

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: Sept 26, 2018

Time: 7:00pm Open Session

Chair Nichols called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:05 PM.

QUORUM CALL:

Present were Directors, Francis, Marino, Nichols, Teese and District General Manager Leanne Kreuzer, and members of the public were also present.

CHAIR OPENING COMMENT: Chair Nichols opened the meeting and welcomed the public.

OPEN TIME FOR PUBLIC EXPRESSION: (limited to 2 minutes per person): None

AGENDA ADJUSTMENTS:

Approval of Minutes: DRAFT Minutes

DRAFT Sept 10, 2018 Minutes (Bohner, Francis, Marino, Nichols, and Teese)

The Board reviewed the minutes as submitted. Director Francis reviewed the Good or the Order section in which he requested permission to speak with Project Manager Mark Wilson of Nute Engineering reiterating his understanding that it is indeed ok to speak with Mark as long as no decisions are being made. Director Teese reflected on his previous comments noting that he does support communication with Mark as long as no decision making or direction is given. Direction and decisions need to come from the Board.

Chair Nichols referenced her request that the warrant- Account Payable summary sheet be included in the check signature folder for reconciliation purposes. Chair Nichols briefly reviewed the warrant approval process with the General Manager.

Director Francis commented that his request for the CIP worksheet format changes be reflected in the minutes.

The General Manager referenced the locations of both items and the Board moved to motion

- **Motion:** Move to Approve September 10, 2018 Meeting Minutes

M/S/C **JF/PT**

Ayes: Francis, Marino, Nichols, and Teese Noes: _____ Absent for 9.26.18 meeting: Bohner

A. New Business – Items

1. **Discussion/Action:** New Community Building WIP Approval spreadsheet

Chair Nichols introduced the item and presented the initial draft of the Work In Progress Approval spreadsheet asking the Board for feedback on the content and format of the draft. Chair Nichols explained the intended use of the document throughout the duration of the New Community Building construction project. Director Francis expressed interest in incorporating the approval list and the CIP Expenditures report.

Director Marino expressed the importance of remaining current on fund allocation compared to actual expenditures and remaining fund allocation balance. She expressed concerned of getting towards the end of 2018

the project when reallocation or trading of items is addressed to complete the project on budget or with remaining allocation of funds. Director Francis referenced the good to the order item and request to provide additional descriptions on the CIP Expenditure report.

Director Teese excused himself from the meeting.

The Board began discussing Arcsine's contract and previous phased contracts dating back to 2013. Adam Winig of Arcsine Architecture addressed the Board providing a recap and overview of the previous contracts, scope of services and associated costs. 2013 Arcsine provide initial design development and schematic drawing for the property. An initial set of plan sheets with structural were created for the purposes of cost estimate for the bond measures.

A couple of years went by and Arcsine was contracted to revise or redesign the building in preparation to submit for planning at a cost of approximately 45K. The pool house demolition and transition plan was a separate phase of construction. The current contract is for \$144K for construction drawings to submit to the building department for permit.

The Board thanked Mr. Winig and returned to the previous topic of reporting actual costs to contract as related expenditures. Director Francis inquired as to if this would be included in the scope of services provided by Nute Engineering. Director Marino requested break out categories and listed various services related to construction. Chair Nichols noted that Mark would likely be the onsite project manager. Mr. Wilson responded that there are several levels of scope related to construction management. Director Francis inquired as to the current process and as to if the General Manager provides invoices to Nute for review.

The General Manager provided a brief summary of the current procedures and recommend that the board consider creating a project budget similar to the fiscal budget with specific cost projections, actual expenditures which then can be calculated to provide forecasted percentages.

Mr. Wilson noted that the procedures include comparing the contract to the scheduled completion of work, cross referencing to the value of percentage of the contract to determine installment payments on the contract.

Chair Nichols asked if someone will be overseeing the day to day construction. Mr. Wilson reiterated that there are various levels of service and contract management.

Director Francis recommended that any new report move away from the General Manger having to create reports organically. Director Marino commented that the budget idea would work with a general line item for the project "New Community Building" and then a detail that can provide forecasting. Chair Nichols and Director Francis discussed the invoice process and procedure noting that hand written authorization may be needed. The General Manager commented that currently Nute and SRD utilize email to electronically review invoices and approve. Chair Nichols commented on the length of paperwork and Director Marino noted that "snap shots" are helpful. Chair Nichols expressed interest

B. Old Business – Items

- 1. Discussion/Action:** Proposed New Community Building- Arcsine Architecture to present final plan sheets for approval for building permit submittal.

Chair Nichols addressed the Board reciting the agenda item. She then asked the Board members to indicate if they wanted to go through the plan sheets. Director Francis responded that he felt comfortable moving to a motion. Director Marino commented on the previous renditions of the plan sheets at various stages of approval. She included the schematic plan sheets, plan sheets for the planning review, the approval of exterior materials and interior materials. Director Nichols commented that there are a couple of remaining items. Director Marino indicated that she does not feel that the project needs t pushed any further out.

Director Francis inquired as to if the lighting selected will be LED. Ms. Taylor responded that code requires compliance with Title 22. Ms. Taylor referenced water Cal Green code. She then discussed the Board's interest in shower sensors indicating the item would be placed on as an "add alternative".

- Motion:** Move to Approve New Community Building- Arcsine Architecture to present final plan sheets for approval for building permit submittal.

M/S/C **CN/JF** Ayes: Francis, Marino, Nichols

Noes: None

Absent: Bohner, Teese

Director Francis indicated his preference to get the building permit before going out for public bid. Mr. Winig referenced the current demolition permit that is open and the intended timeline for the permit and bid process.

- 2. Discussion/Action:** Proposed New Community Building – Nute Engineering to present final bid packet, draft contract for approval to advertise project, coordinate and facilitate public bid.

Chair Nichols introduced item 2 and addressed Mark Wilson of Nute Engineering. Mr. Wilson addressed the Board and referenced the 2nd reiteration of the Public Bid Packet and draft contract for the public bid indicating that he received recommendations for changes to the State Standard Specs and spec references from County Counsel and that the edits will be incorporated into the documents. Chair Nichols reviewed the approval process with the Board. Mr. Wilson indicated that he will work with County Counsel and send it to Counsel for a final review. Chair Nichols recommended that the Board consider providing authority to her to authorize and approve the final draft following counsel's review.

Director Teese returned to the meeting.

Mr. Winig re-introduced Brooke Taylor noting that she is at the meeting if there are any questions about changes or materials. Director Nichols provided an update on a recent meeting with Director Bohner and Director of Interiors for Arcsine, Brooke Taylor to approve a few remaining materials. She described the process as they considered wall paneling for the 1st floor and indicated that they made the decision not to use the product. She noted that decisions were made regarding wall mirrors for the bathrooms with back lighting. The proposed faucet seen at Starbucks was expensive so they decided on a style of faucet and wall hand dryer. Director Teese indicated that he had recently tried the Starbuck's faucet and described the hand dryer feature. Chair Nichols stated that they chose the Dyson hand dryer model. Ms. Taylor noted that the hand dryer model chosen was selected for optimal sanitary function and safety. Ms. Taylor went on to note that the fireplace finishes were selected and the square can light fixture.

- **Motion:** Move to appointing Chair Nichols with the authority to review and authorize the draft of the public bid packet and draft contract following a final review by counsel.

M/S/C **CN/SM** Ayes: Francis, Marino, Nichols, Teese Noes: None Absent: Bohner

C. Administration: Manager's Report

1. Recommended construction start date strategy with Q/A
2. Recommended pool resurfacing, recoping and VGB replacement strategy and costs with Q/A

Chair Nichols addressed the Board introducing Item C1 and C2. She indicated that there are items related to the construction area that the General Manager has identified including the need for pool resurfacing and pool coping that the Board will need to address at the October meeting. Director Marino requested clarification as to if there is a "Plan A" and a "Plan B" related to the preliminary permit and going out to bid. Mr. Winig presented the current timeline and process in place:

Oct 3 submit plans and application for a building permit.

Oct 5 advertise the Public Bid

Oct 12 non mandatory site walk

Oct 16 deadline for contractors to submit questions

Oct 26 Arcsine addendum, additional detail and responses to contractor's questions

Nov 6 Bid Opening (deadline for submission of bids)

Nov 7 actual numbers will be available, Nute to confirm availability, proposed time frame, check for bidder's responsiveness

Director Francis noted County will have comments.

Director Marino inquired as to when a contractor will be ready to go if we finalize a contract, commenting that they likely are not going to start on Nov 26th.

Mr. Winig responded that a contractor could start with the existing demolition permit noting one contractor interested in the project has indicated he can start on Nov 26th.

Director Marino inquired as to if the project is not rushed, what is the normal timeline?

MR Winig speculated that most contractors bidding a project like this would be ready to start in January to Mid-February.

Mr. Wilson concurred stating that would be a normal pace.

The General Manager referenced the importance of the results provided on Nov 13th which will provide clear information on availability. Mr. Wilson concurred that the report will provide the information for the Board to make the determinations regarding contract and start time.

Director Francis noted that “pressure” and “timelines” are always late. Chair Nichols stated that the project probably won’t start until after the New Year so what are we going to do during the closure describing the need for main pool resurfacing and coping. Mr. Winig described the existing coping and the option of updating the main pool coping to match the other two pool indicating that the pool coping will be the starting point of the elevations for the new construction. Chair Nichols inquired as to if there might be windows of opportunity to use the pool during construction. Director Francis stated that it would be pragmatic to improve the pool. Chair Nichols informed the Board that the proposals will be reviewed at the October meeting.

Director Teese addressed the Board and requested that his position be reflected in public record. Stating, “My personal philosophy it is this Board’s responsibility we should never do anything to slow the project down putting this off is nothing but an encumbrance on the community.

Director Nichols thanked Director Teese for his comment. Director Teese went on to note that the Board needs facts to move forward on decisions regarding the timeline. Mid November is the next crucial date.

Chair Nichols proposed the next meeting on Oct 9 at 6pm.

D. Proposed future Regular Board meetings: October 9, 2018 at 6:30pm

Adjournment:

Chair Nichols thanked the Board members for their discussion. There being no further business to come before the Board, Chair Nichols motioned that the meeting be adjourned, seconded by Director **Teese**. The meeting was adjourned by Chair Nichols at **8:15 PM**

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, **October 9, 2018 at 6:00pm in the 1st floor meeting room.**

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District