

THE FRANK LLOYD WRIGHT CIVIC CENTER CONSERVANCY
Marin County Administrator's Office, Room 325
3501 Civic Center Drive, San Rafael, CA 94903

MEETING of November 28, 2012

DRAFT MINUTES

Board of Supervisors Conference Room 324 A
Marin County Civic Center

Members Present: Annette Rose, Chair; Sandra Fawn; Cheryl Lentini; Supervisor Kate Sears; Suki Sennett; Catherine Munson (arrived 9:00)

Others: David Speer, Janis West, Clarissa Daniel, Jeff Wong, CAO; Pat Echols, Dave Vaughan, Department of Public Works (DPW); Richard Rapaport, member of the public

1. CALL TO ORDER: Annette Rose, Chair, called the meeting to order at 8:43 a.m., noting there was no quorum. She proceeded with the meeting out of order of the stated agenda with the informational items discussed first. Upon Catherine Munson's arrival, a quorum was met.

2. APPROVAL OF MINUTES FROM SEPTEMBER 27, 2012 SPECIAL MEETING: Suki Sennett motioned to approve with a spelling correction of Aaron Green (no "e" at the end); Catherine Munson seconded. Minutes approved unanimously.

3. CIVIC CENTER 50TH ANNIVERSARY OF ADMINISTRATION BUILDING AND CONSERVANCY PARTICIPATION: Ms. Rose and David Speer updated the group on the work of the AdHoc committee and announced their mission statement: *Commemorating the Frank Lloyd Wright Civic Center: A half Century of inspired architectural excellence*. They also announced the postmark beginning January 17 – October 13, 2013. Other notes:

- January 7, 1963 the building was open for business
- Blow up of staff at the ceremony a good photo opportunity
- October 13 was the official date of completion
- Propose a calendar listing docent tours/stamp/brief choral presentations - monthly
- Marin County Fair in July – Conservancy could host a booth outside of the tickets booth
 - Need to find enough people to staff the booth during main hours
- Theme of the fair is on students/school
- Richard Rapaport has written chapters about FLW and is considering doing a play
 - Consider including an article in Frankly Speaking (employee newsletter)
- Recommendation that John Barrows be invited-former County Administrator
- October 11-13 will be culmination event/s
- Marin History Museum may be interested in participating

4. BOS/PC CHAMBERS AUDIO VISUAL MODERNIZATION: Pat Echols provided a Power Point presentation regarding the upgrade. He highlighted this project need came out of a BOS meeting that lost its audio, among other past incidents.

- Project includes Jeff Wong, Project Manager, and Mark Hulbert, Preservation Architecture
- It does not include any changes to the existing fixed seating
- Discussion has occurred with the stakeholders (i.e., Board of Supervisors)
- Review will be of the Planning Chambers and BOS Chambers separately, and whole Chambers when the door is opened
- Presented options for location of clerks' desks for better control over sound and lighting and visibility to activities
- Supervisor Sears noted numerous people use the seats-not fixed- so must be flexible for needs
- Infrastructure is important – electrical wiring is currently out of date
- Dais options include continuous technology trough and repositioning the dias for added room for supervisors
- The size of the public viewing screen has been considered
- Microphone and power outlets will be accessible
- Will replace cameras – considering the best location
- Projection: projectors to be installed/flat screen TV-90” flat ideal- in two possible locations/may incorporate rolling screens
- Cost is a current factor in their recommendations
- Concept will be presented to the Board of Supervisors in December for funding
- Will bring refinements back to the FLWCCC for review
- There will be a formal bidding process
- Chair Rose emphasized aesthetics, including the ceiling, maintaining circular patterns
- Suki Sennett requested consideration of good webcast viewership

5. MEETING SCHEDULE REMAINDER OF 2012 AND FUTURE ELECTION OF CONSERVANCY OFFICERS: Mr. Speer asked if the group wanted to meet December 26, which is a regularly-scheduled meeting. Consensus was to cancel the meeting and meet on January 23, 2013. Mr. Speer said there may be a need for a special meeting if no quorum.

6. MEMBER ITEMS FOR UPDATES AND FUTURE AGENDAS: None

7. OPEN TIME FOR PUBLIC ITEMS NOT ON THE AGENDA: None.

8. RECONVENE IN HOJ STAIRWELL TO VIEW PROPOSED HANDRAIL MOCK-UP TO MEET ADA STANDARDS AND RECEIVE DIRECTION (Pat Echols, Kevin Pusser, DPW): Review sample handrail (currently not anodized)

- Three options (costs for 26 stairwells):
 - install spacers and wood backing (cheapest option \$45k)
 - extend stem without circle?
 - use more of a ring/donut rather than solid?
 - width/thickness can be reduced
 - move bracket up 3 ½” (\$90k)
 - issues with abatement costs
 - all new brackets without wood backing (\$130k)

- reworking handrail at every radius
- Hire a consultant to do a new design?
- Taller stems unavailable
- Not just a structural change
- Door heights exemption because of “hardship”
- Group suggested cheaper option with:
 - Plainer, simpler, utilitarian
 - Resolve the wood panel protruding
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9. ADJOURNMENT: Chair Rose adjourned the meeting at 10:15 a.m.

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