



TO: PROPERTIES COMMITTEE
FROM: Jane Diehl, Chair
SUBJECT: CALL TO MEETING

A Special Meeting of the Properties Committee meeting is scheduled as follows:

DATE: October 30th, 2017
TIME: 2:00 p.m.
PLACE: Beach Cities Health District
Administrative Offices
1200 Del Amo Street
1st Floor Small Meeting Room
Redondo Beach, CA 90277

AGENDA

- I. Call to Order Jane Diehl
- II. Action Item:
Approval of Minutes from September 20th, 2017
Properties Committee Meeting
- III. Discussion and Potential Action Item: Leslie Dickey
Financial Analysis Contract
- IV. Discussion and Potential Action Item: Leslie Dickey
Operator Advising Services – Healthy Living Community
- V. Discussion and Potential Action Item: Leslie Dickey
Financing Communication – Healthy Living Community
- VI. Discussion and Potential Action Item: Leslie Dickey
VMA Communications Inc. Contract Extension – Healthy
Living Community
- III. New Business
- IV. Old Business
- V. Action Item:
Motion to Adjourn

**SPECIAL PROPERTIES COMMITTEE MEETING
BEACH CITIES HEALTH DISTRICT
September 20, 2017**

A Special Meeting of the Properties Committee of the Beach Cities Health District was called to order in the 1st Floor Small Meeting Room at 1200 Del Amo Street, Redondo Beach at 3:00 p.m.

Board Members Present: Jane Diehl, Chair
Dr. Noel Chun

Members Absent:

Staff Present: Tom Bakaly, Chief Executive Officer
Leslie Dickey, Executive Director of Real Estate
Valerie Lee, Administrative Services Manager
Monica Suua, Chief Financial Officer

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
I. Call to Order Public Discussion	<p>Ms. Jane Diehl called the meeting to order.</p> <p>Ms. Diehl asked if any member of the public would like to address the Board on any issue not on the agenda. No one from the public stepped forward.</p>	
II. Action Item: Approval of Minutes from March 13th Special Meeting		<p>The Minutes of the March 13th special meeting were filed and received.</p>
III. New Business Discussion and Potential Action Item: A. Approval to amend contract with International Parking Design to include a conceptual study for a convertible parking structure for the Healthy Living Campus projects	<p>Mr. Dickey announced the receipt of a conceptual rendering of a conventional parking structure on Flagler from International Parking Design (IPD). A copy of that rendering is attached to the minutes. However, commercial trends currently show a move towards convertible parking structures which offer flexibility of future. Convertible structures are more expensive than conventional structures, because they have a 12 foot floor to floor height, which is more concrete and structure; as well as car elevators or central ramps. Mr. Dickey said a rendering of the parking lot as a convertible structure would cost approximately \$13,000.00.</p>	

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<p>B. Approval to award contract to D7 Consulting, Inc. to provide roofing consulting and building envelope services for the 514 N. Prospect Ave, Redondo Beach building and Healthy Living Campus projects</p>	<p>Mr. Dickey brought up the idea to retain a roofing consultant. There is an expertise about the technology of roofing that is best assessed by a professional, specifically beneficial for the 514 Prospect Ave property which has about 40 different levels/roof segments. Charles Dunn recommended D7 Consulting, who will do an assessment for \$10,000.00 for the 514 property. After contacting several companies, D7 had the lowest cost. A report will be provided and the first replacement is being looked at over Silverado. The intent is also to make the roof a light color, include solar hot water panels, and perhaps solar electricity.</p>	
<p>C. Approval to establish senior project manager staff position for the 514 North Prospect Ave, Redondo Beach building renovation</p>	<p>Mr. Dickey proposed the new position of Senior Project Manager for the renovation of the 514 building. The District is looking into a total of five projects: two parking structures, two assisted living centers, as well as the 514 renovation (the largest of the five projects due to complexity of full occupancy, some occupants with sensitive needs, and 50 year old interwoven utilities that will need to be updated). This position would oversee the 514 renovation, and would be a re-allocation of expense rather than an increase in the budget, since this position will take the place of a general contractor.</p>	
<p>D. Approval to award contract to the lowest bidder under a CUPCAA bid process for repairs to air handler #3 serving the 514 N. Prospect Ave, Redondo Beach building</p>	<p>Mr. Dickey moved the discussion to the air handler three, which sits above UCLA and moves cold air and hot air through parts of the building. The unit is at the end of its useful life, with an added feature of possibly involving asbestos. There needs to be Board approval for repair or replacement (estimated at \$125,000), ahead of time, and will award job to lowest bidder. There will be three bids solicited from CUPCAA, award to go to the lowest bidder. Mr. Dickey would like to have the Board approval in place before the unit fails and needs repair.</p>	
<p>E. Approval to amend contract to Withee Malcolm Architects, LLP for architectural services on the Healthy Living Campus projects</p>	<p>Discussion turned to anticipated Board interaction for the Withee Malcolm Architects, LLP contract amendments and change orders, due to the fact that the project is still in the master planning stage. There will be changes, through the environmental impact process, and in addressing current unknowns which can't be determined until the project is underway. The Properties Committee has not yet finalized the basic materials (concrete, vs. steel, vs. wood, and</p>	

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<p>F. Approval to award contract to Kone, Inc. to modernize elevators 1 and 2 in the 514 N. Prospect Ave, Redondo Beach building</p> <p>G. Approval to award contract to Sacks on the Beach to operate the 514 N. Prospect Ave, Redondo Beach building cafe</p>	<p>number of underground parking levels). Thus the committee will ask the Board for a \$100,000 allowance for the above-stated reasons, and \$40,000 for demolition and renovation of two non-ADA compliant restrooms, required before the overall remodel because of the proximity of the Café.</p> <p>Elevators are within the prior approved budget. The District does not have design build authority yet, this design is over CCPCAA and needed to be put out for bid. Cost will be \$356,500, lowest bidder being Kone, Inc. and construction may take up to 9 months. There will be a customer annoyance factor due to the need to shut down two of three public elevators. You must shut down both elevators to complete the work.</p> <p>Mr. Dickey said BCHD solicited RFQs for the Café space (Sacks on the Beach, a Blue Zones participating food purveyor) was approved; Sacks will pay \$100.00 per month, plus in light profits. Essentially, it is a service for tenants, who were quite upset when the old café closed its doors. Mr. Dickey said the new Café will open next Monday (October 16, 2017).</p>	<p>Ms. Diehl made the motion to approve Items A through G, and Dr. Chun seconded the motion to approve Items A through G.</p>
<p>IV. New Business</p>	<p>After the first community meeting for the Healthy Living Project on October 17, 2017, the Committee will ask the Board at the October meeting for approval to start the EIR process, which is projected to take approximately one year, and thereafter the work on the Healthy Living Campus project can begin. The design/build must begin within five years of approval. With the design and permit process, the actual construction is likely to start in three and a half years. During this time, the 514 renovations will be taking place.</p> <p>Ms. Diehl asked if the District has considered what will replace the Health & Fitness Center, in addition to the vacant third floor. Mr. Dickey confirmed that once the structural study is complete, then it can be calculated how to proceed with the space and renovations. There has been an interest in the vacant space at 514 who have been in contact with the District, in addition to meeting with existing tenants to find out their interest. There is a need to explore all options; confirm what needs to be done to the</p>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	building; find a tenant that will work with us; and then proceed down that path. Tenants could decide to stay until their lease expires or they may agree to do some sort of move, which would be considered on a case by case basis.	
V. Action Item: Motion to Adjourn		There being no further business, Ms. Diehl Moved to adjourn the meeting. Meeting adjourned at 3:50 p.m.

The Next Special Meeting of the Beach Cities Health District
Properties Committee to be Determined