

MEMO

6/15/01

TO: Ms. Maxwell

FROM: [REDACTED]

Regarding: Frank Steele status report 6/13/01 and meeting minutes 6/14/01

I briefly spoke to Frank this morning however he is on vacation and did not have access to his files. He will return Monday and I will receive further details.

- 1) LSJ BOAT DOCK** Frank stated he was authorized to continue with the planning and administration only. He was instructed to research permitting for an additional 20' in length and adding an "L" 25 to 30' long.

I requested an itemized list of the items he has purchased on our behalf to begin construction on the dock. He will complete this list next week.

- 2) 2) PB WINDOW REPAIR/REPLACEMENT** Frank stated he recommended that we repair the rotted window frames as opposed to replacing them.
- 3) GARBAGE ENCLOSURE** I asked Frank to confirm that the trash haulers would collect the trash from the new enclosure prior to commencing with construction. He will research and advise.
- 4) DRAINAGE** The City of PB required provisions for surface drainage of the staff house area. We are required to install a drain line from the structure to the road which will require the disruption of sections of the driveway.