

DRC MEETING NOTES

Date: April 30, 2024	Meeting Type: Weekly Meeting and Update	
Called to Order: 10:02am	Note taker: Melanie Daniels	Attendees: Jen D., Ann L., Erin N., Melanie D.
NOTES		
I. Previous Minutes	4/23/24 Meeting Minutes Approved 4/26/24 Meeting Minutes Approved	
II. Outstanding Invoices for CCC Building (2023 Q3/Q4 and 2024 Q1)	Janet was not able to meet with Ann this past week, however, Ann will reach out to Janet to set up a separate meeting on these needs.	
III. General Renovation Timeline Priorities	<p>Exploring putting out the architectural engineering consultant.</p> <ul style="list-style-type: none"> - Need to make sure we are thorough on the scope of work expected for the next three years. - Will work with the project manager on RFP development to meet specific technical needs of the team. - Schematic drawings? - Breakdown on information - Fire suppression for art gallery/archival/record keeping <p>Work on, in next week's DRC.</p> <ul style="list-style-type: none"> - Deep dive to make sure scope is well encompassed. 	
IV. Project Manager	<p>Reaching out to town council representatives and UDB board to get interviews scheduled.</p> <ul style="list-style-type: none"> - Still reaching out to schedule with applicants - Interviews will have to be moved to next week <ul style="list-style-type: none"> - ToB council/UDB Board will need to vote to hire PM - The City Manager and selected applicant will work to determine the best start date. <p>Netforce has created the new email for the project manager and is completely set-up and ready to use.</p> <ul style="list-style-type: none"> - projectmanager@townofbluff.org (Active Project Manager email) - Will need to reach out to Netforce to quote how much a computer and licensing will cost for Project Manager set-up. 	
V. QAPP Bid Packet Synopsis Update	<p>Synopsis:</p> <ul style="list-style-type: none"> - Word Count? Will that differ from what's put in the paper and the synopsis that are posted elsewhere? - 1-2 sentences, Submission deadlines, how to submit <ul style="list-style-type: none"> - What is hung around town can be longer. 	

	Include a Salt Lake paper where we cycle the QAPP bid advertisement <ul style="list-style-type: none"> - Is there an online forum where we can post our bid advertisement? <ul style="list-style-type: none"> - There are firms specifically designed to manage listing boards but it is unclear how to get onto boards. - Professional licensing for the board of Utah to look into 	
VI. EPA EJG2G Updates	Radio silence from April, which suggests they are moving through the congressional review.	
VII. Trees	Will have to wait for a report from Malia to make a final decision around tree removal.	
VIII. Other		
IX. Adjourned	@ 10:34am	
Action Items	<input type="checkbox"/> Start	Person Responsible:
	<input type="checkbox"/>	Person Responsible:
	<input type="checkbox"/>	Person Responsible:
	<input type="checkbox"/>	Person Responsible:
	<input type="checkbox"/>	Person Responsible:
	<input type="checkbox"/>	Person Responsible:
	<input type="checkbox"/>	Person Responsible:
	<input type="checkbox"/>	Person Responsible:
Date of Next Meeting:	May 7, 2024	