

WEST HAYMARKET JOINT PUBLIC AGENCY (JPA)
Board Meeting
December 10, 2015

Meeting Began At: 2:31 P.M.

Meeting Ended At: 2:48 P.M.

Members Present: Chris Beutler, Tim Clare, and Carl Eskridge

Item 1 -- Introductions and Notice of Open Meetings Law Posted by Door

Beutler advised that the open meetings law posted at the entrance to the room is in effect.

Item 2 – Reports and Communications Received

This item is to let the public know that a letter was received from BKD dated November 9, 2015, summarizing BKD's planned scope and timing for the August 31, 2015 audit of the financial statements of the West Haymarket Joint Public Agency. No action was required.

Item 3 -- Public Comment and Time Limit Notification

Beutler advised the audience that public comment is welcome and explained the time limit.

Item 4 -- Approval of the minutes from the JPA meeting October 29, 2015

Clare moved approval of the minutes as presented. Eskridge seconded the motion. Motion carried 3-0.

Item 5 -- Approval of October 2015 Payment Registers

Steve Hubka, City Finance Director, presented the October 2015 payment register. He reported the November payment registers are not yet available. The October payment registers operating budget was \$1,511,549.00. Hubka reported there are a variety of expenses listed on the payment registers such as a payment to the District Energy Corp., a Sponsorship/Increment payment of \$410,100.00, parking management service charges, property insurance payment for \$155,000. Clare inquired as to what the \$57,000 repairs were to the parking lot. Hubka responded he needed to get back to him on this. Clare also inquired as to what the payment to the Citizen Information Center was for. Hubka stated this is a charge to the JPA to televise the meetings. Clare stated the JPA made payments to the City in August of \$99,000 and September of \$110,000 to manage the parking garages and inquired if this will continue to be a perpetual thing or if there are other less expensive ways to do this. Hubka stated these are reimbursement costs incurred by parking services to manage the parking garages which costs are expected to continue. The contract calls for JPA to reimburse parking services for their actual expenses

incurred. Clare stated the JPA is hiring a consultant for project management and inquired as to whether or not the JPA will continue to utilize those services or what the plan is moving forward. Hubka responded that this question would be answered when this agenda item is discussed. There being no further discussion or public comment, Eskridge moved approval of the payment registers. Clare seconded the motion. Motion carried 3-0.

Item 6 -- Review of October 2015 Expenditure Reports

In presenting the October 2015 Operating Budget Expenditure Reports, Hubka reported that the reports reflect the payments discussed regarding the October 2015 payment registers. Hubka reported that even though it is early in the fiscal year the JPA is well under budget. Clare questioned where the JPA stands with contingencies and the Occupation Tax receipts. With regard to the Occupation Tax Receipts, Hubka reported that the JPA finished the calendar year being up over 7% from last year. He further explained that every month has been very consistent with a 6.5%-8% increase over the same month last year. Hubka requested Paula Portz with PC Sports to answer Clare's question with regard to the contingencies. Paula Portz reported that the overall contingency for the project is almost \$12,000,000 in infrastructure contingency and \$2,000,000 in arena contingency for a total of \$14,000,000. Clare questioned if this includes the payment for the ice center to which Paula Portz confirmed it had already been accounted for. Paula Portz answered Clare's earlier question as to what the \$57,000 in repairs were to the parking lot by stating that was a payment to DLA for the maintenance work they did in the West Haymarket as well as a payment to the parks department for mowing the approaches to the bridges. No action on this item was necessary.

Item 7 -- WH 15-25 Resolution approving the Consultant Agreement between the West Haymarket Joint Public Agency and PC Sports Inc. for Project Management Services described in PC Sports Proposal dated November 10, 2015 for a Term of January 1, 2016 through December 31, 2016. (Steve Hubka)

Hubka reported this resolution is to renew the Consultant Agreement with PC Sports, for \$17,000 a month or \$204,000 total for 2016, to continue to provide the same services they are currently providing such as the Alter site remediation and site preparation work, and relocation of Burlington Northern parking lot project, etc. as stated in the scope of services. PC Sports also assisted with the allocation of bond proceeds to the project that is essential for preparing for any future IRS audits. PC Sports maintained all of the records and worked with Gilmore and Bell on this project. Hubka stated it is a very valuable contract to have ongoing. Clare commented on the Agreement. Eskridge commented on the Agreement also. There being no further discussion or public comment, Clare moved approval of the resolution. The motion was seconded by Eskridge. The motion for approval of the resolution carried 3-0.

Item 8 -- WH 15-26 Resolution approving the Amendment No. 20 to Agreement for Engineering Services between Olsson Associates dba Lincoln Haymarket Infrastructure Team and the West Haymarket Joint Public Agency Haymarket Infrastructure Design Project, Project No. 870000, to extend the Agreement through December 31, 2016, and to adjust the hourly rates up 1.6 % from the 2015 rates and to provide a \$100,000 deduction in the fee for General Design Coordination and Support thereby decreasing the total contract amount. (Adam Hoebelheinrich)

Caleb Swanson with PC Sports introduced this Agreement on Adam Hoebelheinrich's behalf. The current contract will expire at the end 2015. There are still several projects remaining such as remediation work, relocation of the Burlington Northern parking, coordination of streetscapes with private developer's, etc. that will need continued support from Olsson Associates. There currently is approximately \$220,000 remaining unspent on the current contract. This sum of money is more than adequate to cover any expenses for the remainder of the year. This year's Agreement is being reduced by \$100,000 which ends up being a net savings/credit to the project budget. Eskridge questioned what happens with the \$100,000. Caleb stated the \$100,000 would roll back into the contingency. There being no further questions or public comment, Clare moved approval of the resolution. The motion was seconded by Eskridge. The motion for approval of the resolution carried 3-0.

Item 9 -- Set Next Meeting Date

Without objection, the next meeting date was set for Wednesday, January 27, 2016 at 3:30 p.m. in the City-County Building, First Floor, Council Chambers.

Item 10 -- Motion to Adjourn

Eskridge moved to adjourn. Motion seconded by Clare. The meeting adjourned at 2:48 p.m.

Prepared by: Kasey Simonson, City Law Department

