

AGENDA & MEETING NOTES

Date:	April 24, 2024
Project/Committee:	Building Committee: Follow-up Meeting after site survey

INVITEES

TEAM	Name	TITLE/ROLE
BCPUD	Georgia Woods	General Manager
	Kirsten Walker	Board Member/Committee Member
	Andrew Alexander Green	Board Member/Committee Member

AGENDA:

- Review notes from site survey ([see GW's notes](#)) .
- Committee Member's general impressions of:
 - 270 Elm: Office Building
 - 270 Elm: District Yard
 - General assessment of the structures hazmat testing (lead; asbestos; mold etc.)
 - Organization of items in the yard
 - Better drainage on contour
 - 101 Mesa Rd: Lab Building on Mesa Road
 - 370 Mesa Rd: Water Tower/Booster Pump Site
 - 400 Mesa Rd: Water Treatment Plant Site
 - 510 Mesa Rd: Woodrat 2-Pump shed
- General Manager's Short- and long- term priorities for sites:
 - General clean-up and reorganization of all materials/equipment on all sites
 - Restoration of District Yard Buildings: Shop; Storage Shed and Equipment Bay
 - Possibility for Restoration and Expansion of Lab building at 101 Mesa as General Headquarters
 - Time-line and considerations for short-term and immediate upgrades

- would it be possible to fast track with internal demo remodel with no permitting (except Plumbing and Electric)
 - Implications for ADA (use of upstairs) (for Public access vs. Employee access)
 - Parking
 - Septic System upgrade or other solutions
 - Removal of log
 - Hosting of meetings at the fire house
 - Need to relocate lab testing
- Time-line and considerations for **long-term** upgrades
 - Future needs and potential to expand building footprint/and or relocation of yard.
- Consideration for Rent vs. Purchase of Mobile Office:
 - INPUT INFORMATION HERE: I started a [Rent vs Own Spreadsheet](#) to track
 - Estimated Cost for sanitation pumping
 - Reminder: Budgeting for rental in FY 2024/25: [\\$25K/year](#)
 - Long-term potential location and use for the portable
 - Reminders regarding the funding of these CIP
 - From CIP Plan (Building, Office, Vehicles, Other) 2025-2029
 - [\\$125k in reserves for planning costs \(\\$45K spent already; \\$80K remaining\)](#)
 - Otherwise there is no money set aside in our 5 year CIP plan (“Partner needed / grant funding”)

POST-MEETING NOTES:

Zoom Meeting Wednesday April 24, 2024:

The Building Committee met via Zoom to discussed our next steps and our thoughts regarding our “Facilities Tour.” (On March 13, the Committee toured all District Buildings with Stew Oakander).

- The Committee recommends that building/Haz-Mat inspections be conducted for the Lab Building (at 201 Mesa), and for all 3 structures in the Work Yard (at 270 Elm).
- We recommend that the integrity of the waste-water holding tank at 201 Mesa be evaluated.
- Staff is in the process of contacting potential contractors/inspectors to receive bids for this inspection work. If need be, Staff plans to bring these bids back to the Board for approval at a later meeting.

- The Committee recommends hitting pause on the rental of a mobile office, until we receive these inspection reports.
- Andrew plans to interview all Staff to establish Owner Project Requirements.

Follow-up Action Item	Assigned To	Details	Start Date	Due Date
Establish Owner Project Requirements from Operators at yard and lab	AAG	Conduct 'Owner Project Requirements' from Operators regarding functional use of lab at 101 Mesa	4/30/2024	?
Provide contacts for HazMat and building inspector	KW	Please provide email contact list for potential inspectors and any other instructions on how to obtain inspection quotes.	4/30/3024	done
Get buildings and waste-water tanks inspected	GW	Reach out to building inspectors <u>AND</u> HazMat inspector to have all 3 structures in maintenance yard evaluated and the lab building inspected.	4/30/2024	