

**NORTHERN ARIZONA PUBLIC EMPLOYEES BENEFIT TRUST
MEETING MINUTES
AUGUST 11, 2015**

The following Consultants/Vendors were present:

Nura Patani	Segal
Chelsea Spiess	Segal

The following Trustees were present and a quorum was met:

Jami Van Ess	Coconino Community College
Bob Kuhn (Chairperson)	Flagstaff Unified School District

The following Alternate Trustees were present:

Shannon Anderson	City of Flagstaff
Jennifer Moore	Flagstaff Unified School District

The following guests were present:

Gayle Benton	Coconino Community College
Erika Philpot	Coconino County
Ginger Wischmann	Flagstaff Unified School District
Katie Wittekind	Flagstaff Unified School District
Heidi Derryberry	Coconino County

1. CALL TO ORDER 10:02 am

Unanimous approval by the Trustees to adopt the agenda

2. ACTION ITEMS

Discussion and Possible Board Action on the Construction Contract for the Clinic and Proposed Schedule **Bob Kuhn**

Bob stated that the bids for interior construction of the Flagstaff clinic had been received. Each bid was reviewed and the cost and estimated time to completion are noted below by company:

- BEC Southwest - \$406,000 and 105 days to complete
- Loven Contracting - \$447,000 and 80 days to complete
- Sky Construction & Engineering - \$498,000 and 85 days to complete
- Straightline Builders - \$420,000 and 80 days to complete

Although BEC Southwest came in at the lowest cost, they required the most days to complete the project. The companies who bid the longest time to completion (BEC Southwest) and the highest cost (Sky Construction & Engineering) were ruled out, and the remaining two were evaluated more closely.

Loven Contracting was asked if their cost was firm and they indicated that they could not lower the amount due to how work is structured through their foreman. Straightline Builders was the lowest of the two remaining companies and confirmed that they anticipated being able to complete the project in time for the November 16, 2015 opening, barring any major unforeseen issues such as a strike or a materials shortage.

Bob recommended that the Trust approve Straightline Builders' bid of \$420,000 with an additional allowance of 10% to account for the possibility of change orders.

Shannon stated that she pulled estimated service expenses based on information provided by Vera. Her research indicated that there was \$250,000 budgeted for the facility conversion.

Bob stated that the \$250,000 estimate was likely understated since he has typically observed similar costs at approximately \$200 per square foot. For this project, the building is approximately 3,600 square feet so the bid from Straightline Builders is approximately \$110 per square foot. Bob indicated that the Trustees will need to revisit the budget.

Erika asked about the status of the communication plan. Bob recommended she speak with Katie and Vera in order to make sure everyone is communicating consistently. Information about the clinic has been included in monthly emails as well as a one-sheet flyer explaining the clinic. The next communication piece will be a welcome packet that will be mailed to people's homes.

Unanimous approval of the Skyline Builders bid, to include a 10% contingency, for a total amount of \$462,000.

3. EXECUTIVE SESSION

The Trustees may vote to discuss any item on the agenda in Executive Session for consultation for legal advice with the attorney for the Trust pursuant to A.R.S. 38-431.03(A)(3) and (A)(4).

4. NEXT REGULAR MEETING: Wednesday, August 19, 2015.

5. ADJOURNMENT 10:16 a.m.