

**CITY OF GRANTS PASS, PAVE COMMITTEE**  
**Water/Wastewater Performance Audit & Strategic Plan**  
**Meeting Minutes – February 6, 2015 at 1:30 PM**  
**Courtyard Conference Room**

**Member Attendance:**

Lily Morgan (Chair) - absent  
Rick Riker (Vice Chair) - absent  
Roy Lindsay  
Ken Hannum  
William (John) Rall  
Layne Lange  
Paul Mitchell  
*Vacant Position*

**Staff/Liaison/Other:**

Jay Meredith (Finance Director)  
Terry Haugen (Public Works Dir.) – arrived late

1. **Preliminary Review of Proposals for RFP – Strategic Plan for the Water and Wastewater Utility Programs and scoring process for the proposals**
  - A. **Jay gave update since last meeting –**
    - Finalized terms of scope of RFP
    - City Council approved project and released RFP on December 22, 2014
    - advertised in many different places and received good responses
    - RFP contained both elements that would require completion and elements that were optional
    - Next steps – next meeting February 20, 2015 at 9am (or 8:30) for conference calls with chosen candidates. When Committee has chosen a consultant they will make a contract recommendation to City Council.
  - B. **Scoring Process & General Comments/Questions**
    - Committee members had copies of scoring forms in front of them
    - Goal is to have scoring for each of 3 proposals completed by end of the meeting on February 20<sup>th</sup>
    - Copy of final RFP is on website – Jay can send link or print hard copy if any Committee members want to review it.
    - City had to be cautious of conflict of interest with some firms that inquired
    - Applying firms have teamed up with specialists in both financial and operational areas for this project.
    - West Coast Infrastructure Exchange (newer, non-profit firm) offering services for review of private/public partnership if City chooses to go that route, but also offered to help analyze bids for this phase of project.
    - Need to clarify with the firms about items such as: travel time expense, contingencies, etc.
    - 2 of the 3 firms came for an onsite visit before making proposals – City staff met with them but did not share anything that was not public information or not disclosed during the public process of creating the RFP (Eisenhardt Group and JRA). They met briefly with Jay and Terry and also took a tour of the two plants

with the plant superintendents (the same tour that any public group interested in a tour would be provided). Should do a conference call with all three since they all look like qualified proposals.

- Probably will reschedule conference call meeting on February 20<sup>th</sup> to 8:30am (approx. a 3 hour meeting).
- Committee suggested they come up with tentative scores before the conference call meeting and then, based on how the interviews go, adjust their scores and turn in final scores by the end of the meeting.
- Also, they decided to come up with a few questions for each candidate and submit them to Jay by the Thursday (Feb 19<sup>th</sup>) before the conference call meeting.
- Committee member was cautious about repeating water/wastewater work that has already been done. Jay assured him nothing like this had been done since the late 1990s.
- Brief discussion about specific water/wastewater details (amount of pipe, service areas outside city limits/UGB, budgeting, site-selection process not begun, temporary water filtration project, etc.)
- All 3 proposals came in at the estimated \$150,000-\$200,000 range for the full scope of the project including optional areas.

\*\*\* [Recorder's Note: Terry Haugen arrived at meeting]

### **C. Discussion of Proposals**

- Each Committee member briefly shared their initial opinions on the 3 proposals. Some members shared how they have already ranked them #1, #2, #3. Some members shared what they liked/disliked about proposals. Opinions differed somewhat among members.
- Some members shared their previous experiences going through a selection process like this.
- Jay encouraged the Committee to following the scoring methodology closely keeping in mind the experience the firms have had in doing similar projects for other agencies.
- Some concerns expressed: location of firm, firms overextending themselves with other clients, digital/conference calls vs. face-to-face interactions, timeframes, surveys to general public, and too-low bids.
- Jay addressed survey concerns by sharing that the City has requested a staff survey which has been very helpful in past. Citizen surveys would become helpful once preferred strategic options have been established and citizen surveys are not part of the scope of this project.
- Important to be specific with the scope (additions, changes, etc.) of the projects with the firm that is eventually chosen.
- What is the object of this project? – more effective management of operations OR strategic plan going forward as public or private? Terry answered he realizes operations aren't perfect and is open to seeing where there can be improvement. His opinion on public vs. private was to keep doing things the way they are currently doing them – operate through the City.
- This independent audit will be a tool when presenting to the public what is needed financially going forward.

2. **Assign Members to do reference checking for consultants' proposals**
  - Will get reference check info to Jay by Friday 13<sup>th</sup>
  - Briefly discussed what type of questions to ask the references
  - Committee members decided to do the reference checks in pairs for a more balanced perspective.
  - Jay will help facilitate locations for calls to be made or it can be done off-site
  - Pairs were established (John/Roy, Paul/Layne, and Ken/Rick) and companies assigned by Roy.
  - OK to call other entities besides listed references in proposals
  - Terry preferred not to be involved in selection process or make any recommendations, but he and his staff would be available afterward for questions.
  - Looking at April before anything really gets started at the earliest.

3. **Approve meeting minutes from November 7, 2014 and November 21, 2014**

**MOTION/VOTE**

Ken moved and Layne seconded the motion to approve the minutes from the November 7, 2014 and November 21, 2014 meetings. Vote was unanimous (with 1 abstention from Roy) and the motion passed.

4. **New Business –**
  - There are 2 applications for the Committee's vacant position. It will come before City Council at next meeting to appoint someone for that position. Jim Williams and Pat Fahey have applied.
  - Jay shared some background information on Pat Fahey to Committee (business owner, operates business in city and county so pays close attention to issues regarding both, served on JoCo budget committee)
5. **Set next meeting date/agenda – see below**
6. **Roy Lindsay adjourned the meeting**

<b>Next meeting date:</b> February 20 <sup>th</sup> , 2015 at 8:30am in City Manager's Conference Room.
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These minutes were prepared by contract minute taker, Becca Quimby.