




JACKSON COUNTY ADMINISTRATION

County Manager: Don Adams

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To: Jackson County Board of Commissioners
From: Don Adams 
Date: August 18, 2020
Subject: County Manager's Report

The following information is provided:

1. July 2020 Zoning and Building Permits

The attached report lists the zoning district (if applicable), the owner/business name, the work permitted and the location of the project where the permit was issued. The Planning Department issued 3 commercial zoning permits in the month of July. Code enforcement issued 4 renovation/addition permits in the month of July (**Attachment 1**).

2. Community Services Center

Project is 86% complete through July 2020 (**Attachment 2**). The project continues to have issues that will delay completion. Examples of these issues include COVID-19, the underground fuel tank, flooring issues and potentially additional site conditions.

There have been two sub-contractor crews that had to be quarantined due to COVID-19. The initial sub-contractor quarantine was partially at fault for the original delay. Since then there has been another sub-contractor that had to be quarantined causing additional delays.

The underground fuel tank has been remediated. A limited site assessment report was submitted to the NC Department of Environmental Quality. NCDEQ has responded stating that Jackson County is not directed to proceed with additional assessment or corrective actions. Jackson County will have to file a Notice of Residual Petroleum for groundwater contamination with the Jackson County Register of Deeds in order to receive an official "no further action" letter from NCDEQ.

Some flooring materials shipped to the contractor is suspected to be faulty. The contractor is currently discussing this issue with the manufacturer. This may cause additional time if new materials must be ordered and shipped.

And finally, there have been some issues identified with the proof roll of the parking lot. Some additional work will be required in order to prepare the subsurface for pavement.

3. Animal Rescue Center/Dillsboro Complex

A team consisting of myself, the architect (MPS), the mechanical/electrical engineer (RMF), structural engineer (Fuller) and civil/landscaping engineer (WithersRavenel) have been meeting on a weekly basis. **Attachment 3** is a copy of the most recent action item log. We are looking to start the bidding process in the next few weeks so long as some items identified in the action log can be completed. Since 95% of the drawings are complete, we will at a minimum start some permitting processes within the next couple of weeks.

4. Indoor Pool

Recreation Director Rusty Ellis is working with a committee to put together educational material regarding the referendum. The architects (Clark Nexsen) are creating a couple of renditions to go along with the educational material. This information should be available within the next month.

2020
JULY ZONING PERMITS

PIN	Zoning Permit #	Zoning District	Owner/Business Name	Work Permitted	Location
NEW COMMERCIAL					
7642-72-3623	20-088	SYLVA GOVERNMENTAL AND INSTITUTIONAL (GI)	JACKSON COUNTY BOARD OF EDUCATION	MODULAR STORAGE SHED	43 HOSPITAL RD 43 HIDDEN CONNOR HOLW
7640-38-8988	20-094	WEBSTER R1	NICHOLAS CONNOR AND LISA CONNOLLY	RESIDENTIAL HOME	
7641-46-3692	20-102	SYLVA R3	TINY PROPERTIES LLC	DOUBLEWIDE	TR A LOVE AVE
RENOVATION/ADDITION					

COMMERCIAL ZONING PERMITS JULY: 3
RENOVATION/ADDITION: 0

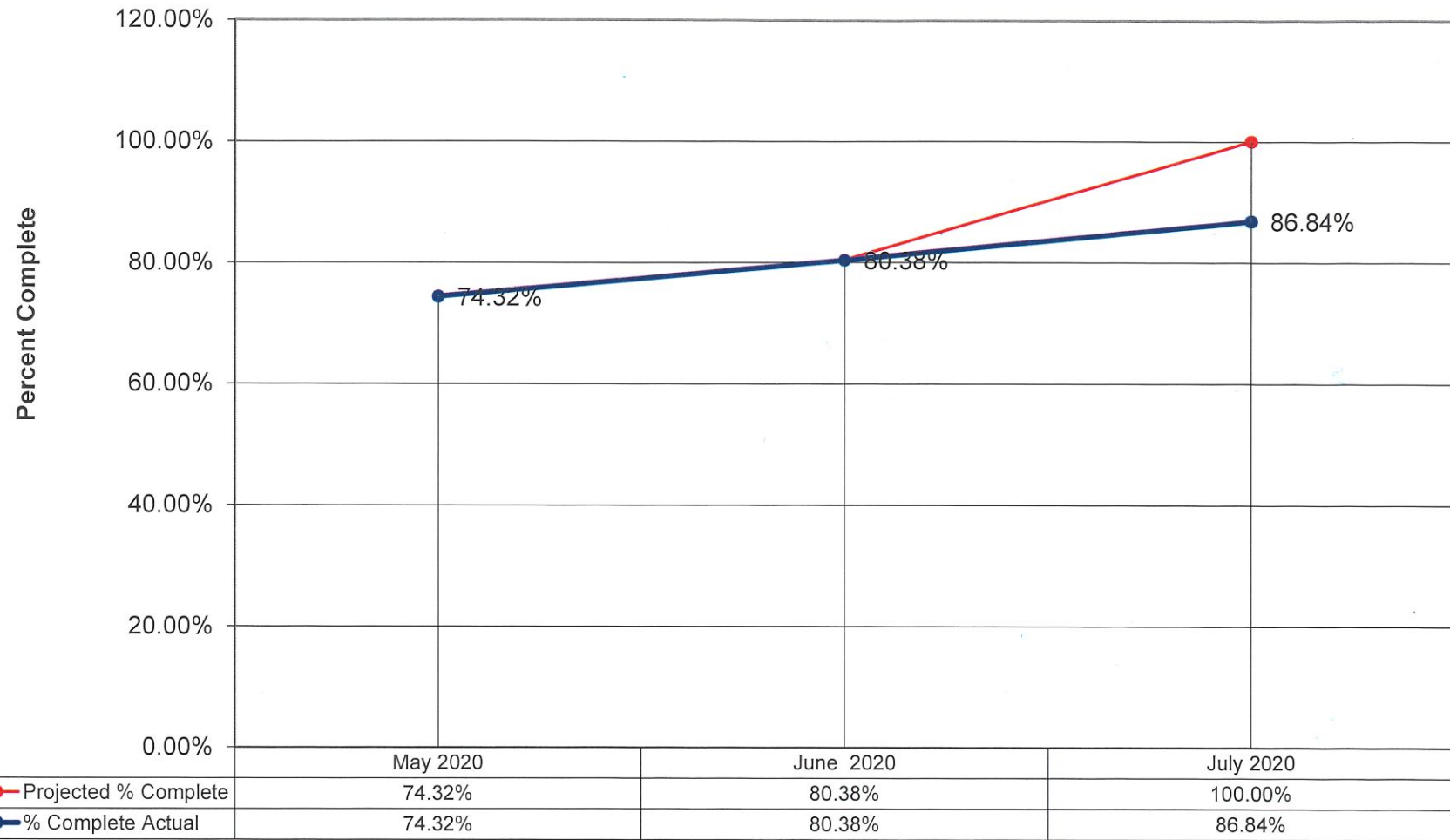
2020
JULY BUILDING PERMITS

PIN	Building Permit #	Zoning District	Owner/Business Name	Work Permitted	Location
NEW COMMERCIAL					
RENOVATION/ADDITION					
7572-52-6176	2-15401	CASHIERS GENERAL COMMERCIAL (GC)	ASAP GENERATORS INC	INTERIOR RENOVATION	334 US 64 E
7572-41-3893	2-15305	CASHIERS VILLAGE CENTER (VC)	A JONES COMPANY LLC	223 SF DECK ADDITION W/ HEAT PUMP CHANGE OUT COVERING 2 EXISTING	17 CHESTNUT SQ
7584-91-7243	2-15352	N/A	CHINQUAPIN LLC - THE OUTPOST	PATIOS	67 OUTPOST TRL
7641-66-2753	2-15381	SYLVA B2	PACIFICO OF SYLVA INC / MESQUITE GRILL	COVERING OUTSIDE PATIO	410 E MAIN ST

COMMERCIAL LDA PERMITS JULY: 0
RENOVATION/ADDITION: 4

Jackson Cty Comm Serv Bldg

Projected % Complete % Complete Actual



Jackson Cty Comm Serv Bldg
538 Scotts Creek Road
Sylva, NC 28779

538 Scotts Creek Road Sylva, NC 28779				May 2020			June 2020			July 2020					
				Projected Total Completed & Stored to Date		% Complete	ACTUAL/ACTUAL	Projected Total Completed & Stored to Date		% Complete	ACTUAL/ACTUAL	Projected Total Completed & Stored to Date		% Complete	ACTUAL/ACTUAL
						% Complete				% Complete				% Complete	
		VALUE	Total Job %												
1	Exterior Signage Allow	\$7,200.00	0.11%								7,200	100%			
2	Roof Deck Rep Allow	\$5,000.00	0.08%								5,000	100%			
3	Masonry Rep Allow	\$5,000.00	0.08%								5,000	100%			
4	Int Signage Allow	\$5,000.00	0.08%								5,000	100%			
5	Building Permit	\$11,845.00	0.19%	11,845	100%	100%	11,845	100%	100%	11,845	100%	100%	100%		
6	General Conditions	\$113,290.00	1.81%	94,725	84%	84%	94,722	84%	84%	113,290	100%	88%			
7	Superintendent	\$65,000.00	1.04%	65,000	100%	100%	65,000	100%	100%	65,000	100%	100%	100%		
8	General Labor	\$97,822.00	1.56%	91,103	93%	93%	92,667	95%	95%	97,822	100%	96%			
9	P&P Bond	\$48,000.00	0.77%	48,000	100%	100%	48,000	100%	100%	48,000	100%	100%	100%		
10	Asbestos Removal, Demo	\$454,796.00	7.25%	454,796	100%	100%	454,796	100%	100%	454,796	100%	100%	100%		
11	Roof Removal, Demo	\$74,900.00	1.19%	74,900	100%	100%	74,900	100%	100%	74,900	100%	100%	100%		
12	Concrete Materials	\$35,954.00	0.57%	35,954	100%	100%	35,954	100%	100%	35,954	100%	100%	100%		
13	Concrete Labor	\$59,492.00	0.95%	59,492	100%	100%	59,492	100%	100%	59,492	100%	100%	100%		
14	Pressure Washing	\$26,146.00	0.42%	19,869	76%	76%	26,146	100%	100%	26,146	100%	100%	100%		
15	Masonry Materials (Elevator)	\$12,089.00	0.19%	12,089	100%	100%	12,089	100%	100%	12,089	100%	100%	100%		
16	Masonry Labor (Elevator)	\$20,476.00	0.33%	20,476	100%	100%	20,476	100%	100%	20,476	100%	100%	100%		
17	Masonry Repointing Alt #4	\$16,600.00	0.26%				14,115	85%	85%	16,600	100%	85%			
18	Struct & Misc Steel Materials	\$104,880.00	1.67%	104,880	100%	100%	104,880	100%	100%	104,880	100%	100%	100%		
19	Steel Labor	\$95,300.00	1.52%	95,300	100%	100%	95,300	100%	100%	95,300	100%	100%	100%		
20	R.Carpentry Materials	\$11,400.00	0.18%	11,400	100%	100%	11,400	100%	100%	11,400	100%	100%	100%		
21	R.Carpentry Labor	\$17,100.00	0.27%	17,100	100%	100%	17,100	100%	100%	17,100	100%	100%	100%		
22	Arch Woodwork	\$252,193.00	4.02%	46,787	19%	19%	163,371	65%	65%	252,193	100%	73%			
23	Plastic/Acrylic Fab	\$13,862.00	0.22%				0			13,862	100%				
24	Membrane Roof	\$313,555.00	5.00%	313,555	100%	100%	313,555	100%	100%	313,555	100%	100%	100%		
25	Sealants	\$13,680.00	0.22%	3,023	22%	22%	3,023	22%	22%	13,680	100%	38%			
26	HM Drs & Frms	\$24,030.00	0.38%	24,030	100%	100%	24,030	100%	100%	24,030	100%	100%	100%		
27	Wood Drs Material	\$55,013.00	0.88%				0			55,013	100%	100%			
28	Wood Drs Labor	\$18,680.00	0.30%				0			18,680	100%	45%			
29	Automatic Drs	\$26,100.00	0.42%	24,510	94%	94%	24,511	94%	94%	26,100	100%	100%	100%		
30	Windows/Storefront	\$95,663.00	1.52%	88,808	93%	93%	88,804	93%	93%	95,663	100%	94%			
31	Door Hdw Mat	\$158,781.00	2.53%	158,781	100%	100%	158,781	100%	100%	158,781	100%	100%	100%		
32	Door Hdw Lab	\$38,500.00	0.61%				0			38,500	100%	25%			
33	Coiling Door	\$4,990.00	0.08%				0			4,990	100%				
34	Window Film	\$2,850.00	0.05%				0			2,850	100%				
35	Metal Studs/Gyp	\$538,127.00	8.58%	493,582	92%	92%	493,570	92%	92%	538,127	100%	100%	100%		
36	Tiling	\$101,617.00	1.62%	97,176	96%	96%	97,176	96%	96%	101,617	100%	100%	100%		
37	Acoustical Ceilings	\$139,869.00	2.23%				0			139,869	100%	31%			
38	Flooring	\$234,840.00	3.74%				155,535	66%	66%	234,840	100%	87%			
39	Wallcovering/Paint	\$98,716.00	1.57%	35,000	35%	35%	60,000	61%	61%	98,716	100%	71%			
40	Toilet Part/Accs/FE FEC/Crn Gu	\$13,580.00	0.22%	13,580	100%	100%	13,580	100%	100%	13,580	100%	100%	100%		
41	Line Item 37 Labor	\$19,733.00	0.31%				0			19,733	100%				
42	White Boards Mat	\$2,482.00	0.04%	2,035	82%	82%	2,035	82%	82%	2,482	100%	82%			
43	White Boards Lab	\$550.00	0.01%				0			550	100%				
44	Signage Mat	\$15,686.00	0.25%	1,376	9%	9%	1,376	9%	9%	15,686	100%	9%			
45	Signage Lab	\$2,548.00	0.04%				0			2,548	100%				
46	Cubicle Curtains Mat	\$3,574.00	0.06%	3,574	100%	100%	3,574	100%	100%	3,574	100%	100%	100%		
47	Cubicle Lab	\$2,860.00	0.05%				0			2,860	100%				
48	Folding Panel Partition	\$19,950.00	0.32%	19,950	100%	100%	19,950	100%	100%	19,950	100%	100%	100%		
49	Elevator	\$70,100.00	1.12%	50,040	71%	71%	50,037	71%	71%	70,100	100%	95%			
50	Sprinklers	\$99,970.00	1.59%	85,890	86%	86%	98,430	98%	98%	99,970	100%	98%			
51	Plumbing	\$325,000.00	5.18%	310,600	96%	96%	310,603	96%	96%	325,000	100%	96%			
52	HVAC	\$774,981.00	12.35%	701,625	91%	91%	716,160	92%	92%	774,981	100%	92%			
53	Electrical	\$757,300.00	12.07%	667,583	88%	88%	692,854	91%	91%	757,300	100%	93%			
54	Site Work	\$362,300.00	5.77%	178,530	49%	49%	178,541	49%	49%	362,300	100%	67%			
55	Concrete C&G	\$19,380.00	0.31%				0			19,380	100%				
56	Concrete Walks/Steps	\$59,550.00	0.95%	12,230	21%	21%	21,247	36%	36%	59,550	100%	82%			
57	Asphalt Paving	\$119,200.00	1.90%				0			119,200	100%				
58	Stripping	\$4,200.00	0.07%				0			4,200	100%				
59	Landscaping	\$10,300.00	0.16%				0			10,300	100%				
60	Change Order #1	\$10,855.00	0.17%	10,855	100%	100%	10,855	100%	100%	10,855	100%	100%	100%		
61	Change Order #2	\$15,174.00	0.24%	15,174	100%	100%	15,174	100%	100%	15,174	100%	100%	100%		
62	Change Order #3	\$47,041.00	0.75%	45,730	97%	97%	45,729	97%	97%	47,041	100%	97%			
63	Change Order #4	\$50,793.00	0.81%	23,631	47%	47%	23,629	47%	47%	50,793	100%	47%			
64	Change Order #5	\$48,447.07	0.77%	17,975	36%	36%	17,974	37%	37%	48,447	100%	91%			
							0								
		\$6,273,910.07	97.43%	4,662,559	74.32%	74.32%	5,042,984	80.38%	80.38%	6,273,910	100.00%	86.84%			

Jackson County Animal Rescue Center - Construction Document Activity Log

Print Date: 8/14/2020

Status Key:

	Open
	Critical Path / Becoming Urgent
	Past Due
	Complete

Team:

OWN
MPS
RMF
WR
FS

Owner: Jackson County
Architect: McMillan Pazdan Smith
MEP Engineer: RMF
Civil / Landscape Engineer: WithersRavenel
Structural Engineer: Fuller

Item No.	Status	Subject	Action Required	Start Date	Due Date	Remarks / Resolution
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PLEASE REVIEW ALL DISCIPLINES FOR OVERLAPPING COORD. ITEMS

CIVIL / LANDSCAPE

CIV-1		Scope items for bidding	Confirm all scope items and approach for bidding (what are we bidding for restroom, office, storage, etc.).			New office and restroom buildings are not part of scope, but WR is to provide stubs for sanitary.
CIV-2		Scope for methane	Coordinate / finalize McGee scope with RMF - see 7/9/20 minutes and MECH-5. Pin down location for scrubber as well as scrubber manufacturer and model (target 20cfm scrubber for \$11,000 prev recommended by RMF). Scope requires definition b/w Project and McGee such that demo/new work is shown correctly on bid docs (see CIV-5). Gary has asked McGee to provide redesign proposal, but has not heard back yet. A meeting between WR, McGee, MPS, RMF, and Don needs to be set up for further discussion. 8/7 Proposal requested from McGee; alert RMF if Eric doesn't take methane all the way to the building and provide enough methane for boiler as prev discussed. McGee needs to locate shut off valve.			
CIV-3		Roadway/parking approach	Review/confirm overall roadway/parking approach (confirm curb type, etc.).			Approach is storm drains in the center with inverted crown. There will be no curb and gutter and side walks will be level with the road. Don approves.
CIV-4		Final utility plan	Review/confirm final utility plan, including fire protection, sanitary sewer, and overall approach (as a result of 7/2 call). WR to investigate use of existing sanitary sewer lines. If a new line is needed, JC would own the line rather than TWASA, per Don.			Current plans indicate new line for sanitary; also to serve new restroom and office in addition to ARC
LAND-1		Landscape plan	Review/confirm particulars of landscape plan.			Will need to go through permitting department at later date.
CIV-5		Existing methane gas lines. Combine with CIV-2	Show existing methane gas lines that are to be removed, cut and capped, or relocated.			COMBINED WITH CIV-2
CIV-6		Scope of ARC vs Green Energy Park	Show extent of ARC scope - see Arch Site plan and match orientation.			Don confirmed both areas re coming out of the same pot of money. Separate scoping is not needed.

CIV-7		Fire hydrant	Confirm fire hydrant needs and location. After call on 7/2, fire hydrant was taken out of the project.			
CIV-8		Use of existing water line for new service	WR is looking at the capacities of the existing water line for new service use. An inground pressure pump will be needed; serviceable by the County and located on the County side of the meter.	7/9/2020		WR does not believe pressure pump will be needed. There will be enough pressure for commercial flush valves.
CIV-9		Kiln relocation - Not Alternate	Coordinate power/water needs at kiln location. Confirm no Structural scope.			Civil to show everything and spec hose bib; show conduit with pull wire to kiln area; Elec currently shows conduit
CIV-10		Storage bins - Not Alternate	Look at the items that are currently stored on the existing pad to better plan for this scope, need for covering, etc; see 7/9/20 minutes. MPS and WR to coordinate covering for bins storing bulk items (mulch gravel, etc.) Confirm no Structural scope.	7/9/2020		All steel pre-fab structure pitched to back of bins; ok per Don
CIV-11		Restroom bldg - Alternate 05	Add/design grading and utility stub-ups per 7/9/20 minutes; Gary to send product to Don for approval. Who is indicating utilities? Confirm no Structural scope.	7/9/2020		Two unisex toilet rooms to be accommodated, per Don.
CIV-12		Storage unit building - Alternate 07	MPS to locate and coordinate with WR; This is for non-profits and rescue center; Requires conduit / pull wire from RMF. 8/7 See Arch site plan. Confirm no Structural scope.	7/9/2020		Conduit / pull wire per Don; Elec to show conduit/pull wire; expectation is lighting in each unit and 2 outside receptacles (2 @ 20amp breakers)
CIV-13		Drivable plaza	WR to provide options and coordinate joint patterns with MPS.	7/9/2020		
CIV-14		Natural Gas	Contact natural gas company to confirm extent of lines they will run. Don to reach out.	7/9/2020		Meter location is known.
CIV-15		Storage unit building	Survey what Timm is currently storing to accommodate in part of new storage bldg (4 units at 10x10)	7/23/2020		COMBINED WITH CIV-12
CIV-16		Grit coming from ARC	TWASA concerned about amount of solid waste (grit) coming from stall wash downs into the sewer system. WR/MPS with TWASA about measures taken to reduce amount of grit (scooping waste, hair capture system, etc.). WR to set up meeting with TWASA.			Hair interceptor to be located plan west side of ARC
CIV-17		Fence	Provide info on black vinyl chain link and gates; need 6'-0"			Will refer to Arch for exact layout
CIV-18		Bollards	Provide info / detail for typ bollard; removable at ARC plaza			
CIV-19		Questions on dwgs	MPS to send			
CIV-20		Trash for ARC	Gary to look at Innov Center area as well as back of ARC staff lot or near storage bins; needs fencing			
CIV-22		Entry Plaza	Need to catch 2nd door at main entry; look at fire truck and side plaza at bldg corner; look at transition/joint to bldg slab w/MPS			
CIV-23		Alternates	Bathroom scope incl plumb is Alternate 06 per OWN-8, roof covering not Atl, storage bldg Alt 08; What other scope items for GEP should be alternates? Question for owner but need to ID on Civil.			

CIV-24		Transformer location	RMF needs from Duke - any info from Civil side?			
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STRUCTURAL

STRUCT-1		PEMB details	Coordination needed with Arch - Please review Arch; 8/7 Fuller showing girts/purlins			
STRUCT-2		Slab Plan	Review Arch slab plan currently in set/model and advise/coord slopes and control joints; 8/7 Bill to look at slab elevations and entry façade per emails			
STRUCT-3		Sally port	Make slab drivable			
STRUCT-4		Underslab insul	Reference Arch site plan for info on foundation			
STRUCT-5		Col line 2	Shift inboard to resolve slab edge complication			Plan mark up approved by Don; MPS to make revision in model

ARCHITECTURAL

ARCH-1		Central vacuum system tank location	Coordinate with RMF on location for tank and motor.			Deleted from project per owner
ARCH-2		Front canopy	Awaiting structural model			
ARCH-3		Radiant flooring	Coordinate radiant floor once locations are confirmed - see Owner item OWN-4			
ARCH-4		Polished concrete locations	Adjust polished locations to remain in public areas rather than delete with alternate			
ARCH-5		Finish review	Reschedule Ext review with Owner; include interior finishes			
ARCH-6		Signage	Include County seal on front façade; Coord power needs with RMF	7/15/2020		See Don email to Cary 7/15/20
ARCH-7		Ext wall type	Consider changing to metal stud at hardie panel walls; send detail to Sean ASAP			Request in for pricing comparison
ARCH-8		Finalize slab slopes with Bill	Confirm Sean and Bill are okay with slopes shown by MPS; STRUCT-2 created to track			
ARCH-9		Mech coord	Isolation joints at mech equip?			Units themselves will be internally isolated.
ARCH-10		Civil coord	Scope box at ARC, plan orientation, and background need coord			
ARCH-11		Struct coord	MPS to study Sally Port open bay and PEMB framing and confirm ok; coord with exterior wall			
ARCH-12		Storage bldg	Awaiting Civil feedback; need to describe?			
ARCH-13		Project Manual	Coord w/Don; prioritize front end			

MECHANICAL

MECH-1		Mechanical equipment locations	Confirm all mechanical equipment locations			
MECH-2		Central vacuum system inlet locations	Provide length of hoses to assist with the placement of hose connections - see Owner item OWN-2; once locations are known, coordinate location for motor and tank w/MPS	7/9/2020		Deleted from project per owner
MECH-3		Negative ion generator	Coordinate/design for negative ion generator - serves Cat iso room; double check notes to confirm if all cat rooms are to have this			Note added to dwgs
MECH-4		Radiant flooring	Coord/finalize radiant flooring once locations are known, see Owner item OWN-4.	7/9/2020		
MECH-5		Methane coordination w/Civil and McGee	See CIV-2; locate shut off valve between ARC and methane source so Timm can shut off manually; see 7/9/20 minutes. 8/7 this is in McGee's court per Don.	7/9/2020		
MECH-6		Natural Gas	Contact natural gas company to confirm extent of lines they will run. - item moved to CIV-14	7/9/2020		Don to meet with Mr. Swaim on 7/16 and follow up for meter locations
MECH-7		Thermostats / temp sensors	Provide tamper resistant sensors in public areas; consider relocating sensor at bottom kennel pod	7/9/2020		
MECH-8		Duct	Confirm paint grip duct in lobby and comm room			
MECH-9		Radiant flooring extent	Do we need it in the corridors between kennels and open area of med space or will piping be there anyway?			Question added to dwgs
MECH-10		Questions on dwgs	MPS to send			
MECH-11		DOAUs	2 options on exhausting hot air from under roof			
MECH-12		Commercial W/D	Confirm planning; open Owner question see OWN-14			
MECH-13		Radiant floor	Confirm detail at thickened slab; need on outdoor runs? open Owner question see OWN-14			

ELECTRICAL

ELEC-1		Generator size	Review/get approval on back up generator size bidding as alternate)			
ELEC-2		Lighting fixture package	Provide lighting fixture package for approval; include ceiling fan; Cary to send LAS fan	7/9/2020		
ELEC-3		Generator location	RMF to look into alternate generator location - preferred location is plan south of Dog Iso; 2nd option is plan east of that area which requires screening - coord w/MPS	7/9/2020		
ELEC-4		Kiln	Coordinate conduit/pull wire at new kiln location; see Civil item CIV-9.			Moved to Civil
ELEC-5		Site Lighting	Track Owner item OWN-7 and coordinate scope with MPS. Cary to send dwg of full site plan for RMF to study			Circuit to edge of walking path at trails?
ELEC-6		J-hooks	Include allowance; see 7/9/20 minutes. \$2000?	7/9/2020		Question added to dwgs

ELEC-7		Special Systems Plan	Finalize per Owner mark-ups and send for final approval; MPS to send			
ELEC-8		Signage lighting	Coord with MPS	7/15/2020		Question added to dwgs
ELEC-9		Delete Central vac	Coordinate power needs	7/15/2020		Deleted from project per owner
ELEC-10		Power plan	Run by owner; MPS to send	7/23/2020		
ELEC-11		Security / IT scope	Where do we clarify EC's scope?	8/7/2020		Question added to dwgs
ELEC-12		Questions on dwgs	MPS to send			

PLUMBING

PLUMB-1		Cleaning system	Coordinate cleaning system w/Arch once answers are known - see Owner item OWN-3			Chris to confirm rooms needing access to cleaning system chemicals
PLUMB-2		Radiant flooring	Coordinate radiant floor once locations are confirmed - see Owner item OWN-4			
PLUMB-3		Plumbing fixture package	Provide plumbing fixture package for approval; faucet types; MPS to send	7/9/2020		Chris will likely need to approve. Grooming tub to be owner provided item.
PLUMB-4		Slab Plan	Review Arch slab plan currently in set/model and advise/coord slopes, drain heights, etc.	7/24/2020		
PLUMB-5		Septic tank vs hair intercept	Coord location with Civil per TWSA req'tment; run selection by TWSA?	7/29/2020		
PLUMB-13		Questions on dwgs	MPS to send			
PLUMB-14		Sally port	Add trench			

OWNER

OWN-1		Art Center water demands	Provide documentation for previous water use at Art Center so this volume can be factored in with the new volumes; see 7/9/20 minutes.	7/9/2020		See Jan email 7/20.
OWN-2		Central Vac type and areas to be served	Confirm dry or wet/dry system and rooms/areas to be served by vacuum; see 7/9/20 minutes.	7/9/2020		Dry system only. All dog runs including regular dog runs and short term dog holding. Update: Don requests to omit central vac from project.
OWN-3		Cleaning System areas served	Confirm rooms/areas to be served by integrated cleaning system; see 7/9/20 minutes.	7/9/2020		See Don email 7/24; system to be hard piped to a location near hose bibs; same hose to be used for clean water and cleaning system at each dog kennel pod.
OWN-4		Radiant Flooring locations	Confirm locations desired for radiant flooring; see 7/9/20 minutes.	7/9/2020		Dog runs only per Don email 7/20;
OWN-5		Preference on faucets/flush valves	Confirm preference for automatic faucets/flush valves or manual faucets/flush valves for the sinks, lavatories and water closets.	7/14/2020		Per Don email 7/20: Preference on automatic vs. manual flush valves for sinks, lavatories and water closets. My preference is to have commercial valves that require higher volume. I believe automatic should only be placed in public bathrooms near community room. Everything else should be manual. Don prefers hard wired.
OWN-6		Cleaning System vs Hose bibs	Confirm desire for integrated cleaning system as well as hose bibs	7/14/2020		See answer for OWN-3
OWN-7		Parking/Security lighting	Confirm whether RMF or Utility provider should specify/design site lighting	7/14/2020		Don's preference is to purchase site lighting. Buried lines are also preferred. See ELEC-5.

	OWN-8		Bathroom bldg as Alternate?	Advise as to whether bathroom pre-fab bldg and pad should be included as Alternate	7/14/2020		Yes including plumbing per Don email 7/20
	OWN-9		Signage electrical	Confirm illuminated signage on building façade and no monument sign near building	7/14/2020		
	OWN-10		Select bathroom bldg		7/23/2020		WR to select unit with 2 unisex toilets. See CIV-11.
	OWN-11		Approval on surface draining downspouts		7/23/2020		Tie into stormwater on front of bldg but surface drain on back
	OWN-12		Questions on prior mark-ups / info	1. Is cork board in lobby for community use or staff use? 2. Confirm on IT mark up that a secure door was requested in Corridor 131 near kennels/med area. 3. Clarify sound barrier note at interior kennels.	8/6/2020		Email from Don received 8/7/20
	OWN-13		Approval on plumbing and electrical items	Transfer sent 8/13 with fixtures and power/sp systems plan for Chris and Kelly; send E01			
	OWN-14		Commercial W/D + Radiant Floor at outdoor runs	Don to ask staff			

MILESTONE DEADLINES:

Item No.	Status	Subject	Action Required	Start Date	Due Date	Remarks
		20% CD Page Flip			7/9/2020	
		50% CD Progress Review			7/30/2020	
		95% CD for Owner Review			8/12/2020	
		Owner Approval on 95% set issued	due to MPS		8/19/2020	
		IFB/P Drawings due to MPS	due to MPS		8/26/2020	Drawings dated; need to confirm timeline for bidding w/Don
		Issue for Bid Advertised			8/27/2020	
		Bids Due			9/24/2020	

Personnel Report

Jackson County Board of Commissioners Meeting - August 18, 2020

New Hires / Reclassifications / Promotions

Date	Department	Employee	Salary	Type	Grade	Step	%	Position	Replaced
08/17/20	Social Services	Fitch, Summer Nicole	\$ 29,334.47	New Hire	18	1		Social Worker I w/a Social Worker II	Gibson, Sheila
08/17/20	Recreation	Mathis, Joshua Allen	\$ 18,755.15	Lateral Transfer	13	2	80%	Park Attendant	Lambert, Billy
08/17/20	Housekeeping	Broderick, Triston Seann	\$ 22,984.33	Promotion	13	1		Housekeeper	Farris, Charles
08/17/20	Health	Early, Patricia	\$ 46,913.02	New Hire	26	5		Public Health Nurse II	Parris, Aubriea
08/03/20	Sheriff's Office	Aiken, Jesse	\$ 36,132.99	Promotion	SH48	5		Detective - 8 Hr Shift	Lovedahl, David
08/03/20	Sheriff's Office	Austin, Hunter	\$ 34,729.90	Promotion	SH48	3		Detective - 8 Hr Shift	Elders, Brandon
08/03/20	Sheriff's Office	Baldwin, Trevor Kyle	\$ 32,427.54	Lateral Transfer	SH47	2		Road Patrol Deputy - 12 Hr. Shift	Aiken, Jesse
08/03/20	Sheriff's Office	Bryson, Tyler Brett	\$ 32,427.54	Promotion	SH47	2		Baliff Deputy	Baldwin, Trevor
08/03/20	Health	Messer, Janelle	\$ 33,068.53	Reclassification	23	6	80%	Public Health Education Specialist - Supervisor	
06/22/20	Public Works - Grounds	Waite, Tony F.	\$ 28,496.34	New Hire	17	2		General Utility Worker III - Grounds	Bryson, Samantha

Resignations / Retirements / Terminations

Date	Department	Employee	Salary	Type	Grade	Step	%	Position
08/07/20	Social Services	Parks, Laura Ann-Marie	17.49 per hour	Resignation	22	2	47.5%	Social Worker II w/a Social Worker III