

Present: Pres. Jim Sims, Vice Pres. Kellie Hill, Sec. Debi Boen, Patty Casebolt, Fran Batzer, Kristi Schoenbachler

Staff Present: GM Anne Carter

Guest Present: Russ Batzer

SPECIAL DEDICATED MEETING REGARDING DELI EXPANSION

The Sept. 6, 2016 Medford Food Co-op Board of Directors (**MFC BOD**) meeting was called to order at 6:00 p.m. on 09-06-16.

Documents examined and discussed at this meeting included a floor plan of the proposed deli expansion, an expansion summary, a pro forma income statement with expansion, a pro forma income statement detailing the effect of an expansion, and revised pricing from J.B. Steel, Inc. (original J.B. Steel documents submitted and discussed at the August meeting). Directors discussed alterations/variations to the J.B. Steel, Inc. proposal distributed at the August meeting. Also discussed were the topics of indoor vs. outdoor seating, solar lighting possibilities (not included in current proposal, but Russ Batzer will provide an estimate), the need for, location of, and accessibility of a second door into the expansion area, developing of the existing outdoor seating area, and whether or not there will be need for a new sewer line (existing line will be “camera-ed” before that decision can be made.)

There was also discussion regarding the difference between a traditional construction (design/bid) build vs. the “design/build” method of construction delivery. **GM Carter** and guest **Russ Batzer** shared their discussions regarding this project with assorted independent construction contractors outside the realm of J.B. Steel, Inc. After careful consideration, Directors agreed that for the deli/café expansion project, **Medford Food Co-op** will partner with J.B. Steel, Inc., using a design/build construction format in order to save the cost of architectural and plan fees (at least \$25,000), and because our earlier partnership with J.B. Steel, Inc. (to get our current store remodeled and open) was beneficial to the Co-op. **Kellie Hill** moved that we accept the J.B. Steel, Inc. bid as submitted including Alternate 2 (sidewalks), Alternate 4 (interior paint), and Alternate 1 (new sewer line) if proven necessary. **Kristi Schoenbachler** seconded the motion, which passed unanimously.

Estimated timeline for the expansion project: 3-4 weeks to obtain construction documents; 5-6 weeks to obtain appropriate permits; 2.5 months of actual on-site work (timeline estimate provided by **Russ Batzer**).

There was extensive discussion regarding the financing of this project. Directors discussed the pros and cons of using existing funds for the entire project vs. a partial financing. **Treasurer Kristi Schoenbachler** moved that the deli/café expansion project be funded by using existing funds in our **MFC** reserve. **Patty Casebolt** seconded the motion, which passed unanimously.

GM Carter was asked to prepare a report for the regular September meeting, clarifying store owner/lessee responsibilities and rights (examples: Who is responsible for roof maintenance? Should **MFC** ever re-locate, what store fixtures are considered “ours” to take to the new location?)

ADJOURNMENT

Fran Batzer moved to adjourn the meeting at 7:34 p.m.; **Patty Casebolt** seconded the motion, which passed. The next regular **MFC BOD** meeting is scheduled for Mon., Sept. 19, at 6:00 p.m. at the law offices of **Pres. Jim Sims** (225 W. Main, Medford). Members-owners, staff, and the public are welcomed and encouraged to attend both meetings; snacks available. The Finance Committee will meet before the Sept. 19 full Board meeting. Please see below for an Action List and a Motion Synopsis.

Respectfully Submitted,

Debi Boen

Debi Boen

| ACTION LIST | | |
|--------------------|--|--------------------------|
| TARGET DATE | ACTION | RESPONSIBLE PARTY |
| 09-19-16 | prepare report clarifying store owner/lessee responsibilities and rights | Anne |

| MOTION LIST 09-06-16 | | | |
|---|-----------------------|-----------------------|------------------|
| MOTION | 1st | 2nd | PASS/FAIL |
| Accept J.B. Steel bid (alternates 2, 4, 1) | Kellie Hill | Kristi Schoenbachler | Pass (Unanimous) |
| deli/café expansion project be funded by using existing funds in our <i>MFC</i> reserve | Kristi Schoenbachler | Patty Casebolt | Pass (Unanimous) |
| Adjourn | Fran Batzer | Patty Casebolt | Pass (Unanimous) |