



## Facilities Committee Meeting

Friday, April 11, 2008

### MINUTES

The meeting was called to by Chairman Bob Shutack at 12:35pm.

Attending: Chairman Bob Shutack, Secretary Jack Fredrickson, Trustee Jeff Finlay, Executive Director Lynn Elam, Assistant Direction Tiffany Auxier, Owner's Representative Phil Wade

#### **Project Status Update:**

Owner's Representative Phil Wade reported on the status of items being addressed on the project punch list. The committee discussed the proposal to add ceramic tile to the first floor restrooms in order to alleviate water marks on the painted walls. The committee directed Wade to secure pricing for both the walls opposite and adjacent to the sinks.

Wade recommended holding the PSA-Dewberry invoice until the punch list had been completed.

Wade reviewed the April cost report and remarked that all was in order.

Executive Director Elam reported on the status of the plumbing dispute with the Village. She noted that the invoice had been sent back to Nicholas Construction for review. Elam further reported that the roof at the ridge line had been leaking. Secretary Fredrickson reported he believed tuck-pointing was needed at the base of the ornamental chimney. Trustee Finlay offered a recommendation for a tuck pointer he and several neighbors had used with success.

### **HVAC Improvements/Replacement:**

Chairman Shutack led the discussion concerning the engineering proposals and interviews held on April 8. Shutack noted that PSA-Dewberry had previously revised and submitted its bid, and that the committee had received a revised bid from Larson Engineering based on discussions at the April 8 meeting. Shutack asked each committee member to name his top two selections. Each member chose CS2 Design Group as his top choice. Two of the three members chose Calor Design as his second choice and one member chose PSA-Dewberry. Wade, Elam and Assistant Director Tiffany Auxier also chose CS2 Design as their first choice, followed by PSA-Dewberry and Calor. Shutack directed Wade to continue "due diligence" of CS2 and PSA-Dewberry using experience, fee and competence as criteria. Secretary Fredrickson requested that Wade also ask for a best and final price to attempt receiving a fee reduction.

The committee discussed how the engineering fees would be funded. Elam recommended using remaining project funds or the capital reserve fund. Elam was directed to prepare documents for the April board meeting based on the findings and recommendation of Phil Wade following final evaluation of the selected firms.

There being no further business before the committee, the meeting was adjourned at 1:58pm.