
4. **Properties:**
  - a) **Site Evaluation Criteria:** This worksheet is for gathering all information for potential sites but does not include a ranking system. *Motion by Jack Mitchell to approve the Site Evaluation Criteria. Peter Carbee seconded and the motion passed unanimously.*
  - b) **Potential Properties:** This discussion was taken up after the Project Work Plan.
  - c) **Requests for Qualifications:** Several Committee members recommended removing specific reference to the total project budget from the RFQ. There was concern over the clarity of the RFQ being for build-to-suit only, while we are also looking for design-build options. Members discussed the budget, and staff and other members clarified the budgeting process. There was also discussion about issuing an RFP instead of an RFQ. *Motion by Peter Carbee to approve releasing a modified RFP. Jon Jewett seconded and the motion passed unanimously.*
5. **Budget:** Staff provided an overview of the budget. Committee members requested a more detailed budget for the next meeting with a line item for project management included.
  - a) **Grants:** There is a USDA grant available that may work for this particular project. No other grants have been identified, and staff will continue to explore all options.
6. **Consultants:** Committee members supported the need for owner project management services. However, quoted prices were much higher than expected. The Committee recognized that the firm SWA brings significant HHW experience, and that we will need also construction project management expertise as well. Jon Jewett offered to research the project management costs for another project. The Committee requested that staff revise the budget with a line item for project management services. *Motion by Peter Carbee to retain SWA for up to \$32,400. Jack Mitchell seconded and the motion passed unanimously.*
7. **Project Work Plan:** Committee members reviewed the work plan and recommended printing a large copy of the work plan for the office to stay accountable to the project. The project is scheduled to be completed by spring of 2022.
8. **Potential Properties:** Staff shared 3 potential sites for the facility. The Committee recommended using the Evaluation Sheet to gather information about each site. Members also recommended staff communicate with the Regional Planning Commission about particular locations.
9. **Meeting Schedule:** The next meeting is schedule for Thursday, August 6<sup>th</sup> at 5:30pm.
10. **Adjournment:** The meeting was adjourned at 7:00pm.

Respectfully submitted by Brenna Toman