

**317 Board
Executive Committee
Minutes
August 28, 2023**

Members Present: Tonya Bowden, Chair, Heather Batin, Rhea Hopstetter, Dr. Ron Luce and Jacqueline Stobbs

Members Absent: Dr. Tom Davis

Guests: Jim Thomas, BDT Architects

Staff Present: Amanda Conrath, Svea Maxwell, Beth Mohammed, Diane Pfaff

The meeting was called to order at 5:24 p.m.

I. Approval of Agenda

Ms. Stobbs moved to approve the agenda; Ms. Batin seconded. The motion unanimously approved.

II. Approval of Minutes

Ms. Hopstetter moved to approve the July 24, 2023 minutes; Ms. Batin seconded. The motion unanimously approved.

III. New Business

1. Board Office Renovation Project

Ms. Pfaff explained a resolution authorizing advertising and receiving bids is required and that having a discussion about the renovation of the board office in executive committee would save time at the board meeting that has a large amount of agenda items. Mr. Thomas explained the exterior and interior work planned. Ms. Stobbs asked about the timeline of the project; Mr. Thomas said approximately sixteen weeks to complete with work being completed in phases. There was discussion on the rubber flat roof as an alternate option to be done if a bid is accepted that would include this and other alternate options in the cost. Ms. Pfaff explained that due to other projects found that needed to be done the cost has increased to \$434,319. Ms. Stobbs moved to recommend the resolution authorizing advertising and receiving bids. Ms. Pfaff noted that BDT would be handling all of the bids.

IV. Adjournment

Ms. Stobbs moved to adjourn the meeting; Ms. Hopstetter seconded. The motion was unanimously approved. The meeting adjourned at 6:01 p.m.

Submitted by:

Diane Pfaff
Executive Director