

**SPECIAL JEFFERSON COUNTY COMMISSIONER MEETING AGENDA
NOVEMBER 1, 2017**

Meeting called to order at 1:00. Those present are Commissioner Hancock, Commissioner Martinez, Chairman Farnsworth, Clerk Colleen Poole, HR/Emergency Manager Rebecca Squires, Treasurer Kristine Lund, Assessor Cody Taylor, Park & Recreation Mickey Eames, Sheriff's Office Mike Miller, Prosecutor Paul Butikofer; Audrey Moon is clerk of the board. Pledge of Allegiance led by Commissioner Martinez. Prayer offered by Commissioner Hancock.

COMMISSIONERS

• **GROUND BREAKING CEREMONY**

[1:01:07 PM](#) Chairman Farnsworth said this is a great day. They are excited. Have wanted this for a long time. Grateful to NBW Architects and the fantastic job they have done on this. Excited to work with DL Beck. This building is going to be a huge benefit to the county and employees. Move outside for the ceremony. Chairman Farnsworth, Commissioner Hancock, Commissioner Martinez, Scott Nielson and David Beck break ground for the annex building.

• **PRE-CONSTRUCTION MEETING**

[1:09:48 PM](#) Chairman Farnsworth had failed to recognize they have a representative from Senator Crapo's office. Commissioner Martinez welcomes Gail. Scott has an agenda that they would like to discuss. Wants to keep this informal. Notice to proceed is tomorrow with the fourteen month project so this leads us out to December 27, 2018. Will establish times for monthly meetings. Is not sure if they have put together a schedule. David has a rough copy of schedules. David asked if they would want electronic copies before the meeting every month. David and Scott discuss meeting times.

[1:12:49 PM](#) Scott goes over that David is the general contract with DL Beck. Scott introduces Blair Baker as the project manager. Blair said that Loren Jepson will be the superintendent onsite and John Fisher will handle scheduling. Scott asks for numbers for both of them. Scott said as far as their office it will be himself and Craig Karst working the project. Ask that they copy them on anything for the project. Does some introductions. Luke from HLE they did the site design and Kyle from HLE. Have David, Blair and John with DL Beck. Scott says a reminder to follow general communication. Recognize they have a bunch of subcontracts. Anything that comes from the owner will go to the architect first and then to the general. Any onsite communication will be between himself and Craig and they will always have Loren or Blair present. Scott asked if there are any preferences on how they communicate. Chairman Farnsworth said they will continue to go through Rebecca and she can get that to them.

[1:16:18 PM](#) Scott reminds if there is anything that affects the quality, cost or time of the project. Not sure if they use a project manager software. Will watch for those and they will evaluate this on how they handle it. Processing payment requests asks if David has AIA forms. David will purchase a subscription. Scott ask that their office reviews and requests before submitting. David knows this has to go through a process. When should they provide these? Colleen said they are required to have these turned in the Wednesday before the meeting by noon. David asked if the architect reviews this first. Scott said a question on this can the county process these electronically. If David sends this signed PDF they can approve this and send this to the county. David asked if the county pays electronically. Colleen said this is with a check. Could check with Marla but they mainly cut checks. Chairman Farnsworth asked to change the point of contact to Colleen so they eliminate one more step since she will handle the bills and schedules. Scott asked if they review the pay request at the meeting. Chairman Farnsworth said they submit the claims on Wednesday to Colleen and will have this in the claims to review on Monday. They go through these and approve them then they are paid out the next day. Scott said they will review this first line by line. Scott asks the contractor not to project ahead. Will assume they will have these at the end of the month. David said they will only have one per month. Colleen said they send out payment on the Tuesday after the meeting.

[1:21:10 PM](#) Scott goes over change orders. If they run into something onsite they will ask for a complete breakdown for them to evaluate. This has to be unit based. If anticipating to have materials onsite to start early. If there is a situation they need something on side they are happy to do this. OH & P the general contractor markup is ten percent. If this is sub-contractor they are allowed ten percent and then the general contractor is allowed five percent.

[1:23:13 PM](#) Craig would like to do all submittals for conformance and completeness electronically. Always the sooner the better. If they can get these all completed the first quarter of the project. Commissioner Hancock asked if there is a submittal form a specific one. Scott said not necessarily. Blair said they have a submittal log that they will submit. Scott said that they also have logs for this. Blair said they will be working on the steel shop submittals. Scott asks that they make sure these are complete. If they need a substitution then let them know. If they know the reason and can justify it they could consider it but this is the exception. The rule is to go with what is specified.

[1:25:25 PM](#) O&M manuals will be due at the end of the project. This will talk about format and how many hard copies they will need. Ask Loren that they keep one central as built in their trailer. Loren wants to keep everything on the master print. Scott said on occasion subs are keeping their own. Really want one central set. Would like to do pre-installation with the major subs. So they are all on the same page. If they were thinking something else it should come out. Will ask Loren to help schedule these. Thinks they can handle these at the weekly inspections. Will want to do that prior to them starting. Have them work together on this. Will discuss these times as they figure out schedules. Have found that doing these helps reduce issues later.

[1:28:28 PM](#) Scott said that materials testing is another item they need to decide on. Commissioner Hancock said they will add this to their meeting on Monday. Scott said a reminder it is not the material testing job responsibility to reject anything they just report this. Will have these directed to Loren and then it is his responsibility to reject anything out of spec. If a load of mud is way out of spec then it needs to go back. Really not interested to have a lot of water added on these sites. Craig said they will not need testing on every site. If they can keep the loads bunched together

they will get testing on this. Scott said they will help them monitor this. They want a spot check philosophy. As these come up they will give Loren a fair amount of latitude.

[1:32:21 PM](#) David asked if they should contact the architect on any questions on the site work. Commissioner Hancock thinks they should contact the architect. Scott said this will be fine for them to contact them and they can have Dave Walrath with the county doing the site work. David asked if there is anything onsite currently that they want. Sees there are trees out there. Commissioner Hancock said they may move the trees with a backhoe due to the costs. David said the excavator does not slow down and they do not want to ruin anything. Chairman Farnsworth said if it is in the way and they are there to dig go for it there is nothing out there that would be affected. David asked where they would bring in equipment. Commissioner Hancock said that around the backside by the Sheriff's Office. Just have to make sure they do not block the sallyport. Chairman Farnsworth said the back would be the best. Will have to make sure they are not in the way for a transport. David said they do not want to cause any stress. Craig said the excavation will be the main part will be a few weeks. David said they will begin digging tomorrow. Chairman Farnsworth said as long as they do not park in the doorways the back should be fine to set up.

[1:36:06 PM](#) Scott goes over as far as inspections. They are required to notify for pre-cover inspections for everything before it is covered. David said if they email this with twenty-four hour notice will this work. Also do they want to text what would be the best notification process? Scott said they work emails phone and text. Scott said he looks at his phone a lot during the day. Been using this telegram texting where they set up a group can look into this if they wish. This helps from sorting through a bunch of emails. Craig asked if the permit has been picked up. Blair said they are picking this up today. David said the permit is in place.

[1:38:16 PM](#) Scott discussed setting up a monthly meeting. The commissioners are always invited to these. David said that Wednesdays are the best days for him. Scott sets up a meeting for the November 29, 2017 at 1:00. Craig asked about application of payment. David asked how much time this takes to process. Scott said half an hour so the same day would be fine. David will send this on November 28.

[1:40:55 PM](#) Blair asked on the monthly construction meetings where will they meet. Scott asked how big of a trailer they would have. Blair mentions it may depend but probably not enough for a large group. Commissioner Hancock said they can use this room. Scott said the mechanical engineer will be here next Monday to discuss options with the commissioners on the engineering.

[1:42:38 PM](#) Blair asked on staging where would they like them to locate. Ask if they could do a site walk. Scott goes over having the trailer on the northeast part may be the best. All of that area is available. Commissioner Hancock said that the field is also owned by the county. David said the county will do the drainage wells so they do not want to damage anything or stage in the front area. Commissioner Hancock said west of the courthouse may be a good place. Craig asked David if they are anticipating any pond work happening this year. David said this would probably not be this year.

[1:46:14 PM](#) Contractors will go outside to look at the area to designate a staging area.

[1:46:27 PM](#) **Motion by Commissioner Hancock to adjourn at 1:46. Second by Commissioner Martinez. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date