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Committee of the Whole Meeting Minutes
3395 Black Road – Meeting Room E
November 3, 2016 – 5:00 p.m.

1. Convene and Call to Order

The meeting was called to order at 5:15 pm by Board President Lynn Samalea.

2. Roll Call

Trustees present: Lynn Samalea, Essie Chavez, Nancy Henricksen, Emmie Ostrem, and Gail Gawlik.

Trustees absent: Carol Boban, Diane Harris, and Jack Markley

Staff members present: Helene Marzec and Deb Fowler

3. Agenda Revision and Approval

MOTION: Nancy Henricksen moved and Emmie Ostrem seconded to approve the agenda as presented. The motion passed unanimously with the following trustees voting “aye:” Chavez, Henricksen, Ostrem, Gawlik, and Samalea.

4. Public Participation

There was no public participation.

5. ACTION ITEM:

Approval of contractor for Bow Window Roof project

Interim Co-Director Helene Marzec explained that four sealed bids were received and opened on November 1, 2016 for work on the bow window roof replacement. She distributed a letter from Wight & Company recommending Bennett & Brosseau Roofing with a bid amount of \$40,000.00. This contractor was recommended after contacting the two lowest bidders (G. Fisher-\$27,470.00 and Elens & Maichin Roofing-\$28,990) and discovering that they did not meet the contractual obligation of the bid documents due to missing manufacturer’s qualification.

MOTION: Nancy Henricksen moved and Essie Chavez seconded to approve Bennett & Brosseau Roofing as the recommended contractor from Wight & Company for the Bow Window Roof Replacement project with a bid of \$40,000.00. The motion passed unanimously with the following trustees voting “aye:” Henricksen, Ostrem, Gawlik, Samalea, and Chavez.

6. Adjournment

MOTION: Gail Gawlik moved and Essie Chavez seconded to adjourn at 5:37 pm. The motion passed unanimously with the following trustees voting “aye:” Ostrem, Gawlik, Samalea, Chavez, and Henricksen.

