

**I. CALL TO ORDER**

The special meeting of the Matanuska-Susitna Borough Assembly was held on January 17, 2012, at the Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The meeting was called to order at 4 p.m. by Mayor Larry DeVilbiss for the purpose of discussing procurement procedures.

**II. ROLL CALL**

Assembly members present and establishing a quorum were:

Mr. Warren Keogh, Assembly District No. 1  
Mr. Noel Woods, Assembly District No. 2  
Mr. Ronald Arvin, Assembly District No. 3 (*Deputy Mayor*)(*attended telephonically*)  
Mr. Steve Colligan, Assembly District No. 4 (*arrived at 4:07 p.m.*)  
Mr. Darcie K. Salmon, Assembly District No. 5  
Mr. Jim Colver, Assembly District No. 6 (*attended telephonically*)  
Mr. Vern Halter, Assembly District No. 7

Staff in attendance were:

Ms. Lonnie R. McKechnie, Borough Clerk  
Mr. John Moosey, Borough Manager  
Mr. Nicholas Spiropoulos, Borough Attorney  
Ms. Brenda J. Henry, Executive Assistant to the Borough Clerk  
Mr. Russ Krafft, Purchasing Officer  
Mr. Todd Lindstrom, Assistant Purchasing Officer

**III. APPROVAL OF AGENDA**

Mayor DeVilbiss inquired if there were any changes to the agenda.

GENERAL CONSENT: The agenda was approved as presented without objection.

**IV. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Mr. Russ Krafft, Purchasing Officer.

**V. ITEMS OF BUSINESS**

**1. PROCUREMENT PROCEDURES**

Mr. Moosey:

- stated that he understands the purpose of the meeting to be to continue the discussion regarding procurement procedures;
- related that staff will implement changes that the body may request; and
- requested Mr. Krafft come forward and speak to procurement procedures.

Mr. Krafft:

- referenced the discussion that was conducted previously concerning procurement in terms of the different types of bids and proposals;
- spoke to there being a lot of focus on procurement types;
- noted that the pool of consultants that are seeking work with the Borough is growing;
- added that the number of firms receiving work is increasing; and
- related that the numbers regarding individual firms receiving contracts has decreased, which indicates that the work is being distributed equitably.

Mayor DeVilbiss requested clarification on what is meant regarding the decrease in firms receiving contracts.

Mr. Krafft:

- related that in 2005, the Borough received approximately four responses to each request for proposal (RFP) put out;
- added that there were a little over two responses to each RFP in 2006;
- noted that those numbers have come up significantly, receiving six responses on average;
- stated that between 2004 and 2008, there were 40 different firms that responded to RFP's;
- advised that out of that 40 there were 20 who sought and received work from the Borough;
- noted that in 2011 there were over 50 firms seeking work with the Borough, with a little over 20 receiving work; and
- stated that because there are more businesses seeking business with the Borough, it has caused the numbers to decrease.

Discussion ensued regarding:

- solicitation types;
- state and federal laws that govern how contracts are awarded;
- whether or not design-build contracts eliminate the need for change orders;
- traditional design build RFP's;
- what causes the majority of change orders;
- the process of a design-build contract;
- architectural, engineering, and land surveying contracts;
- difficulties with "qualification based selection;"
- the process for evaluating proposals;
- that the best way to get the most value for the dollar with small contracts is unit quantity pricing;
- the former standard for design-build;
- design-build versus design-bid-build;
- the need to retain flexibility in the Borough's ability to procure professional services;

- concerns with current procurement procedures and if a code change is necessary;
- that there is no need to change procurement procedures, as they are successful as is; and
- overall concerns with road service area contracts.

*(The meeting recessed at 5:15 p.m. and reconvened at 5:24 p.m.)*

Mr. Moosey provided an overview of how road service contracts are procured.

Discussion ensued regarding overall concerns with road service contracts.

*(The meeting recessed at 5:42 p.m. and reconvened at 5:48 p.m.)*

*(Assemblymember Colver re-entered the meeting telephonically at 5:49 p.m.)*

Assemblymember Halter queried when a new template for road service area contracts could be ready.

Mr. Moosey advised that the end of April would work.

Mr. Spiropoulos:

- noted that the Attorney who would be assigned to the project would need time to prepare and review the template;
- spoke to the number of other staff who would also need to review the document; and
- stated that April is a shortened timeframe, but that his office would make it happen.

## **VI. AUDIENCE PARTICIPATION**

*(There was no one present who wished to testify.)*

## **VII. MAYOR, ASSEMBLY, AND STAFF COMMENTS**

Assemblymember Keogh:

- spoke to a member of the public who required cardio pulmonary resuscitation (CPR) while at the Dorothy Swanda Jones building;
- noted that staff is trained through the Community Emergency Response Team program for emergencies;
- complimented staff on their quick response; and
- stated that he was very impressed with how the Borough's staff reacted to such an unusual situation.

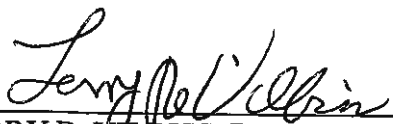
Assemblymember Colligan:

Assemblymember Colligan:

- stated that he appreciated the information received regarding Borough procurement procedures;
- noted that he has subscribed to the Borough's business license database for several years now;
- related that it tracks the mailing address of businesses, but not the actual physical location; and
- opined that it might be helpful to have that type of information included.

### VIII. ADJOURNMENT

The meeting adjourned at 5:54 p.m.

  
LARRY DeWOLBISS, Borough Mayor

ATTEST:

  
LONNIE R. McKECHNIE, CMC, Borough Clerk

Minutes Approved: 02/07/12