

OFFICE UPGRADE COMMITTEE

Meeting Minutes

December 11, 2014

I. Call to order

Victor Armendariz called to order the regular meeting of the Office Upgrade Committee at 6:40PM on December 11, 2014 at 15610 N. 35th Ave Suite 7, Phoenix, AZ 85053.

In attendance: Victor Armendariz, Peggy Schwend, Paul Peterson, David Franklin & Jesse Connor.

Discussed removal of committee person, Drew Zanga for lack of attendance. (He has not attended any meetings).

Motion was made by Victor Armendariz and seconded by Paul Peterson:

Moved to remove Drew Zanga from the committee due to lack of attendance. (Motion Passed).

II. Approval of Minutes

Motion was made by Victor Armendariz and seconded by Paul Peterson:

Moved to accept the regular minutes of November 13, 2014. (Motion Passed).

III. Old Business:

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

Kay Lorenzen reported that she had contacted the City Of Phoenix - Thelda Williams' office and talked to Tom Wandry. He said that as a municipal corporation, SFID does not need to comply with Phoenix zoning ordinances or building code, but SFID must still observe fire codes (ARS 41-2163). There is no need to get permits which will save time & money. If SFID needs the services of the City Of Phoenix, there will be charges for any services.

It was generally agreed that SFID needs to follow standards such as 2011 IBC (International Building Code) Standards and 2010 ADA Standards for Accessible Design.

It was generally agreed that, even though permits are not needed, SFID will still need to conduct inspections as construction moves through each phase. General consensus was that a separate contractor should be used to inspect after a contractor completes work on each phase.

Also, APS permits will be needed for new power depending on which option is chosen.

Kay Lorenzen commented that, due to an oversight, the hazmat inspection issue was not included in the December SFID Board of Directors Agenda. (It was recommended by the Office Upgrade Committee that a hazmat inspection was needed).

Paul Peterson commented that we still need to know what is existing. The hazmat inspection is probably under \$500. That inspection is needed before the work on the 43rd Avenue location can be priced out. Work to remove, remediation costs or even if a certified abatement contractor is needed, cannot be priced. Victor Armendariz had the name of a contact who might be able to do an inspection. Brenda Brown was asked to find others and find prices for the inspection. Kay Lorenzen will add the hazmat inspection to the January 6, 2015 SFID Board of Directors Meeting Agenda.

Regardless of where the office is located, the 43rd Ave building will require some cost.

Jesse Connor commented that the requirements of the SFID office and irrigation need to be identified so that the committee can better assess which option would be better for SFID.

Kay Lorenzen identified that two bathrooms are needed: One for the office and one for the irrigators & repair people.

Several people commented that it would be very difficult to work out of both 43rd & 39th locations. It would be better if the work operation and the office were at the same location. 39th has a larger lot but does not have water and sewer facilities. It would be possible to move the HOA shed to 39th Ave to allow more space at 43rd Ave. It was commented that 39th Ave could cost more than 43rd Ave due to development costs. Paul commented that the costs of abatement may be less or more than the cost of development of 39th Ave.

Paul has worked through all but 3 of the options.

B. Discuss and possible action to report findings and options

C. Discuss and possible action to determine costs and feasibility of various options

Discussion ensued regarding the Options H or I (steel building at 43rd or 39th). Kay Lorenzen identified Eldon Graber as the person who indicated that a 1200 square foot steel building could be built for \$50,000. The committee requested that Eldon Graber be asked to product an abstract for further consideration.

David Franklin suggested that the committee needs to eliminate some of the options that are not a good fit for SFID since it was determined that permits and Phoenix zoning ordinances do not need to be followed reducing the costs to upgrade 43rd or 39th Avenue locations.

Motion was made by David Franklin and seconded by Victor Armendariz:

Moved to eliminate Item G from consideration – (Option G purchase new office that is already built). (Motion Passed).

Motion was made by Victor Armendariz and seconded by David Franklin:

Moved to eliminate Item A from consideration – (Option A Continue Leasing office space). (Motion Passed).

Next Steps:

David Franklin will develop a preliminary layout for the 43rd Avenue.

It was also discussed that the committee should continue to investigate feasibility of purchasing the rest of the acre at the 43rd Ave location.

Cost of hazmat inspection will be determined and, if under \$500, Richard Mitten or Brenda Brown already have the authority to get that scheduled and executed before the next meeting.

Kay Lorenzen will add the hazmat inspection issue to the January 6, 2015 SFID Board of Directors Meeting Agenda.

Kay Lorenzen will ask Eldon Graber for an abstract to identify details for a 1200 square foot steel building that would cost about \$50,000 (Option H & I).

IV. 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 January 15th @ 6:30P at SFID Office 15610 N 35th Ave Suite 7, Phoenix, AZ. *(This is a tentative date since the Office Upgrade Committee will fall away on 12/31/2014 and will depend on the SFID re-establishing it and appointing new members).*

V. Adjournment

SUNBURST FARMS IRRIGATION DISTRICT

Committee Members
Victor Armendariz – Chair; Peggy Schwend – Secretary;
David Franklin; Paul Peterson; Jesse Connor;
Drew Zanga; David Pettijohn;;

Victor Armendariz adjourned the meeting at 7:47PM.

2nd Draft Minutes submitted by: Peggy Schwend

Minutes approved by: [Name]