

**BOARD OF DIRECTORS  
SAN BENITO COUNTY FINANCING CORPORATION  
SPECIAL MEETING  
MINUTES  
April 6, 2004**

The San Benito County Financing Corporation met in the Board of Supervisors Chambers, 481 Fourth Street, Hollister, California on the above date in *special session*. President Bob Cruz called the meeting to order 10:45 a.m. Directors present were: Pat Loe, Richard Scagliotti, Reb Monaco and Ruth Kesler.

Also present was County Administrative Officer Terrence May, County Counsel Karen Forcum and Corporation Clerk Linda Churchill.

The Board adjourned as the San Benito County Board of Supervisors and reconvened as the San Benito County Financing Corporation Board of Directors re:

**CALL TO ORDER:**

- a) *Upon motion duly made, seconded and carried, acknowledged Certificate of Posting.*
- b) **Public Comment.** There was no public comment.

**SPECIAL AGENDA:**

- 1) **Consider minutes of the special meeting of February 10, 2004.**  
*Upon motion duly made, seconded and carried, approved the minutes of the February 10, 2004 special meeting*
- 2) **Consider approval of Request For Proposals (RFP) package re: renovation services at 321 San Felipe Road and request authorization to go to formal bid.**

County Administrative Officer Terrence May provided background information stating that this is an RFP that concerns going out to bid to find a contractor to perform renovation services on the county owned property at 321 San Felipe Road. Mr. May noted that most of the work involves some improvements to the roof and also some interior improvements so we can have that building ready for occupancy by the County Department of Child Support Services. Once we get the work done and move Child Support Services into the Corporation's property at 321 San Felipe Road, we will be able to charge rent to Child Support Services which is a state and federally funded department and that rent will help us, over time, re-coup the investment that the County made in

purchasing that property in the first place for approximately \$900,000 plus the cost of the renovations. If the Board of Directors approves the issuance of the RFP today, staff would be coming back to the Board with the results of a competitive bidding process and asking the Board for direction as to how to proceed in terms of awarding a bid and actually getting the work done so we can have that facility ready for occupancy by our Child Support Services Department.

*Director Kesler made a motion to approve the Request for Proposals (RFP) package associated with the renovation of Corporation facilities located at 321 San Felipe Road and authorize County Administrative Office staff to proceed with the formal bid process and to return in May 2004 with a recommendation as to the selected contractor. Director Scagliotti seconded the motion.*

*The motion passed unanimously. File #156.5*

### **3) Adjournment.**

The Board adjourned at 10:55 a.m. as the San Benito County Financing Corporation and reconvened as the San Benito County Board of Supervisors.

The vote of each member of the San Benito County Financing Corporation Board of Directors at the foregoing meeting, unless otherwise stated, was as follows:

AYES: DIRECTORS: P. Loe, R. Scagliotti, R. Monaco, R. Kesler, B. Cruz  
NOES: DIRECTORS: None  
ABSENT: DIRECTORS: None

BOB CRUZ, PRESIDENT  
San Benito County Financing Corporation

Mary Lou Andrade  
Secretary/Treasurer  
By:  
Linda Churchill  
Corporation Clerk