

**GLENN COUNTY BOARD OF EDUCATION**

**Tuesday, November 28, 2017**

**131 E. Walker Street, Orland, CA**

**Special Meeting Minutes**

**PRESENT:** Judith Holzapfel, Kathy Perez, Whick Smock, and Adele Foley

**ABSENT:** Janice Cannon

**OTHERS:** Superintendent Quarne, staff and community members.

**1.0 CALL TO ORDER:**

The meeting was called to order at 6:00 P.M.

**2.0 PLEDGE OF ALLEGIANCE:**

The pledge was led by President Holzapfel.

**3.0 APPROVAL OF AGENDA**

Approval of Agenda as presented. **Action Item**

Kathy Perez moved to approve the agenda as presented. Whick Smock seconded.

**The agenda was approved as presented by a show of hands and ayes by board members Holzapfel, Perez, Foley and Smock.**

**4.0 COMMENTS FROM THE AUDIENCE ON AGENDA ITEMS ONLY:**

There were no comments from the audience.

**5.0 NEW BUSINESS:**

President Holzapfel reminded the board members the walk through would be their chance to point out anything needing to be fixed. President Holzapfel asked Cliff Kegley regarding the pipe over the sink in the bathrooms. Mr. Kegley explained the pipe is an overflow for the AC unit. President Holzapfel asked if there was anything that could be done to hide the pipe, Mr. Kegley offered to put a beauty ring to make it more aesthetic. Mr. Kegley assured the board he would be putting the beauty rings on all the bathrooms overflow pipes.

Mr. Kegley was also asked regarding the outside lighting and why some of the lights were not on. Mr. Kegley clarified the light timer needed to be programmed.

President Holzapfel announced to the audience the board would return to the conference room after the walkthrough to take action.

A. *A walking tour with Cliff Kegley of Modern Building, Inc. and inspection of all completed tenant improvements of each Building and parking lots of the Nova Plaza Business Park Complex, located at 123, 125, 127, 129 and 131 E. Walker Street, Orland, CA will occur in the following order:*

*123 E. Walker Street, Orland, CA;*

*125 E. Walker Street, Orland, CA;*

*127 E. Walker Street, Orland, CA;*

*129 E. Walker Street, Orland, CA; and*

*131 E. Walker Street, Orland, CA. – Superintendent Quarne – Information Item*

The following items need to be fixed before final approval in building 3:

- Office one – a hole behind the door missing the electrical outlet;
- Door stopper not on wall;
- Fire extinguisher sign is missing;
- Office three – the window finish is rough;

- West wall, south end of the store front there is a gap in the drywall;
- Exposed pipe on the floor;
- Paint south window corner; and,
- Paint sidewalk outside of building three.

The following items need to be fixed before final approval in building 2:

- Mr. Kegley explained the cables hanging from the ceiling in building two will be strung to every work station and the cables will not be seen when the furniture/workstations are completed.
- The switchboard needs to be painted;
- East wall, south end, there is a gap in the sheetrock;
- Edging coming loose;
- Light in the unisex bathroom could be brighter;
- Faucet in the bathroom sink hot and cold is opposite of sink fixture;
- Paint is patchy in the office next the janitors closet;
- The top frame of the window in the kitchen is short;
- Touch up the bottom of the Southeast post base; and,
- West wall needs two cover plates.

The following items need to be fixed before final approval in building 1 downstairs:

- Breakroom, square hole;
- Floor has plaster behind post and patch along east wall is rough;
- Buff office floors;
- Polish office floors on Southwest office 1;
- Base trim coming loose by beam;
- Small conference room – texture, base trim;
- Corner needs to be painted – WIC storage;
- Entrance needs patch; and,
- Touch up corner and smudges by entrance.

The following items need to be fixed before final approval in building 1 upstairs:

- Top east stairs landing needs a filled;
- Window seal on South wall;
- Mr. Kegley showed the group the Cambridge noise cancelling system;
- Elevator exterior stucco is uneven on west side bottom of the wall;
- Touch paint in the interview room;
- East end of exterior walkway the trough drain is sagging;
- Touch up office across from breakroom on north wall;
- Base cover issues throughout the building;
- APS – North window gasket vent over; and,
- Carpet is coming loose in the office by the break room.

The following items need to be fixed before final approval in building 4:

- Paint patch – touch ups;
- Cliffs tape marks in the lab;
- Conference room – paint over switch;
- Copy room on North and South wall;
- String on ceiling;
- Rec area, finish top corner;

- Jhan's office – paint and tile;
- Cliffs blue tape in ESL room North wall;
- Cliff blue tape on East and West wall in the computer room;
- Hole in drywall next to switch plate;
- Smudge by door in the Pierson View room
- Chip by back door;
- Data switch – switch 15 &16;
- Mix room hole on Southwest wall;
- Recording studio Cliffs blue tape; and,
- Recording booth – hole near the electric outlet.

The following items need to be fixed before final approval in building 5:

- President Holzapfel asked Mr. Kegley to build a cover for the water shutoff valve so it's not so visible.
- Paint the north curb.
- Board member Foley asked why the black outlets were chosen for the conference room. Mr. Kegley responded it was by the Superintendents choice to tie in with the beams.

**B. Final Conditional Approval and Acceptance of the Property and Buildings and Tenant Improvements in the Nova Plaza Business Park Complex, located at 123, 125, 127, 129 and 131 E. Walker Street, Orland, and to Close Out the Purchase Agreement with Modern Building, Inc. – Superintendent Quarne – Action Item**

Resolution Number 2017/2018-3

Mr. Kegley reminded the board that the facility has a one (1) year warranty on all the improvements done.

Whick Smock moved to approve Resolution Number 2017/2018-3. Kathy Perez seconded.

**Resolution 2017/2018-3 was approved by roll call vote as follows:**

<b>Kathy Perez</b>	<b>Aye</b>
<b>Whick Smock</b>	<b>Aye</b>
<b>Adele Foley</b>	<b>Aye</b>
<b>Judith Holzapfel</b>	<b>Aye</b>

**C. First Amendment to Building Office Lease – Superintendent Quarne - Action Item**

Resolution Number 2017/2018-4

Superintendent Quarne explained to the board that during the process of the improvements it was easier for HHSA to speak directly with Modern Building to get the work and changes completed faster. HHSA has requested the County of Glenn pay GCOE and GCOE pay Modern for the extra charges. This might give better funding for HHSA.

Whick Smock moved to approve Resolution Number 2017/2018-4. Kathy Perez seconded.

**Resolution 2017/2018-4 was approved by a roll call vote as follows:**

<b>Kathy Perez</b>	<b>Aye</b>
<b>Whick Smock</b>	<b>Aye</b>
<b>Adele Foley</b>	<b>Aye</b>
<b>Judith Holzapfel</b>	<b>Aye</b>

**D. Reserved Parking Agreement in conjunction with the Building Office Lease-Superintendent Quarne- Action Item**

Resolution Number 2017/2018-5

Superintendent Quarne explained to the board the reserved parking for HHSA would be marked and it's located on the West side of the buildings.

Whick Smock moved to approve Resolution Number 2017/2018-5 as presented. Kathy Perez seconded.

**Resolution 2017/2018-5 was approved by a roll call vote as follows:**

<b>Kathy Perez</b>	<b>Aye</b>
<b>Adele Foley</b>	<b>Aye</b>
<b>Whick Smock</b>	<b>Aye</b>
<b>Judith Holzapfel</b>	<b>Aye</b>

Board member Smock congratulated the board. President Holzapfel congratulated Modern Construction for a job well done. Mr. Kegley commended the board for their diligence and making the project easier to complete.

President Holzapfel requested the name of the complex be added to the agenda of the December meeting of the board.

**8.0 NEXT MEETING:                      Date/Time/Location**

**December 20, 2017 at 6:00 p.m. - 311 S. Villa Avenue, Willows, California**

**9.0 ADJORNMENT:**

The meeting was adjourned at 8:00 P.M.

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Judith Holzapfel, Board President

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Tracey Quarne, Superintendent

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