

OFFICE UPGRADE COMMITTEE

Meeting Minutes 2nd Draft

January 29, 2015

I. Call to order

Karen Mills called to order the regular meeting of the Office Upgrade Committee at 6:08 PM on **January 29, 2015** at 15610 N. 35th Ave Suite 7, Phoenix, AZ 85053.

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

II. NEW BUSINESS

(Items were addressed out of order due to a committee member, who had information for the first items, needed to be late to the meeting.)

C. Discuss and possible action to obtain dust permit.

Paul Peterson reported on his findings. He commented that he had sent an email to Brenda Brown containing the forms for the dust permit, including examples and instructions for filling it out. The cost of the permit is \$700. Paul said that any property over one tenth of an acre requires a dust permit. The permit needs to be filled out and filed by SFID so that it remains in effect for any work needed. Karen Mills said that Richard Mitten would be the best person to fill out the form. Paul Peterson offered his and his office's experience to help as needed.

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

Moved to that the SFID District will fill out the dust permit form and Richard Mitten is in charge of it. (Motion Passed).

G. Discuss and possible action to request Board of Directors to increase Irrigation Manager's spending limit for this project only.

Motion was made by Paul Peterson and seconded by Jesse Connor:

Moved to recommend to the Board of Directors that Irrigation Manager Richard Mitten's spending limit be increased to \$2,500 for the Office Upgrade Project. (Motion Passed).

E. Discuss and possible action to get APS quote and move electrical panel.

Richard Mitten presented his findings on electricity panels. He received a list from APS to show what is needed for SBFID site. Eldon Graber said he is looking for a free panel or a temporary loan. Jesse Connor said he will check with his cousin. \$500 cost to SFD from APS with the pole being free. (No decision for now, as the committee will wait for more information and findings).

M. Discuss and possible action: Request SBFID Board of Directors pass a resolution relieving all unpaid “pro bono” professional services of Arizona Errors and Omissions’ Liability for this project.

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

Moved to r

quest SBFID Board of Directors pass a resolution relieving all unpaid “pro bono” professional services of Arizona Errors and Omissions’ Liability for this project. (Motion Passed)

A. Discuss and possible action on site plan.

David Franklin presented and described the site plan that he had prepared. He proposed moving the mobile minis, the tractor and tractor garage to the 39th Avenue location. This would free up more area to provide eleven (11) parking spaces and would not require any changes to the existing perimeter fencing. The parking would include two (2) parking spaces that would be ADA compliant. He commented that the whole building will be ADA compliant. The building would be twenty-eight (28) feet by sixty (60) feet (approx. 1270 square feet air conditioned) and will be placed three (3) feet away from the existing east block wall with the sixty (60) foot side of the building oriented north-south (See attached site plan & building plan). This building position provides the area and access for the additional parking spaces. The building would have CMU (concrete masonry unit) on three sides to cut sounds coming from 43rd Avenue and the wall would have a two hour rating. The front of the building would be wood frame. The west and north walls could be finished with stucco. Windows are only on the west side (building front) further reducing the noise from 43rd Avenue. Walls would be eight (8) feet nine (9) inches high, wood trusses would be used with a ceiling of eight foot nine inches. The building consists of a conference room, an office area for the Irrigation & Office managers, (including areas for files and supplies), a restroom for the office area, a restroom for the irrigation and repair employees, a break room and a garage/shop area. A main door allows access into the office area. A separate front door has been included in the design to allow people attending meetings to enter the conference room without going through the office area. The garage/shop area has a garage door to give access for the irrigation and repair employees. Brett Harrison commented that it would be good to also have a south side door access into the garage/shop so that the irrigation/repair employees

do not have to always open the garage door to gain access. The building will have an air conditioner. The Garage / shop will not be air conditioned. Peggy Schwend asked if an evaporative cooler could be added to the garage/shop. David Franklin indicated that is possible.

David Franklin said that the building could be built in a phased approach. The garage/shop could be added later if cost was an issue.

Motion was made by Paul Peterson and seconded by Jesse Connor:

Moved to present this schematic site plan to the SBFID Board of Directors. (Motion Passed)

J. Discuss and possible action to review and approve building plans.

Motion was made by Paul Peterson and seconded by Jesse Connor:

Moved to submit the building plan to the SBFID Board of Directors. (Motion Passed)

B. Discuss and possible action to review and approve Architectural proposal for Construction Documents.

David Franklin stated that there is a need for an architectural plan which includes mechanical and electrical plans, a civil work plan, etc. David Franklin stated that he had personally designed the site and building plan pro bono, but the rest of the documents would require architectural costs.

Paul Peterson commented that the architect is usually over all engineering. David Franklin's firm is willing to submit a bid.

Paul Peterson remarked that Items H & I should be included in B.

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

Moved to recommend to the SBFID Board of Directors to approve the request for architectural services. (Motion Passed)

D. Discuss and possible action: Review bids for demo and award contract to proceed with demo pending SBFID Board approval.

Four bids were opened and read. Eldon Graber - \$4,400; Syntec – N/A (was not for demo work); NCC - \$4,850 + Tax; and Striker Demolition \$4,100 (did not include cut and cap utilities). Since Striker Demolition did not include cut and cap utilities, Richard Mitten is going to call them and ask what they would charge for that since the other companies included that work item. Richard will present that additional information to the SBFID Board of Directors at the February SBFID meeting so the board will have enough information to make the selection.

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

Moved to present the lowest two bids to the SBFID Board of Directors to make the decision on the bid. (Motion Passed)

K. Discuss and possible action to request Board of Directors to set a building project budget.

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

Moved to request SBFID Board set a building project budget not to exceed amount.
(Motion Passed)

L. Discuss and possible action to advertise for bids for general contractor.

Motion was made by Paul Peterson and seconded by Jesse Connor:

Moved to table until committee has a budget and architectural engineering drawings.
(Motion Passed)

General consensus for next meeting in two weeks: Thursday February 12th @ 6:00P at SFID Office 15610 N 35th Ave Suite 7, Phoenix, AZ. *(This is a tentative date).*

III. Adjournment

Karen Mills adjourned the meeting at 7:40PM.

Draft Minutes submitted by: Peggy Schwend