

Berkeley Unified School District

FACILITIES PLANNING DEPARTMENT

1720 Oregon Street, Berkeley, CA 94703 (510) 644-6066 Fax: (510) 644-8703

Draft Minutes of the Meeting of August 30, 2012

Members Present: Susi Marzuola Eric Weaver Allen Nudel
Nicolie Bolster-Ott David Goldin

Staff Present: Lew Jones, Director of Facilities
Chanita Stevenson, Administrative Coordinator

Members of the Public: Susan Richards, Vice Principal of Crowden School

1. *Call to Order:* A tour of the West Campus Education Center took place before the meeting. The meeting was called to order at 6:45 PM.
2. *Approval of Meeting Minutes:* Secretary Weaver moved to approve the minutes and Member Goldin seconded the motion. The motion was approved unanimously.
3. *Public Comments:* A Member of the public stated that she attended the meeting to find out more information about the Jefferson School Modernization Project.
4. *Staff Report*
 - **Landscape Architect Interviews:** Interviews were held to create a pool of Landscape Architects and both Co-Chairs participated in the interview process. The goal is to have a pool of three landscape architects.
 - **Berkeley High School Summer Projects:** The G Building Flooring and Painting Project has gone very well. The Berkeley Community Theater Project is a few weeks away from punchlist. The roofing on the G Building and Community Theater is going well. There was one issue with the G/C Bridge project that caused some delays, but the project was completed on schedule.
 - **BHS Phase II & III:** There was a significant amount of asbestos discovered at the site of the Old Gym under the slab. The impact of this discovery will be about \$1M. It is not clear at this time whether the project as a whole will be delayed. However, there could be some impact to this phase of the project.
 - **Derby Field:** This project had transite pipe removed. All the soil has to be treated as Class 2 and has to be off-hauled. There will be an increase of around \$350K in the project. There may be some delays to the project. Staff will have to check with the design team's assumptions on dirt export.
 - **BHS Scoreboard, Laundry and Track:** The scoreboard has been installed and is operational. The laundry room is underway. Currently, Staff has received and will review comments from the consultant related to a future project to expand the current 6 lane track to an 8-lane track or Drake Relay track.

- **West Campus:** A tour was given at the site. There are still ongoing conflicts with the contractor. The Contractor believes that the project is substantially complete.
- **Other Summer Projects:** Malcolm X and Berkeley Arts Magnet Solar will be completed in late September. The Jefferson Modernization project is currently awaiting a report from the structural engineer. There may be a change to the north wall. If a change is done, it will have to go to the Board for approval.
- **Questions from the Committee:** Member Goldin asked if the money to cover the costs for unforeseen conditions at Berkeley High School Phase II and Derby Field will come from the program wide contingency. Staff responded that he goes to the Board quarterly to request adjustments. Enough contingency was held for Berkeley High School, so no adjustment will be made. For the Derby project, Staff will have to return to the Board to request an adjustment. A previous adjustment was requested for Derby Field to increase funding because the bid came in above budget. The requested additional funds would come from the available balance.
- **King Field:** The King Field was presented to the Board for schematic approval. The school would like for this project to include an all-weather track. The Board is open to expanding the scope of this project to include the resurfacing of the track. Staff will meet with Principal to confirm. If the Principal would like to move forward, another community meeting will be held and staff will have to return to the Board to request approval of the all-weather track and that a future landscaping project currently budgeted for 2019 to be eliminated from the King budget.
- **Lockers at the Girls Gyms at King and Willard:** This project is currently behind schedule as the lockers have not been received due to weather related delays.
- **West Campus CTE/Charter School:** On September 12th, Staff will be recommending to the Board to increase the budget for this project. The architect made a mistake with the project estimate when presenting this project to the Board for schematic approval.
- **OPSC:** OPSC has approved funding Berkeley High School Phase I and Emerson Solar. Berkeley High School will be approved in July and Emerson will be approved in August. Berkeley High School will receive \$5.3M and Emerson will receive \$560K.

5. *Committee Member Comments*

- Secretary Weaver requested a status on charging for parking on the tennis courts at Berkeley High School. Staff responded that this issue was discussed with the Superintendent and was given to the BHS Principal for a decision. Staff expressed that there are some members of the community who would like to restore the tennis courts.
- Member Goldin asked Co-Chair Marzuola about what happened to the few community members who requested more information about the Jefferson Elementary School Modernization. Staff responded that there was criticism about inclusiveness of the process at Jefferson. There were a number of people who had concerns about the impacts on the play yard. The neighboring Crowden School is concerned about construction impacts and there are community members who may want to attend another school. This project that was approved by the Board is still in process along with the review of the structural engineering.

6. *Project Tracking Committee*

- Secretary Weaver led a discussion regarding issues that the Committee would like to raise for this year. Member Goldin stated that it would be helpful and Secretary Weaver provided this list of questions:
 1. Have there been any changes in the law since last year's audit.
 2. Outline of the scope of your planned audit.
 3. What percentage of the transactions do you intend to review.
 4. How do you define "small" versus "big" projects?
 5. Do you have different audit criteria for small projects and big projects?
 6. How much confidence do you have in the District's bookkeeping.
 7. Define the Boundaries of Measures AA and I.
 8. Verify that each project is within the scope of its funding source, i.e. Measure AA vs. I.
 9. With respect to the performance audit portion of the audit what steps to verify that all required signatures and reviews have been made prior to cutting checks.
 10. Verify that Board has properly approved each project.
 11. Verify that staff time is properly allocated to appropriate project and that non-bond related costs are not assigned to the bond.
 12. Verify that re-allocation of projects between Measures AA and I was done properly.

7. *Two Additional Documents – Project Labor Agreement and High 5/Transitional Kindergarten Enrollment*
Staff discussed the following documents with the committee :

- Project Labor Agreement – This report updated the Board about activities related to the Project Labor Agreement. Additionally, it noted the areas where the District needs improvement.
- High 5/Transitional Kindergarten Enrollment – This document provided information to the Board regarding the financial and capacity impacts to the District, along with ideas that will have to be explored before recommendations could be made.

8. *Additional Committee Member Comments*

- There was further discussion regarding a change in the term limit requirements for bond committee that increased the term from 2 consecutive two- year terms to 3 consecutive two-year terms. At a future meeting, the Committee will discuss changing the By-laws to reflect the change in the law.
- There was also further discussion with Crowden School regarding the upcoming Jefferson Modernization Project.

9. *Next Meeting Dates:* The next meetings are scheduled for the following dates:

- September 20th or 27th – Discussion with the Auditor (Tentative)

10. *Adjournment.* The meeting adjourned at 7:45PM.