

**Excelsior Fire District Board  
EFD Governing Board Meeting  
Wednesday, June 23, 2004**

**24100 Smithtown Rd.  
EFD Training Room/EOC  
6:00 P.M.**

## MINUTES

### 1. CALL TO ORDER

Chair Skrede called the Board meeting to order at 6:02 P.M.

### ROLL CALL

Present: Excelsior Fire District (EFD) Boardmembers: Chair Skrede; Boardmembers Bauman, Bolles, and Love

Also: Excelsior Fire District Chief DuCharme; Deputy Fire Chief George; and Firefighter Hoo

Also present: Excelsior Acting Administrator Johnson (arrived at 6:30 P.M.); Deephaven Administrator Young;

Absent: Boardmember Hill and Shorewood Administrator Dawson and Tonka Bay Administrator Irvine

### 2. AGENDA APPROVAL

Chair Skrede reviewed the Agenda for the meeting. In the interest of time for those present, Boardmember Bolles suggested Item 6 follow Item 3 in this evening's Agenda.

**Bolles moved, Love seconded, approving the EFD Board Meeting Agenda as amended. Motion passed 4/0.**

### 3. APPROVAL OF MINUTES

#### A. May 19, 2004 EFD Board Meeting Minutes

**Love moved, Bauman seconded, Approving the May 19, 2004, EFD Governing Board Meeting Minutes as presented. Motion passed 3/0/1, with Bauman dissenting due to absence at that meeting.**

### 4. FACILITIES

#### A. East Side

##### 1. Certificate of Occupancy for East Side Station

Chief DuCharme explained a certificate of Occupancy had been issued for the East Side Station. He noted the station looked great, and the firefighters had put in many long hours of hard work to make the station look as good as it did. He noted 17 calls had originated from that station since its' June 6, 2004, occupancy.

Chair Skrede noted a potential inaccuracy in the certificate, and stated Deephaven City Staff would contact Chief DuCharme regarding the correct address to be listed on it.

**B. West Side Station**

**1. Memo from John Boerboon of Kraus-Anderson**

Chief DuCharme stated he had several meetings with John Boerboon, project manager for Kraus-Anderson, and shared a memorandum of information regarding the resolution of items of concern remaining from construction of the West Side Station. He noted the General Conditions amount still remained in dispute, and he believed the Board would need to take action to remedy the situation further. With regard to Change Order #7 regarding overpayment of the ice and water shield for the roof, he stated he believed the project management staff should have checked the situation in a more thorough fashion, and he recommended if the Board still remained dissatisfied, action should be taken with regard to Change Order #7 as well.

**Love moved, Bolles seconded, Approving the two page informational memorandum from John Boerboon, dated June 9, 2004, as partial response to resolution of items in dispute related to the Public Safety Facilities' General Conditions and Change Order #7 for the West Side Station.. Motion passed 4/0.**

**2. Over-payments for West Facility**

Chair Skrede shared a memorandum from Shorewood EDA Executive Director Dawson, who was not able to attend tonight's meeting, regarding overpayments for the West Station Facility. He went on to recommend a credit be issued from the Shorewood EDA regarding the change order #7, in the amount of \$30,511.78, and then the credited amount could be distributed equitably to the EFD and SLMPD upon resolution of outstanding issues for the building.

Boardmember Bolles stated he was continually grossly disappointed with the accounting for this project. He requested a line-by-line accounting of the credit in dispute, as he wanted the ability to verify the change order and also to be able to track any financial decisions made through the supporting paperwork. He also stated he did not expect the contractor to continue to charge the project for investigating this accounting documentation.

Boardmember Love requested an update on the drainage in the parking lot at the West Side Station. Chair Skrede stated this situation had been resolved amicably with the contractor returning to the original plans as drawn. The curbing was removed and corrected, as well as the asphalt and catch basin in that area. All repairs were completed without expense to Kraus-Anderson and the EFD as well.

Boardmember Bolles complimented Chief DuCharme and Chair Skrede for dealing with the situation in such a way that a change order need not be issued. He stated this was an example of a good problem solving effort, and he greatly appreciated it.

**3. Response Letter from TSP**

Chief DuCharme explained a letter had been received from project architect, Nick Ruehl, of TSP One, Inc., for the project, stating more information was needed to provide remedy on outstanding items of dispute. A complete response was expected for the Board in two weeks time.

Boardmember Bolles stated he would like to see similar detailed documentation on remaining items to be resolved with TSP One, Inc. and requested that information accompany the letter of explanation of charges.

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Chief DuCharme encouraged the Board to consider coming to resolution with TSP One, Inc., and Kraus-Anderson, regarding the outstanding General Conditions amounts outstanding for this project.

Chair Skrede stated he believed all efforts had been made regarding the General Conditions amounts at this time, and if further action was warranted, the EFD Board needed to make that a formality.

Discussion ensued regarding the Board's past formal actions taken regarding the General Conditions amount for the West Side project.

The Board directed Staff to research formal actions taken by the Board, and include such actions located with EFD Governing Board minutes with the next Agenda packet of information.

### **C. Consideration of Construction Invoices**

Chair Skrede reviewed the Construction invoices for consideration this evening, including documentation of the General Conditions amount for the East Side project totaling \$42,458.00.

**Bolles moved, Love seconded, Approving the Pay Request from TSP One, Inc, in the amount of \$238,472.00, minus the \$42,458.00 General Conditions amount for May and June of 2004, resulting in an invoice to be paid to Kraus Anderson in the amount of \$196,014.00.**

Chair Skrede noted a letter of explanation could follow this action as well.

**Motion passed 4/0.**

### **D. Braun Intertec Invoice**

**Love moved, Bolles seconded, Accepting the Invoice and Paying the Bills in the amount of \$893.75, to Braun Intertec. Motion passed 4/0.**

### **E. Preliminary Review of Budget projections for 2005**

Chair Skrede stated a preliminary documentation of potential draft budget amounts for the Year 2005 had been shared with Boardmembers recently. He reviewed several options for communication regarding the budget, with the Board electing to hold a Special Meeting on budget issues on Tuesday, June 29, 2004, at the West Side Station Upper Level Conference Room at 6:00 P.M.

Boardmember Love departed the meeting at 6:50 P.M.

## **5. REPORT AGENDA**

**A. Monthly District Review for May, 2004**

**B. Operating Committee Meeting Minutes for June 9, 2004**

**Bauman moved, Bolles seconded, Approving the Report Agenda as presented. Motion passed 3/0.**

## **6. OTHER BUSINESS**

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Chair Skrede noted the EFD had received several notes of gratitude and appreciation for a job well done in the recent past. He suggested Chief DuCharme transmit these notes electronically to all parties involved, as he appreciated having them shared with the Board, and thought the firefighters should be aware of this information as well.

**7. NEXT EFD GOVERNING BOARD MEETING**

A Special Meeting of the EFD Governing Board was scheduled to take place on June 29, 2004, beginning at 6:00 P.M. in the Conference Room in the upper level of the West Side Public Safety Facility. This meeting would include agenda items related to the draft budget for Fiscal Year 2005, and would also include a presentation by City of Excelsior's fiscal agent, Jim Olds.

Firefighter Hoo questioned whether the capital outlay budget could be reviewed at that meeting as well. Chair Skrede responded affirmatively.

The next regularly scheduled meeting of the EFD Governing Board was scheduled to take place on July 21, 2004 at 6:00 P.M. at the West Side Public Safety Facility.

**8. ADJOURNMENT**

**Bauman moved, Bolles seconded, Adjourning the EFD Governing Board Meeting of June 23, 2004, at 6:53 P.M. Motion passed 3/0.**

**RESPECTFULLY SUBMITTED,**

**Sally Keefe,**

**Recording Secretary**