



Approved August 21, 2018

Clackamas SWCD Work Session Minutes for July 25, 2018

Present:

Directors: Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary), Jim Johnson, Jan Lee, Jesse Nelson (Vice Chair), Joan Zuber

Associate Directors: PK Melethil, Jim Toops (via phone)

Staff: Tami Guttridge, Clair Klock, Eann Rains, Tom Salzer, Nathan Tucker

1 – CALL TO ORDER AND DISCUSSION

- A. Call to order** – Chair Becker called the meeting to order with a quorum present at 2:00 p.m., Tuesday, July 25, 2018, in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City. Chair Becker noted that the purpose of the work session is to discuss possible design changes to the Conservation Resource Center.

Chair Becker asked the Board members to go over a list of items that would possibly help to reduce the cost of the Center. He asked that Board Members decide what items would be acceptable, what items would not, and what items would need further discussion.

The following topics were discussed.

- B. Cost** – What is an acceptable starting point to the cost of the building minus the additional office space for partners?
- Board members asked what monthly payments might be at the following ranges based on a 4% and 3% interest rates on a loan.
 - \$5.5 Million at 4 % would be \$26,257 per month
 - \$4.4 Million at 4% would be \$21,006 per month
 - \$5.5 Million at 3% would be \$23,188 per month
 - \$4.4 Million at 3% would be \$18,556 per month

- The additional partner space if rented through General Services Administration at the rate of \$30.00 per square foot as a starting point would bring in rent of \$5,365 to offset the mortgage payments.

Jim Toops called in at 2:10 p.m.

C. Construction – Chair Becker asked Director Guttridge if he would explain the building terms listed in this portion of the discussion.

- Monolithic footings (most cost effective)
- R-21 walls
- Minimum ceiling heights

P.K. Melethil arrived at 2:20 p.m.

- Standing seam metal roofing
- Fiberglass composite low-E windows, with windows that open as an option
- Sealed concrete floors
- Minimum roof pitch 3:12
- Airlock entries for main entry and employee entrance
- Fiber cement or enameled metal siding
- Reception area and lobby
- Mud room, storage room, janitor closet, ADA bathrooms, kitchen, breakroom
- Outdoor plaza close to the workshop/meeting facility: level and sized to accept an event tent/canopy

D. Heating, Ventilation, and Air Conditioning

- Variable refrigerant flow (VRF) heating and cooling system to replace radiant floor heating.
- Space for 20 employees in standard cubicle environment, minimum 8x8 feet in size
- Five private offices in the employee space

Roger Fantz arrived at 2:40 p.m.

- One conference room for up to 8 to 10 people
- A shared area for printers, copies, etc.

E. Workshop and meeting facility

- An education/workshop/meeting space of at least 30 x 50 feet. This size equates to:
 - Reception (standing) = 150 people
 - Classroom setup = 67 people

- U-shape setup = 43 people
- Boardroom set up = 36 people
- Suitable Parking

F. Building space being expandable, or built at a later date.

- Would building a two story structure save costs?

Chair Becker thanked all attendees for their hard work on these topics.

ADJOURN and NEXT MEETING

- There being no further discussion, Chair Becker adjourned the work session at 3:02 p.m.

Respectfully submitted,



Tami L. Guttridge
Administrative Assistant