

Draft Meeting Minutes of October 29, 2015

Members Present: Stephanie Allan Susi Marzuola (by phone) Eric Weaver
 Nicolie Bolster-Ott David Goldin Carl Bridgers Allen Nudel

Board Directors
Present: Josh Daniels

Members of the Public
Present:

Staff Present: Timothy E. White, Executive Director of Facilities
 Chanita Stevenson, Administrative Coordinator
 Valerie Pope, Community Theater Manager

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. Valerie Pope, Community Theater Manager was invited to participate in the discussion regarding the Community Theater.
4. **Staff Report**

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

Recent and Upcoming Board Items:

- Developer Fees: The Board approved the request for Facilities to hire a consultant to provide a mitigation fee analysis on October 28th. Facilities will work with Purchasing to issue the request for proposals.
- Educational Specifications: Request for Proposals will go out and the Board will approve the selected firm on November 18th.
- City of Berkeley Use of the Board Room: Staff and Co-Chair Allan met with the City of Berkeley regarding the City's request to use the Board Room.
- Facilities Plan Modifications: Per the Facilities Financial Update there is still a \$4.8M balance left in Measure I.

Questions/Concerns from the Committee:

- Co-Chair Allan asked if it excludes project funds allocated toward the Community Theater. Staff answered yes, that excludes the funds for the theater.
- Co-Chair Marzuola asked when the developer fees would take effect as another source of income. Staff stated that the District has some discretion. He would like to implement the fees before the BSEP election to show an additional revenue stream. The review would take 90 days. It will be a Board decision on when to implement the fees.
- Member Nudel asked if the recent budget estimate for the portables is reflected in the Facilities Financial Plan Update. Staff responded that the budget for portables has not changed. The District is still reviewing its capacity to house Transitional Kindergarten. If the need can be filled with current district facilities, the expenditures related to the portables will stop.
- Board Director Daniels asked if the plan to accelerate the Berkeley High School Community Theater project (originally planned towards the end of the bond) is factored into the \$4.8M balance. Staff stated that it was not factored into the balance. Any savings from accelerating the project will be added to the fund balance.
- Co-Chair Allan expressed concern about future projects in facilities and the ability to complete them. She asked about the future contract for Van Pelt Construction Services. Member Goldin asked a follow up question related to what the current needs are for the Facilities program. Staff responded the contract for Van Pelt was renewed with expanded services. Currently, the Van Pelt performs all construction management work and it was expanded to add some program related duties. Staff is evaluating whether the current team can handle the additional program duties or whether they will have to add staff. The Committee is concerned about the funding of these positions. The bond should only be charged for work related to projects in the bond. Staff noted that this is a transitional year and would like to add some in house staff in the future. Co-Chair Marzuola agreed that there would be a lot of benefits to adding in house staff. Secretary Weaver agrees with Member Goldin that Facilities should ramp up and try to accelerate the projects in the plan.
- Co-Chair Allan summarized the discussion by reminding the Committee of current Facilities tasks that include the following:
 - a. Educational Specifications: The Request for Proposals is currently out.
 - b. Developer Fee Proposal (Mitigation Fee Analysis): The request for a consultant has been approved by the Board and will be issued.
 - c. Additional Staff to plan projects: Facilities will work with the District and the Board to add staff to accelerate the projects.

Member Goldin would like for Staff to present to the Committee a construction plan along with staffing requirements desired to achieve the goals within the plan. Staff noted that he is working with the Personnel Commission and Human Resources to

add staff. Co-Chair Allan asked that we receive an update next month about the plan.

Member Bridgers encouraged Staff to begin the planning process for the Berkeley Community Theater, as it may take some time to understand the needs of the facility, users and how it fits into the community. Executive Director White questioned if the Board has a desired use for the facility. Member Bolster-Ott noted that based on the analysis provided to the Board that the use is still undefined. Co-Chair Allan expressed interest for Facilities to do a thorough analysis of the building systems before starting the design process with a consultant who specializes in theaters. Staff agreed with this suggestion. He emphasized the importance of the programming needs for the theater along with the need for working building systems. He introduced Valerie Pope to discuss the programming needs for the theater.

5. **Discussion regarding Berkeley High School Community Theater:**

Valerie Pope, Berkeley High School Theater Manager, introduced herself to the Committee. She shared the following points with the Committee:

- The current project budget of \$13.7M is insufficient to complete all of the upgrades needed.
- The Berkeley Community Theater is comprised of two theaters, the community theater and the little theater. The Little Theater supports all performing arts endeavors on campus and the District at large.
- The theatrical systems in both theaters are in horrible shape even with the recent upgrades.
- They are not well suited for the programs that we currently have. The Community Theater is too big. The Little Theater is too small and poorly laid out. The facilities do not work as modern day uses.
- There are specific spaces designated for theater such as dressing rooms, green rooms or areas for catering for large shows.
- The Community Theater now has a lot of competition in Berkeley including Zellerbach Hall, Greek Theatre, and the UC Theater that will soon open. Additional venues include the Fox Theater and the Paramount. All these venues are competing for the same shows, without marketing and promotion staff the District is unable to compete. Programmatically speaking a large decision needs to be made.
- The Community Theater as it is now and as it was in the past is not an asset to the District, unless there are significant upgrades.
- If the goal of this project is to support the BHS Performing Arts program and the District's Performing Arts Program the funds would be better spent in the Little Theater.
- The project budget could provide the technology upgrades that would be needed to support the implementation of a Stagecraft Career Technical Education program.

Member Bridgers stated that there was a lot more parking available downtown for shows. He added that the Little Theater predates the building as it is and there was a remodel inside of the building. It never quite worked.

Member Goldin discussed a similar problem with the Nourse Auditorium in San Francisco. He stated that it is important that the District explore if it needs a large theater and if so are they willing to commit to hiring more staff. An alternative would be to remodel the Community Theater to create a compact high school auditorium and try to capture other spaces for other program needs. Ms. Pope agreed with the sentiment of the Committee. She noted that other school districts have performing arts complexes with rehearsal space, dance space, black box theaters and smaller theaters that accommodate up to around 500 students.

There was an additional discussion about what to do about the interior of the building, as the exterior of the building is historically landmarked. Member Goldin suggested that a comprehensive plan go to the Board with input from all of the stakeholders to begin the conversation regarding the project. Co-Chair Allan would like to calendar this item for the next meeting for discussion with a plan to go to the Board in January to ask them to begin the planning/programming conversation for this project.

6. **Committee Comments:**

- Secretary Weaver commented that we usually schedule a meeting with a representative from Crowe Horwath (district auditor) to discuss the audit process in October/November. He stated that since the Committee has met with the auditor for several years to understand the audit process, that there is no need to have a process meeting. The Committee will schedule a meeting once the reports are available.

7. **Discussion regarding City of Berkeley request to use the Board Room:** Co-Chair Allan and Executive Director White met with Mark Numainville and Gil Dong from the City of Berkeley to begin the negotiations regarding the use of the Board Room. The goal is to present a proposal to the Board in December.

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

9. **Next Scheduled Meeting Date:**

- The next CBOC meeting will take place on Thursday, November 19, 2015. 6-7:30 PM

10. **Adjournment:**

- The meeting adjourned at 7:27PM.