

WHATCOM CONSERVATION DISTRICT
Special Meeting Minutes
April 22, 2014

I. Time and Place of Meeting.

A special meeting of the Board of Supervisors of the Whatcom Conservation District (WCD) was held at the Ag Service Center, 6975 Hannegan Rd, Lynden, Washington on April 22, 2014, at 12:00 p.m.

II. Attendance and Quorum.

The following Supervisors, being a quorum of the Board, were present:

Joe Heller, Chair
Larry Helm

Larry Davis, Treasurer
Dick Yoder

Also in attendance were:

George Boggs, Executive Director
Dawn Bekenyi, Admin. Assistant
Terry Brown, Zervas

Dan Heeringa, Supervisor elect
Andrew Krzysiek, Zervas

III. Meeting Called to Order.

Joe Heller, Chair, called the meeting to order at 12:00 p.m.

IV. Authorization to bind the District in a professional architect services contract with Zervas.

Representatives from Zervas, the architect firm identified by the selection committee as most qualified to provide services, were introduced to the Board.

George reviewed the background of the process for choosing architects or similar contractors. He reviewed the building committee's recommendation to select Zervas.

The purpose of the meeting is to hire the architect firm.

Terry Brown, Zervas, reviewed the process and what the Board is agreeing on today. Washington State sets up the process for public entities to hire architects, engineers and similar consultants. It is different than contracting for a public work, where the lowest bid is accepted. A architect firm is selected based upon qualifications, and then the fee is negotiated.

The project will be split into two phases. Phase 1 will lay the ground work. Phase 2 will be design and construction (remodel). Zervas works within the Washington State fee schedule. Terry Brown reviewed how the Phase 1 fee was calculated. This amount is the allowed fee, which is a "not to exceed" fee. Actual billing for Phase 1 will be based upon hours worked up to the "not to exceed fee" ceiling. The thought behind splitting the project into two phases was to limit any potential construction "cost overruns" since the initial planning phase should establish pretty clear estimates of the actual remodel costs.

There was a discussion about the need for future special meetings to facilitate the remodel process and the Board was agreeable.

Larry Helm asked questions about the cost of phasing the construction or using temporary housing for staff and vacating the building while construction takes place. Terry Brown discussed

in generalities about the differing costs of both options. This will be outlined during Phase 1 – planning.

Larry Davis asked about Leadership in Energy & Environmental Design (LEED) standards involved in the remodel, since we are a Conservation District. Andrew Krzyiek said that a land use analysis will be done. They may look at a rain garden or other LEED strategies and practices. To have a LEED certified Gold building adds considerable costs for the certification. It is the goal to use LEED, but not necessarily certify the building.

There was further discussion regarding building code requirements, which will become more apparent when a needs assessment is done. Hazard and economic analyses will be done. The goal is for a “green” energy efficient building.

Larry Helm moved to accept the building committee’s recommendation and hire Zervas to proceed with Phase 1 Planning (needs assessment) for the building remodel for the agreed upon not to exceed fee of \$15,180.00. Dick Yoder seconded the motion. The motion passed.

V. Record of Board Actions.

14-32 Larry Helm moved to accept the building committee’s recommendation and hire Zervas to proceed with Phase 1 Planning (needs assessment) for the building remodel for the agreed upon not to exceed fee of \$15,180.00. Dick Yoder seconded the motion. The motion passed.

VI. Adjournment.

There being no further business before the meeting, Larry Helm moved to adjourn the meeting at 12:25 p.m. Dick Yoder seconded the motion. The motion passed.

The meeting, on motion duly made, seconded and carried, adjourned at 12:25 p.m.

Dated: May 21, 2014

Dawn Bekenyi, Administrative Assistant

Approved: _____