



MINUTES
SPECIAL BOARD OF DIRECTORS MEETING
Friday, February 21, 2019 4:00pm

Board Members/Alternates Present:

David Flores	Shasta Union HSD
Phil Brown	Enterprise ESD
Michelle Glover	Columbia/Black Butte/Junction/North Cow Creek ESD
Adam Hillman	Shasta COE
Greg Smith	Shasta College
Peggy Canale	So. Trinity Jt. USD
Cindy Trujillo	Redding/Igo-Ono-Platina
Robert Fellingner	Shasta Union ESD
Laura Merrick	Cottonwood ESD
Malinda Martin	Mountain Union ESD
Melanie Holmes	Lewiston ESD
Linda Barneby	Whitmore Union ESD
Jennifer Kiff	Gateway ESD

Others Present:

Brooks Rice, STSIG	Kurt Walling, STSIG
Leah Grant, STSIG	Lisa Blakeslee, STSIG
Bruce DeMallie, Project Manager	

CALL TO ORDER

Michelle Glover called the meeting to order at 4:02pm. There is a quorum. The following members are joining via teleconference: David Flores, Phil Brown, Melanie Holmes, Peggy Canale, Malinda Martin

1. 2017-18 Annual Financial Audit Prestige Contract Renewal

The audit was performed by James Marta and Associates. This audit was presented by James Marta via phone to the Finance Committee on 1-25-2019 and reviewed at the Executive Committee meeting on 2-1-2019. Added for this meeting are the Management letter, Communication letter, and the Internal Control letter. The audit is the same as presented in the prior FC and EC meetings.

Phil Brown moved to approve the 2017-18 financial audit with letters as presented. Adam Hillman seconded. Approved: David Flores, Michelle Glover, Phil Brown, Adam Hillman, Greg Smith, Cindy Trujillo, Robert Fellingner, Peggy Canale, Laura Merrick, Jennifer Kiff, Malinda Martin, Linda Barneby, and Melanie Holmes. Opposed: None. Motion carried by roll call. Unanimous.

2. Contract for Suite 300 Build-Out

There were 9 contractor that came to the initial walk-thru for bidding. Of those, only 3 submitted bids. JH Max was the low bidder with the next bid being \$200k higher. The low bid was higher than expected due to the pricing environment after the recent fires. The scope of work has been reviewed for potential cost savings and no significant items were identified as having much effect on the final build-out costs. As a result, the lease was increased by \$100K for the first 5 years to help compensate. Of the build-out cost, \$500K are for improvements to the structure which occur in any case. The Notice of Award will be issued February 22, 2019 to JH Max. Phil Brown commented that overall, he felt good about the project.

Adam Hillman moved to approve the contract to JH Max and proceed with the Suite 300 Build-Out. Greg Smith seconded.

Approved: David Flores, Michelle Glover, Phil Brown, Adam Hillman, Greg Smith, Cindy Trujillo, Robert Fellingner, Peggy Canale, Laura Merrick, Jennifer Kiff, Malinda Martin, Linda Barneby, and Melanie Holmes.
Opposed: None. Motion carried by roll call. Unanimous.

3. Burch Physical Therapy Lease

At the September 28, 2018 Executive Committee meeting, the EC gave authority to the ED to negotiate lease details. Burch Physical Therapy signed our lease to rent the entire square footage of Suite 300. The Lease is a guaranteed 5 years with a 5-year option. Presented was a financial analysis of the lease and future projections at 5-year intervals.

Adam Hillman moved to approve the Burch Physical Therapy Lease as presented. Greg Smith seconded.
Approved: David Flores, Michelle Glover, Phil Brown, Adam Hillman, Greg Smith, Cindy Trujillo, Robert Fellingner, Peggy Canale, Laura Merrick, Jennifer Kiff, Malinda Martin, Linda Barneby, and Melanie Holmes.
Opposed: None. Motion carried by roll call. Unanimous.

No comments from the public.

Adam moved to adjourn the meeting at 4:28pm. Laura Merrick seconded.