

M S approved

Amended DRAFT Minutes  
Gualala Community Center Board of Directors Meeting  
**February 21, 2023** - 1:00 p.m. – Gualala Community Center

1. Call to Order: 1:04
2. Roll Call: Kevin Evans, De Williams, Whyte Owen, Bill Matthews, Janet Loxley Absent: Sarah Williams, Nancy Gastonguay  
Visitors: Staff Member: Kathy McMurtry, Leslie Bates, Visitors: Cathi Matthews, Nancy Howard
3. Approval of the Agenda: m Janet s Whyte approved
4. Public Comments on non-agenda items: none
5. Old Business:
  - a. GCC donation update:
    - i. Pay 'n' Take Donation and membership drive  
Cathi Matthews reported the public was incredibly supportive, need a table for memberships at future sales, (mid 80's 674 members,) 40 new members signed up and \$4318 in donations to rebuilding fund, discussion of member voting allowance per business membership,
    - ii. Mail-in donations  
Community Foundation of Sonoma sent \$10,000, \$15,318 currently in rebuilding fund. (\$13,000 from capital improvement fund transferred into that account.)
    - iii. Campaign for GCC Rebuilding Fund-as presented by Nancy G. (attached)  
M De S Bill approved Consistent with GCC **Rebuilding Fund**.
  - b. Fire Update:
    - i. Insurance Coverage  
Kevin reported independent Adjusters were here to assess the damage, this will be submitted to Insurance. Realistic bid is being done too by another party. Insurance Policy covers replacement values. \$2500 deductible. \$1.5 million is policy amount, building 5,000 square feet for both buildings.
    - ii. Rebuilding the Facility  
Kevin put notice out to the public for local design, architect, contractor, project manager to submit proposals for GCC community project.

Demolishing the current facility: needs to be tested for lead or asbestos before demolition. Discussion about using modular buildings vs expense of brick and mortar,

iii. Rental spaces for displaced GCC operations

Kevin reported limited rental options available, walk throughs of the 4 options available at Cypress Village (CV). The Hotel has not responded to inquiries. Discussion: Parking issues, use trailers on property (grading, plumbing, etc.) Variety of opinions for use of space, convenience of heat and RR's, square footage required for each department, requirements for meeting space, requirements for temporary use of modulares, Nancy H- Clothing space requirement at least 25% more than original footprint. Discussion of trying to keep the departments together, advantage of turnkey operation at CV,

iv. Solar Panels

Bill reported Mike Nelson contacted him regarding PG&E changes Panel worth \$4-500 apiece, 25 year lifespan (these are only 8-10 years old.) Panels need to be relocated before deadline April 14<sup>th</sup>. PG&E Program is called NEM 3.0. Motion: Pursue with Mike Nelson for relocation of Solar Panels. M Bill S De approve

v. Rebuilding Committee nominations: Kevin Evens-GCC Kenny Jowers-Business, Micheline White-MHA, Dave Shpak-GMAC, Rebecca Stewart-Coastal Seniors, Leslie Bates-RCMS, De Denten-GCC Board, motion to approve individuals as submitted for confirmation of participation m Kevin s Bill approved.

6. Executive Session: Staffing contracts closed session

Next Board Meeting Tuesday March 14, 2023 at 1:00 p.m. - Gualala Community Center

Meeting Adjourn 2:47

- Campaign name: **Gualala Community Center Rebuilding Fund**
- Campaign Intro/message:

The Gualala Community Center ("GCC") was built and founded in 1954 by a group of local volunteers who wanted to create a gathering space to hold meetings, dances, and many other community activities. Its mission has evolved, and thanks to the proceeds raised by the GCC's thrift store, Pay 'n' Take, GCC is able to provide financial support to three local food banks, local service organizations, schools, student scholarships, and more.

The Gualala Community Center's main hall and its Pay 'n' Take clothing room were destroyed by fire in early February 2023. The memories created within this iconic and historic building's walls and shared by our community will keep its spirit alive as it is rebuilt.

GCC is insured, but with higher construction costs and upgrades required to meet updated building codes and community needs, we believe that insurance will not cover the total cost of the project. The GCC Board does not yet know the exact amount needed so our goal may change as the rebuilding project proceeds. We are hoping that an early and ongoing effort to raise additional funds will help to expedite construction completion.

With your help we can rebuild, re-open, remember the past and start to make new memories in the new Gualala Community Center. Thank you for your support.

- Donation Receipt message:

This is a receipt for your gracious donation to Gualala Community Center, Inc.. We hope to see you at many events once the new building has been completed and re-opened.

- Initial Campaign Goal: I was thinking of starting with at least \$100,000 or possibly \$200,000 since we don't yet know what the funding gap will be between insurance coverage and actual design and construction cost.
- Give donors the **option** to cover the fees when they donate? I think we should.
- Bank account to use - reference emails from last week.
- additional people to add to donation and banking site - I suggest Kathy since she will handle the accounting of funds for us.

Please let me know if there are suggestions and/or questions. If you can get back to me this afternoon or early tomorrow that would be great. Hoping to get this live within the next day or two.

Nancy

DRAFT Minutes -with Art 'n Take proposal attached.

Gualala Community Center Board Meeting

**March 14, 2023**

- 1) Call to Order 1:01pm
- 2) Roll Call: De Williams, Nancy Gastonguay, Bill Matthews, Janet Loxley Absent: Sarah Williams, Kevin Evans, Whyte Owen (No actions-no quorum)  
Visitors: Staff Member: Kathy McMurtry
- 3) Approval of the Agenda
- 4) Public Comments on non-agenda items
- 5) Approval of minutes, 2/14/23

## Approval of minutes 2/21/23 (Special Meeting)

### 6) Approval of Treasure's Report-Janet

- a) Mid-month sales \$4000 lower-without clothing for sale

### 7) Correspondence-

- a) 148 members-50 new ones

### 8) Old Business

#### i) Building Maintenance and operation (Bill)

Continuing to retrieve damaged objects-Putting together crew to retrieve Solar Panels, Storage is an issue,

#### ii) Mask requirements- Discussion of mask requirements to be optional, to be posted on FB and ICO

#### iii) Website-Nancy G.

Met with Cheryl-Cheryl keeping Admin, Nancy is 2<sup>nd</sup> Admin, reviewed basics needed to update the fundraising page, EIN number is on donation page, about US tab (list of board etc), Nancy can make simple changes. Consider a future move to a simpler platform.

Discussion to keep Amazon list on FB,

Nancy now Admin Gualala Community Center FB, add Bill to GCC page, NG Also posts to Trading Post, Sea Ranch etc. Barbara- Pay 'n' Take FB page-needs to be updated,

Asked Sally to discontinue posting to the PNT Clothing FB page to keep messaging consistent.

### 9) New Business

#### i) Fire updates and Rebuilding (Bill and Kathy)

Letter to air quality board, with required info, next step building permit to demolish the ruins.

Good News: Tests results looked good-small amount of asbestos in Rest Room's

John Robertson only Demo bid- worked for GCC before.

Naomi Schwartz has offered to research what to do with the “Pink House”

ii) Artists Cooperative (Handout) (Jackie Gardner) Repurpose and resell donations to F & E, to benefit the GCC. **Motion to vote to accept Artist Cooperative proposal via email.** M Janet S Nancy 4 voted to approve. Document Attached. Sarah and Whyte voted yes via email.

iii) GCC Finances/Donations (Kathy)  
\$320,000 from Insurance company, donations continue to come in, the \$100,00 donation has been matched. Discussion of amount to spend without membership approval. Need to pursue Membership approval to ReBuild on site.

iv) Old Records-Bill has been going through storage, Discussion what to keep, or toss. Leslie can be helpful with that. Consider historical context, retention policy, 7 year retention?  
Adjourn: 2:30pm

**Jackie Gardener**  
PO Box 403  
The Sea Ranch, CA 95497  
707-494-3033  
Email jackie@mcn.org

To: Kevin Evans  
Bill Mathews  
De Williams Denton  
Janet Clark Loxley  
Sarah Mason Williams  
Whyte Owen  
Nancy Gastonguay

Proposal for Art Fundraiser to Benefit PaynTake and Gualala Community Center

There is a large number of local artists who frequent PaynTake for raw materials, collage items and frames for use in the creation of their art. Many of these folks would like to do something to help rebuild the Gualala Community Center. Here is an idea a few of us think could work and be good for your rebuilding fund as well as fun for the community, and a way to show our love and appreciation for all you do on our behalf.

**WHAT:** ArtnTake – a pop-up art sale to benefit the building fund

**WHEN:** One or two Saturdays in between the regular PaynTake dates, perhaps the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays in April or May, but not in conflict with AIR. Could be morning or afternoon. We would love to have Colby's Kitchen Gang there with scones and tarts as well.

**WHERE:** Indoors and around the exterior “patio” area where tables are usually set up. Some of our local artists have pop-up tents and other means to display art outside, and we would perhaps ask Gualala Arts for some of their large display boards as well.

**HOW:** As a member of North Coast Artists Guild and Discovery Gallery, I would engage the help of a variety of artists who have already expressed interest in helping and participating. Those include Bruce Jones and Donnalynn Chase, as well as others who have extensive experience in putting together shows and pop-ups.

**DETAILS:** There would be no entry fees, just a registration process. We would ask artists to use some item or material or frame that was purchased at PaynTake in their submission, or include references to downtown Gualala if possible. If that doesn't fly, we would open it to all interested artists, with a limit on the number of pieces submitted. All sales proceeds would go directly to PaynTake. Unsold art could either be donated at the end to you, or the artists could take it home.

We can advertise this event on your Facebook and Instagram pages, as well as our own, and on the NCAG email list. Perhaps we can put an ad in the ICO. We can list it on the Sea Ranch listserve and Facebook pages. We are open to other ideas as well.

The ability to charge credit cards would be very important, as the art prices are not intended to be low for the usual PaynTake customer, but higher to appeal to a

broader population that want to help and maybe get some fun or fine art in the process. Do you have that capability?

We would need to limit the number of pieces, probably on a first come, first serve basis, as I believe there is a lot of interest out there for something fun and beneficial for our community and your building fund.

Lots of details need to be worked out, but I wanted to get this in front of you as soon as possible. We would need to be careful in our scheduling to not compete with Gualala Arts events or other major art shows in the community.

Please let me know as soon as you can how you might want to proceed with this idea or not. My contact information is at the top of the page.

Thanks for your interest.

Actions taken by the GCC Board via email vote: **2023.03.30**

3/29/23

We have a motion by Bill Matthews and a second by De Williams to approve an additional \$1,000 in funds towards equipment purchases by the clothing department. 7 yes 0 no vote for the clothing department funding.

3/16/23

Artists Cooperative (Handout) (Jackie Gardner) Repurpose and resell donations to F & E, to benefit the GCC. Motion to vote to accept Artist Cooperative proposal via email. M Janet S Nancy 4 voted to approve. Document Attached. Sarah and Whyte voted yes via email. approved

2/27/23

Motion to fund purchase of fixtures for departments lost in fire, not to exceed \$1000 per department. M-De, S-Nancy approved by email vote

2/18/23

We have a motion and second to approve the ICO letter with corrections. M-De, S-Whyte approved by email vote

1. Call to Order: 1:00pm
2. Roll Call De Williams, Nancy Gastonguay, Bill Matthews, Janet Loxley, Kevin Evans, Whyte Owen Absent: Sarah Williams,  
Visitors: Karen Russell, John Bower (1:57)- Staff Member: Kathy McMurtry
3. Approval of the Agenda: M Nancy S Janet Approved  
Addition of scholarships
4. Public Comments on non-agenda items-none
5. Approval of the February 14, February 21, and March 14, 2023 Minutes: M Bill S Janet Approved
6. Approval of the February, March and April 2023 Treasurers Report: M De S Bill Approved
7. Correspondence:  
Thank you from Coastal Seniors for funding in 2022  
Notice of Public Hearing from GCSD  
Steve McLaughlin-Original list of GCC charter members 600+  
Written proposal from John Robertson for demolition -\$100,000. (Demolition held up by Ukiah office not responding to inquiries  
Kevin following up)
8. Presentation: None
9. Old Business:
  - a. GCC donation requests – Whyte and Janet
    1. Mendonoma Health Alliance  
Request for \$9500, discussion-would like to see all funding proposals related to this \$1M total project, what funding is committed to the project to date timing may not be the best for GCC to fund outside projects, once we have more information, we can make a determination. Kevin to follow up.
  - b. Building Maintenance and Operation – Bill
    1. Clothing Room needs  
Typical thrift store has more space dedicated to clothing than other goods, currently outside sales, research the idea of a modular to use for clothing, clothing has always had a separate



building, 40x40-1600', adjustments have been made in other departments to absorb additional donations  
Motion to direct the ReBuilding Committee to explore installing a modular M De S Bill Approved

2. Demolition Update

AQMD has not responded, demo on hold  
Bill, David and Ray were able to save 25 out of 30 solar panels.

3. Volunteer Code of Conduct – Kevin

Member of the public expressed concern about behavior of volunteers when accepting donations. Ask department heads to speak to volunteers. Declining donations is difficult, especially in light of limited space.

4. Rebuilding Committee – Kevin and De

Kevin-1<sup>st</sup> meeting, excellent group to work with, there is a difference of perceptions about what GCC is all about. P'n'T is a major part of our mission/revenue source. RBCCommittee is focused on use both publicly and privately-multi use vs single use. There is going to be a learning curve to move from vision to building. Identify general uses, thinking outside the box, building in phases-adding 2<sup>nd</sup> story, going to start talking to architects, all recommendations will be presented to the GCC Board for final vote, meetings are open to the public, Del Mar Center and/or Arts Center for public meetings,  
Jamie Sundstrum has volunteered to serve on the committee.  
Motion to add Jamie to the RBC  
M De S Janet Approved  
Sonoma Clean Power has offered to contribute once we have an idea what we need, outfitting the center with equipment eligible for rebates and discounts, going evergreen (needs clarification),  
Recommendation to publish a monthly or quarterly updates for the public.

c. GCC Finances – Janet and Kathy

i. Old tax and other records – Bill

Cleaning out storage room, 60 year old records-working with Leslie with direction from the board of what to keep/what to toss. Direction to keep 10 years, and historic importance. Need inventory of fixtures/equipment lost in the fire.

ii. Scholarships

Karen reported on scholarships, deadline being April 30, 2023. Will nudge prior scholarship recipients to apply for additional funding.

- d. Marketing, Promotions and Advertising – Nancy and Sarah
  - i. Sign and flyers update  
Signs and flyers are being used. Positive feedback.  
More postcards will be ordered,
  - ii. Update website Information  
Nancy reported working with Cheryl to update the website, has admin access to website and FB page, minor tweaks, transparency and consistency are important.
  - iii. Implementing Square for taking credit cards at the Art ‘n’ take. Use only for special occasions, nominal cost per transaction. Motion for Nancy to proceed setting it up for 4/29 sale. M Bill S Janet Approved

10. New Business:

- a. 2023/24 Board member voting ( 3 openings ) – Kevin  
send email to announce election inviting members to run, Ballots back by mid June, send group letter with updates, need two ballots-new board members and permission to spend over \$5000 during rebuilding process, send out around Memorial Day,
- b. Farmers Market – Bill  
In the past have rented May to November at \$400 a month, Agreed to continue for another year.
- c. Gualala Street Scape – Kevin  
GMAC was presented with an updated plan of the streetscape, funding is in place. Kevin requested feedback from the board regarding impact to GCC.

Next Board Meeting Tuesday May 9, 2023 at 1:00 p.m. - Gualala Community Center

Meeting Adjourn 2:45

DRAFT Minutes (Amended)

Gualala Community Center Board of Directors Meeting  
**May 9, 2023** - 1:00 p.m. – Gualala Community Center

1. Call to Order: 1:08
2. Roll Call: De Williams, Nancy Gastonguay, Bill Matthews, Janet Loxley, Kevin Evans, Whyte Owen, Sarah Williams  
Visitors: Staff Member: Kathy McMurtry Volunteer: Nancy Howard and Karen Russell (clothing)
3. Approval of the Agenda with changes: M De S Nancy Approved  
closed session:

Changes per Kevin-items may need membership vote-lump under bylaws-  
Contracts discussion-demolition, rental contract-Kathy to attend, can  
provide essential information

4. Public Comments on non-agenda items-none
5. Approval of the April 11, 2023 Minutes: M Bill S Janet Approved
6. Approval of the April 2023 Treasurers Report: Kathy/Janet

Janet: P&L statement (10 months), balance sheet with funds in banks, 50% of PNT  
income prior to fire, \$347719 in mutual funds. M Whyte S Bill approved

7. Correspondence:  
Communication describing progress from Micheline White
8. Presentation: none
9. Old Business:

- a. GCC donation requests – Whyte and Janet
  1. Mendonoma Health Alliance

Discussion: MHA has multiple available funding sources, other local residents do  
not, Motion to reject based on our current uncertainty M Whyte S Bill  
Approved

- b. Building Maintenance and Operation – Bill

1. Rental Space-Clothing Room needs-Nancy and Karen  
Nancy, Karen and Bill toured a site for rental. List from Karen at the end of the  
minutes. Lease is month to month, costs of additional building prohibitive,  
donations and garbage covered by volunteers, intake can be done onsite, pellet  
stove for heat, additional insurance costs,  
RBC did discuss modular use-costs were prohibitive, not have occupancy in rebuilt  
building for 3 years.

2. Rebuilding Committee (RBC) – Kevin and De  
Kevin-committee is active, with upcoming interviews total of 11,  
At the conclusion of the interviews on Thursday-RBC is prepared to recommend  
up to 3 candidates, for second interview with the board there will be a Timeline,  
costs for architect's fees, what services they can provide, identify general  
contractor to reach out to local subs.  
Discussion of project manager/contractor importance of using local resources,  
contractors booked out to the end of 2024,  
Identify an architect before new board in July, is the board available to meet next  
week for second interview, call special board meeting for vote. Timing may  
require second tier interviews.

Discussion of public meetings available at different times. A 2-3pm Saturday/Sunday meeting in Point Arena? Kevin will follow up.  
RBC extend an invitation to Adrian Adams, structural engineer to be on the committee. May also invite architects in a technical subcommittee to offer input.

c. GCC Finances – Janet and Kathy

i. Rental Space for Pay'n'Take-

Clothing has done a lot to try and adapt to the current situation. The month to month contract limits our exposure for opening.

Motion to move forward on rental with Bill Matthews to execute the lease agreement on behalf of GCC M Whyte S De approved

2 funding sources: lost revenue based on monthly income will be paid by insurance for 18 months. Cover outside rental not covered by sales. This is in addition to the 1.6 million earmarked for demolition and construction costs.

ii. Demolition Update-

Bill working on permit for the pink house-it has been tested. 2 Bids- 100,000 and 237,000.

We do not know if the foundation needs to be removed. The larger bid includes removal.

Still a question of how much debris will be disposed of. Utilities need to be disconnected by local service providers. Discussion of Johns ability to meet expectations, what the higher bid included, swallows, Worked with John in the past, local-able to mobilize sooner, he has stayed involved and done research, committed to doing a good job

Motion to hire John Robertson, \$100,000 contract. M Bill S Whyte approved

d. Marketing, Promotions and Advertising – Nancy and Sarah

i. Lynne Door Branding Proposal

Nancy-positive feedback from her proposal, now would be a good time to look at branding and getting our vision for the new building out to the public. Keep it as simple as possible, our brand, our values, clarify messaging for what we do in the community, \$2200 proposal, 50% upfront. Timing to start work in September.

Discussion of timing, what we are, why we do what we do in the community--even without a building,

Motion to approve the contract with Lynne Door and her Branding Proposal

M Sarah S Nancy approved

10. New Business:

Closed Session:

Bylaws

a. Expanding the BOD spending limit for Reconstruction

Bylaws require membership permission over \$5000. Seek permission from the membership to rebuild the building. Discussion we do not know what the costs are going to be for reconstruction, there should not be any spending limits that require membership approval, trust from the members that BOD will make the best decisions, vote does not require a signature.

Motion: We, the BOD would like to remove any spending limits while we rebuild the Community Center. M Kevin S Janet approved

Timing was discussed-Kevin will work with Kathy to have it out by the end of May. Membership limits in the bylaws-require member in good standing for 3 months. A modified letter will be written for these later members.

b. Opening up separate Rebuilding Checking account

Motion: Whyte Owen moved that the GCC open a new checking account at WestAmerica Bank for our Rebuilding Fund. It will contain all deposits from donations and from the insurance company related to rebuilding. It will also pay all expenses related to the rebuilding. The current authorized signers will be Kathy McMurtry, William Matthews, Kevin Evans, and Janet Loxley M Whyte S De Approved

c. 2023/24 Board member ( 3 openings ) – Kevin

Interested candidates: Karen Russel, Darla, Ester Shane, Jami Sundstrum, Cathi Matthews, Sylvia Evans, David Fouts. Kevin will contact and confirm. Need a candidate statement for ballot.

d. Sarah Williams Board status – Kevin

Residence is changing, unknown timing and details. Can continue to participate via zoom. Discussion: continue her term and take advantage of her experience and have her participate in the rebuilding process.

e. Term limit – Nancy

Discussion-enough candidates for new board, Continuity is limited by 2 years terms, there is a learning curve, at this time with the rebuilding, do we want to revisit term limits. We are at a critical juncture with the rebuilding process. Turnover can risk a change in direction.

f. GCC Membership meeting – Kevin

Meet and greet with new board members, hot dogs etc, Use the outside park area at Gualala Arts Center, early afternoon non pnt Saturday. Kevin will follow up.

g. Quorum stated in the by laws is 5 members; Important decisions are coming up that cannot be put off by the absence of members of the

BOD. Kevin will submit a draft of the amendment for review to go out with the ballot.

- h. Can a contractor/employee serve on the BOD's? It hasn't been an issue in the past.

Board meeting to interview architect candidates: Thursday May 18

Next Board Meeting Tuesday June 13, 2023 at 1:00 p.m. - Gualala Community Center

Meeting adjourned 3:50

Clothing Room Summary /Problem:

As of February 14 the Clothing Room (and other areas) of the Pay n Take /GCC was destroyed by arson. Since that incident the Clothing Dept has made efforts to regroup and reopen. The book dept. generously provided some space in the main building. With that area and operations extending to the parking lot, the store has been able to intermittently establish sales again, depending upon the weather. At this juncture the Clothing Dept. needs a permanent location to continue operations at the previous standards.

History:

The clothing department has operated for many years and is a valued resource within the community for clothing, socializing and treasure seeking. Within the last few years the clothing room has consistently brought in \$1500 to \$4,000.00 each Saturday it is open thus contributing roughly \$5,500 monthly to the GCC accounts. Finding a permanent location as expeditiously as possible will allow for that revenue resource to continue as well as allow for the community to access the resource.

Reasons why the proposed location works:

- It is clean and light
- It is available almost immediately unlike waiting for a new modular unit to be put on the property.

- It is plenty of space for us to present, organize, and sell most of our inventory.
- The storage container right next to it will make storing and restocking much easier.
- It will be less congested when we are accepting donations.
- It allows clothing intake and sales to operate independently of weather.
- It would provide the opportunity for expanded shopping hours.
- We would not have to periodically restrict acceptance of donations.
- There is easy access because the store is on ground level.
- Its location on the main highway makes it easily accessible to the public.
- The owner has offered us a month to month lease so that our obligation is limited.
- This would free-up the Blue Room for use by another department.

Recommendation:

Approve the proposal to allow the GCC to enter into a month to month lease agreement on the property at 39173 Highway 1 with Robert Kennedy to provide for a temporary location for the clothing department as new buildings on the GCC campus are rebuilt / developed.

Kind regards,

Karen L. Russell

# Proposal To Lease

39173 Shoreline highway, Gualala, CA (Rear Building – Right Side and 20' Storage Container)

**Lease Term** Two Years beginning 6-1-2023, with the tenant able to cancel lease, with no penalty, by giving 2 months' notice.

**Rent** \$2,300 per month. The rent will be reduced to \$2,250 per month if the storage container is not installed by 8-1-2023. It will revert to 2,300 per month upon the container installation.

**Use** Retail clothing donations and sale and occasional community social use. Uses and hours other than those listed need to get prior approval from The Gualala Plaza, LLC.

<b>Hours</b>	Staff prep time	Monday – Sunday	8AM to 5PM
	Donations	Tuesdays	9AM to Noon
	Public Sales	1 <sup>st</sup> and 3 <sup>rd</sup> Saturdays	8AM to Noon
	Senior Day	One day per week	
		Monday-Friday	8AM to 5PM

**Utilities** Electricity (Two Meters), propane, stove pellets, and garbage are paid by the Tenant.

**Deposit** \$4,600

<b>Owner Work to be Completed</b>	Door casing.
	Tracking lighting on the right side
	Closet doors
	Window molding

**Occupancy** Upon payment of the deposit and June rent the tenant may take possession on May 12 in order to prep and start to stock the store. This would be done in coordination with the owner so that the "owners work to be completed" can be finished. No rent would be charged during any May use.

**Parking** No overnight parking. No parking to the left of the old real estate office (Humane Soc. and white house).

There is a plan to resurface and improve the parking area. No date has been set; however, this work could cause a disruption to the store for a few weeks. The Owners will do everything possible to continue safe access to the store during any construction period.

**Restroom** The locked restroom at the rear of the Humane Soc. will be available for staff use only.

DRAFT Minutes



Gualala Community Center Board of Directors Meeting **June 13, 2023** - 1:00 p.m. –  
Gualala Community Center

1. Call to Order: 1:06pm
2. Roll Call De Williams, Nancy Gastonguay, Bill Matthews, Janet Loxley, Kevin Evans, Whyte Owen, Absent: Sarah Williams  
Visitors: 23-24 BOD nominees: David Fouts, Jami Sundstrum, Esther Shain  
Staff Member: Kathy McMurtry,
3. Approval of the Agenda: M Janet S Nancy approved
4. Public Comments on non-agenda items
5. Approval of the May 9, 2023 Minutes: M Bill S Nancy approved
6. Approval of the May 2023 Treasurers Report:  
Janet noted this is the first month the report reflects the Rebuilding Funds. Capital Improvement funds have been moved into Rebuilding Account.  
PNT Sales are good, with some expenses and sales tax. 1<sup>st</sup> and Last rent for Clothing has been paid. Art N Take-\$5580. Lots of behind-the-scenes volunteer hours, the Arts Center helped with easels/display materials, fun community-oriented event. Discussion of the insurance lost revenue compare monthly 2022 figures and 2023 figures.  
Motion to approve: M Kevin S Bill approved
7. Correspondence:  
Thank you from Triathlon Group
8. Presentation: none
9. Old Business:
  1. Rebuilding Committee Update  
Rebuilding Committee held architect interviews, 3 were selected for 2<sup>nd</sup> interviews, 2<sup>nd</sup> interviews were held with joint BOD and RC. Recommendation: Figure, James Leng and Jennifer Woo. Discussion: expense to be incurred, public presentation will be important to fund raising, grant programs available, cost of grant writers, increasing costs per sq ft.
  2. Selection of Community Center Architect  
Motion to hire Figure: M De S Janet Approve  
Kevin will contact James. Kevin will contact the other candidates by phone and letter. Discussion about review of contract by attorney, Kevin to follow up.

Motion to Authorize the President, Kevin Evans to enter into contract negotiations and award contract M Bill S De approved

3. Summary of Town Hall Meetings and public input  
Discussion: the public is excited, more town hall meetings for community awareness, BOD will need to prioritize the lists from community input to give to the architect for design, develop an online resource for feedback collection.  
Nancy will do that
  4. Building Maintenance and Operation – Bill  
Bill reported things are going well, worked with Farmers Market, some concerns about roof on annex, waterproofing needs to be done before next winter.
  5. Clothing Room update  
Volunteer Shopping hours Friday 11am, Nancy updated the social meeting, Darla is proposing a weekly Tuesday Sale, the clothing department fills a need in our community. Nancy, et al have spent many hours. David made a double rolling counter, similar to the one lost in the fire. Bill is taking clothing to new location.
  6. Housewares Department needs  
Housewares is moving into the Blue Room, free stuff is going out on Wednesdays, cuts down on the trash
  7. Demolition Update – Kevin and Bill  
Demolition on hold due to swallow nests identified by CA Fish and Wildlife. Contractor for the demo is available upon release by CDFW. Discussion about keeping the public updated, Nancy has been keeping social media updated.
10. GCC Finances – Janet and Kathy
1. Update on expenses for clothing department and housewares. Ongoing costs: PG&E, pellets for stove.  
Update Clothing Department expenditures:  
Spent \$4400 to date  
Motion to approve up to \$5000 to update new operation  
M Janet S Nancy approved  
  
Approval of Housewares Department expenditures  
housewares: Request for 6-6' tables,  
Motion to approve up to \$1000 for Housewares  
M Bill S Janet approved
  2. Rebuilding Account and income deposits

Kathy-to clarify deferred expenses for existing building and parking lot. Motion to create single deferred maintenance savings account previously designated for both buildings. M Kevin S Nancy approved.

11. Marketing, Promotions and Advertising – Nancy and Sarah

1. Branding update- generic signage until more work can be done. Will meet with the board this summer. Consistent branding will help with fundraising.

12. 2023/24 Board Member and Amendment ballot

Count: June 17<sup>th</sup>, Kevin to contact Leslie to help count

13. Point Arena High School Scholarships – Karen Russell

Kevin reported that 4 scholarships were awarded on behalf of GCC. Rewarding to see the talent out there represented at graduation.

Invited students to attend the board with updates.

*Discussion of past recipients not checking in: from April Minutes: Scholarships: Karen reported on scholarships, deadline being April 30, 2023. Will nudge prior scholarship recipients to apply for additional funding.*

14. New Business:

1. County EVCharging Feasibility Study Record Official Board Action

Discussion of requirements-would need to be in the front of the center due to a “short run electricity line.”

Motion to reject feasibility study for EV charging station

M Whyte S Janet approved

2. GCC Membership meeting – Saturday, July 29<sup>th</sup> Picnic at Gualala Arts Center – Kevin: Picnic area at Gualala Arts, non-alcoholic event, Leslie to cater for us, RSVP requested.

15. July Board of Directors Meeting – reschedule meeting due to travel schedules to Wednesday July 19<sup>th</sup>.

16. Volunteer Code of Conduct: Closed Session (Board members only)

Bill-theft of donated items by members of the public. Discussion of response. We don't have an existing policy with consequences.

Rude volunteer at sales to members of the public-Motion to amend code of conduct to reflect: If a volunteer violates the code of conduct the Board of Directors may determine the volunteer is no longer eligible to volunteer at Pay 'n' Take intake or sales. M Nancy S De approved

17. Next Board Meeting Wednesday July 19<sup>th</sup>, 2023 at 1:00 p.m. - Gualala Community Center Meeting

18. Adjourn

DRAFT Minutes

Gualala Community Center Board of Directors Meeting **July 19, 2023** - 1:00 p.m. – Gualala Community Center

1.

Call to Order: 1pm

2.

Roll Call Roll Call De Williams, Nancy Gastonguay, Janet Loxley, Sarah Williams, David Fouts,

Jami Sundstrum, Karen Russell Outgoing board: Bill Matthews, Kevin Evans,

Staff Member: Kathy McMurtry,

3.

Approval of the Agenda: with additions...m Bill S Janet approve

4.

Public Comments on non-agenda items none

5.

Approval of the June 13, 2023 Minutes: m Janet s Sarah approve

6.

Approval of the June 2023 Treasurers Report:

Janet reported PNT outsold last year to date, discussion differences between prior year and current period, any funds for rebuilding including donations are kept in a separate account, expenses include purchases for rebuilding/replacement expenses, question about funds from insurance to be invested-forthenewboard. AcceptTreasurers report m Bill s De approved.

7.

Correspondence: none

8.

Presentation:

a. Recognition of outgoing Board of Directors-Kevin thanked everyone for their dedication, support and timely responses. We have created a good foundation going forward. Thanked Kathy for her support. Thanks, from the board for Kevin's leadership, representing the GCC to the public.

9. Old Business:

a. Certify Election Results-Kevin reviewed the election results. Both changes to the

bylaws passed, new board members, Jamie, Karen and David were elected. 10. New Business:

●

Election of 2023/24 Board of Directors

i. President – Nomination of Nancy M De S Sarah, approved

ii. Vice President-Nomination Karen M David S Janet approved iii. Secretary-Nomination De M Janet S Sarah approved

iv. Treasurer-Nomination David M Janet S De approved

v. Contract with architect Figure Design-Kevin has draft copy of contract, been reviewed

by retired local community member, 2 members of the Rebuilding Committee. Reviews recommended some changes that Figure agreed to. Motion to approve contract M De S Janet 6 approved, Karen abstained, asked to read the contract. All contacts with Figure, need to go through Kevin. Reminder that all the stakeholders are represented on the Rebuilding Committee.



#### Committee Assignments and Contact Information

i. Rebuilding Committee members (2) Volunteers: De, Jami

ii. Building Maintenance and Operation-Volunteers Bill and David iii. GCC Finances-Volunteers David and staff member Kathy

iv. Marketing, Promotions and Advertising-Volunteer Sarah and Nancy v. Scholarships-Volunteer Karen

vi. Gualala Community Center Membership Picnic-Volunteer Jami and Karen. postpone-picnic to be rescheduled, Nancy to contact Sus at GAC and Leslie, to cancel and check on September date

vii. South Coast Fire Protection – need list to be provided for contact in emergency volunteer: David, Bill, Nancy,

viii. Building Insurance – staff member Kathy has been the contact, to continue. Give insurance Nancy's contact info.

c. Rebuilding Committee Update

i. Architect Contract and Letter of Acceptance-See 10 A v.

ii. Summary of Town Hall Meetings and public survey-Nancy and De have results of in person and online surveys. Looking at 2 more town hall meetings, 2 more joint BOD and RBC. Wednesdays at 1pm are the preference.

iii. Prioritize use of community center-Up to the new board to set priorities. Rebuilding Committee will follow the Boards preferences.

Stakeholder discussion meeting will produce priorities for BOD discussion. Nancy to contact James for clarification of what 7/26 meeting will entail. Discussion of online survey.

d. Building Maintenance and Operation

1.

Access authorization to GCC safe – discussion of procedure for handling funds. Allow Nancy H. access to the safe prior to and following clothing sales. M De S Karen approved

2.

Demolition Update – Bill reported final contract from John.

3.

Craft Fair- Leslie asked about craft sale 2<sup>nd</sup> and 4<sup>th</sup> Saturdays

through Farmers Market. Discussion of lack of RR's for public, keeping the buildings secure, review of farmers market process, set up crafts market similar with a point person, insurance and prorated rent, conflict with possible GCC fundraising events. Jami to contact Leslie for details and boards discussion.

4.

Printer for ReBuilding Committee – Bill suggested that De purchase a printer for use, up to \$200 M Janet S Jami approved

5.

Clothing – Nancy met with Nancy and Sally to discuss communications, Sally will help with social media, consistent communication with community regarding connection with PNT, GCC and the Clothing Room. Clothing Store signage - “Gualala Community Center-Pay’n Take Clothing Store” discussion of font, generic and plain, easy to read, Motion for up to \$400 and wording M Karen S Sarah approved.

e. GCC Finances

Discussion of sandwich board and donation cards. Create Volunteer email list to distribute information. Nancy will build a group email.

i.

Authorization names on bank signature card

President Nancy Gastonguay, Vice President Karen Russell, and treasurer David Fouts and staff member Kathy McMurtry



we add these officers to all the bank accounts and safe deposit box. M Jami S Janet approved

ii.

Review and Update Gualala Community Center Building Insurance Policy Discussion of what is needed and when it needs to be done. Kathy will work with David. Replacement costs of fixtures and building.

Next Board Meeting Tuesday August 8, 2023 at 1:00 p.m. - Gualala Community Center

Meeting Adjourn: 3pm

David Cell 949-939-1213 Janet Cell 949-939-3329

### **AMENDED DRAFT Minutes**

#### **Gualala Community Center Board of Directors Meeting August 8, 2023 - 1:00 p.m. – Gualala Community Center**

1. Call to Order : 1:01
2. Roll Call De Williams, Nancy Gastonguay, Janet Loxley, David Fouts, Jami Sundstrum, Sarah Williams Absent Karen Russell volunteers: Bill Matthews, Kevin Evans, Staff Member: Kathy McMurtry,
3. Approval of the Agenda m Janet s Jami
4. Public Comments on non-agenda  
Kevin asked board to consider supplies for teachers gratis – discussion about clarity of establishing policy, in the meantime say yes, there is a box that Spenser collects supplies for, not for profit vs for profit, motion to add to September agenda m Jamie, s Janet approved.
5. Approval of the July 19, 2023 Minutes m Janet, s David approved
6. Approval of the July 2023 Treasurers Report: David reported income \$27,700, this reflects weekly clothing sales, expenses \$12,200 (did not include the rent for clothing),

Rebuilding expenses to the architect \$25,000. Recommended clothing/rental expenses to be reflected as PNT expenses rather than rebuilding. Loss of income and rental costs covered by insurance. Motion to reallocate the expenses for clothing to the PNT account. m Janet, s Sarah, approved.

Approval of treasures report M Janet, s Sarah, approved

7. Correspondence: none
8. Presentation: none
9. Old Business: none
10. New Business:
  - a. Rebuilding Committee Update – Kevin, Jamie, De Kevin reported Fish and Wildlife coming tomorrow looking for active swallow nests, may get the go ahead for demolition. We will have an official survey of ALL properties the GCC owns. RBC did indicate option 2 & 3 would be appropriate to recommend to the BOD. David took photos for the Architects of parking used last Saturday at PNT and Farmers Market for their review. Price running upwards \$1,000 a sq ft-\$6 million to rebuild. In contact with Jared Huffman, Mike McGuire, Ted Williams, Grants: are competitive, Resiliency Center Package available, Senior Services grants, BOD needs to decide whether or not to hire a grant writer. Motion to explore hiring a professional grant writer on the September Agenda. M Jami, S de approved
  - b. Building Maintenance and Operation – Bill and David: Bill putting out free items weekly on Wednesday, downside others bring items. Working on an awning for bakery sales, Roof of annex needs some care, 25 years old, missing shingles, unable to match current shingles, quote in process to fall under Capital Improvements. Compilation of volunteer hours for last 2 weeks-past 2 weeks, number of hours 458, not including bakery.
  - c. Additional Board member appointment to rebuilding committee – Nancy-tabled
  - d. GCC Finances-tabled
  - e. GCC Membership meeting – Sept 10th Picnic at Gualala Arts Center – Jami and Karen working on it. Nancy working on a volunteer recognition event.
  - f. Coastal Seniors: Define Relationship to GCC – **Closed session, Board members only**
    - i. CS space needs and usage request of to 725-1000sq ft.
    - ii. CS financial commitment cap at \$875,000  
Discussion: Prioritize income source of PNT, offer land lease available for future building w/access to digging a well, increased water use may be an issue, base relationship on model pre covid, focus on multi use of GCC rather than dedicated Senior space, discussion of procedure required for Meals on Wheels, Food Bank distribution, Memorandum of Understanding for use, thinking of the future stress community multi use rather than dedicated CS use.  
2- part motion: 1. to adopt CS use based on model of pre covid 1 day per week congregate dining and meals on wheels, recognizing needs for storage to be determined in the design. We will consider the possibility of providing space for an outdoor walk-in refrigerator/ freezer. 2.GCC will offer CS land that GCC owns for lease to develop and build a dedicated Senior facility.

M De, S Janet, approved pending Jami and Karen's review. (GCC bylaws preclude the president from voting unless breaking a tie.)

- g. Site plan concepts and building program - **Closed session, Board members only**
- iii. Discuss and review the concepts presented at the 8/2 meeting with Figure
  - iv. Rebuilding Committee recommendation to the Board
  - v. Select and approve two concepts

Adjourn: 3:30

Next Board Meeting Tuesday September 12, 2023 at 1:00 p.m. - Gualala Community Center Meeting Adjourn

Notes sent to Figure Design 8/8/23

Hi – the Board met today to consider the four options provided and we agreed that options 2 and 3 are the most practical based on how we envision using the space, but we'll want to play with proportions and location of the different spaces. There is some mixing and matching of the designs that we would like considered. I am including some of the highlights below . I apologize for the formatting, but I wanted to get it to you asap so that James and Jennifer can begin their work and so that Kevin has additional info to share with the rebuilding committee tomorrow.

James and Jennifer, please let me know if you have questions and/or need additional clarification.

- There was discussion about the main hall size and if it should be larger than that of the original building. Will need help understanding dimensions to decide.
- Main hall should be located in southwest quadrant to maximize the view.
- Need creative storage space in kitchen for dedicated uses, some will need to be locked. Want kitchen located adjacent to main hall and located in southeast quadrant.
- Smaller activity/conference rooms (maybe only two vs three) to allow larger kitchen space. Perhaps movable walls in between for flexibility
- Utility room and bathrooms located on east side. Bathrooms close to kitchen and main hall
- Move building footprint west 10' to allow for non-commercial vehicles to pull alongside building and unload to kitchen
- Where is dumpster in plans? Need access for removal
- Parking - 100 spaces
- Landscape design- adequate lighting in parking lot. Comment that there is not enough lighting at TSR Lodge parking area.

- Like linear parking scheme: like outdoor space for tables, handicapped parking, drop off area
  - Quad design: like drop off spaces
  - Pockets design: like designated parking spaces,
- Non buildable parcels: would like foot paths, places to sit, other?
- clothing return to main campus, 5300 sq ft in Annex to possibly be reorganized to accommodate all depts. and make use of windows and doors on ocean side, space allocated by funds raised, entryway
- like idea of small café that could be multi-purpose if needed. Located adjacent to or very near kitchen, if possible.
- septic tank, grease trap and propane tank in central courtyard space – do they need to be moved?
- We discussed having a larger storage room for use by multiple groups, some will need to have locking storage
- There may be a 125 sq ft fridge/freezer combo outside that would need to be near the kitchen. Would like ideas for placement.
- Bathrooms should be easily accessible from public spaces

Gualala Community Center Board of Directors  
DRAFT Minutes

**Date: August 24, 2023 Time: 1 p.m.**

Location: Gualala Community Center

1. Call to Order: 1:07
2. Roll Call De Williams, Nancy Gastonguay, Janet Loxley, David Fouts, Sarah Williams, by phone: Karen Russell, absent: Jami Sundstrum
3. Approval of the Agenda m dave s Janet
4. Interior layout design – option 2- back side of the building with utility spaces, BR easily accessible, set back of 20', lobby area in a good location, exterior doors in bath rooms for access, flipping BR with meeting room's central location, number of meeting rooms needed? One small meeting room, uses: after school program, book club, tutoring, main hall furthest south west corner, new hall 800' larger than original. David: until annex is available small main hall dedicate to clothing use, enlarge by 103 sq' to 1600 sq', discussion of income from PNT and hall rentals, Karen: front location good for overall PNT, housing clothing in the new building benefits the entire community. Sarah: community goodwill generated by PNT.

**Motion: medium hall upgrade to 1600 sq '(reducing Larger main hall size) to be dedicated to clothing store use until such time as the annex is remodeled would be able to provide adequate space.**

**M David, S Karen approved.**

**Preference for Option 2: Flip Bath Room location with smaller meeting rooms combine into larger meeting room, with dividing wall. Storage more accessible. Add outside access blocked off from main hall.**

5. Update talk on Coastal Seniors – Nancy met with Carolyn Andre – appreciated the offer of a land lease, provided information to share with Figure: total 2400-2500 total sq', along with bus and ADA parking. The rebuilt GCC is 1<sup>st</sup> priority, process with Coastal Commission could take 5-6 years to complete. Water is still a question. Lots of details need to be worked out.

6. RBC recommendations

Kitchen ideas – recommendation to hire a kitchen consultant under consideration, equipment list coming from Leslie via Kevin

Audio/Visual Feedback – consultants being vetted

Discuss access road connecting Post Office to Center Street – recommend emergency access only for automobiles, board agrees. Walkway access from hotel parking-under review.

Parking Plan: still in process.

Annex discussion: keeping annex in current location, one story remodel enlarged footprint proposed, may have to go through Coastal Commission. Exterior plan option 3, Farmers Market

Coastal Seniors building location—board agreed with location recommendation of placement assessor plot 3 unless Figure has a better suggestion.

Meeting with Pay'n'Take Department heads- Kevin to update

Resiliency Public Outreach Meeting 9/7, 6pm – **Post notice prior to September PNT.**

**Grant writing selection committee: Karen, Micheline, Leslie and Robert**  
1<sup>st</sup> meeting to be determined.

Presentation to the public: BOD agrees with RBC **Recommendation: the presentation to the public be information only as a kickoff the Capitol Campaign.**

**Acknowledge Rebuilding Committee for their efforts and skills on behalf of the GCC Board.**

Review upcoming meetings:

9/6 Figure will send a Preview of design to be discussed 9/12

9/12 September-BOD meeting, design preview from Figure 9/6

9/13 Design meeting #1 1-2:30 via zoom

9/14 Branding Kickoff 12-3 in person (brown bag lunch)

9/27 Design meeting #2 1-2:30 in person

Adjourn – 2:30pm

#### Final Minutes

#### Gualala Community Center Board of Directors Meeting September 12, 2023 - 1:00 p.m. – Gualala Community Center

1. Call to Order 12:57
2. Roll Call: De Williams, Nancy Gastonguay, Janet Loxley, David Fouts, Jami Sundstrum, Karen Russell, by phone-Sarah Williams  
volunteers: Bill Matthews, Kevin Evans, Staff Member: Kathy McMurtry,
3. Approval of the Agenda m Janet s Karen approved
4. Public Comments on non-agenda items-none
5. Approval of the August 8, 2023 Minutes m David s Karen approved
6. August 2023 Treasurers Report

David listed assets-WestAmerica checking, rebuilding account, from PNT down from same time last year (may be due to combination of auditorium and F+E), (for higher interest: Money Market at WA-\$1.5 into 6 month CD @.09% interest, Redwood Credit Union \$100,000+ @4.7%)

Motion to set up RCU checking account and move \$1.5 million into three 6 month CDs at RCU. m David s Karen approved checks *Require 2 Signatures*. Authorized signers are President: Nancy Gastonguay and Vice President Karen Russell.

- Kathy McMurtry – Controlling individual #1 Bookkeeper
- David Fouts – Controlling individual #2 Treasuere

M to approve treasurers report m Jami s Sarah approved

7. Correspondence-thank you letter from Coastal Seniors
8. Presentation- none
9. Building Maintenance and Operation – Bill and David  
Bill reported on the naked ladies blooming, bid on the roof gable \$17,000 (new roof), will explore a less expensive short-term solution. *Fish and wildlife okayed to proceed with* demo. Cost \$100,00 plus dump fees. Testing for soils is in process. **Bill asked for discussion of cameras by the board to be added to October Agenda.**
  - a. Pink House Demo-Bill suggested to table demo of pink house-discussion followed regarding liability, not covered by insurance, grading area for potential use, renegotiate fee with vendor, has been tested for hazmat, other options for demolition, loyalties to vendor who has been here for the GCC in the past perhaps renegotiate bid. David or Bill will approach him for lower bid.

We are going to wait until John mobilizes larger demo and then we'll schedule a meeting to discuss the possibility of John including RH demo at no additional cost. Jami has long history with John so I think she should be included in the meeting if she agrees.

b.

After demo, core samples will be taken to determine if we can keep the foundation.

**10. Rebuilding Committee update – Kevin, De, Jami**

Comments from Kevin, David, and Micheline were distributed to BOD. Concerns about security: access to RR through clothing, Exterior door leading to RR and small meeting room, solid wall vs retractable wall. Pass through for kitchen to main hall. Storage for tables and chairs. Designated room for historical photos. Add GCC office to main building ahead of rebuild of annex. Applied for 3 resilience grants-Kevin is working with state, county and CA resilience challenge (pg&e). List of Grant application questions to be reviewed by the board. RBC had a meeting with department heads-we need to communicate with volunteers on the front line. A list of uses put together with Leslie and Kathy was distributed. Branding may be useful in helping set up Capitol campaign.

**Karen suggested being a liaison with the RBC and Department Heads.**

**11. Old Business:**

PNT Signage

**12. New Business:**

a. Additional Board member appointment to rebuilding committee

Kevin suggested another board liaison is needed:

Motion to nominate Karen m David s Janet approve.

Karen is not going to be a voting member of the RBC until De's term on the BOD is up. The RBC is limiting voting members to 9. Until July, Karen will attend meetings for informational purposes so that she can hit the ground running in July.

b. GCC Membership meeting

Karen and Jami met-able to reschedule with Gualala Arts to October 1<sup>st</sup>.

Discussion: edit/approve letter to members, expenditure of \$2000 for supplies, caterer and entertainment, suggestions for caterer. **Karen to proceed with planning the event.**

c. GCC Volunteer Appreciation Party

Discussion: **details TBD Stone zone on Fish rock Road (Nancy to contact) \$200 an hour to rent, additional rent for tables and chairs, outdoor kitchen area, acoustic music, caterer gourmet pizza truck (Nancy to contact,) beer and wine donations (Karen to follow up), 100 attendee's simple gift for volunteers (Sarah to explore tote bag idea), date: October 12<sup>th</sup>, 4-7pm, Kathy to provide updated email list of volunteers.**

d. Letter to Probation Dept (re: arsonist)

David reported that arsonist made a plea, given 7 years sentence. A report needed for the judge for the record, David shared on behalf of the GCC, the impact on community, suggested restitution to the community \$4-5 million dollars.

- e. Insurance Update – Property Replacement Cost update  
Nancy reported updated insurance evaluation report needed for the annex.  
Currently underinsured. **Nancy to request a quote from the agent for \$750/ sq’ and \$1,000/SF replacement cost**
- f. Proposed Budget FY 23-24  
Final budget to be presented for approval in October. Discussion-PNT income effected by combination of auditorium and F&E, expenses to GCC, increase to insurance fees, demo fees for pink building, advertising for GCC (ICO ¼ page for 3 inserts), transportation of goods (hauling overstock to Santa Rosa 2x’s a month), check in with Leslie regarding hours, additional expenses for offsite clothing sales, community donations to continue, fire related expenses
- g. New Board member  
Board member recommendations to complete Sarah’s term. Send to Nancy.
- h. Lighting contactor -motion to approve invoice for \$11,000 fee to be applied to purchase made through Cosine. M Janet s David approved.
- i. Purchase of coffee maker for Colby up to \$400  
M De S Karen approved.
- j. Review design preview from Figure  
Discussion-type of wall between meeting halls, access to RR from main hall, security for halls when outside entrance is used.  
Size of larger hall-1560 sq’ prior-2300 current design, 2 events at the same time, what object is in front of large hall? Movable wall between seats and object in front, security of medium hall, utility access from outside a problem, meeting room switched with utility, kitchen-option 1 pantry location, walkway into the main hall, Micheline suggested doorway location, historical photos scattered throughout.

**Four main topics: Entrance to utility space from inside. Keeping storage for chairs/tables. Bathroom door closer to the main hall. Moving Kitchen door from east to west. Overall option 1. Pantry area in kitchen.**

Next Board Meeting Tuesday October 10, 2023 at 1:00 p.m. - Gualala Community Center

Meeting Adjourn 4:15pm

Respectfully submitted

De Williams  
Secretary

Gualala Community Center Rebuilding Committee



Present: Kevin, Robert, Adrian, De, Jami, Kenny, Leslie Written responses: Dave, Micheline

Phase: Preliminary Design

Date: September 19, 2023

RE: Questions for GBD/GRC post Design Meeting #1

**BOD Response: 2023.09.20 Nancy, David, Karen, Janet, De; zoom: Sarah, Jamie RBC: Kevin**

Utilization of Community Center:

community input: possible economic boost to the community working with other businesses, PNT design and construct in parallel the annex

**~Design for a Multi Use/purpose only Community Center with a plan for the annex remodel for all departments PNT.**

**BOD-build a space that is relatively simple with flexibility to use for a variety of programming.**

Master Plan

1. We will show more infrastructure details in the overall plan in the next round.

2. Do you have any other feedback on the master plan shown on page 6?

**Recommendation: Accept masterplan as presented on page 6.**

**BOD Accept pg 6 masterplan.**

Building Plan

1. Shall we proceed and develop Building Plan Option 1 or 2?

**Recommendation for developing Building Plan Option 1.**

**BOD option 1 with entrance modification**

2. How will the Cafe be run and used in the future? Will a pass-through be needed?

**Recommendation: Lobby/future café. No Pass through.**

**BOD agreed**

3. In the Cafe, we know you prefer loose furniture over built seating. Is there a targeted number of seats you want to achieve? Do you prefer one large communal table or several smaller 2-top café tables?

**Recommendation: loose smaller tables**

**BOD agreed**

4. Does the Medium Hall need access to the storage room?

**Recommendation long Hallway between halls and back of house.**

**BOD all rooms need access to storage room**

5. Does the Medium Hall need access to the gender-neutral restrooms? Or, can PNT Clothing staff use the restrooms in the existing annex?

**Recommendation: Moot due to hallway off multi use halls.**

**BOD all rooms need access**

**~Kitchen-recommendation to hire a professional kitchen consultant**

**BOD agreed**

6. For the Kitchen, where should the pass-through for food & dishes occur? Through the lobby or directly to the Large Hall?

**Recommendation both Door and pass through to the kitchen off the hallway**

**BOD agreed on the west wall**

7. For the Kitchen, shall the pantry remain as a separate, lockable room?

**Recommendation: Yes**

BOD Yes to lockable space how much and where TBD based on final design. Use of pantry for janitor supplies.

8. If Option 1 is selected, do you want the hallway to be lockable for exterior visitors using the restrooms only?

**Recommendation: Yes**

BOD agreed

9. Aside from tables and chairs, and possible collapsible stage, what other storage requirements should we be aware of to support the main hall?

**Recommendation: Storage for RCMS cabinet/Closet, Service Clubs Cabinet, Small utility closet with mop sink, brooms, etc. AV equipment, tables and chairs, coat room,**

BOD additional suggestions: portable clothing racks for coat room use, flag, podium, (full stages in the area: Art center, high school, white barn, Arena theatre) north wall could have built in storage in medium hall

10. Shall we design for interior access to the Utility Room?

**Recommendation: No**

BOD agreed TBD as needs for solar battery backup storage. Could be a bump out.

11. Shall we still design for a Small Meeting room (~344 SF) that can split into two smaller rooms with a collapsible partition?

**Recommendation: Yes, to a collapsible partition**

BOD agreed

Building Form Solar: north south

Design recommendation for Figure:

1. Is there a preferred direction for the roof profile? No consensus

**Recommendation: slanted rather than flat utilizing natural light, Clerestory windows**

BOD agreed

2. Is there a preferred direction for the unifying element: platform, wall, and/or canopy?

**Recommendation: Option 2 wall**

BOD examples of a canopy? Are there other nonstructural ways-landscape or hardscape way to unify both spaces? NO WALL.

3. Is there a preferred direction to the daylighting strategies: the type of skylights?

**Recommendation: lots of indirect natural light.**

BOD agreed **Also-** would need something to close off light for use of video presentation TBD on AV tech.

4. Is there preference on whether the main hall ceiling is symmetrical?

**Recommendation: symmetrical**

BOD agreed

5. Where are the preferred views from inside to outside? I.e: location of windows?

**The ocean, back of house- clerestory windows**

BOD agreed option 1 integrate clerestory windows below roof line, ribbon like around perimeter of building.

6. Should the lobby entry be articulated? Is there a preference for an entry porch?

**Recommendation: Entry Porch into the main hall, articulated.**

BOD agreed curved entry option 1 (with entrance to both halls accessible off courtyard.)

Courtyard Landscape Design

1. Please select a general direction for further development: Options 1, 2, or 3.

**Recommendation to pause/hold landscaping decisions for the court yard for now.**

**BOD agreed.**

**We do want options for parking and extended area landscape. Program Diagrams pgs 13-15.**

2. If possible, please include a brief summary of the reason behind this decision.

**Decisions can be made based on the final building design.**

**BOD have not decided on the final use, programming, appearance of final buildings.**

3. Please relate any specific spatial needs/concerns relating to the courtyard and how it will be used.

**Add to the aesthetics of the building, to be used as part of event space, gathering space.**

**BOD agreed**

4. (Optional) Let us know if any of the precedent imagery feels particularly relevant, with a reference to the image (page number, location on the page) and what you (the board) like or don't like about it. **Paused.**

**BOD agreed**

**Consensus: this is the gateway to Mendocino. Unique and relevant to the area. Adrian's rendering more in line. The roofline from the RFP, wavelike.**

BOD Mix and match

Canopy in option 1

Ceiling in option 2 (need access to clean) con unable to block light for AV presentations

Option 1 with curve entrance and matching annex (mimic post office curve)

Yountville Community Center

Windows on south wall

Built in storage in med hall

Port smith square clubhouse

Roof line shelter with benches 9/6 presentation pg 6 lower right corner

Open Extended porch option 3 annex design for main building

Soft contemporary, less modern

Notes for use of facility:

How to accommodate full service PNT and multi-use Community Center

Look to Renegotiate lease with current clothing location

Work with architect to redesign the annex-an additional 1000sq'

Regional Economic impact: Work with local rentals, restaurants, hotels to use GCC for events

Relates to branding discussion



**Gualala Community Center Rebuild**

Phase: Preliminary Design  
Date: September 14, 2023  
RE: Questions for GBD/GRC post Design Meeting #1

BOD: Nancy, David, Karen, Janet, De, RBC: Kevin

#### Master Plan

1. We will show more infrastructure details in the overall plan in the next round.
2. Do you have any other feedback on the master plan shown on page 6?

#### Building Plan

1. Shall we proceed and develop Building Plan Option 1 or 2?
2. How will the Cafe be run and used in the future? Will a pass-through be needed?
3. In the Cafe, we know you prefer loose furniture over built seating. Is there a targeted number of seats you want to achieve? Do you prefer one large communal table or several smaller 2-top cafe tables?
4. Does the Medium Hall need access to the storage room?
5. Does the Medium Hall need access to the gender neutral restrooms? Or, can PNT Clothing staff use the restrooms in the existing annex?
6. For the Kitchen, where should the pass-through for food & dishes occur? Through the lobby or directly to the Large Hall?
7. For the Kitchen, shall the pantry remain as a separate, lockable room?
8. If Option 1 is selected, do you want the hallway to be lockable for exterior visitors using the restrooms only?
9. Aside from tables and chairs, and possible collapsible stage, what other storage requirements should we be aware of to support the main hall?
10. Shall we design for interior access to the Utility Room?
11. Shall we still design for a Small Meeting room (~344 SF) that can split into two smaller rooms with a collapsible partition?

#### Building Form

1. Is there a preferred direction for the roof profile?

2. Is there a preferred direction for the unifying element: platform, wall, and/or canopy?
3. Is there a preferred direction to the daylighting strategies: the type of skylights?
4. Is there preference on whether the main hall ceiling is symmetrical?
5. Where are the preferred views from inside to outside? I.e: location of windows?
6. Should the lobby entry be articulated? Is there a preference for an entry porch?

#### Courtyard Landscape Design

1. Please select a general direction for further development: Options 1, 2, or 3.
2. If possible, please include a brief summary of the reason behind this decision.
3. Please relate any specific spatial needs/concerns relating to the courtyard and how it will be used.
4. (Optional) Let us know if any of the precedent imagery feels particularly relevant, with a reference to the image (page number, location on the page) and what you (the board) like or don't like about it.

---

1 of 1

To accommodate full service PNT and multi-use Community Center

Look at Renegotiate lease with current clothing location

Work with architect to redesign the annex-an additional 1000sq'

Regional Economic impact: Work with local rentals, restaurants, hotels to use GCC for events

Relates to branding discussion

DRAFT Minutes Gualala Community Center Board of Directors Meeting

**October 10, 2023** - 1:00 p.m. – Gualala Community Center

1. Call to Order 1pm
2. Roll Call: David, Janet, Karen, Nancy G., De , Jami  
Volunteer-Kevin, Staff-Kathy
3. Approval of the Agenda – M Janet S Karen approved
4. Public Comments on non-agenda items
5. Approval of the Sept 12, 2023 Minutes M David, S Karen approved
6. Correspondence none
7. Presentation: none
8. Building Maintenance and Operation – Bill and David
  - a. Pink House Demo update – John has agreed to demo and haul for \$10,000 with a separate bid, coming directly from GCC funds. **David to follow up on perimeter fencing for demo.**

- b. Fire damage demo change order coming for foundation and stage-unable to make a judgement at the time of the original bid
- 9. Rebuilding Committee update – Kevin, De, Jami
  - a. Sonoma Clean Energy to make donation of \$10,000
  - b. Kevin reviewed RBC recommendations-attached.
  - c. Resilience Meeting at GMAC-Ted Williams in attendance, Kevin and David on GMAC, De from GCC BOD. Need to identify and submit specific needs for consideration. Community identified as an island in the event of a disaster. (Travis Killmer-EOC rep for Mendocino County)
  - d. State Grant timed out. Looking for extension.
  - e. PG&E design grant for architect. We are not qualified.
- 10. Approval of the Treasurers' Finance Report M Janet S Karen approved
  - a. Sept PNT \$24,900, monthly expenses \$14,500,
  - b. Waste Management invoice for 1<sup>st</sup> round of disposal-\$7500
  - c. RCU account update: 3 \$500,000 6 month CDs in 4.5% interest
  - d. Budget – \$15,000 per month on PNT, monthly expenses \$14,000.
  - e. Leslie's compensation - As needed for Estimated projects: fee @ \$30 per hour.
- 11. Old Business:
- 12. New Business:
  - a. Discuss new floor plans and RBC recommendations – approve BOD
    - i. Review of recommendations.
      - Central room for AV equipment-each room to have a panel
      - Kitchen/Lobby option 1 enclosed area-to be designed by consultant
      - Storage/closet in the small (meeting) conference room
      - *May have a conference table made with redwood from original building*
      - Smaller Conference room option 2
      - Add coffee station? Water and outlet.
      - office space for 2 user seats w/space for security apparatus
      - separate room for security
      - Hall supporting storage option 2
      - Medium hall door closer to kitchen area
      - North south access corridor 8' gallery with a door at each end.
      - *use of redwood for benches*
      - Yes to 1 external RR door off café/lobby – option 1 with enclosed lobby
      - Total of 2 family RR, 1 with shower (that can be locked up.) option 1 Shower in main body of building
      - Need to confirm what will qualify for resiliency requirements
      - Does this meet ADA requirement?
      - Gender neutral RR option 2
      - Double loaded doors west wall – 1 set medium hall, 2 in large hall
      - Shared storage option 2
      - Emergency supply storage
      - Maximize medium and large hall size
      - Option 1

- av room
- Family and unisex rr in option
- Enclosed lobby and café
- Gallery option, exit at both ends
- Option 2
- Location and size of conference, utility room and shared storage
- Office 2 seating areas
- Hall storage – 7' gallery area
- 1 west entrance to medium hall
- 2 west entrances to larger hall
- Flip glass door in medium hall with storage
- Relationship of Janitor closet/Kitchen pantry as shown in option 2
- Shared storage area
- Glass on south side of building

b GCC Volunteer recognition - Karen

All the volunteers are due recognition.

c Logo and branding decisions process

offer 3 options for review

discussion of who can offer feedback on the final design

Does this convey what the GCC represents to you? Address the mission of the GCC.

Volunteers, members, stakeholders

Offer transparency to the project

Board would make the final decision

**Nancy to create a history of project for the community with the presentation of 3 options.**

d Sarah's replacement

Nancy will ask Sarah to complete her term.

e Volunteer Appreciation Party update

Nancy went over the details.

Additions:

f ICO Holiday edition

Kathy to send what was done in spring , BOD will review and update

g Art and Take

Saturday October 14<sup>th</sup>, 11-3 pm

h Membership Renewal:

4<sup>th</sup> quarter sign ups continue into the new year.

Membership renewal in January

Next Board Meeting Tuesday November 14, 2023 at 1:00 p.m. - Gualala Community Center  
Meeting Adjourn 3:39pm m Karen S David approved



#### RBC Recommendations:

Are there elements from the other scheme that also worked well? What aspects would you like us to incorporate into the selected base plan?

1 Central room for AV equipment-each room has a panel  
Kitchen/Lobby option 1  
Storage/closet in the small (meeting) conference room  
Smaller Conference room option 2  
office space for 2 user seats w/space for security apparatus  
Hall supporting storage option 2  
North south access corridor 8' gallery with a door at each end.  
Yes to 1 external RR door off café/lobby  
Double loaded doors west wall option 2  
2 family RR, 1 with shower (that can be locked up.) option 2  
Gender neutral RR option 2  
Shared storage option 2  
Maximize medium and large hall size

#### Consultants

5. Do you have a preference between the four AV/security/data consultants?  
Waiting for answers from Figure
  
6. Do you have a preference between the two kitchen consultants?  
No information provided

Gualala Community Center Board of Directors Meeting **November 14, 2023** - 1:00 p.m. –  
Gualala Community Center AMENDED DRAFT Minutes

1. Call to Order 1:05
1. Roll Call: David, Janet, Karen, Nancy G., De, Sarah, absent: Jami  
Staff-Kathy, Visitor John Bower
2. Approval of the Agenda: m Janet s David
3. Public Comments on non-agenda items: none
4. Approval of the October 10, 2023 Minutes: M David s Karen approved
5. Correspondence: Thank you notes from Coastal Seniors for monthly donations.
6. Presentation: None
7. Building Maintenance and Operation – Bill and David  
David: sign completed for Clothing, first rain-no leaks (fingers crossed)
8. Rebuilding Committee update – Kevin, De, Jami  
Demo- Kevin went to Planning Meeting in Fort Bragg, inquired about the demo permit for the pink building and the foundation of the Main Hall. Kevin will follow up.  
John Robertson Enterprises submitted formal proposal for \$12,500 to remove the existing perimeter foundation for the Main Hall, fireplace/entryway bricks and debris, dump fees are not included. Motion to approve proposal dated 10/25/23: M De S Janet approved  
John Bower asked for access to pink building for possibility of demolition.
9. Approval of the Treasurers' Finance Report:  
David- October PNT \$21,000, expenses \$16,00 plus one-time expense for the 2 parties and additional property tax for 2018 donation of property to GCC. Motion to approve the treasurers report: M Karen S De approved
  - a. 23-24 Budget approval –  
David/Kathy-waiting for insurance premium. Budget underestimates PNT income,  
Budgeted Income 200,000, expenses 220,000. Motion to approve the Budget: M David S Karen approved.
10. Old Business:

- a. Annex remodel timeline  
David-question about expenses to remodel, measurements for floorplan, question of feasibility to do both rebuild and remodel at same time, department heads concern about shutdown of sales, discussion of revamping current spaces, loss of revenue when departments combined.
- b. Annex remodel committee-David and Bill  
David met with department heads as 1<sup>st</sup> remodel committee meeting. Annex committee will be made up of the department heads as stakeholders in the operation of PNT.
- c. Grant writer recommendations (review email from Micheline)  
Nancy- Recommendation to hire two consultants for different tasks. Discussion of range of tasks, funds not to exceed, engage with Jami to search grants, Mark to write grants. Request specific proposals from both to give the board morer information. Motion that we move forward with engage both Jami Umble and Mark Simon M Karen S David approved.
- d. Update on Coastal Seniors use of parcel-  
Nancy-CS is looking for an existing building. Concerns about water hook-up that could affect the Main Building. John Bower was asked about access-as long as there is a moratorium, access is limited. Discussion of auxiliary water sources, well as primary source, access to a sewer system expands possibility for well water. Nancy will follow up with Figure.

#### 11. New Business:

- a. EduAct funding – 2024 round (review email from Mary Visser)  
Motion to fund request for \$800 for 2024 and \$800 in 2025 (\$1600 total) M Karen S Janet approved
- b. Truck Parade music – Request from Sylvia Evans. The Gualala Lions Club has arranged to have Aaron & Kiki provide holiday music at the downtown area for the “Lighted Holiday Truck Parade”. Would the Gualala Community Center consider contributing \$200 to pay the musicians for this wonderful event? Motion to donate \$200 to Lions Club, earmarked to support Aaron & Kiki provide holiday music with credit given to GCC. M David S Janet approved
- c. Fundraiser consultants-discussion of upcoming capital campaign, Board Members will follow up on finding recommendations.
- d. Request for additional annex lighting (review email from Evelyn Osteraas)  
Bill and David to work out details with Evelyn and come back to the board and vote via email.

e. Request from John Denten to increase his per trip reimbursement from \$100 to \$125  
Motion to increase the per trip reimbursement for John Denten to \$150 starting Nov 1<sup>st</sup>.  
M David S Karen, approved. de abstained

Tomorrow at 1pm via zoom with Figure  
November 21<sup>st</sup> at 1pm via zoom Lynne Door  
Next Board Meeting Tuesday December 12, 2023 at 1:00 p.m. - Gualala Community  
Center Meeting

Adjourn 2:35

Gualala Community Center Board of Directors Meeting  
DRAFT Minutes **December 12, 2023** - 1:00 p.m. – Gualala Community Center

1. Call to Order 1:02
2. Roll Call: David, Janet, Nancy G., De , zoom-Sarah, Karen (1:15), Jami (2:15)  
Volunteer-Kevin, Staff-Kathy
3. Approval of the Agenda: additional items  
High boys basketball team fundraiser  
Kitchen design update  
M Janet, s David, approved..
4. Public Comments on non-agenda items-none
5. Approval of the November 14, 2023 Minutes  
M Janet, s David, approved.
6. Correspondence: thank you from CS
7. Presentation: none
8. Building Maintenance and Operation – Bill and David  
David reported the leak appears to be fixed on the Annex deck through Bills  
efforts. The track lighting has been installed for housewares.

9. Rebuilding Committee update – Kevin, De, Jami

10. Approval of the Treasurers' Finance Report

\$19,270 through PNT sales, \$13,600 expenses.

RCU CD's were bumped 5%.

M De, S Janet, Approved

11. Old Business:

a. ICO request for donation

Discussion of budget available, use of large check for publicity,

Motion to donate \$2500, M De, S Karen, approved.

b. Pink building demo permit update – requires CCC follow-up permit to CDP permit No. 1-91-166 (GCC demo permit), we need to file the 24 page application to the state.

c. Pink building demo – discussion of needing formal process. Bower will be here Friday, David will email update. Idea presented to have someone take the entire building.

d. Review Figure's 100% preliminary design and RBC recommendation  
Discussion- approve design itself, materials later in the process, question about lack of kitchen window, location of solar panels, appreciation of Figures attention to our discussions, when/how presentation.  
Motion to approve design and move forward M Karen, S Janet approved.

e. Grant writer updates-zoom meeting with Mark (writer) on Weds. We don't fall into any specific niche. Discussion of grants, loans, operating costs of new building. Resiliency, broad band access, Sarah will research wifi grant options.

12. New Business:

a. Consider hiring a project manager/contractor to handle the Coastal Development Permits for the pink building – Molly Jans or Wynn Coastal

Developing in Ft Bragg. David to coordinate with Kevin.  
Motion to pursue a project manager M De S Janet Approve

b. Consider hiring an architect for the annex project

David to consult with local contractor about feasibility of “simple” remodel.

c. Formation of fundraising committee

Discussion of Kevin’s suggestions, recruit members of GCC to participate, prepare prior to the reveal, community members at large. Use membership letter for insert to recruit-Karen will email. Target mail date in January. De to head up fundraising committee.

e. Sell bricks to community members for a donation

Discussion of viability, effort/return, approx. 200 bricks, create goodwill in community, sell at PNT, Motion to sell bricks at PNT for \$20 each M De S Karen approved, Advertise on Social Media: 1/6 PNT.

f. Valentines Day potluck fundraiser-submitted by Janet (Adrian’s wife)

“Love your neighbor” individuals would hold a party, attendees would donate for GCC. Nancy to respond with an okay for her to pursue and a thank you.

g. The North Coast County Link Directory

Sarah reported that there would be no charge to post online, “quick and easy way to connect” members of the community. Sarah will follow up after logo has been identified.

h. Maryanne Watts submitted a request for us to we consider a fundraiser for the boys basketball team. Sell \$5 raffle tickets to “shop” at PNT for one hour on a Tuesday. Janet will coordinate with Maryanne. Karen will follow up with department heads.

i. Kitchen design update-initial conversation with Jim Ballinger doing the pro bono kitchen design. Leslie, Colby, Rebecca and Jennifer were on the call.

Next Board Meeting Tuesday January 9, 2024 at 1:00 p.m. - Gualala Community Center

Meeting Adjourn: 3pm

Gualala Community Center Board of Directors Meeting  
**January 9, 2024** - 1:00 p.m. – Gualala Community Center

1. Call to Order 1:05 by Karen.
2. Roll Call: De, Karen, zoom-Sarah, David, Janet, Jami,  
Volunteer-Kevin, Staff-Kathy, Visitor-John Bower
3. Approval of the Agenda: M Janet S De approved
4. Public Comments on non-agenda items  
John Bower-has not put together a bid to demo the red house until the GCC hears from the county. Kevin updated county status-county is recommending that the removal go through the coastal commission. **Kevin and David are interviewing Molly Jans and Wynn coastal planning in advance of signing a contract for one of them to apply for the Development Permit.**
5. Approval of the December 12, 2023 Minutes: M David, S Janet approved
6. Correspondence: Thank You from Coastal Seniors, Karen: Membership letter looked good, Kathy: Letter from Bradley Electric contracted through Figure. Dream Catcher Interiors presented the GCC with a \$1500 toward rebuilding. **Kevin recommended that Nancy draft a personal letter to Dream Catcher.**
7. Presentation: none
8. Building Maintenance and Operation – Bill and David  
David reported nothing to report.
9. Rebuilding Committee update – Kevin, De, Jami  
Kevin: met with Leslie, Jami and Karen, notes were sent to BOD. Will pass along to Figure 01/10/24. We will need more information on numerous questions in the future.
10. Approval of the Treasurers' Finance Report:  
David: December PNT \$26,000, expenses \$16,000. A significant subset of our community appreciates the clothing sales at \$15,000 average a month sales. Rebuild

has \$1,186,000, going forward. We received the final payment on the \$100,000 total from the insurance. Kudos for PNT volunteers both for intake and sales.

Approval of report M De S Sara approve

#### 11. Old Business:

a. Brick sales-no sale on 1/6 due to inclement weather, discussion of moving bricks, discourage folks going to where the bricks. **F&E and De will determine a future sale date.**

b. Completing the demo-demo is being completed at this time. Kevin reported speaking to John Robinson about removing the debris. Intent is to clear the entire area of debris. BOD needs to determine which bricks to keep. Discussion of storage, additional bricks still need to be cleaned, fireplace bricks may have more sentimental value. **Motion to keep only cleaned fireplace bricks and remove all other bricks as part of the demo contract. Kevin will advise John. M De S Janet approved**  
The current contract did not include removal of former clothing room slab foundation. Kevin will ask for an estimate for the slab removal and Leftover infrastructure.

#### 12. New Business:

a. Questions for GBD/GRC post 100% Preliminary Design  
1/10/24 meeting with Figure. **Will Figure participate in a community presentation?** Plan to use the hallway in books for display. Kevin reported a video presentation is planned along with the model. Figure also expressed interest in participating in community

b. Community update regarding building development. (ICO, George Calys, Peggy's Place...) Karen suggested a formal update to the community on the status of the Rebuild. Time this with the anniversary of the-2/13/23. ICO, Peggy's Place etc. Model will be available soon. **Karen will work with Nancy.**

c. Expectations for Annex committee  
David exploring the square footage needs for PNT all in 1 place, will meet with local contractor for feasibility of remodeling the annex and what may be involved. This may require the services of Jans or Wynn to proceed with Coastal Development Permit.

d. Ongoing PR for community awareness / Content calendar Valentines Day potluck fundraiser( idea presented last month.) Karen-Do we want to look at something for the membership in relation to the rebuild? Email all members of the reveal date of the rendering. Use Facebook and web page for updates. **Karen volunteers to seek memberships at PNT sales.**



e. Promotion of initial plan presentation. One year anniversary of fire. Feb. 13 need to confirm dates of reveal. Will have more information tomorrow after meeting with figure.

f. Cost containment (example; grant contract)

Karen is concerned about cost containment. Discussion that obtaining grants for rebuild is slim. Ineligible for and County, State or Federal grants-we are not a "census tract community." (During the US census, Gualala information is lumped in with other coastal information.) Private funders will need to be tapped.

g. Bricks for pizza oven-RBC recommends not to proceed. BOD agrees.

Next Board Meeting Tuesday February 13, 2024 at 1:00 p.m. - Gualala Community Center

Meeting Adjourn m David s Janet approved. 2:12

Gualala Community Center Board of Directors Meeting  
**February 13, 2024** - 1:00 p.m. – Gualala Community Center

1. Call to Order: 1:01
2. Roll Call: David, Jami, Nancy, Janet, De, Karen absent: Sarah  
Staff: Kathy Volunteer: Kevin
3. Approval of the Agenda m De s Janet approved
4. Public Comments on non-agenda items:
  - a. Kevin-candidates forum on TSR, 1<sup>st</sup> question was the GCC and Census Block Status (GCC and RCMS is unable to apply for federal, state or county funding.) Mendocino Board of Supervisors Agenda on the 2/27 to address the census status of Gualala.
5. Approval of the January 9, 2024 Minutes: m Janet s Karen approved
6. Correspondence: Thank you note from Star Cross
7. Presentation: none
8. Building Maintenance and Operation – Bill and David
  - a. David-minor storm damage repaired by Bill, generator has been moved out of the way. Mitigation fence blew over twice-has been tied down.

9. Rebuilding Committee update – Kevin, De, Jami

- a. Kevin-80% preliminary design received from Figure. David and Kevin will interview consultants for Coastal Development Permit in the next 2 weeks.

10. Approval of the Treasurers' Finance Report

- a. David-PNT income Jan \$22,000-expenses Jan \$14,500. GCC savings-\$240,000 outside investments \$370,000. \$263,000 balance in rebuilding checking account. (plus other CD's) Approve the treasurer report: m Janet s Karen, approved.
- b. David- a check for 70,000 for figure: L+U environmental consultant, Huffman engineering-civil engineers, MHC engineering- plumbing and fire, Ware Associates-structural engineers. Discussion of Contract with Figure, serve as project manager for charges from outside consultants,

11. Old Business:

- a. Branding/logo-table branding discussion M Karen S De approved
- b. Building renderings – number of renderings  
Board Approved via email: Motion to approve Ethan de Clerk for renderings. Nancys email 2/10/24: Thanks everyone. We have 4 votes yes, 1 no, so the motion is approved. I will share Karen's concerns regarding the cost with Figure and ask for their opinion re: 5 vs 6 renderings. We can discuss at the Board meeting. Board agreed to go with 6 renderings from different angles.
- c. 80% draft design comments (comments requested by EOD 2/12)  
Discussion of materials-preliminary recommendations from Figure are approved for going forward for contractor bidding. Subject to change.

12. New Business:

- a. Figure and Terremoto – request for additional services fee (see attached letter)  
Discussion of how project scope changed, as outlined in request. Discussion of Terremoto's role, Nancy to follow up with James to help us understand what Terremoto has completed to date.  
Motion to approve the additional funding request: m Nancy S Jami abstain  
Karen approved.  
Nancy will follow up with James about future Terremoto must haves and nice to haves in future work.
- b. Contractor interview plan and panel-

12 contractors-choose a shortlist. Kevin's suggestion-Figure submit and RFQ (request for quote) to all 12, Figure select 5, small committee interview 5 and make recommendation to the board. 2 BOD, 2 RBC, point of contact. David and Karen (BOD), Kevin point person, 2 from RBC.

Discussion of questions-experience with a public building important, use of local subs, please submit questions to Kevin for RFQ. Discussion of Project Manager role.

c. Remax building – Jami

Jami-moved her office, Remax lease is open, suggestion to lease building while we are in transition. Discussion followed. Expenses average \$2700 a month, approximately 1000 square ft, possible uses, approach housewares? Need a decision beginning of March.

d. Donation idea – Nancy

Nancy- community member who is interested in fundraising, suggested approaching a [local large business] donor. Discussion of how to present, no strings attached, no involvement in programming. Nancy will follow up.

Next Board Meeting Tuesday March 12, 2024 at 1:00 p.m. - Gualala Community Center

Meeting Adjourn m David s Karen approved 3:45pm

Gualala Community Center Board of Directors C/O Nancy Gastonguay, President  
47950 Center St. Gualala, CA 95445 reversed04@gmail.com

(510) 999-1141

February 10th, 2024

RE: Request for Additional Design Services Fee

Figure

C/O James Leng

P.O. Box 22097 San Francisco CA 94121 james@figure.us

(510) 566-4017

Esteemed Members of the Gualala Community Center Board of Directors,

As we approach the completion of the Preliminary Design milestone for the new Community Center, we have been reflecting on the design journey we've embarked on collaboratively since last June. We are elated that soon we will be able to share our work with the community at large and the added momentum that will carry us through the finish line later this year.

At the same time there has been a non-stop push towards cementing a design under the careful direction of the Board, in a design process that started with many unknown variables. We are more than grateful to have been part of this process of discovery and learning, yet at the same time in a moment of reflection,

we have to acknowledge that the work that we have done to date, as a collective consultant team, in some cases extend beyond what we first imagined and agreed to as the scope of the project.

Significant discoveries and subsequent changes in the course of the project include the following:

- ● The Community Center owned 6 parcels, 4 in addition to the initially known parcels 1 and 2, upon which the Annex and Community Center are situated, respectively, and the subsequent necessity to master plan the 80 - 100 overflow parking spaces on Parcels 3 and 4.
- ● The initial assumption of 6,000 to 6,600 square-feet of the new Community Center, which resulted in the preliminary design of a 6,300 square-foot facility. We subsequently got approval from the Mendocino Planning Director for an enlarged facility at 7,490 square-feet, which resulted in the redesign of the facility's internal programming and external massing, as well as its position on-site, which triggered another round of master planning edits to Parcels 1 and 2.
- ● The scope for the Preliminary Design phase and beyond initially assumed the development of only Parcel 2, in the immediate vicinity of the Community Center rebuild. But now we understand the continuity of landscaping design, including grading, drainage, and parking from Parcel 2 into Parcel 1 is critical to the function of the community center campus as a whole.

With these considerations in mind, on behalf of our consultant team we feel that it is reasonable to request an additional service fee at this time to fairly compensate our team for the additional work they have performed in previous phases, and might perform in subsequent phases.

The following chart describes the breakdown of additional fees we would like to request:

Figure, the Architecture Consultant, would like to request \$15,000 (fifteen thousand dollars) in additional services, and Terremoto, the Landscape Architecture Consultant, would like to request \$20,000 (twenty thousand dollars) in additional services.

To summarize the current accounting on the project:

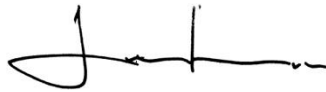
1. Original fee per executed Owner Architect Agreement on 7/19/2023:
  1. Architecture: \$115,000
  2. Landscape Architecture: \$71,500
2. Billed to-date: as of the 50% Draft Design milestone and invoice GCC\_008 submitted on 1/26/2024 (payment already received):
  1. Architecture: \$42,500
  2. Landscape Architecture: \$29,000
3. Remaining Balance of Original Fee, for the remaining 50% in Draft Design phase, through 100% Final Design phase:
  1. Architecture: \$72,500
  2. Landscape Architecture: \$42,500
4. Request for Additional Service on 2/10/2024:
  1. Architecture: \$15,000
  2. Landscape Architecture: \$20,000

We also feel it is important to state that this request is but a request, not an imperative. We performed our duties in good faith, and understand with a project of this magnitude and complexity, it is often impossible to anticipate all of the unknowns. We are sympathetic to your cause and aspirations, and your financial limitations. We are open to having a dialogue with you to arrive at a mutually agreeable amount of compensation that feels fair for all parties involved. Ultimately we will continue to be your team, and with your guidance drive this project towards great success.

Thank you so much for all your time and consideration,

James Leng, Registered Architect, Partner at Figure

		PLANNING	PRELIMINARY	DRAFT	COMPLETE	FINAL	SUBTOTAL
FIGURE	ORIGINAL FEE	\$5,000	\$20,000	\$35,000	\$50,000	\$5,000	\$115,000
	ADD SERVICE REQUEST	\$5,000	\$10,000	\$0	\$0	\$0	\$15,000
TERREMOTO	ORIGINAL FEE	\$12,500	\$10,000	\$13,000	\$0	\$36,000	\$71,500
	ADD SERVICE REQUEST	\$8,000	\$5,000	\$4,000	\$0	\$3,000	\$20,000



April 2024

Gualala Community Center Board of Directors Meeting DRAFT Minutes

**April 16, 2024** - 1:00 p.m. – Gualala Community Center

1. Call to Order
2. Roll Call: Janet, David, Nancy, Karen, De, Karen via zoom Jami and Sarah,  
Staff: Kathy Volunteer: Kevin Visitor: Paula Smith,
3. Approval of the Agenda m Janet s Karen approved
4. Public Comments on non-agenda items none
5. Approval of the March 12, 2024 Minutes m David s Karen approved
6. Correspondence None
7. Presentation:

Paula Smith: Fundraising, Paula would like to offer Lifetime Membership, board will add to May Agenda. Lifetime membership-\$500 lasts 25 years, "Bring the Center back to life for life" post on social media. Discussion of other agencies who offer lifetime membership. one time donation for difficult situation. Ideal to introduce at building plan presentation.

Get signed up with United Way as a 501(c) 3. Each county is individual, need someone to connect with Mendocino County.

8. Building Maintenance and Operation – Bill and David

a. Renewal of PG&E planned shutoff agreement David reported on PG&E use of building. We declined original plan. PG&E presented a proposal to use the parking lot and be self contained. Discussion of alternatives/backup.

**Motion to Renew contract for another two years (taking into consideration with rebuilding their access may be limited.) m De s Janet approved**

9. Rebuilding Committee update – Kevin, De, Jami

nothing specific-currently in limbo, comments on renderings see below.

10. Approval of the Treasurers' Finance Report David reported March PNT \$22,000, with \$14000 in expenses.

Motion to approve m Janet s De approved

a. Update on Figure contract to date: David presented a breakdown: attached

discussion how much more is there to do with figure, \$100,000 left on contract. **Nancy will follow up with**

**Figure about what is left to be done? Is project management included in scope of work or will there be an additional contract.**

11. Old Business:

a. Streetscape update – Kevin

Kevin reported that Dave has been working with Cal-Trans.

**Motion to allow Dave Shpak to share documents with Cal Trans as needed. M De, Janet, approved**

b. CDP update – David & Kevin

Kevin-Molly is on board, various surveys will be required, Environmental assessment of two parcels-\$2500. (Community Foundation Mendocino Grant being funded in May for permitting costs) **Motion to approve \$2500 for Environmental Assessment m De s Janet approve**

c. General contractor review update – Kevin

Kevin started by thanking the interview committee (David, Karen, Dave S, Leslie, and James) 14 requests were sent out only 4 responses. 2 were local, 2 were from the outside. All said they could start 1st quarter 2025. Contractors have been made aware that there be no impact on PNT operations. Figure will present a price leveling spreadsheet of cost estimates. Next step is to review the numbers and prepare a recommendation for the board.

**(Will need a will serve letter from the North Gualala Water Co.)**

i. May Board mtg timing – David

**David asked that the board meeting be scheduled a week earlier, May 7th, in order to plan for the public presentation sooner rather than later.**

m David s Janet approved. (Contract negotiation would be a closed session.)

d. Public Presentation of the Community Center project – Kevin

**schedule different presentations-Coast Fire-Kevin, Gualala Arts-Karen, 5-7pm 29th-Coast Fire or 30th-GAC, Del Mar Center-Paula in 1st week in June. BOD request Figure present at as many as possible**

Discussion: a presentation agenda needs to be prepared,. What on hand funds to include, Mark is available to strategize

i. Capital campaign kickoff timing-Kevin reported that once we have a rebuilding cost estimate to present to the community. Simultaneous to public presentation. We have a square set up for credit cards set up on the website.

**Karen, Kevin and Nancy will prepare for both the presentation and fundraising.**

12. New Business:

a. PAHS student scholarships and adult scholarship requests – Karen

Submit Essay, 2 letters of recommendation, transcript, base on number of applications. Discussion to establish a protocol for pursuit of under grad and post grad degree education support. **Karen will follow up with recent request.**

b. Rendering Drafts review – approve or provide feedback for revisions

discussion of additional Kitchen photo,  
suggested show an older individual or two, person of color,  
any changes at this point will be expensive,  
2nd set of renderings may include changes,  
contractor discussions have brought a number of changes that could be  
made to save funds in the building.

**Nancy will discuss with James possible changes to the renderings taking these comments into consideration,**

c. Request to park food truck on property – couple of days per week, at least one weekend -Ubaldo's Food Truck. Discussion of permitting, insurance, setting a precedent, a lot is going on right now, **Motion to say no at this particular time. M Janet S David approved Nancy will contact him.**

**Closed Session**

d. Letter of intent for board election closed session

Nancy gave an update, received five applications to date. **Nancy will work with Kathy on letter, ballot and mailing.**

e. Branding tagline review and decision closed session

Nancy reported this is the last piece to finalize the project.  
discussion: **use serve, support, celebrate** enough without tag lines.  
Complete for Rebuild presentation.

f. Messaging re: the rebuild (prompted by recent FB post) closed session - Karen

Messaging when approached by community members: things are being taken out of context, please wait until the presentation before making a determination. Encourage them to come to the meetings.

g. Janet and David would like to propose dinner for board and significant others for dinner.  
 Next Board Meeting Tuesday May 14, 2024 at 1:00 p.m. - Gualala Community Center  
 Meeting Adjourn 3:50.

Emailed this to David 4/12/24 just this part													
Paid as of 4/12/24			Fee Breakdown from contract										
Figure Architecture		99575			115000								
Huffman Engineering		40758			37900								
Cosine Lighting		11000			11000	Deposit - if not use them, will not be refunded							
Reese		1150			6900								
MHC		14300			28000								
WBE		8944				not on contract (unless part of one of the other consultants?)							
Ware		55701			107000								
Bradley Electric		13415				not on contract (unless part of one of the other consultants?)							
L+U Energy		18000				not on contract (unless part of one of the other consultants?)							
Ethan De		5440				not on contract (unless part of one of the other consultants?)							
SUB TOTAL		268283											
Terremoto		63500			71500								
					377300								
TOTAL PAID TO DATE TO FIGURE as of 4/16/24		331783											
CONSULTANT TEAM (FROM CONTRACT)		-377300											
		-45517											

May 2024

Gualala Community Center Board of Directors Meeting

**May 7, 2024** - 1:00 p.m. – Gualala Community Center

DRAFT Minutes

1. Call to Order 1pm
2. Roll Call: David, Jami, Nancy, Karen, Janet, De, zoom: Sarah  
Staff: Kathy M, Volunteer: Kevin
3. Approval of the Agenda M Karen S David approved
4. Public Comments on non-agenda items none
5. Approval of the April 16, 2024 Minutes-M Janet S Karen approved
6. Correspondence-none
7. Presentation: none
8. Building Maintenance and Operation – Bill and David
  - a. Griselda – hourly rate increase request \$35 per hour, 35 hours per month.  
Kathy averaged Griselda at 35.75 hours per month currently \$30 per hour.  
motion to increase Griselda wage to \$35, effective May 1st m David s Jami approved.
  - b. Large dumpster removed-change of policy for long term dumpster rental  
discussion: dump trailer \$8-10,000 + maintenance, insurance, liability  
vs another dumpster, locally provided 10 yard, dump as needed. Need details on costs. Will send information via email if a decision is needed prior to next meeting.  
motion to get additional 95 gallon container in the meantime (total of 2)  
m Karen, s Janet approved.
9. Rebuilding Committee update – Kevin, De, Jami Contractor Selection below.
10. Approval of the Treasurers' Finance Report
  - a. David reported PNT \$16,000 dollar sale in April, \$5,000 was earmarked for the CDP, net after expenses \$7800. 3 CD's came due, 2 reinvested into 9 month CD's, 1 split between 6 month CD and Money Market account for ease of access.
11. Old Business:
  - a. Contractor presentation and vote - David  
Karen mentioned Kevins leadership and the amount of work that went into this.  
David summarized the process to get to this point. 3 finalist at \$8.5 million. Negotiations can begin with "value engineering" by Figure, once a contract has been signed. Bottom line can be lowered. Committee was unanimous in choosing a single contractor, #1, using a blind survey.  
Executive Summary Attached.  
Motion to approve the recommendation of the committee for General Contractor #1 m De s Janet Jami abstained. Approved.
  - b. Public Presentation of the Community Center project May 29th, set-up 4:30
    - i. Board member participation-Karen  
*Plans presentation May 29 at the Gualala Arts Center Tentative Agenda*  
Welcome / Introduction (Why) -Nancy 5-8 minutes  
History (Rebuild Committee) -Karen 7-10 minutes  
Design Walk Thru -Figure 10-15 minutes  
(come and take a closer look)  
Next Steps (Getting people excited, Capital Fund, What we are doing / Strategies? Concise and Specific)Jami and David ( Kevin) 7-10 minutes  
Q and A -Karen 10 minutes  
Close- Nancy thank youKaren-flyer, Nancy-member outreach, ICO outreach, Karen-notice to the department heads.  
Discussion to reschedule so entire board can attend, public has been made aware of current date, other meetings are planned to allow for board attendance,  
Nancy-open, Karen w/De's help with history, Jami-next steps, what do we need to do, many grant doors are closed to us.  
Kevin applied for a federal community project funding grant suggested by Huffman, letters of support provided by other area elected officials. This may lead to other opportunities for funding.  
Paula came to report on the availability of Del Mar Center-looking into June 5 and 6 alternatively the following week, under the Forum, with video, reminded us of the \$500 lifetime membership.



ii. Advertising-Karen-flyer, Nancy-member outreach, ICO outreach, Karen-notice to the department heads.

c. PAHS student scholarships and adult scholarship requests – Karen on hold for more information.

12. New Business:

a. Board member ballot update - Nancy  
ballot, candidate statements, financial stmt, presidents letter to include mention of May presentation,

b. Update Office Computer - Kathy M.

Nancy will work with Kathy for discounts

Motion to not exceed \$2500 on purchase M Janet s David approved

Next Board Meeting Tuesday June 11, 2024 at 1:00 p.m. - Gualala Community Center

Meeting Adjourn 2:45

Gualala Community Center

Contractor Selection Process - Executive Summary

May 7, 2024

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Gualala Rebuild GC Subcommittee Members: Leslie Bates, Kevin Evans, David Fouts, Karen Russell, Dave Shpak

Architect (Figure): James Leng, Jennifer Ly

Contents and Attachments:

- Executive Summary
- Contractor RFQ Solicitation
- Bid Instructions
- (3) Contractor Pricing Estimates
- Bid Comparison Matrix

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#### TIMELINE

- February 26 | Contractor RFQ solicitation invitations to submit sent out
- March 1 | Deadline to submit questions on RFQ
- March 5 | Answers to questions sent out
- March 8 | Deadline to submit Statement of Qualifications Package
- March 15 | Applicants notified of committee decision
- March 18 - April 2 | In-person interviews to be conducted by Subcommittee and Architects
- March 19 | Invitation to Bid and 100% DD Pricing Set sent out ● April 19 | Pricing deadline
- April 30 | Subcommittee Deliberation
- May 7 | Board of Directors Meeting
- May | Notify Selected General Contractor, Confirm Client's Budget Target and then Start Value Engineering Period
- May 29 | Public Presentation

#### 1. INITIAL SOLICITATION

With the approval of the subcommittee, Figure reached out to fourteen (14) general contractors to solicit a Statement of Qualifications. The list included local contractors as well as regional contractors located in North California. We received seven (7) responses of confirmation of receipt.

#### 2. SHORTLIST

Of the fourteen general contractors pre-selected, we received four Statements of Qualifications Package (29% response rate) on March 8th. Of the four candidates, two general contractors were local and two were regionally based. After the subcommittee's review of the RFQ content, it was determined that all four candidates should have the opportunity to interview and visit the project site.

Over the course of two and a half weeks, the subcommittee and architects met with each of the four qualified candidates at the Annex for an hour long interview. The general format included basic introductions from both parties, along with a series of questions from the subcommittee that included: firm history and staff, management style, experience in similar types and scales of building, potential challenges, estimated price and schedule.

- Contractor 1
  - Has been operating with current leadership for the past 32 years
  - Administrative staff of 35 people
  - 50% of their work is for nonprofits, affordable housing and arts organizations. They have extensive experience working with committees.
- Contractor 2
  - Over 35 years of experience
  - They typically like to run three projects at a time and have a dedicated and responsive administrative team.
  - They're able to self-perform with their staff of about 12 people on: foundation, concrete, excavation, siding, rough and finish carpentry.
- Contractor 3
  - Construction history of over 50 years and experience with both residential, commercial and hospitality projects,
  - They have a staff size of 55-60 people and can self-perform site work, framing and finish carpentry.
  - At any given time, they are able to work on about 15 projects at a time and can work with any management platform the Architects prefer.
- Contractor 4
  - Has been operating for 11 years.
  - Have a staff of about 12 people.
  - They demonstrated a good understanding of coastal development challenges.
  - They would scale up sufficiently to build the project Shortly after the interviews, Contractor 4 withdrew from consideration and provided a formal response.

Each contractor also provided three references. The reference list was distributed between Kevin, David, James and Jennifer to conduct a phone call outreach. Kevin and David were assigned client references while James and Jennifer were assigned architects or subcontractors references. In general, each reference spoke highly of the specific contractor and their long standing relationship, no significant red flags were raised by any of the references.

### 3. BIDDING

Bid instructions were sent out to the four (4) shortlisted candidates on March 19. Shortly thereafter, we were notified by Contractor 4 of their intention to drop out. The remaining three (3) contractors submitted their pricing document on April 19th. Figure then spent a week following up with each contractor with clarification questions to understand assumptions and make sure to account for any scope gaps. Using this information, Figure developed a bid comparison matrix tool that would allow for a clearer apples-to-apples comparison between the different bid formats received. Below are some notes about the comparison spreadsheet, and high level take-aways from the bid comparison:

General notes about the comparison matrix:

- Each contractor priced different categories and line items, so this is our best (imperfect) attempt to arrange the spreadsheet so we're comparing apples to apples
- We used Contractor 1's categories as a baseline, because their pricing breakdown was most nuanced. Then we plugged in Contractor 2 and Contractor 3's numbers into comparable categories/lines
- Towards the end of the document, There's a "Leveling Adjustments" category, this is designed to account for differences in assumptions between bids. Some GCs did not include certain scopes, so we would add them back in here to "level" the playing field
- This document also integrates various Q+A feedback we've received from the contractors from the previous 2-weeks of back and forth. Some of their numbers were updated from the exchange. All email exchanges are logged into the bid folder that was shared with you.
- The final cost that you see will differ from the original bids, but reflect a more consistent comparison across bids

Note about what "General Conditions" comprises:

- The GC line item includes Supervision costs, Site Operation and Temporary Facilities

costs, such as:

- Superintendent + Associated costs
- Mobilization
- Temp Office Rental + Office costs,
- Allowance for Temp Power (Power Pole) Costs
- Temporary Bathrooms/Wash Stations
- Debris Box Maintenance allowance
- Project Closeout

General Takeaways from the Bid Comparison

- We have followed up with all three contractors after their bid submission, and can confidently say that all three bidders are serious and committed to the task, each bidder is also responsive and able to furnish answers quickly.
- After leveling the scope, the total cost spread across bids are actually quite close to each other, between \$8 - 8.7mil (average \$8.45mil). This number does not include the contingency.
- The close cost spread means costs aside, the other qualifications of each candidate become more important to consider
- We will endeavor to value engineer the total project budget. We will have to work closely with the chosen contractor to tighten up our bid drawing set and specifications so that a 1-2% contingency is sufficient prior to construction start.
- Site Work (Div 31), Exterior Improvements (Div 32), and Site Utilities (Div 33) comprise between \$1 - 1.5 million of the budget. Consider deferring some of this expense to a later phase (for instance, to coincide with Caltrans work) if it doesn't directly impact the building rebuild
- Other larger ticket items (excluding div 31, 32, 33) to consider value engineering include:

- Div 6 Woods
  - Exterior Decking
  - Wall Siding
  - Casework (cabinets)
- Div 7 Thermal & Moisture Protection
  - Roofing Material
  - Skylights
- Div 8 Openings
  - Doors (Interior & Exterior)
  - Windows and Storefronts
- Div 9 Finishes
  - (wood) Flooring
  - Acoustic Wall Panels\* - we already elected to take the lower allowance because some of the numbers came back absurdly high
- Div 11 Equipment
  - Kitchen Equipment
- Div 23 HVAC
  - downsize HVAC systems as allowed by T24 energy calcs (forthcoming)
- Div 26 Electrical
  - Lighting package
  - AV package
  - Security package

Notes about Specific Bids:

- Contractor 1
  - Most nuanced pricing breakdown in their bid line items
  - Lowest overall price, after comparing scopes
  - Lowest Overhead (4%) and Profit (3%); furthermore they will donate 1% of overhead back to GCC upon project completion, which amounts to approx \$75,000

- They are assuming some of the allowances / project costs to be captured in the 10% contingency, so it will be important to understand their assumptions
- Contractor 2
  - Highest Overhead (9%) and Profit (8%), but that is in part because they do not have a General Conditions line item. We believe it is built-into their O&P number instead
  - Normally charge 10% Profit, but have reduced it to 8% for the Community Center. They will also give a \$25,000 donation at the end of construction
  - Specifically omitted the following scopes in their pricing:
    - Operable partition door dividing the assembly halls
    - Solar Panels
    - Landscaping
  - The omitted scopes were "added back in" through the leveling assumptions, using the other bids as a baseline assumption, even though we do not know Cost of work for these scopes
  - Subcontractor bids were among the highest for Plumbing and Electrical
  - Construction timeline is 4-6 months longer than other candidates

- Contractor 3
  - Pricing format categories were less broken down, but provided a very detailed written narrative of assumptions
  - Provided some cost savings ideas at the end of bid
  - Combining General Conditions, Overhead (6%) and Profit (7%), probably has the highest administrative expenses comparatively
  - Will charge an approx \$20k fee for pre-construction

Lastly, it is important to note that the bid comparison matrix is a working document and won't necessarily give us a perfect insight into who is the 'best'. Rather, this hopefully provides an additional level of guidance and a point of discussion for our group. Additionally each bidder has provided unique insight into the cost drivers of the project, which is quite valuable.

#### 4. FINAL DELIBERATIONS

After we received the three (3) price estimates on April 19th, Figure distributed an internal online survey to each subcommittee member and architect to privately evaluate prior to the April 30th meeting. Based on this interview vetting process, each of the deliverables were ranked from 1 to 5, along with general qualities to best complete the project. Here are some examples from the online survey.

The survey enabled short responses per contractor candidate. Here are some anonymous responses regarding each contractor:

- Contractor 1:
  - Pros:
    - [Contractor 1] meets all of the requirements for a successful project meeting timelines, budget, and staffing to support the project.
    - Based on the presentation, they are the most experienced for this project. ■ Their extensive and long standing history in working with nonprofits throughout the Bay Area is impressive. Their pricing also came in the lowest with a competitive timeline
    - With their budget, construction time frame, proven ability to work with commercial projects, working with non-profit organizations and displays a teamwork attitude with architects, Board & Committee and the public. The company would be an easy sell to the community.
    - I am pleased with [Contractor 1]'s participation, timeliness and attention to detail. They have the workforce to work with local subcontractors and backfill with their own sub-contractors.
- Contractor 2:
  - Pros:
    - They are primarily a residential General Contractor. Their office operation can handle the project demand. Their crew numbers cause some concern regarding

the reliance on subcontractors for the bulk of the construction. This could create project delays and increased project costs.

○ Cons:

- They are competent but do not have much experience in this type of project.
- The main concern is the estimated 18-24 month construction time.
- There's also a concern regarding lines of communication.

● Contractor 3:

○ Pros:

- [Contractor 3] are more than capable of building the community center.
- Their attention to detail and responsiveness is a plus to consider them as the General Contractor.

○ Cons:

- Project cost is considerably higher than the other two candidates.

Of all survey participants, we arrived at a unanimous decision for Contractor 1 as the recommended general contractor to move forward with, for pre-construction services and construction. Based on the various RFQ deliverables, Contractor 1 stood out as an experienced and high quality contractor who would be collaborative throughout this pre-construction/value engineering phase and throughout construction. Their pricing estimate was the lowest of the three and their construction timeline was also the most expedient. Contractor 1's long-standing commitment to working with non-profit organizations has been a strong selling point and shared value with this project.

## June 2024

Gualala Community Center Board of Directors Meeting DRAFT MINUTES

**June 11, 2024** - 1:00 p.m. – Gualala Community Center

- 1.
2. Call to Order 1:02
2. Roll Call David, Nancy, Karen, Janet, De, absent: Sarah, Jami  
Staff: Kathy M, Volunteer: Kevin  
incoming board members Leslie Bates and Barbara Pratt
3. Approval of the Agenda
4. Public Comments on non-agenda items Paula-upcoming fundraising events: Wednesday GBS Supply, Sat 6/29 Annapolis Hoedown. Kevin may attend.
5. Approval of the May 7, 2024 Minutes- m Janet s Karen approved
6. Correspondence none
7. Presentation: none
8. Building Maintenance and Operation  
David-nothing new to report, keeping up with trash with the 2nd can, still looking for dumpster replacement.
9. Rebuilding Committee update – Kevin, De, Jami  
PG & E 800 amp transformer may be needed-Figure will follow up with details.  
Rebuilding committee to reorganize focus to be on Capital Campaign, 2 seats open. Discussion of RBC role during construction for oversight.  
Contractor chosen is Oliver and Company Engineering out of the bay area.  
Agreed to look at local subcontractors first. Availability and Cost of labor will be a factor.
10. Approval of the Treasurers' Finance Report:  
David- income \$24,000 for May expenses \$17,000, discussion of investments,  
Motion to Combine the Vanguard and Fidelity investment into one account at Fidelity. M De S Karen approved.  
Motion to move \$100,000 from WestAmerica account #0459 to the Fidelity account. M De S Karen approved  
Motion approve Treasurers report M Janet S Karen approved.
11. Old Business:

a. Capital Campaign Updates

no response from the QR codes distributed at presentations.

discussion about how to work with social media, other local agencies.

Nancy will contact RCMS for support.

Government contacts add to website.

Reminder to contact Jamie Umble our grant writer (**De: contact information**)

target commercial donors and supporters

donor wall, designation donation,

need to shut down the negatives

b. Pink building demo – engineering report for Coastal Commission: \$10,000 - David and Kevin - Molly Jans working on permit from Coastal Commission. Environmental Study has been done by WRA. Civil Engineering plans for the pink building for demolition and parking lot (Master Plan) erosion control, ground quality for parking. Primo Engineering proposal for \$8300 (Contacted Huffman \$15,000)

Motion to enter into contract with Primo for \$8300. m David s De approved

c. Value Engineering review meeting – Wednesday, 6/26, 1-3 pm Zoom

Combined meeting for BOD and incoming BOD results of value engineering

d. Branding (closed session)

i. Roll-out to public

Present Logo to the public via Social Media, caps and aprons for volunteers, update social media going forward from today, need person responsible for branding, who can create content coming out of the GCC-publicity coordinator, logos for display Saturday (**De print new badges 2 per sheet**)

ii. Brand guidelines and logo files

Saved to GCC Google Drive

iii. Social media and website

Combine all communication under the GCC umbrella. Pay 'n' Take, Clothing, etc, FB  
PNT page has over 1000 followers.

iv. GCC office use-

Kathy

v. Board and Volunteer training

Include in the binder.

12. New Business:

a. New Board members – ratification of results

Janet reported on counting procedure: David and Janet kept track as Kathy open-end the ballots. Total of 92 votes. Review procedure of voting beyond USPS mail.

M Karen S David to accept the results for the incoming board members.

b. Welcome new Board members

Leslie Bates, Kevin Evans, Whyte Owen, Barbara Pratt

(Nancy reflected on her experience and thanked both the BOD and RBC for their efforts. This past year has been very much a group effort of everyone involved.)

c. Design Presentations debrief

Farmers Market space, staging during construction for both PNT and FM, positive feedback on 2nd presentation, Julie Bower and water, fire suppression, outside access for Bathroom, key cards vs keys, security, location of trash disposal, Coastal Seniors have access, too early to designate specific space,

d. Art 'n' Take 4 – July 13th: displaying 3D model and renderings at event

Need a watcher for the model, take memberships, donations.

e. Use of Square going forward

Nancy-take credit card payments at PNT, has equipment, willing to train users,

future board decision. Website: Nancy to continue with that and social media.

f. Square, Donorbox, Stripe site logins

Kathy has passwords, Nancy listed as owner. Change owner to Kathy/Office

Next Board Meeting Tuesday July 9, 2024 at 1:00 p.m. - Gualala Community Center  
Adjourn 3:12