

OFFICE UPGRADE COMMITTEE

Meeting Minutes (2nd Draft)

January 19, 2015

I. Call to order

Karen Mills called to order the regular meeting of the Office Upgrade Committee at 6:35 PM on **January 19, 2015** at 15610 N. 35th Ave Suite 7, Phoenix, AZ 85053.

In attendance: Karen Mills, Peggy Schwend, Paul Peterson & David Franklin.

Absent: Jesse Connor (Cannot attend meetings on Monday)

II. Approval of Minutes

Motion was made by Peggy Schwend and seconded by David Franklin:

Moved to amend the regular minutes of December 11, 2014 to show 2006 IBC instead of 2011 IBC. (Motion Passed).

Motion was made by Peggy Schwend and seconded by Karen Mills:

Moved to accept the amended regular minutes of December 11, 2014. (Motion Passed).

It was determined it was in the best interest of the committee to go out of order:

Motion was made by Peggy Schwend and seconded by David Franklin:

Moved to go out of agenda order. (Motion Passed)

III. Old Business B. Discuss and possible action on the following: Replacement, Location, Rebuild, Needs, Demolition; and address any/all serious problems of the district office.

Motion was made by Karen Mills and seconded by Peggy Schwend:

Moved to hold all of B indefinitely. (Motion Passed)

IV. New Business A. Discuss and possible action to appoint Secretary.

Motion was made by Karen Mills and seconded by Paul Peterson:

Moved to appoint Peggy Schwend as Secretary. (Motion Passed).

III. Old Business:

A. Discuss and possible action to report findings and options

- 1. Lab Reports:** Richard Mitten reported that SFID received the lab reports on the 43rd avenue hazmat inspection. The reports indicated that all materials passed and that all values were lower than the acceptable levels. Paul Peterson added that that means SFID does not have to worry about hazardous materials for either building modification or demolition.
- 2. David Franklin:** David Franklin presented the preliminary site drawings that he created for the 43rd Avenue location. The building is 34 feet by 34 feet (outside walls). The dimensions selected for the office building was due to the existing lot layout. The office will be 1156 square feet which is about 300 square feet larger than the existing office (844 square feet). There is a possibility of obtaining or buying a 40 foot storage container, so that was added to the drawing. The drawing shows 7 parking spaces if a section of the existing block wall to the North is removed / modified. The existing garage, storage and shed are also on the layout. It was commented that the drawing did not show the dumpster location. The building floorplan shows a separate file room, break room and two bathrooms, one for the office and one for the Irrigation/ Maintenance crew. Discussion ensued about the need for a door to open into the office area from the break room. David indicated that it would be no problem to add an inside door across from the exterior entrance door to the break room. (See attached drawing). David said that frame construction is the cheapest option. The floor will be two foot higher than the existing floor. A berm will still be needed at the front entry so that water will not ever enter the building. A civil engineer drawing will be needed. Discussion ensued about Arizona state fire codes being the only codes that must be followed. It was noted that the construction would follow the construction standards (2006 IBC & 2010 ADA) that were identified in a previous committee meeting. Discussion ensued about the 40 foot container that a homeowner might donate to SFID. The container needs to be examined for deterioration and cost to move. The cost of a used container was estimated to be \$2,500 - \$3,000. Richard Mitten agreed that an additional secure storage area would be advantageous. Discussion ensued that the dump truck could be parked beside the 20 foot storage container and that ten foot eight inches would be wide enough. Karen Mills commented that she had talked to Sally Mulder, one of the owners of the house next to 43rd avenue location. They might be interested in selling the rest of the acre south of the SFID office. If this property was purchased by SFID, then that would increase the lot size available for office and parking and a different layout would be needed. Discussion ensued. Paul Peterson had discovered in his research that the property on 4628 W Greenway was listed as \$50,200 for full acre of land. It was also discussed that the owner would need to have the land appraised since the

remaining property was about .22 acres and not a full acre due to the existing SFID and city setbacks and rights of way.

3. **Paul Peterson:** Paul Peterson said that he had met with Richard Mitten for a site visit at the 39th avenue location. The existing power terminal cannot be used for providing 120V, 240V or 200 amp connections that would be required for workers to be located at the 39th location. A new APS connection would be required. Discussion ensued. It was estimated that the new work might cost up to \$10K. Due to these additional costs and other development costs that would be required, 43rd avenue location is a better location for the SFID office.

B. (Hold Indefinitely)

C. Discuss and possible action for the demolition of present 43rd Ave building.

1. Specifications 2. Bids

Discussion ensued David Franklin commented that there is very little worth saving in the old building. It is less expensive to demolish than reuse due to termites, terrible bathrooms, not located where we want the new building to sit, etc. It would be better to demolish the existing building.

Motion was made by David Franklin and seconded by Peggy Schwend:

Moved to move ahead with demolition of old building.

Discussion ensued. Paul Peterson said it is premature to demolish the old building until the actual site and deminsions of that site is determined. Might not need to tear down. Cost to demolish has been quoted as \$4K to \$5K but might be as high as \$12K.

Substitute Motion was made by David Franklin and seconded by Paul Peterson:

Substitute motion moved to hold issue C 1 & 2 (demolition of present 43rd ave building) until the next meeting. (Motion Passed).

D. Discuss and decide work place needs.

1. Basic needs “Absolute” 2. “Wish List Needs”

Paul Peterson said that the board should provide wish list. Kay Lorenzen commented that would take committee work and put it back on the board. Kay indicated that the committee should

provide the board with the committee’s recommendations. Brenda Brown provided her requirements by submitting a floor plan to the committee (See attachment). Richard Mitten provided his requirements to David Franklin during a site visit. David Franklin has given a preliminary drawing. David Franklin commented that the committee needs to wait until the land issue is resolved. General consensus is to wait on this issue. Eldon Graber also submitted a 24 X 48 and 24 X 60 preliminary abstract plan to Richard Mitten.

E. Discuss and possible action on separating venue for office and maintenance activity.

Motion was made by Karen Mills and seconded by Paul Petersen:

Moved to not separate the location of the office and maintenance activities.
(Motion Passed).

F. Discuss and possible action on location of new building at 39th Ave or 43rd Ave.

Motion was made by Paul Peterson and seconded by David Franklin:

Moved to eliminate 39th Ave location from consideration. (Motion Passed).

Note: This removes Options C (Build block office at 39th Avenue location), E (Put Prefab office at 39th Avenue location), I (Build steel office building at 39th Avenue location) & L (Build stick office building at 39th Avenue location) from the Office Upgrade Worksheets

G. Discuss and possible action on building materials. 1 Cinder Block; 2 Slump Block; 3 Metal; 4 Other.

Discussion ensued about building materials. Eldon Graber indicated that a wood frame building would be cheaper than steel. Even wood with steel skin was an option. David Franklin agreed. Another possibility was a 3 foot concrete stem with a 9 or 10 foot ceiling, wood studs and wood trusses, and could be metal skin or stucco.

Next Steps:

Need to see demolition bid abstracts.

Need to determine 43rd avenue lot dimension.

New Business:

A. Discuss and possible action on future agenda items

B. Discuss and possible action on setting next meeting date

General consensus for next meeting: Thursday February 12th @ 6:30P at SFID Office 15610 N 35th Ave Suite 7, Phoenix, AZ. *(This is a tentative date).*

IV. Adjournment

Karen Mills adjourned the meeting at 8:27PM.

Draft Minutes submitted by: Peggy Schwend

Minutes amended by: