



MASTER PLAN COMMITTEE MEETING MINUTES OF SEPTEMBER 20, 2019



1. The meeting was called to order at 2:05 pm.
2. In attendance were Chief Rodriguez, Quentin Tolby, John Nelson, John Fahrendorf, Denny Walter and John Hennessey.
3. Status Updates
 - a) Annex Refurbishment. The annex refurbishment is essentially complete. There are some minor issues to be resolved with paint peeling on the overhead doors. The work was essentially completed per the cost estimate (\$30K.) There is a slight overrun due to added work scope (\$1.6K.), which will be handled separately by Chief Rodriguez. Everyone is pleased with the quality and workmanship.
 - b) Cell Tower. Contract is in place. The base building is scheduled to be in place in mid-November. The mono-pine tower will be in place in mid-December. The tower should operational in mid-March.
4. Discuss Preparation for Plans and Budgetary Estimates in Support of the 5-Year Strategic Plan Update

It was noted that budgetary estimates are for FY 2020-2021 and beyond. They will be part of the input to the upcoming 5 Year STRAP financial plan.

The Poker Run had net proceeds of \$9,400. Some of this money will be allocated to projects as noted below.

- a) Back Half of the Property
 - a. Lining Natural Drainage Ditch with Boulders (Rip Rap)
 - b. Cleaning Up the Property (Removing Accumulated Surface Items)
 - c. Spreading Existing Rocky Soil to Level the Grade
 - d. Covering with 2 to 3 Inches of Good Soil

A significant amount of work has already been accomplished on the back half of the property. The remaining work is expected to be accomplished at no additional cost to the district. Some of the work can be accomplished prior to the winter based on ODS availability to operate the FEL. Existing soil will be screened, with the screened soil used as cover for the affected area. Rocks from the screening process will be used to line the natural drainage ditch. Vegetation will be natural—no plans for grass and/or sprinklers.

- b) Fueling Station. Chief took an action to work with a supplier to develop a cost estimate for lease/purchase for a fueling station. The fueling station will be located just behind the fire station with easy drive up access. This is a high priority for the district.
- c) RV Hookups. This is a low priority and will be removed from the plan.
- d) Need for a Load-Bearing Wall on the Southwest Side of the Annex. All indications are that the wall has stabilized. The radio tower guy wires have been re-tensioned and will be monitored for any sign of movement in the wall.
- e) Re-Evaluation of the Need for a Multi-Purpose Conference Room, Including an Emergency Operations Center as Well as Potential Alternative (FEMA Grant) Funding. The Multi-Purpose Conference Room is still deemed to be a priority item. Some of the work can be self-accomplished and will not need to be permitted. There is Wi-Fi, electric, kitchen and bathroom facilities. It can be used for board meetings, community meetings, as an OEC, ... It was agreed



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we put a placeholder for \$30K in the STRAP budget for FY2020-FY2021 to accomplish the needed work. It was suggested we consider a complete remodel, including removing the existing kitchen cabinetry. Rest room facilities will remain as is and will be non-ADA compliant. Note: meetings requiring ADA rest rooms will be held in the fire station. There is no indication FEMA funding will be available for the effort as an EOC can be accomplished with a simple table and chair configuration. Committee Chairman Hennessey took the action to notify Treasurer Ruet of the \$30K placeholder.

- f) Other.
 - a. Signage. Chief has identified a resident who own a sign company (SpeedPro) who is willing to provide signage for the station at a discounted price. Our allocated cost for the signage during the building phase with Caliente was \$4,000. The cost for the signage will be paid for from the Poker Run proceeds. A mockup has been developed, and the new signage may be in place in the very near future. It will be back lit.
 - b. Electric to the Tuff Sheds. We will provide electric power to the storage sheds behind the station. This will greatly improve access to Auxiliary merchandise and work flow for future Ice Cream Socials. Estimate to include wall outlets (4-plex) in the back wall (for freezer power) as well as overhead lighting, with a wall switch. Chief took an action to get a cost estimate.
 - c. Blue Garage. Chief took an action to identify the work required to accomplish cosmetic improvements to the blue garage and work needed to maintain the integrity of the structure, much of which will be self-performed. He will also get a cost estimate for providing electric power to the garage.
 - d. Ground Level Signage. It was suggested we consider adding some type of signage to the station, either ground level or soffit level, that will alert visitors as to where the main office is.
 - e. FLOA Model. It was suggested we follow the model used by FLOA to accomplish the renovation work at the Community Center for our renovation efforts for the Annex interior. Committee Chairman Hennessey took an action to follow up on this recommendation.
 - f. Gravel for Parking Area South of Station. Chief advised there may some cost associated with covering the parking area with gravel that matches that already in place. Chief has an action to provide a budgetary estimate.
5. Next Meeting. October 18th at 2 pm. Meeting agenda will be posted by Committee Chairman Hennessey.
6. The meeting was adjourned at 3:09 pm.