

## AGENDA & MEETING NOTES

Date:	July 08, 2024
Project/Committee:	Building Committee: Follow-up Meeting after Building Inspections

## 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 Inspection Reports
  - 270 Elm: Office Building
  - 270 Elm: District Yard
- Go over Andrew's Draft for the BCPUD's Building Program
- Determine next steps and to-dos for the Committee

### POST-MEETING NOTES:

#### Zoom Meeting Monday July 08, 2024:

The Building Committee met via Zoom to discuss the building inspection reports, and Andrew's recent meetings with BCPUD staff in his effort to draft a Building Program.

- The Committee highlighted several issues identified in the inspection reports and in Andrew's draft. Issues highlighted, included:
  - Poor drainage in the yard
  - Rodent and bat infestation in the lab building

- Wastewater storage tank for the lab building
- Limited equipment storage at the lab
- Limited storage at the treatment facility
- The Committee Discussed the need to create a matrix that lists all issues/repairs/needs identified in the inspection reports and in Andrew’s Building Program and highlighted in the Committee meeting.
  - Prioritize/categorize these issues as:
    - “Address Now” (issue should be addressed now, prior to a full rebuild)
    - “Address Later” (issue will be addressed as part of long term rebuild plan)
  - Identify next step to solve the “Address Now” items
    - Solve in house with BCPUD staff if possible
    - Hire a contractor builder to address small immediate needs
    - Hire consultants to help us plan for the solving of more complex/intractable issues
  - Georgia will create this matrix in the next few weeks (but some items have been listed in Follow-up Action Item in table below)
- Miscellaneous decisions made and issues discussed:
  - We should hire consultants to complete hazmat and pest inspections. This should result in mitigation/repair plans that clearly define next steps to solve the issues
  - We should hire a consultant to help us navigate permitting and land use issues
  - Hazmat testing should be conducted sooner rather than later; these reports will be necessary prior to any demolition or rebuild

Follow-up Action Item	Assigned To	Details	Start Date	Due Date
Seal entryway for bats into lab building	GW	This way bats will be able to get out but not back in	07/08	
Deal with rodents in the lab building	GW	Contact rodent control expert Lance Wilt to assess and develop remediation plan for lab building; Relocate staff from lab building and seal rodent entry points	07/08	
Commission Hazmat reports	GW	Engage hazmat testing firm to inspect buildings including lab, yard, and treatment plant	07/08	

Deal with the wastewater issue in the lab	GW	Consult with CSW Engineering to review septic system/holding tank at lab building	07/08	
Establish a prioritization/to-do list related to repair and building improvement plans	GW/AAG	Create matrix documenting inspection findings, remediation recommendations, and priorities (Georgia Woods and Andrew Alexander Green)	07/08	
Repair the hanger	GW	Obtain pricing for roof repair at hangar building cut out larger notch to accommodate backhoe; organize the yard and contents in the hanger	07/08	
Drainage improvements at yard buildings	GW	Hire a consultant to help design drainage in yard. Determine feasibility of completing work in-house	07/08	
<b>Previous To-dos from last meeting</b>				
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 wastewater 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	