



**DRAFT SPECIAL MEETING MINUTES**  
**GCC BOARD OF DIRECTOR JOINT MEETING with REBUILDING GROUP**  
THURSDAY, April, 16, 2026, 2:30PM  
GUALALA COMMUNITY CENTER ANNEX CONFERENCE ROOM

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**THESE MINUTES HAVE NOT BEEN APPROVED BY THE BOARD**

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**1. CALL TO ORDER** at 2:30 pm by President Pierucci.

- 1.1. Directors: Janet Pierucci, Darla Buechner, Laverne Hancock, Colby Bibb, Paul Cupich, Nancy Howard, Whyte Owen.
- 1.2. QUORUM: Yes.
- 1.3. Scribe: Nancy Howard.
- 1.4. Attendees: Bill Matthews, Scott Matthews, Adrian Adams, Chris Beach, Jim Rhgh, Kat Gleason, Cathi Matthews.
- 1.5. 100% approval by all to record this meeting: Did not meet.

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**2. ADOPTION OF THE AGENDA**

- 2.1. Request for Additions/Changes: None.
- 2.2. Motion to Adopt: Nancy, Second: Darla, Vote: 7.0.0. APPROVED.

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**3. NEW BUSINESS**

- 3.1. Build Local Construction Group (BLCG) Draft Charter:
  - a. Aiden was requested to presented the draft Charter.
  - b. The Board questioned BLCG role between now and hiring a GC and its role afterwards.
  - c. Based on the question above and Item 3.2 Rebuild Project Status below, the Board deferred development of the Charter, the first step to formalize the Group's purpose, status as an advisory body to the Board, roles and responsibilities, meeting and reporting requirements.
- 3.2. Rebuilding Project Status:
  - a. The Building Department Plan Checker advised Adrian that the plans are great and expects approval to be ready in a day or so.
  - b. Janet and Adrian had a conference call yesterday with USDA RD representative, Reef Atwell-Smith. PAFR documentation is being reviewed by State Architect. Reef is addressing the Federal requirement for an environmental report (NEPA), since it has been confirmed in an email from Julie Krog, Director, Mendocino County Planning and Building Dept, that the equivalent Calif report (CEQA) is not required on the project.
  - c. Adrian discussed the impact of the CA prevailing wage requirement with local contractor. The total cost of the project is estimated to be \$3.7 million. Prevailing wage would add an estimated \$750,000 to the total cost with a net benefit of \$250K. Adrian will talk with a Labor Attorney to discuss the prevailing wage issue.
  - d. Project Architect/Construction Project Manager:
    - i. Chris discussed the need to hire one person, an experienced and qualified Architect/Project Manager to prepare the documents and oversee the project from here on out. He advised Phil Roberts has the experience and a procedural manual to do this.
    - ii. It was stated that positions need to be defined. Can the Architect and the Project Manager be one person?
- 3.3. Timeline development – not discussed due to items above.

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- 3.4. Develop end of 2026 Fiscal Year Budget and Forecast Budget 2026-2027 Fiscal Year.  
a. Dependent on Quotes detailed in 4.1 and 4.2 Unfinished Business below and 3.2 Rebuild Project Status above.
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**4. UNFINISHED BUSINESS**

- 4.1. Status: Remove and replace existing drain line that crosses GCC property along its northwest boundary. The easement for the line was granted by GCC to the Post Office for a payment of \$15,000 in 2001. GCC is responsible for the maintenance. It needs replacing. Adrian will pursue a written quote.
- 4.2. Status: Remove and replace existing water line and meter to accommodate the current Annex and new building sprinkler system. The water company restricts one meter per client. David Bower gave an estimate of \$26,000. Adrian or Jim will contact David for a written quote. Cost to be paid out of Rebuilding fund.
- 4.3. Paul continuing to explore possibility of setting up a loan-from-individuals program to make up the short fall of funding.
- 4.4. Once a General Contractor is hired, Bill Matthews will discuss coordination of construction on Pay 'N' Take sales and donations days.
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**5. ADJOURNMENT:**

- 5.1. Meeting adjourned at 4:20 PM
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Motion by: Director \_\_\_\_\_

Second: Director \_\_\_\_\_

Absent: Director \_\_\_\_\_

Excused: Director \_\_\_\_\_

VOTE: Ayes:  Nays:  Abstained:  Approved  Failed

MINUTES APPROVED ON: \_\_\_\_\_

Board Secretary Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Wednesday, April 15, 2026

#2 *Draft* Charter for The Gualala Community Center (GCC) Build Local Plan  
Construction Group (BLPCG)

**Purpose:**

The BLPCG is charged with the task of overseeing the building of a new Community Center structure following the Build Local plan which was authorized by the GCC Membership in a ballot measure passed in September 2025.

**Duties and Responsibilities:**

A. Building Permit Set:

1. Seek input from community members, government agencies, and local professionals in the construction industry, to design, draw, and engineer the new building.
2. Prepare drawings for submittal to Mendocino County Building Department for the purpose of constructing the new building.
3. Respond to all plan check comments and secure all Permits.

B. Bidding:

1. Prepare a proposed advertisement for "Contractors Interested in Building the New GCC", for GCC Board review.
2. Prepare actual Bid documents using AIA guidelines.
3. Interview and ask questions of potential General Contractors. Make recommendations to the GCC Board.
4. Encourage contractors to utilize local sub-contractors as much as possible.

C. During Construction:

1. Answer and record all General Contractor questions.
2. Assist the Project Manager in tracking progress with photos and written site visit reports.
3. Monitor and make inspection reports as required by Mendocino County Building Department and USDA Rural Development, etc. with copies to the GCC Board.
4. Review and announce any Change Orders to the GCC Board for approval.
5. Keep accurate and complete records of all communications, drawings, permits, expenses, and donations/pro bono work related to the Project.
6. Make on-going reports to the GCC Board acknowledging that the final decisions regarding the Project, rest with the Board.

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Wednesday, April 15, 2026

Janet and Adrian had a conference call with Reef Atwell-Smith today.

Discussion Items:

- 1 Environmental Report (NEPA)  
Reef stated that he was going to work on it today and tomorrow.
- 2 Preliminary Architect Report (PAR)  
State Architect, Ed Pais is reviewing all PAR documents.
- 3 Federal Review  
Once Reef has everything he needs, he will send the packet off to Washington, DC for a final review. He said it could take some time but didn't specify how much time.

DRAFT

## COMMUNITY FACILITIES CONSTRUCTION SUBMITTAL LIST

DESIGN/BID/BUILD PROJECTS>\$250,000

Project Name & Location:

Applicant Name & Contact Information:

	Document	Form/Comment	Rec'd	Accept
<b>101 Application</b>				
01.	Preliminary Architectural Feasibility Report (PAR/PAFR)	<b>RD Guide 6</b> including Project Budget/Construction Cost Estimate		
02.	AIA Agreement between Owner and Architect <i>With AIA Additions/Deletions Report</i>	<b>AIA B101-2017</b> or approved alternate agreement- see Cited Note 1- Not to exceed (NTE) fee for reimbursable expenses included in the agreement or as an attachment. I.e., printing, travel, etc.		
03.	RD Attachment to AIA Agreement between Owner and Architect	<b>RD Guide 27 Attachment 1- see Cited Note 4</b> (or RD attachment to alternate agreement-see Cited Note 1) attached to AIA Document and referenced in the AIA Agreement		
04.	Lobbying Certification for Contracts, Grants & Loans	<b>RD 1940-Q, Exhibit A-1</b> (if contract amount exceeds \$100,000); <i>If lobbying activities need to be reported submit SF-LLL Disclosure of Lobbying Activities (form available on-line)</i>		
<b>102 Prior to Bid</b>				
05.	Project Manual including Front End Documents and Technical Specifications front cover stamped and signed by the Architect of Record	See <b>Project Manual Front End Documents</b> for list of documents to be given to Architect of Record and included in the front end of the Project Manual.		
06.	Construction Drawings stamped and signed by the Architect of Record			
07.	BABAA Certification Statement- see Cited Note 4	<b>BABAA Architect sample language</b> attached, provide on Project Architect's letterhead		
08.	Environmental Mitigation Measures	Confirm addressed in specifications/drawings		
09.	Other Regulatory Agency review/acceptance of construction documents	If applicable		
10.	CF Authorization to Release for Bid	CF Program delegee to authorize release for bid after all the requirements of the Letter of Conditions have been met.		

## COMMUNITY FACILITIES CONSTRUCTION SUBMITTAL LIST

DESIGN/BID/BUILD PROJECTS>\$250,000

	Document	Form/Comment	Rec'd	Accept
11.	Any addenda issued during bidding to be submitted to the Agency			
<b>103 Prior to Construction</b>				
<b>Prior To Award Contract(s) the following documents must be submitted as a complete package for review prior to authorization to award:</b>				
12.	Advertisement for Bids and Proof of Publication	<b>RD Instruction 1942-A, Guide 19, Attach 1-</b> see Cited Note 4- or appropriate substitute. i.e. Notice in paper and/or on-line plan rooms		
13.	Bid Tabulation Sheet prepared by Architect of Record			
14.	Bid Form- Low bidder(s) only	<b>RD 1942-A, Guide 19, Attach.3-</b> see Cited Note 4- or appropriate substitute with RD verbiage including liquidated damages		
15.	Bid Bond	<b>RD 1942-A, Guide 19, Attach. 4</b> or approved substitute		
16.	Architect of Record's Recommendation to the Owner of the qualified low bidder(s)	Include contract amount, bid alternates accepted (if any), recommendation needs to address the lowest responsive and responsible bidder.		
17.	Reserved			
18.	Lobbying Certification for Contracts, Grants & Loans	<b>RD Instruction 1940-Q, Exhibit A-1</b> , (if contract amount exceeds \$100,000); <i>If lobbying activities need to be reported submit SF-LLL Disclosure of Lobbying Activities (form available on-line)</i>		
19.	CF Authorization to Award	CF Program delegee to authorize award		
<b>Agency Contract Concurrence: Prior to Preconstruction Conference (or start of construction) the following documents must be submitted as a complete package for Agency review and concurrence:</b>				
20.	Board's Resolution Awarding the Contract	If applicable		
21.	Notice of Award	<b>RD 1942-A, Guide 19, Attachment 7</b> Issued by Owner to Contractor		
22.	Standard Form of Agreement between Owner and Contractor with Additions and Deletions Report	<b>AIA Document A101-2017</b> or approved alternate agreement- see Cited Note 1		
23.	Attachment to Standard Form of Agreement between Owner and Contractor	<b>RD 1942-A, Guide 27, Attachment 3-</b> see Cited Note 4 (or RD attachment to alternate agreement- see Cited Note 1) attached to AIA Document and referenced in the AIA Agreement		

## COMMUNITY FACILITIES CONSTRUCTION SUBMITTAL LIST

DESIGN/BID/BUILD PROJECTS>\$250,000

	Document	Form/Comment	Rec'd	Accept
24.	General Conditions of the Contract for Construction	<b>AIA Document A201-2017</b>		
25.	Attachment to General Conditions of the Contract for Construction	<b>RD 1942-A, Guide 27, Attachment 4- see Cited Note 4-</b> attached to AIA A201 and referenced in the AIA Standard Form of Agreement		
26.	Performance Bond	<b>RD 1942-A, Guide 19, Attachment 5</b> (or AIA Documents with RD Rider Language- see Cited Note 2)		
27.	Payment Bond	<b>RD 1942-A, Guide 19, Attachment 6</b> (or AIA Documents with RD Rider Language- see Cited Note 2)		
28.	Power of Attorney	From Contractor's Bonding Company		
29.	Contractor's Certificate of Insurance	Including Builder's Risk insurance		
30.	Certification of Owner's Attorney	<b>RD 1942-A, Guide 18, Page 7</b>		
31.	Resume of Proposed Resident Inspector	Borrower & Agency concurrence (and/or RD written exception to full-time requirement if granted)		
32.	CF Concurrence in contract for construction	Concurrence signed by CF Program delegee; CF Program delegee will notify the Applicant when they may schedule the Preconstruction Conference.		
33.	Reserved			
<b>104 Construction</b>				
<b>Preconstruction Conference</b>				
34.	Record of Pre-Construction Conference	Form RD 1924-16 or acceptable alternative (not attached- will be provided at contract concurrence) To be completed by the Architect of Record (Project Architect)		
35.	Applicable posters	Loan Specialist distributes applicable poster(s) at pre-construction conference		
36.	Reserved			
37.	Building Permit	Issued by Code Enforcement Official or Authority Having Jurisdiction If applicable		
38.	Any additional permits	If applicable		
39.	Notice to Proceed	<b>RD Instruction 1942-A, Guide 19, Attachment 8</b>		

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	Document	Form/Comment	Rec'd	Accept
		Issued by Owner to Contractor		
40.	List of Material Suppliers and Subcontractors (if available)			
41.	Project Schedule (if available)			
42.	Schedule of Values (if available)			
<b>Monthly Payment Estimate &amp; Application</b>				
43.	Application Form	<b>AIA G702 with RD Attachment or RD 1924-18</b>		
44.	Schedule of Values	<b>AIA G703 or RD 1924-18</b> continuation sheet		
45.	Reserved			
46.	Allowance documentation	i.e. invoices for any payment requested out of an allowance line item		
47.	Stored Materials documentation if payment is being requested for stored materials	On Site Stored Materials: invoices and photos of materials showing they are securely stored. Off Site Stored Materials: invoices, photos of materials showing they are clearly marked with the Project Name, Transfer of Title of Ownership (to name the Owner), Right of Owner for Entry to inspect materials, Certificate of Insurance, and Bill of Lading/Packing List		
48.	Monthly lien releases (if there are no Payment and Performance bonds)	Form RD 1924-9 Contractor Release of Liens Form RD 1924-10 Release by Claimants Not applicable if there are surety bonds on the project		
49.	Project Architect's Site Observation Report	Project Architect's meeting minutes and site observation/field report		
50.	Site Observation	<b>RD 1924-12</b> Inspection Report Internal Agency use only. Document site visit or review of Project Architect's report		
<b>Change Orders</b>				
51.	Contract Change Order Form	<b>Form RD 1924-7 or AIA G701 Contract Change Order Form with RD Attachment</b>		
52.	Narrative (non-technical) describing the need for the change order and documentation of how cost increase will be funded	Including revised drawings or sketches (if applicable) stamped and signed by the architect of record		

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53.	Back-up documentation	i.e., Detailed cost estimate, labor and material costs, quotes from subcontractors and/or material suppliers, etc.		
<b>Closeout Documents</b>				
54.	Architect of Record Field Report and Punchlist	At Substantial Completion		
55.	Certificate of Substantial Completion	<b>AIA Document G704 Form</b> - Amount held back from retainage for punchlist items listed on the document		
56.	Agency Substantial Completion	<b>Form RD 1924-12</b> Inspection Report Internal Agency use only		
57.	Certificate of Occupancy or Certificate of Compliance	or required approvals from municipal and governmental authorities having jurisdiction over the project. If Applicable		
58.	Builder's Warranty	<b>Form RD 1924-19</b> and/or any other warranty information, with dates signed by the Owner.		
59.	Agency's Final Inspection	<b>Form RD 1924-12</b> Inspection Report Internal Agency use only -completed by appropriate agency representative		
60.	Verification Owner has received As-Builts, O & M manuals, attic stock, etc. including manufacturer's BABAA Certification statements	on transmittal from Project Architect, or email from Owner <b>BABAA Manufacturer sample language</b> provided in Project Manual and submitted with each submittal/shop drawing- see Cited Note 4.		
61.	Consent of Surety	<b>AIA G707 Consent of Surety Company to Final Payment</b> if performance and payment bonds		
62.	BABAA Certification Statement Contractor- see Cited Note 4	On Contractor's letterhead, language per sample certification statement, <b>BABAA Contractor sample language</b> provided in Project Manual.		
63.	Final Acceptance Letter from State Regulatory or Funding agency (if applicable)			
64.	Contractor Release of Liens from Prime and All Sub Contractors	Contractor Release of Liens from Prime and All Sub Contractors- see Cited Note 3: <b>Form RD 1924-9 Contractor Release of Liens</b> see 1924-9 FMI for instructions. <b>Form RD 1924-10 Release by Claimants</b>		
65.	Contractor's Application for Final Payment			
66.	11th Month Warranty Inspection	Schedule Inspection: CF LS, Architect of Record and Contractor, typically between 9-11 month		

## **COMMUNITY FACILITIES CONSTRUCTION SUBMITTAL LIST**

DESIGN/BID/BUILD PROJECTS>\$250,000

### **Cited Notes:**

1. If applicable, please consult with the PSS RD Architect when alternate AIA agreements other than the AIA agreement listed in the submittal list are insisted to be used. Only those alternate AIA Agreements that are discussed with PSS ahead of time which are consistent with the AIA agreement listed in the submittal list should be included along with the corresponding RD Attachment provided by PSS.
2. Use of most recent version AIA bond forms additionally requires a bond rider to be included behind each bond listing Agency as co-obligee. Specifically, RD Instruction 1942-A 1942.18(n)(3) requires *“The United States, acting through Rural Development, will be named as co-obligee on all surety unless prohibited by state law.”* Bond rider language reviewed and approved by USDA RD Office of General Counsel (OGC) is attached to the **CF Construction Submittal List**. If anything, other than the above is provided, then the bonds with power of attorney and rider must be reviewed and approved by USDA RD Office of General Counsel (OGC).
3. Release of liens required, if no surety bonds have been provided. IF AIA Documents below are used, a release of liens must be attached:
  - a. AIA Document G706 – Contractor’s Affidavit of Payment of Debts and Claims AIA Document G706A – Contractor’s Affidavit of Release of Liens
  - b. AIA Document G706A – Contractor’s Affidavit of Release of Liens from all subcontractors and material suppliers
4. Build America, Buy America Act (BABAA): Agency Guide Attachments- When the project is not subject to BABAA, the provisions in bold do not apply. BABAA certification statements are only required when the project is subject to the Build America, Buy America Act.

### **General Notes:**

- A. Agency documents listed herein and in the **Project Manual Front End Documents** are attached to this PDF where available. Subsequently issued versions of documents listed herein and/or attached within this PDF where available should be used. The PDF attachments listed in this submittal list are numbered to correspond to the numbering in this list.
- B. To facilitate the most efficient review process, simply reference the applicable RD Attachment within each AIA document and place the RD attachment document immediately behind the AIA document instead of inserting RD Attachment verbiage within the AIA documents. Include the AIA Addition and Deletion report.
- C. Use of alternate documents and/or edits to RD pre-approved standard documents listed herein may require USDA RD OGC review with an uncertain review timeframe and uncertain result.