



Meeting Notice

Thursday, December 14, 2023, at 5:00 pm
Location: Gronquist Building, Downstairs Conference Room,
1650 Railroad Avenue, Arlington, OR

Join Zoom Meeting

<https://us02web.zoom.us/j/9537854875>

Meeting ID: 953 785 4875

+16699006833,,85648511236# US (San Jose)

+12532158782,,85648511236# US (Tacoma)

Regular Commission Meeting Agenda

Thursday, December 14, 2023

1. Call Meeting to Order
2. Public Comment on Non-Agenda Items
3. Consent Agenda:
 - a. Approve Regular Meeting Minutes for November 9, 2023
 - b. Approve October & November 2023 Accounts Payable and Financials
4. Housing Presentation by Mark Seder, Seder Architecture
Introduce housing types, variety, configuration, and options
5. Director Report
 - A. Alkali Ridge Subdivision
 1. Tentative Plan Approved
 2. Engineering Design / Infrastructure Cost Estimate
 - B. Marina Walkway Bid
 - C. Weed Control Grant
 - D. Vacation Payout Policy
 - E. Other
6. President Report
7. Commissioner Reports
8. Executive Session, ORS 192.660(2)(e): To conduct deliberations with the persons designated by governing body to negotiate real property transactions.
9. Decision or deliberations on Real Estate Transactions (*Placeholder*).
10. Adjourn Meeting

Port of Arlington Environmental Sentry Corp Meeting

December 14, 2023 immediately following Port Meeting

Agenda:

1. Call Meeting to Order
2. Public Comment
3. Minutes
4. State Brownfield Grant Award, \$60,000
5. Maul-Foster Change Order, Task 5, Add \$4,500
Selective abatement and demo and wall scanning/ground penetrating radar (GPR)
6. Livermore Structural Analysis Reports
7. Awaiting EPA Grant Results, \$780,000 for Remediation
8. Adjournment

**Regular Commission Meeting
October 12, 2023, MINUTES
5:00PM
Port Office, 100 Island Park Rd., Arlington, OR**

- 1. The Port of Arlington Commission meeting was called to order at 5:02pm by President Shannon.**
- 2. Present**
President Leah Shannon and Vice President Ron Wilson; Commissioners: Gibb Wilkins (via zoom), and Kip Krebs; Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn
- 3. Absent**
Kathryn Greiner
- 4. Audience**
425-553-1603-5:07pm left 5:27pm
- 5. Public Comment**
None
- 6. Additions to the Agenda**
None
- 7. Consent Agenda**
 - 7.1. Approve Regular Meeting Minutes for September 14, 2023**
 - 7.2. Approve September 2023 Accounts Payable and Financials**

**Motion: Wilson moved, and Wilkins seconded to approve the Consent Agenda as presented.
Motion carried unanimously.**

8. Directors Report

8.1. Proctor Parcel

Crowther advised the commissioners that the city planner sent back questions regarding the original plat plan submitted. He addressed the questions and named the new streets, then he resubmitted the application to the city planner. He advised one of the bigger problems, they may have to adjust, would be the Cul de sac. The city rules state, streets 200' or longer cannot end with a cul de sac in a subdivision. Commissioners discussed possible alternatives to the cul de sac in case the city denied it. Lengthy discussion ensued regarding what the next steps would be. Waiting for response from planning commission before they can move on. Crowther talked to John and Mary Sallee regarding buying a 60' right away, or a 2.5-acre lot.

Motions: Wilkins moved, and Wilson seconded ratifying land appraisal by Colliers for 1490 Main Street, in an amount of \$1,600. Motion passed unanimously.

8.2. Marina Walkway Paving

Still no quotes for the walkway, and it may need to happen in the spring because plants are getting ready to shut down for the year.

8.3. Willow Creek Planning

Crowther asked for a motion to put out bids for the project.

Motion: Wilson moved, and Wilkins seconded to authorize issuance of RFP for Willow Creek Planning, in accordance with the Business Oregon Grant, to request responses qualified firms. Motion passed unanimously.

8.4. Leases

Alpine annual contract renewal

Motion: Krebs moved, and Wilkins Seconded to approve the lease extension with Alpine upon mutual acceptance. The motion passed unanimously.

8.5. Upcoming Meetings

He reminded the commissioners there are several meetings coming up for both the regular commission and the Environmental Sentry Corp.

8.5.1. Port Meeting, Thursday, November 12, 2023, at Condon City Hall conference room, Condon.

8.5.2. Joint meeting with Gilliam County, Wednesday, October 18, 2023, in the lower conference room of the Gronquist Building in Arlington.

8.5.3. Sentry Corp public Meeting, Upcoming Condon Grade School Grant Application, Thursday, November 2, 2023, at 5:30pm in the Veterans Memorial Hall, Condon.

9. Presidents Report

President Shannon reported she attend the City of Arlington Council meeting and the planning commission meeting that was in regards to the rezoning of Columbia view estates. Especially since the new Port property could fall under that zoning.

10. Commissioner Reports

10.1. Gibb Wilkins: A new company in town approached him in regards to building tiny homes in Condon, the shop would manufacture them to sell. Discussion over what industry is, and the fact that it doesn't have to be big manufacturing companies to be considered industry. He was going to bring up the Hanger building as a possible location for them to work out of.

10.2. Kip Krebs: Lower Willowcreek Aquifer Recharge Project. He was wondering if he could get a letter of support from the Port for the project. It's a joint project with Morrow and Gilliam County. It's been ongoing since 2017 since the port started it in a different manner, but has grown to this new project. The area includes; just a couple miles short of lone and goes all the way to the Columbia River. There was consensus with all the commissioners for Jed to write a letter of support on behalf of the Port.

10.3. Ron Wilson: nothing at this time.

11. Executive Session ORS 129.660(2)(e): To conduct deliberations with the persons designated by governing body to negotiate real property transactions.

11.1. President Shannon opened Executive Session at 5:39pm.

11.2. President Shannon closed Executive Session at 5:51pm.

There were no decisions or actions taken from Executive Session.

12. Upcoming Meetings

12.1.1. Port Meeting, Thursday, November 12, 2023, at Condon City Hall conference room, Condon.

12.1.2. Joint meeting with Gilliam County, Wednesday, October 18, 2023, in the lower conference room of the Gronquist Building in Arlington.

12.1.3. Sentry Corp public Meeting, Upcoming Condon Grade School Grant Application, Thursday, November 2, 2023, at 5:30pm in the Veterans Memorial Hall, Condon.

13. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 5:52pm.

President Leah Shannon

Vice President Ron Wilson

**Regular Commission Meeting
November 2, 2023, MINUTES
Veterans Memorial Hall,
120 S Main Street, Condon, OR**

- 1. The Port of Arlington Commission meeting was called to order at 6:29pm by President Shannon.**
- 2. Present**
President Leah Shannon; Commissioners: Gibb Wilkins, Kathryn Greiner and Kip Krebs (Via Zoom);
Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn
- 3. Absent**
Ron Wilson
- 4. Audience**
Pat Shannon (Via Zoom)
- 5. Public Comment**
None
- 6. Additions to the Agenda**
None
- 7. Consent Agenda**
None at this time, will approve Octobers Minutes and financials at the December meeting.
- 8. Directors Report**
 - 8.1. Strategic Business Plan**
Completion Letter received from Business Oregon.
 - 8.2. Upcoming Condon Airport Meeting Tour**
State Aviation officials will meet with local proponents to discuss fuel/water improvements.
 - 8.3. Condon Vision 2050**
Condon Is performing outreach with Rural Development Initiatives (RDI) to create vision.
- 9. Presidents Report**
Nothing to report
- 10. Commissioner Reports**
 - 10.1. Gibb Wilkins:** still trying to link up with the tiny home developer.
 - 10.2. Kip Krebs:** nothing to report
 - 10.3. Kathryn Greiner:** nothing to report
- 11. Executive Session ORS 129.660(2)(e): To conduct deliberations with the persons designated by governing body to negotiate real property transactions.**
 - 11.1. President Shannon opened Executive Session at 6:33pm.**
 - 11.2. President Shannon closed Executive Session at 7:23pm.**
There were no decision or action taken from Executive Session.

12. Upcoming Meetings

- 12.1. Commission Meeting Thursday, December 14th, at 5pm, at Port of Arlington Office, 100 Port Island Road, In Arlington.

13. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 7:23pm.

President Leah Shannon

Vice President Ron Wilson



DIRECTOR REPORT

December 7, 2023

4 Housing Presentation

Mark Seder of Seder Architecture will introduce various housing types, sizes, and configurations. Gust Tsiatsos at GCT Land Management in LaGrande is also interested in attending our meeting. We were able to tour several housing options while attending the Summit in LaGrande in August. We observed unique ideas for townhomes, cottage clusters, manufactured, and modular housing. We toured a warehouse framing facility with quality control and efficient delivery and installation. It is interesting to note the variety and suitability that can occur to mesh with community needs.

5A Alkali Ridge Subdivision

The Tentative Plan of Alkali Ridge Subdivision was approved by Planning Commission Nov 16. Next, we will plan corresponding engineering design for water, sewer, and street infrastructure. Anderson-Perry is preparing a scope of work and developing a cost estimate, which we will share. We anticipate seeking supplemental funding support for these tasks, which will lead to installation. Upon completion, the tax lots will then be legally created, and able to be marketed as home sites. As planned in our application, the Proctor house and shop area portion comprises about 2.6 acres. The Port desires to sell this portion, but we need to complete the separate tax lot designation first.

5B Marina Walkway Paving

For background, the Port previously sought asphalt bids for the Marina Walkway Paving project. However, despite contacting multiple firms, we did not obtain an asphalt bid, which appears to be due in part to our location, end-of-the-season work, smaller job, or other factors. For this reason, we are now considering concrete rather than asphalt as an alternative, but costs are much higher. The Port was awarded \$15,000 grant by Gilliam County, but this program is capped at \$30,000. We will evaluate bids and decide whether to proceed or wait until spring and try again.

Motion: Depending upon bid review.

5C Weed Control Grant

Michael Durfey from the Gilliam County Weed Department has prepared a weed grant application sponsored by the Oregon Department of Agriculture, to serve key portions of the Arlington Mesa. It involves an outcropping of yellow star thistle on portions of Port property near the Flex building. This area is targeted to be sprayed, combined with other adjoining landowners (City of Arlington, Skye Krebs). To expedite timely work, I authorized \$300 match funding by the Port for our portion.

Motion: Ratify \$300 match funding pledge for Gilliam County Weed Department grant.

5D Vacation Payout Policy

The Board recently updated Port employee work time policy by Resolution 2023-155 (attached). A request was made to consider payout of vacation hours, rather than take earned vacation leave. Since this method is governed by policy, I invite board input and direction for clarity.

Other

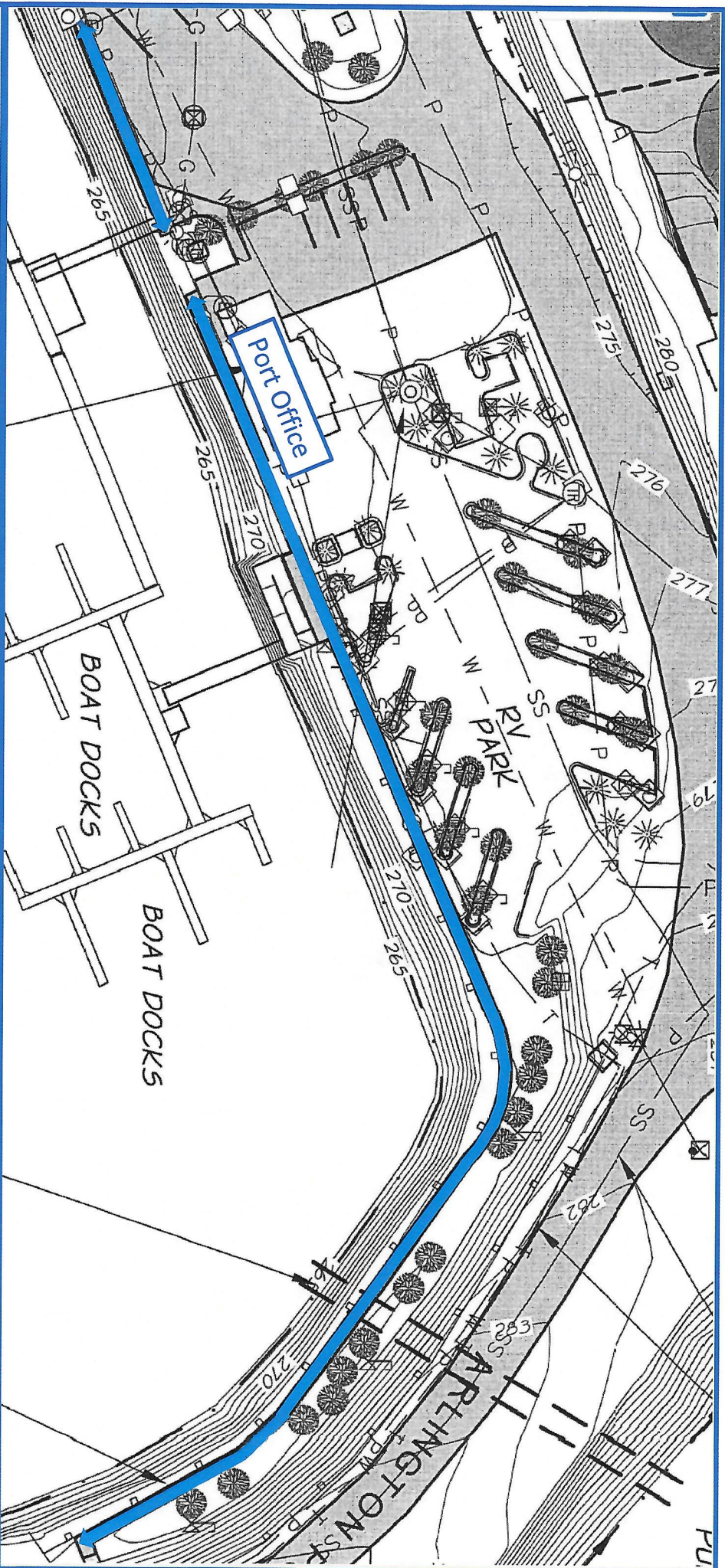
Recent community participation involves: Condon CAN! Survey and Work Groups, State Aviation Programs, and Comprehensive Economic Development Strategy (CEDS) for Business Oregon and for Greater Eastern Oregon Development Corporation (GEODC).

ENVIRONMENTAL SENTRY CORP

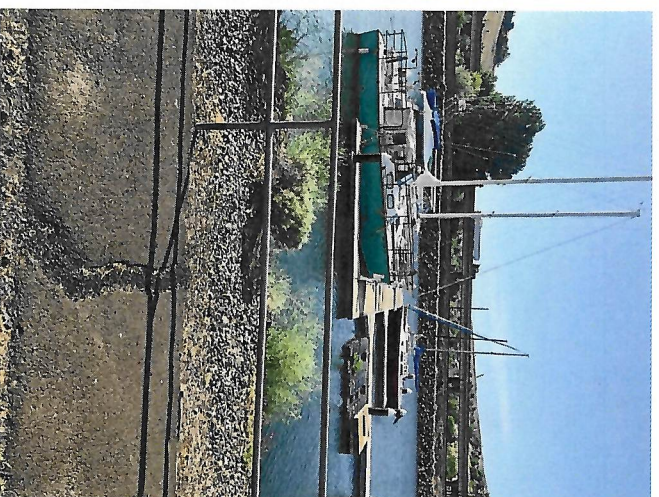
Motion: Accept \$60,000 Grant Award by Business Oregon (attached).

Motion: Ratify Maul-Foster Change Order Task 5, Add \$4,500.

For selective abatement and demo and wall scanning/ground penetrating radar.



Port of Arlington – Marina Walkway Paving



Port of Arlington – Marina Walkway Paving

GOAL: Improve Access, Safety, and Appearance – To Welcome Patrons and Guests

PLAN: Gravel Base Course/Compaction, Asphalt Paving, Approx 720' Long x 6' wide

ACTION: Site Plan Layout and Dimensions, Contractor Bid, Small Works Contract

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Jed Crowther

From: Michael Durfey <Michael.Durfey@co.gilliam.or.us>
Sent: Thursday, November 16, 2023 8:25 AM
To: Jed Crowther
Subject: Noxious weeds around the Arlington airport
Attachments: Screenshot (1).png; ODAWeedOnlineApplicaitionGuidance.pdf

hello Mr. Crowther

My name is Michael Durfey i work for the Gilliam county weed department. i am working a a grant that will have match funds from the ODA. this grant would help us purchase herbicide and have areas of north Gilliam county sprayed by a plain. i have surveyed a area around the Arlington airport and have a attached a map which of the region that i think would be most helpful to treat. the total area i would like to treat is 183 acres. the Port owned portion of this area is 40 acres. My rough cost of spray plain and herbicide per acre is 26.95. with a total Port portion cost of 1,078.00\$. the grant i am applying for is a 75% match by ODA. if awarded this would bring the cost to the city to 269.5.

I am fairly new to the weed department and this is my first venture into grant writing. there will be some administration, surveying and possibly bio control cost i haven't completely calculated in yet but i am confident that this should not change this scope very much. i look forward to working with you in the future.

summery

Area to be treated around the Arlington airport. 183 acres

Port portion of area. 40 acre

cost per acre. 29.95\$

total cost of Port portion. 1,078.00\$

cost for Port if awarded grant. 265.50\$

Michael Durfey Gilliam County Weed Dept.

(541)640-9379

michael.durfey@co.gilliam.or.us

please fell free to contact me with and questions thank you

UPDATED EMPLOYEE WORK TIME POLICY

Office Hours

The Port's main office hours are Monday through Friday, from 8 am to 5 pm, excluding all state observed holidays, and closed from noon to 1 pm for lunch hours. The standard work week is 40 hours per week. Upon supervisor approval, employees may flex core work hours occasionally, while maintaining primary services, i.e., staying late for a meeting, and leaving early the next day.

Maintenance Work Hours

Maintenance hours may begin earlier in the day and extend later in the evening plus weekends. Upon supervisor approval, maintenance workers may flex actual work hours, based on workflow, seasonal tasks, and weather conditions, but not to exceed 40 hours per week, unless required. After hours "call out" needs between 8 pm and 6 am will accrue a minimum 1 hour work time.

Time Reporting

Timesheets are to be submitted near the end of each month with a daily tally and weekly totals. Employees are to report actual daily hours worked from Sunday morning to Saturday evening. For any overtime, workers are to specify if overtime is to be paid or is to be saved as comp time.

Overtime

Overtime hours do not begin to accumulate until after 40 hours worked in each weekly period. Sick leave, holidays, vacation, comp time and other leave hours do not count as hours worked for the purposes of computing overtime compensation. Overtime work requires supervisor review, but it is strongly discouraged by budget constraints. Exempt employees do not accrue overtime, but they may adjust their work week or accumulate comp time to offset extended hours served, i.e., attendance at evening meetings.

Compensatory Time

An employee may request compensatory time off instead of payment for actual overtime work. Comp time hours are to be reported and are available as paid time off, similar to vacation hours. Employees may elect to use a combination of vacation hours and comp hours as paid time off. Accumulation of comp time hours shall not exceed 40 hours at the end of each year on June 30.

Flexible Work Schedule

Employees may first discuss potential flexible/hybrid work schedule options with their supervisor, and then submit a written request. The supervisor will approve or deny the flextime request on a case-by-case basis, based on staffing needs, job duties, the employee's work record, and the employee's ability to temporarily or permanently return to a standard work schedule as needed.

For example, an employee may ask to work 10-hour days four times per week, provided they are mostly available during core business hours, as determined by workload and supervisor approval. A flextime arrangement may be suspended, modified, or cancelled at any time. Hybrid work; i.e. work-from-home, may be evaluated and administered in the same manner.

Carryover Hours and Payout

To plan ahead for budgeting purposes and to assure staff availability for tasks and responsibilities, any carryover of vacation time shall not exceed 160 hours at the end of each year on June 30. Employees should plan to use leave hours by advance notice, at reasonable times and durations. At resignation or termination, payout of vacation time shall be limited to accrued time only and shall not exceed 160 hours, unless specified in state employment laws or by individual agreement.

**Environmental Sentry Corp
October 12, 2023, MINUTES
Veterans Memorial Hall,
100 Port Island Road, OR
In-Person and Via Zoom**

1. The Port of Arlington Environmental Sentry Corp meeting was called to order at 5:53pm by President Wilkins.

2. Present

President Gibb Wilkins and Vice President Kip Krebs (via Zoom); Commissioners: Leah Shannon; Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn

3. Absent

Kathryn Greiner

4. Audience

None

5. Public Comment

None

6. Additions to the Agenda

None

7. Minutes

Motion: Shannon moved, and Wilkins Seconded to approve the Minutes for the Environmental Sentry Corp meeting. Motion carried unanimously.

8. Work Orders by Maul Foster and Alongi

Crowther advised they were previously approved \$3,500 for Brownfield. Now dialing in, and performing task, the first one totaling \$60,000. We are anticipating these will be covered by Brownfield grants. The second work order is for \$25,000. Karen has \$60,000 in her program, but availability to more funds to cover the additional \$25,000 if Brownfield is not approved.

Motion: Wilson moved, and Krebs seconded the ratification of work order 2 and work order 3. Motion carried unanimously.

9. Adjourn Meeting

President Wilkins adjourned The Environmental Sentry Corp meeting at 6:04pm.

President Gibb Wilkins

Vice President Kip Krebs

Environmental Sentry Corp
November 2, 2023, MINUTES
5:30PM
Veterans Memorial Hall,
120 S Main Street, Condon, OR
In-Person and Via Zoom

- 1. The Port of Arlington Environmental Sentry Corp meeting was called to order at 5:00pm by President Wilkins.**
- 2. Present**
President Gibb Wilkins and Vice President Kip Krebs (via Zoom); Commissioners: Leah Shannon, Kathryn Greiner; Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn
- 3. Absent**
Ron Wilson
- 4. Audience**
In Person: Dorothy Schott, Tom Fatland, Jan Hinchfield, and Chris Fathland.
Via Zoom: Seth Otto, Dustin Hall, Brooklyn Griffith, Pat Shannon, and Mary Reser.
- 5. Public Comment**
None
- 6. Additions to the Agenda**
None
- 7. Project Overview-Jed Crowther**
Crowther gave an overview of the project for the Condon Grade school. He stated what the city of Condon had already performed before handing over the building to the Sentry Corp. He described the community involvement thus far. He described the funding that the Sentry Corp would be utilizing, and applying for to complete the environmental work that would need to be done before they could do any kind of remodeling. There are good partnerships already established with the City of Condon and the County to help complete the project. So far, The Sentry Corp has already received approximately \$460,000 grant from the county, and approximately \$450,000 donation will be made by Avengrid Renewable.
- 8. EPA Grant Overview; Seth Otto Maul Foster and Alongi**
Seth Otto introduced himself, and explained his role with Maul Foster and Alongi, based in the Portland area, and what type of work Maul Foster and Alongi does. They work entirely in the Pacific Northwest area. He then went through his slides, what potential hazardous materials they ran into, and what they would need to address throughout the building. He discussed the process they went through, how they assessed the building, and its materials. 3 hazardous materials they encountered were Lead based paint, Asbestos containing materials, and Mercury/PCBs. The stucco outside coating the building is asbestos contained material, and one of the more concerning areas of the project (cracking, chunks missing, ect.). The next steps ABCA, (analysis brownfield cleanup alternatives) because they were unable to do the more thorough testing initially, due to the use of the building during the initial testing. The EPA cleanup grant request is for \$500,000, but the cleanup itself would be approximately \$700,000. Business Oregon has been a good partner with Sentry Corp, and they have funding available that would help cover the gap. Seth also advised the community

will know what is going on through the process, and there will be air monitoring during the entire procedure both inside and outside of the building and available to the community.

9. Questions and Comments from audience on the grant and abatement

After Seth's presentation he opened the floor to the audience for questions or concerns they may have regarding the project. Seth, Jed and the Commissioners all answered questions regarding the Former Condon Grade School, and the upcoming events that will occur. List of full questions and answers attached.

10. Comments on "community aspirations" of the Condon grade school project

President Wilkins stated at this point there are still so many unknowns for this project and are they are still open to anything. From demolition to repurposing the building depending on what they find as it's being abated. Seth went through the processes that would need to happen, and approximately the abatement work, under reasonable scenario, it could start a year from today.

11. Adjourn Meeting

President Wilkins adjourned The Environmental Sentry Corp meeting at 7:23pm.

President Gibb Wilkins

Vice President Kip Krebs

SENTRY
4

Jed Crowther

From: HOMOLAC Karen * BIZ <Karen.HOMOLAC@biz.oregon.gov>
Sent: Tuesday, December 5, 2023 5:02 PM
To: Jed Crowther
Cc: Kathryn Greiner
Subject: Notification of Brownfields Redevelopment Fund Award (\$60,000) - Port of Arlington Environmental Sentry Corporation - Condon School Data Gap Project

Greeting Jed – I am pleased to inform you that I have signed approval for a technical assistance grant award of \$60,000 through the Brownfields Redevelopment Fund to the Port of Arlington Environmental Sentry Corporation to complete the following Scope of Work as detailed below. Please consider this e-mail as your Award Letter. **Please let me know soonest who will be the official signatory of the Grant Contract.**

Scope of Work:

Recipient will complete the following activities to identify, quantify and close data gaps needed to support redevelopment of real property located at 220 S. East Street, Condon, Oregon in Gilliam County (Map and tax lot Nos. #04S21E10DB-01400 and 04S21E10DB-01500):

1. A Hazardous Building Materials Survey to include data gaps and cost estimates.
2. A Structural Survey to include data gaps and upgrade cost analysis.
3. An Analysis of Brownfields Cleanup Alternatives Report.

Recipient shall submit environmental assessment documentation to DEQ for review and comment.

Recipient shall provide documentation of completed activities to the Department.

Conditions of Award:

Based upon the following analysis, the award recommended above should be subject to the following conditions:

- a. **Pre-Award Costs:** Recipient will provide sufficient documentation that pre-award expenditures meet all programmatic eligibility requirements, including, but not limited to, the nature of the activity, when the activity took place, its cost, etc. Pre-award expenses incurred in accordance with all program rules and policies shall be eligible to be reimbursed.
- b. Regulatory compliance with an Oregon Department of Environmental Quality Program (i.e., Voluntary Cleanup Program).

Once again, congratulations. I hope to have a contract to send to you within the coming weeks.

Karen

Karen Homolac
Brownfields Program Specialist



775 Summer Street NE, Suite 200
Salem, OR 97301

SENTRY
6

Meeting Minutes

Date of Issue:	11/30/23
Meeting Name:	Condon School Programming
Meeting Date/Time:	11/27/23 2:00PM
Location:	Zoom / City Hall
Project Name:	Condon School Focused Evaluation
Project #:	223083.00
Prepared By:	Justin Wells
Present:	Sarah Colee Geoff Grummon-Beale Gary Livermore Justin Wells Kathryn Greiner Brooklynn Griffith Gibb Wilkins Jed Crowther Liz Campbell
Distribution:	All attendees Livermore Maul Foster

Information Items

1. Introductions
 - 1.1. Project Team & Stakeholders introduction
2. Project Background
 - 2.1. New grade school was built, old school building was deemed surplus
 - 2.2. Old baseball field was sold and redeveloped into housing
 - 2.3. Structural analysis – can the building be saved?
 - 2.4. Property will need to be rezoned to allow use for the land – currently zoned open space
 - 2.5. Previous Architectural & Landscape designer completed envisioning exercises
 - 2.6. Precedents of mixed use / adaptive reuse:
 - 2.6.1. Smiley Building in Durango, Colorado
 - 2.6.2. Churchill School in Baker City (events center)
 - 2.6.3. Timber Ridge apartments in La Grande
3. Project Goals
 - 3.1. Adaptive reuse of structure into workforce housing & mixed / public uses
 - 3.2. Public and community spaces, maintain gymnasium
 - 3.3. Currently in feasibility & evaluation stage
4. Review Programming Discussion
 - 4.1. Importance – community members have a strong connection to the old building.
 - 4.1.1. Stakeholders agree that this will be costly, but will offer architectural character to the town



- 4.2. Types of housing – work force housing is in severe short supply
 - 4.2.1. Landing place for new residents looking for work
 - 4.2.2. Teachers, energy sector workers, services, etc
 - 4.2.3. Potential mix includes families, age 30-50
 - 4.2.4. Stakeholders envision a mix of uses, housing will be one part of building
 - 4.2.5. Many workers are bused in from over an hour a way into Arlington, others live in temporary / mobile housing
 - 4.2.6. Mix of units – 1 & 2 bedroom units primarily – including affordable housing, include perhaps 1 3-bedroom unit
 - 4.2.7. Mix of funding sources – leaning heavily on county money
 - 4.2.8. Flexible unit layouts? Flex 2/3 bedroom unit
 - 4.2.9. Dormitory layout – roommates w/ common spaces
 - 4.2.10. Really looking for more housing of all types
- 4.3. Other / Mixed Uses
 - 4.3.1. Artists and studio space
 - 4.3.2. Childcare expansion– open rooms that are available
 - 4.3.3. Community spaces on first floor where windows are a challenge
 - 4.3.4. Maintain gym
 - 4.3.5. Privacy & security – provide separation from wings to main building, provide access control between 1st and 2nd floor
- 4.4. Architectural elements worth saving
 - 4.4.1. Façade, style of windows, wide hallways
 - 4.4.2. Members aren't fond of the wings – can they be improved?
 - 4.4.3. Front doors were always locked – were used infrequently
- 4.5. Amenities
 - 4.5.1. Common lounge
 - 4.5.2. Existing Large gym – keep as is
 - 4.5.3. Existing kitchen – maintain for community use
 - 4.5.4. Mixed use – events center / community space
 - 4.5.5. New school was underbuilt – may not have enough space in the future
 - 4.5.6. Potential 1st floor as public / community space, upstairs as apartments
 - 4.5.7. Parking? Ample space on lot.
 - 4.5.8. Shared or public laundry could be useful (one of each?) - north side of building
 - 4.5.9. Storage? In-unit and public storage. Rentable by residents.
 - 4.5.9.1. Option to convert existing kindergarten, teachers lounge, windowless bathrooms etc.
 - 4.5.10. Building was re-roofed ~10 years ago – main building.
- 4.6. Aesthetics
 - 4.6.1. Quality interior finishes – durable for rentals
 - 4.6.2. Interior public aesthetics should be recognizable and somewhat preserved
 - 4.6.3. Durable exterior – maintain current aesthetics of central building
 - 4.6.4. Keep the windows or new windows to match existing
 - 4.6.4.1. Window transoms have been infilled w/ solid – can they be opened back up?
 - 4.6.5. Make the wings look nicer! Re-siding?
 - 4.6.6. There are additional windows that have been covered over from inside & out – gym side
- 4.7. Code & Accessibility
 - 4.7.1. Board sees accessibility as an amenity / feature
 - 4.7.2. Accessibility beneficial for young people, children
 - 4.7.3. Building in La Grande – mixed use – Timber Ridge apartments

5. Other Discussion Items

- 5.1. Boilers are no longer functional – mechanical system has failed

- 5.2. Phasing? Public classrooms first, followed by housing
 - 5.2.1. LAE confirmed will do masterplan first to identify potential fatal flaws
 - 5.2.2. Improvements can be phased

Action Items:

Number	Task	Person Responsible	Date Due
A1.1	Provide historical photos to LAE	Kathryn Greiner	12/15/23
A2.1	Re-roofing information to LAE – was insulation added?	Gibb Wilkins	12/15/23
A3.1	Develop Preliminary Layout	Justin Wells, Geoff Grummon-Beale	12/18/23

The meeting minutes prepared by Livermore Architecture & Engineering reflect discussion, decisions, and agreements made collectively at this meeting. While every effort has been made to create an accurate record of the matters discussed and conclusions reached, these minutes should not be taken as a complete transcript of the meeting. All attendees are to review these minutes carefully. Corrections shall be reported to the preparer within seven (7) calendar days of distribution of the minutes. Otherwise, the minutes will stand as recorded.