



**Board of Directors Special Meeting
Wednesday, September 20, 2023 @ 4:15 p.m.
241 SE 7th Street, Madras, OR 97741**

MINUTES

Board members present: Susan Stovall, Tiffany Turo, Tess Ballard, Karen Esvelt
Staff members present: Laura Jones, Kristin Peterson
Visitors present: Ricardo Becerril (Compass Project Solutions)

1. Call to Order. The meeting was called to order at 4:17 pm.
2. Establishment of a quorum. A quorum was established.
3. Public Comment. There was no public comment.
4. Review of Architect Proposals
 - a. Ricardo Becerril and the Board discussed the qualifications of all proposals based on the evaluation rubric.
 - i. BBT Architects
 - ii. Cole Architects
 - iii. FFA Architecture and Interiors, Inc
 - iv. Hacker Architects
 - v. Holst Architecture, Inc
 - vi. Opsis Architecture, LLP
 - vii. Prentiss Balance Wickline Architects
 - viii. Robertson Sherwood Architects pc
 - ix. Studio Petretti Architecture + SHKS Architects
 - b. Based on the final scores compiled on the evaluation rubric, the Board determined that the following architecture firms would be invited to interview in the next phase of the hiring process: BBT Architects; FFA Architecture and Interiors, Inc; Hacker Architects; and Opsis Architecture, LLP.
 - c. The Board and Becerril discussed the project timeline and funding requirements, and the next steps for the interview process.
 - i. Becerril will notify the final four architecture firms and set up interviews.
 - ii. Interviews will be held Monday, Oct 2, 2023, with a backup date of Friday, Sep 29, 2023, should a candidate be unable to schedule on Monday.
 - iii. Notification of final selection will be delivered Tuesday, Oct 3, 2023, and will be followed by a seven day protest period.
 - iv. The board will meet on Tuesday, Oct 10, 2023 for its regular monthly meeting and will complete the offer process.

5. Adjourn. Stovall adjourned the meeting at 6:12 pm.

Respectfully submitted,

Kristin Peterson
JCLD Administrative Assistant and acting secretary to the Board