

Draft Meeting Minutes of May 28, 2015

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

Board Directors
Present: Josh Daniels

Staff Present: Timothy E. White, Executive Director of Facilities
Chanita Stevenson, Administrative Coordinator

1. **Call to Order:** The meeting was called to order at 6:00 PM.
2. **Approval of Meeting Minutes:** Member Bolster-Ott moved to approve the minutes. Secretary Weaver seconded the motion. The minutes were approved unanimously.
3. **Public Comments:** There were no public comments.
4. **Discussion of Facilities Masterplan and Educational Specifications:** Co-Chair Allan provided a brief introduction to this topic. She requested that Member Goldin and Secretary Weaver share their thoughts on the masterplan.

Member Goldin suggested that Facilities do a targeted masterplan that studies two or three areas, such as enrollment growth and classroom capacity within the school zones. A masterplan that includes surveying the entire needs of a district could cost more than the amount allocated for the study and could take some time.

Secretary Weaver provided some insight about why the District wanted to move forward with a masterplan at this time. He explained that an outcry came from the community when classrooms were added to a site at the last minute before the beginning of the last school year. He noted that Admissions and Facilities informed the Board of the need for additional classrooms in the summer, but the Board delayed their decision until August. He concluded that this problem can be easily solved in the future with better demographic planning and communication between Staff and the Board.

Member Bolster-Ott stated that the Board made a decision to focus more on education issues instead of Facilities by eliminating presentations from Architects regarding facilities at Board meetings.

Co-Chair Marzuola would like for the scope of the plan to take a holistic view of the district instead of a narrow one to accomplish the different needs of each campus. It would help the District gain a better understanding of what to do, where to do it and how it fits.

Member Nudel stated that there is a list of upcoming projects that is presented to the CBOC and the Board every year. He added that the list of projects should be made available to members of the public who state that the District does not have a masterplan. He requested that the Facilities provide better access to these documents.

Secretary Weaver stated that the projects happening now are a part of a holistic view of what was needed in the District five years ago. The main focus was to add capacity to Berkeley High School. Now that the new building is complete and all of the large issues related to lack of capacity and poor facilities are resolved with the exception of the Community Theater, the plan needs to be updated. It should focus on the capacity issues we are currently experiencing in our elementary schools.

Co-Chair Allan added that the role of CBOC is to provide guidance to the Board by provided a proposed structure for moving forward with the Facilities Masterplan. Co-Chair Marzuola asked if the masterplan could be used to create projects for implementation in a future bond or if there is any value in documenting what we currently have in a better format.

Executive Director White responded to the questions and comments of the Committee by stating that there was some analysis done to create a set of needs that were presented to the voters to pass the current bond. He added that typically there are some other assessments that are done before a bond to inform the voters of the current Facilities needs before a bond is passed. Moving forward, he agreed that it is important to have an assessment and/or facilities masterplan. The current bond was created on a systems replacement model and it provides a good analysis of current building systems and a schedule for updating them. The masterplan process will enhance information that the District already has. It will look at programmatic needs to provide the District with a set of guidelines for project implementation.

Member Goldin noted that the District should figure out the overall purpose of the study which could be to define the purpose of the work in the current bond for the next few years or to do planning for a future bond. Secretary Weaver would like for the masterplan to focus on solving the short term issues related to overall capacity and the overall masterplan should be done closer to the time of when a new bond is needed. However, if the District plans to reprogram the future projects in Measure I, the masterplan should be done for that purpose.

5. ***Staff Report***

Timothy White, Executive Director of Facilities gave the staff report.

Bond Refunding and New Issuance:

- Executive Director White explained the process of refunding of the Measure I Bonds. It is done to save interest over the length of the Bond. He added that the Board approved up to \$50M for an issuance. Staff will first determine all annual expenditures to make sure there are enough projects in the plan to avoid arbitrage. Board Director Daniels added that the District issued more bonds than planned assuming that if Facilities can utilize the money for projects that it would save on

inflation costs. The District will not issue any CABS for these bonds. The larger projects that can be done include the Berkeley Community Theater and encouraged Staff to look at accelerating some projects. Executive Director White would like to check the validity of the current budgeted amounts for projects due to recent projects coming in over budget. Co-Chair Marzuola asked if makes sense to do a budget assessment now. Executive Director White plans to do a budget assessment and review the budget process for next set of upcoming projects. Member Nudel noted that while accelerating the projects may seem like a good idea, he is not sure how much money will be saved with current construction escalation. Board Director Daniels believes we should get the projects moving now to avoid higher costs for construction in the future. Member Goldin encouraged Staff to review all processes from project planning to bidding to help the District keep project costs down. Member Bolster-Ott asked Director Daniels to define arbitrage. Board Director Daniels stated that regulations limit the amount of how much interest can be earned on Bond funds without penalty.

Announcements from Board Director Daniels;

- LCAP Draft is available for review. He requested that the Committee send comments.

Project Updates:

- Due to the lengthy discussion on the Facilities Masterplan this item will be discussed at our next meeting.

6. **Discussion regarding Maintenance:** This item will be pushed to the next meeting.

7. **Discussion regarding Berkeley High Tennis Courts:** A document was provided at the meeting with a summary on this topic.

8. **Monthly Report from the Subcommittees:** There were no reports.

9. **Next Scheduled Meeting Date:**

- The next CBOC meeting will take place on Tuesday, August 4th. 6-7:30 PM

10. **Adjournment:**

- The meeting adjourned at 7:45 PM.