

## **Item 9 – Consideration of District Office Remodeling**

The Building Committee met to discuss improvements to the District Office involving a light remodel. The idea of remodeling surfaced in 2016 with the need for new carpet, painting, and storage space. The committee at the time chose to engage an architect to consider several upgrades beyond those mentioned above. Construction bids were taken in early 2017. Following bid review, it was decided to put the project on hold and revisit the extent of the remodel.

The committee is now proposing two areas for remodeling:

- **Front office** – The objective of the construction is to direct all visitors to the west side of the both the front room and boardroom. This would require closing the middle opening on the reception counter and moving it the west wall. The door opening into the boardroom would be similarly moved. The currently situated door accessing the General Manager’s office would be closed and moved to the east wall.
- **Storage room** – Shelving would be constructed in this room allowing for more efficient use of the space.

Other proposed upgrades:

- **Carpet** – New carpeting is essential for all areas currently carpeted. The carpet would be industrial grade, roll-type, and stain resistant. New 4” cover base would be installed.
- **Paint** – The entire office would be painted with either a satin or semi-gloss high quality paint.
- **Electrical** – A small amount of electrical work will be required due to construction and ultimate placement of office staff desks. This should be a rather small expenditure.

Estimates for the remodeling:

- Construction remodel - ~\$11,000.00
- Carpet w/ prep and installation - ~\$4,500.00
- Painting - ~\$4,500.00
- Electrical - ~\$1,500.00

**It is the recommendation of the Building Committee that the Board authorize General Manager to move forward with remodeling of the District Office as presented by the committee with a budget not to exceed \$25,000.00.**