

## Draft Meeting Minutes of October 11, 2018

**Members Present:** Carla Schneiderman, Sean McMurray, Jane Logan, Sheryl Drinkwater

**Staff Present:** Chanita Stevenson

1. **Call to Order:** The meeting was called to order at 6:16 PM.
2. **Approval of Meeting Minutes for June 28, 2018:**  
Secretary Drinkwater moved to approve the minutes. Member Logan seconded the motion. The motion was approved unanimously.
3. **Public Comments:** There were no public comments.
4. **Staff Report:** Staff provided the following updates:
  - **New Executive Director of Facilities:** The District has hired John Calise from Dixon Unified. He will start mid-November.
  - **Completed Summer Projects:**
    - a. King Tennis Courts and Berkeley High School Turf Replacement – These projects are both complete and will be going to Board for acceptance in late October. Secretary Drinkwater noted that there were vehicles parked on the track. Staff responded that she will follow up with Berkeley High School to rectify this issue.
  - **Projects Currently in Construction:**
    - a. *Mendez Roofing and Skylight Replacement Project* – This project includes roof and skylight replacement. The expected completion of the roof is late October. The materials for the skylight have been ordered.
    - b. *Berkeley High School / Berkeley Adult School Career Technical Project/G109* - The District held an open house for the Berkeley High School CTE project located in the G Building on September 27<sup>th</sup>. This project still has a few minor items to complete. The Berkeley Adult School is currently behind schedule. Staff also mentioned Room G109, a space that was formerly occupied by Berkeley Community Media. Currently, this space provides a lab for robotics and additional office space for teachers.

- **Projects Currently in Design:**

- a. *Oxford Modernization – This project is currently in the schematic design phase. The Board recently approved the geotechnical engineer.*
- b. *Rosa Parks Roofing – This project originally planned for the Summer of 2019 will extend into the school year. Staff provided a recommendation to the Facilities Subcommittee to add a project for temporary housing to support the program needs for a multipurpose space. It will go to the Board for approval at a subsequent meeting.*
- c. *King Modernization - An increase to the overall project budget will go to the Board on October 24<sup>th</sup>. The project is expected to bid early next year.*
- d. *Berkeley Community Theater Modernization - This project is currently in schematic design. Staff plans to provide an update on this project at the next Facilities Subcommittee meeting and discuss the transition of site users.*
- e. *West Campus Modernization: Construction Documents for this project have been submitted to the Division of the State Architect for review. This project will serve as the temporary location for Oxford Elementary during construction.*
- f. *Cafeteria Upgrades at John Muir, Cragmont and Washington: The project team held meetings with the principals and site committees for each site. Upcoming activities will include hiring consultants to perform topographic surveys.*
- g. *Student Safety Project: This project includes the installation of columbine locks at our school sites. The project team decided to bid the project out in three phases. Elementary Schools will be completed in the first phase, with the middle school, high school, and the adult school to bid in early next year. Member Logan asked about the current timeline of the project. Staff will provide an updated schedule of the expected completion of the elementary schools. She explained that the project will happen after hours and will not disrupt school. The first school to be completed is Malcolm X.*

- **Projects currently out to bid:**

- a. *West Campus VAPA - This project bid today and received four bids. If the bid is awarded it will be within the current project budget.*

- **Additional Updates:**

- a. *Facilities Masterplan* - Staff extended the opportunity for the Committee to participate in one of the upcoming Facilities Masterplan meetings. The Committee expressed interest in receiving a presentation from our masterplan consultant, HY Architects. Chairperson Schneiderman asked if the overall information including building assessments and meetings could be shared on a website. Staff responded that she will check in with Interim Director, Lew Jones on these items and will follow up with the Committee.

5. **Discussion:**

Chairperson Schneiderman facilitated a discussion regarding the by-laws and role of the committee. Staff provided examples of the activities of the previous Bond Oversight Committee. For instance, the Audit Sub-Committee suggested changes to the Facilities Plan Update document. A recommendation from the overall committee was to update our community outreach procedures regarding upcoming construction projects. Member McMurray explained that in previous meetings it expressed that the role of the current committee would be to review project expenditures that have already occurred. The By-laws reflect that the Committee should have an active role in reviewing the projects. Chairwoman Schneiderman agreed with Member McMurray. Member Logan stated that her interpretation of the by-laws was for the committee to understand how the Facilities Division is working to optimize the funds that were allocated to the projects in addition to reviewing project expenditures. Secretary Drinkwater noted that will all of the reports that the Committee does not have to do anything related to decisions. All decisions have been made regarding project budget allocation and selection of design professionals. Chairperson Schneiderman cited the by-laws Section 7.1.C and stated the need for the Committee to learn more about cost effective mechanisms that are used by the District. Staff provided a quick update on current facilities procedures and spoke briefly about a presentation given to the Facilities Subcommittee on the potential cost savings of utilizing a different bidding method (Lease Lease Back vs. Design Bid Build) with the intent that the new director will provide additional information in this area.

6. **Future Scheduled Meeting Date:**

- Our next meeting is scheduled for December 13, 2018.

7. **Adjournment:**

- The meeting adjourned at 7:35 PM.