



Minutes

1. Call to order

Committee Chair Jeffrey Westhoff called the meeting to order at 4:04 p.m.

2. Roll call

Upon roll call, Trustees Westhoff and Jefferson were present.

3. Introduction of visitors

Also present were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Dan Eallonardo of Independent Construction Services, and Kristen Richardson of Engberg Anderson Architects

4. Public Comment

None.

5. Second-floor staff areas remodel

Dan Eallonardo updated the committee on construction progress and the current status of change orders. He said Phase 1 of the project should be finished by March 1. Phase 2 should be finished within 30 days of its start date, but the start date would be determined by rearranging staff workspaces. He estimated all construction work should be finished by April 15.

Kristen Richardson provided updates on the furniture order.

The committee agreed to continue allowing Executive Director Dilger to approve any change order under \$20,000 but asked to be informed when \$60,000 of the \$80,000 contingency allowance has been spent.

6. Other business

None.

7. Date for next meeting

The committee will meet again at 4:00 p.m. Thursday, March 7, 2024.

8. Adjournment

Committee Chair Westhoff adjourned the meeting at 4:39 p.m.

Approved on: 2-20-24

WJ Brauer
Trustee

Maurice De Rosa
Trustee

Prepared by Jeffrey Westhoff