

TIMPANOGOS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE BOARD MEETING MINUTES

APPROVED

March 30, 2017 5:00 p.m. Conference Room

Board Members

Present: Mark Johnson Chris Condie Mack Straw
Dale Ihrke Craig White Lynn Walker

By Phone: Brian Braithwaite Spencer Kyle David Bunker

Excused: Tracy Wallace Commissioner Lee

District Staff: Jon Adams, District Manager, Shannon Hansen, Human Resource
David Barlow, District Engineer Joe Martin, CPA
Danette Smith, Board Secretary

Others: Michael Z. Hayes, Hayes, Godfrey, Bell
Todd Godfrey, Hayes, Godfrey, Bell (by phone)

Call to Order

Mark Johnson, Board Chair, called the meeting to order. 5:02 p.m.

Craig White made a motion to go into closed session for litigation. Dale Ihrke seconded the motion. Mark Johnson took a rollcall vote. Those voting "Aye" – Mark Johnson, David Bunker, Spencer Kyle, Brian Braithwaite, Chris Condie, Craig White, Lynn Walker and Dale Ihrke. Those voting "Nay" – None. The motion passed with a unanimous vote.

The board went into closed session. 5:05 p.m.

Closed Session

Chris Condie made a motion to go back into regular session. Dale Ihrke seconded the motion. Those voting "Aye" – Mark Johnson, David Bunker, Spencer Kyle, Brian Braithwaite, Chris Condie, Craig White, Lynn Walker and Dale Ihrke. Those voting "Nay" – None. The motion passed with a unanimous vote.

The board went into regular session. 6:22 p.m.

David Bunker left the meeting. 6:25 p.m.

Approval of Asset Management Selection

Jon said he sent out information to board members on the asset management. It showed the proposal form, a 3-page explanation of the evaluation process that went out in the RFP, and how the three consulting firms pointed out their total bid cost, price per hour, and total number of hours they proposed to get this task accomplished. Also included were emails from each of the evaluators on the reasons for their selection. Each firm was asked if they thought the district had included everything or if anything was left out. Brown and Caldwell was the only firm that came right back and talked about a replacement planning model. There is an explanation of the replacement planning model for the board. Jon said when we sent out the notice of award, Brown and Caldwell dropped their hourly rate, which made an \$18,000.00 decrease in their cost; the replacement planning model was going to cost around \$24,000,

1 and their total cost is \$403,000 which includes that replacement planning model. Jon said that was the process the
2 evaluation committee went through and how the selection was made.

3 Chris Condie said he would like to thank Jon and each of the evaluation committee members for the information.
4 Chris said it was very compelling as to why Brown and Caldwell was chosen. Dale Ihrke said, sitting on the
5 evaluation committee, it was clear Brown and Caldwell was the top qualified candidate. He wished that their bid
6 amount was more in the middle, but we are getting 1000 more hours from them. There was a concern on the
7 committee that some of the firms came in low with their hours just trying to get in. Jon said as strong as Brown and
8 Caldwell came across, with the hours they proposed to complete the task, and what they were going to do, it
9 concerned him what the others would do in a shorter time frame. Jon didn't think we would have gotten as complete
10 a product. Their experience and size of jobs they had; there was a marked difference in those presentations and how
11 clearly they understood our scope and needs. Their team was exceptionally strong, nationally and locally. We did
12 not open the costs until right at the end, so the decision was made on quality and then we looked at costs. Brian
13 Braithwaite said he thought Jon and the committee had done a good job.

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15 **Chris Condie made a motion to authorize Jon Adams and staff to negotiate with Brown & Caldwell for the**
16 **contract of the Asset Management Program. Lynn Walker seconded the motion. Mark Johnson took a roll**
17 **call vote. Those voting "Aye" - Dale Ihrke, Craig White, Mark Johnson, Lynn Walker, Chris Condie, Mack**
18 **Straw, Brian Braithwaite, and Spencer Kyle. Those voting "Nay" – None. The motion passed with a**
19 **unanimous vote.**

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21 **Adjourn: Lynn Walker made a motion to adjourn. Chris Conde seconded the motion. All present "Aye".**
22 **Meeting adjourned. 6:33 p.m.**
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