



**Board of Trustees Emergency Special Meeting Minutes**  
**3:00 p.m.**

***Nampa Administration Building***  
***Executive Conference Room/ Teleconference***  
***6056 Birch Lane, Nampa, Idaho***

***January 6, 2017***

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**CALL TO ORDER**

Vice Chair Walton called the meeting to order at 3:06 p.m.

**ATTENDANCE**

**TRUSTEES:**

Mark Dunham, Chair (On Telephone)  
Emily Walton, Vice Chair (On Telephone)  
Stan Bastian, Secretary/Treasurer (On Telephone)  
Mary Niland (On Telephone)  
Skip Smyser (On Telephone)

**ALSO PRESENT:**

Bert Glandon, President  
David Shellberg, Executive Vice President, Instruction & Student Services  
Cheryl Wright, Vice President, Finance and Administration  
Craig Brown, Vice President, Resource Development (On Telephone)  
Mark Browning, Vice President, Communications and Government Relations  
Jeff Flynn, Executive Director, Facilities  
Stephanie Harder, Executive Assistant & Board Liaison

**NO VISITORS**

**Emergency Maintenance Requirements**

The Board and President Glandon discussed IDAHO CODE § 74-204(2) and the need to declare an emergency in order to stay within state purchasing code and be able to address immediate maintenance needs caused by the current bad weather.

Executive Director Flynn stated that on January 4, 2017 evaluation of conditions indicated that snow levels on the CWI Nampa Micron Center roof were getting close to the maximum load capacity. Executive

Director Flynn added that a contractor was brought in for further assessment. After the assessment, it was decided that immediate snow removal would be required. The recommended work to achieve safe load levels would remove 50% of snow from the Micron Center roof. Executive Director Flynn noted that there will be another assessment after to see if more should be removed at this time. Facilities has also assessed the snow load on the other CWI buildings. The snow loads on the other CWI owned buildings are all within a reasonable range at this time. The owners of the leased properties have been contacted and an assessment of those buildings are also being completed.

President Glandon stated that we could get more snow on Saturday, which would only exacerbate the situation and could create a larger crisis for CWI. President Glandon added that CWI needs the Board of Trustees to declare an Emergency and provide a motion to allow the expenditures.

Trustee Niland asked how the contractors were identified. Executive Director Flynn responded that two other contractors were contacted. One contractor did not call back and another contractor recommended the contractor working on the project. The Contractor that was chosen is familiar with the roofs involved as they do all of the work on the Sam's Club/Walmart's in the state. Trustee Niland asked for the name of the contractor. Executive Director Flynn stated that contractor is Quality Tile Roofing of Boise.

**(M/S) DUNHAM/SMYSER MOVED TO DECLARE AN EMERGENCY TO EXIST DUE TO THE WEIGHT OF THE SNOW ON THE CWI BUILDINGS. PER IDAHO CODE 67-2808, THE BOARD GIVES AUTHORITY TO CONTRACT FOR THE REMOVAL OF THE SNOW ON THE CWI BUILDINGS WHERE NECESSARY TO SAFEGUARD LIFE, HEALTH AND PROPERTY. MOTION PASSED UNANIMOUSLY.**

**(M/S) NILAND/ DUNHAM MOVED TO APPROVE USING THE MAINTENANCE RESERVES FOR THE ROOF SNOW REMOVAL IF THERE ARE NOT SUFFICIENT FUNDS IN THE CURRENT YEAR'S OPERATING BUDGET. MOTION PASSED UNANIMOUSLY.**

**ROLE CALL:**

Chair Dunham	aye
Vice Chair Walton	aye
Trustee Niland	aye
Secretary Bastian	aye
Trustee Smyser	aye

**(M/S) SMYSER/WALTON MOVED TO ADJOURN MEETING AT 3:15 PM. MOTION PASSED UNANIMOUSLY.**

  
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Stanley Bastian, Secretary/Treasurer

  
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Date Signed