TREASURE VALLEY COMMUNITY COLLEGE
Board of Education Special Meeting
650 College Blvd., Laura Moore Cunningham Science Center
Hanigan Board Room (115A), Ontario, OR 97914

TVCC Board of Education Special Meeting
Tuesday, July 7, 2026, 5:00 pm

MINUTES

Board of Education members in attendance (quorum present):
Chair Stephen Crow, Vice Chair Betty Carter, Roger Findley, Ken Hart, Suzi Ireland, Dr. Lindsay Norman, and Torie Ramirez
Staff, representatives, and guests in attendance via Zoom or in person:
President Dana Young, VP Darin Bell, VP Travis McFetridge, VP Sandy Porter, Executive Director of Legal and Operations Anne Marie Kelso, and Bernie Babcock

I. **Open Session** **Chair Crow**
Call Board of Education Meeting to Order
The meeting was called to order at 5:02 pm by Chair Crow and followed by leading board members in the Pledge of Allegiance and reading of the mission and vision.

II. **Approval of Agenda (action)** **Chair Crow**
Motion: Suzi Ireland moved to approve the agenda as presented. The motion was seconded by Torie Ramirez. The roll call vote indicated ayes by Dr. Lindsay Norman, Roger Findley, Suzi Ireland, Torie Ramirez, Ken Hart, Betty Carter and Stephen Crow. The motion carried unanimously.

III. **Review of Gym Re-Roof & HVAC Replacement** **VP Bell**
The Board, acting as the College's Contract Review Board, reviewed the bid process for the gym roof and HVAC replacement project. VP Darin Bell explained the importance of beginning the project as soon as possible to minimize impacts on student-athletes.

Bernie Babcock outlined the competitive bidding process led by Hummel Architects where they were hired to build an invitation to bid. The project was advertised on May 27 through Oregon Buys, the Daily Journal of Commerce in Portland, Boise Blueprint, Idaho Statesman, and other publications. This resulted in 33 attendees at the pre-bid conference and five bids received on June 30, four of which were deemed responsive, ranging from \$1,019,285 to \$1,383,400. The lowest responsive and responsible bid, submitted by **Northwest Roof Restoration LLC, totaled \$1,019,285**. The firm was determined to be a qualified contractor, being licensed in Oregon since 2013 as a level 2 contractor, with a strong record of successfully completing similar projects.

The existing gym roof, originally installed in 1995 in three sections, has exceeded its expected 20–25-year lifespan and has experienced multiple failures. The agency's estimated budget for this project was \$1.25 million, which includes replacement of approximately 22,000 square feet of roofing, installation of five new HVAC units, new gas lines and new roof drains, providing a long-term improvement to the facility. Apprenticeships are not required to be utilized due to project threshold requirements. Activities in the gym are expected to continue as normal throughout the project. The project is expected to be completed by October 1.

IV. Approval of Gym Re-Roof & HVAC Replacement (action) **Chair Crow**

Motion: Betty Carter moved to approve the award of contract for the TVCC Gym Re-Roof and HVAC Replacement project to Northwest Roof Restoration LLC in the amount of $1,019,285 and authorizes the President or her designee to execute all necessary contract documents, including the AIA A101-2017 agreement, bonds, and related administrative documents; and authorizes project implementation consistent with the approved budget, procurement requirements, and applicable state and federal regulations.
The motion was seconded by Ken Hart. The roll call vote indicated ayes by Dr. Lindsay Norman, Roger Findley, Suzi Ireland, Torie Ramirez, Ken Hart, Betty Carter and Stephen Crow. The motion carried unanimously.

Discussion: Torie Ramirez asked about the funding source for the project. VP Darin Bell explained that the project will be funded through Special Revenue Reserve Funds using Employee Retention Tax Credit (ERTC) funds received from the federal government in two payments over the past three years, with the second payment received about a month ago. In total, the College received around $2.5 million in ERTC funds over the past several years. He also noted that the funds do not have reporting requirements and that this will be the first project funded with ERTC fund.

Next Steps:

- Bernie Babcock will contact Northwest Roof Restoration LLC in the morning to inform them of the intent to award the contract. There is a 7-day waiting period to allow for appeals.
- Once Northwest Roof Restoration LLC's performance bond, payment bond, and their insurance certificate is received, we will give them notice to proceed with construction expected to begin in approximately one month.

V. Adjournment **Chair Crow**

a. The meeting was adjourned at 5:18 pm by Chair Crow. The next proposed regularly scheduled Board Meeting is Tuesday, July 21, 2026.

Stephen L. Crow

Stephen Crow, Board Chairman

Dr. Dana M. Young

Dr. Dana M. Young, President