

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, January 7, 2014  
22560 SW Pine Street, Sherwood, Oregon 97140**

**URA BOARD REGULAR MEETING**

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 7:39 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Bill Butterfield, Krisanna Clark, Matt Langer, Dave Grant and Robyn Folsom.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, City Engineer Bob Galati, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.

Chair Middleton addressed the Consent Agenda and asked for a motion.

**4. CONSENT AGENDA:**

**A. Approval of December 17, 2013 URA Board Meeting Minutes**

**MOTION: FROM LINDA HENDERSON TO ADOPT THE CONSENT AGENDA, SECONDED BY ROBYN FOLSOM, MOTION PASSED 7:0. ALL BOARD MEMBERS VOTED IN FAVOR.**

Chair Middleton addressed the next agenda item.

**5. NEW BUSINESS**

- A. URA Resolution 2014-001 authorizing the URA District Manager to sign the URA contract for Professional Services Amendment #1 with Murray Smith and Associates Inc.**

City Engineer Bob Galati approached the Council and explained why the contract with Murray Smith and Associates needs to be modified. He said that during the bidding process they established a project fee of 12% of an estimated project cost. He stated when the bids came in for the construction costs they maintained that 12% erroneously without taking into account the fact that the bids were so low the that the engineering fees would not be enough to cover what we expected them to come in at and it was a mistake on their part not to go back to them and say they need to bump this up to something that was equivalent to the initial estimate based on the estimated construction cost for the services. He stated because this is contract amendment we need to have the Board give authorization to cover the cost of the work that was performed under the contract.

Councilor Folsom asked how they count the error.

Mr. Galati explained that the billing payments come in about 2 months after construction is finished. He said they weren't tracking it and started to see it about the 2<sup>nd</sup> to the last payment when all the work effort was being incorporated. He said they held off and gave them a large sum of the billing at the end.

He noted the original budget amount covers this cost and stated that they were way below budget and the construction costs came in \$500,000 below. He said they were under budget and on time with little impact to the community and that was due to the work of the consultant and they earned their money. He said it was a mistake on their part and will not happen again as they will do some fact checking and make sure that they get the numbers right in the beginning.

Councilor Folsom clarified that they did the work and it has been done for 6 months and the billings are coming in and we can't pay them without this amendment.

Mr. Galati stated that we have the funds aside and we could pay out of the contingency but the amount we have set aside in the contract is basically capped and we capped it when we agreed to the 12% or a certain amount of the construction costs. He said we capped what we could pay them. He said to pay them we have the funds available but need approval to amend the contract to cover the amount.

With no other Board comments, Chair Middleton asked for a motion.

**MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2014-001, SECONDED BY ROBYN FOLSOM. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

Chair Middleton addressed the next agenda item.

## 6. STAFF REPORT

Tom Pessemier reminded everyone that on January 10<sup>th</sup> at 4:00 pm there will be a Ground Breaking Ceremony for the Community Center Project with an open invitation to the community to officially kickoff the project.

## 7. ADJOURN

Chair Middleton reminded everyone of the holiday lunch on Wednesday December 18<sup>th</sup> and adjourned the meeting at 7:45 pm.

Submitted by:

  
Sylvia Murphy, MMC, Agency Recorder

  
Bill Middleton, Chair