

Draft Meeting Minutes of December 13, 2018

Members Present: Veronica Lebarca, Carla Schneiderman, Sean McMurray, Sheryl Drinkwater

Staff Present: Chanita Stevenson

1. **Call to Order:** The meeting was called to order at 6:00 PM.
2. **Approval of Meeting Minutes for October 24, 2018:**
The following changes and additions were made to the October 24, 2018 minutes:
 - a. Secretary Drinkwater requested that the sentence change from “Secretary Drinkwater noted that will all of the reports that the Committee does not have to do anything related to decisions.” to “Secretary Drinkwater noted that all of the reports the Committee views does not relate project outcomes.”
 - b. Member McMurray requested that we add a sentence and the overall discussion about why the District utilizes only one project management team for all projects. Chairperson Schneiderman moved to approve the minutes as amended. Member Logan seconded the motion. The motion was approved unanimously.
3. **Summary of Discussion between Staff and Committee regarding previous meeting issues:**
 - a. A question was posed to Staff about whether he had a preference about whether the Committee should have a more active role in Facilities as stated in the by-laws or a more passive role that reviews financial documents and projects for completion. Executive Director Calise stated that his role is to facilitate the meetings, serve as the liaison between the Committee and the District, and to guide Committee down the correct path. Ed Code requires that the CBOC certifies the Bond’s Financial and Performance Audits. The performance portion of the audit includes a review of our internal controls and handling of bond funds. He stated that the Committee could perform additional duties, but it should not take away from the annual review and report on the audits. Staff addressed the comment from Member McMurray about whether the role is passive and agreed that in many cases this is true. He reiterated that the Committee should continue to focus the Ed Code requirements while considering additional duties.
 - b. Member Logan requested more information regarding the process of selection of consultants including the project management teams. Executive Director Calise noted that consultants have a different structure for selection that is based on

best value and not lowest price. Chanita Stevenson, Facilities Analyst, noted that the District had an extensive Request for Qualifications Process to create an Architect Pool and to select Project Managers. Turner and Van Pelt Construction Services were selected as the two Project Management teams to work with the District.

4. **Public Comments:** There were no public comments.

5. **Staff Report:** Staff provided the following updates:

- **Project Update:**

- a. *Cafeteria Upgrades at John Muir, Cragmont and Washington: Community Meetings were held. Staff is currently working with the sites regarding the schedule and logistics around providing lunch service during construction.*
- b. *Mendez Roof & Skylights – The Roof is complete. The skylights are delayed.*
- c. *Rosa Parks Roofing – This project originally planned for the Summer of 2019 will extend into the school year.*
- d. *Berkeley High School CTE – Berkeley Adult School CTE: These projects are close to completion. Staff is working with the Contractor and the Architect to achieve final completion by the end of the year.*
- e. *West Campus Visual and Performing Arts (VAPA) - This project has begun. There has been some phasing work added to do the lighting to the adjacent parking lot. ADA and restroom upgrades will be made to the gym.*
- f. *West Campus Modernization: DSA has approved the plans. The goal is to bid this project in late January.*
- g. *Oxford Modernization: This project will provide a new multipurpose room and additional program spaces to enhance teaching and learning.*
- h. *Berkeley Community Theater: This project will redesign the classroom spaces including leveling out the floors, provide ADA upgrades and add a new crossover space that will connect the Community Theater to the Little Theater. Seismic upgrades will be done to the seating area of the Community Theater. Member McMurray asked if there will be enough funds to cover the cost of the work. Staff responded that currently there is enough funds. There will be additional estimating done throughout the project to determine if additional funds will be needed. Chairperson Schneiderman expressed her concerns about will there be enough funding to finish the project and at what*

stages will the Community benefit from the upgrades. Executive Director Calise explained that the project budget has a contingency for unknown issues. Also, there may be additional funding options (developer fees) the District could consider.

- i. Longfellow Makerspace: This project is on hold*
- j. Rosa Parks Roofing: The District plans to add interim housing to the school to provide additional space while the multipurpose room is under construction.*
- k. Student Safety Project: The Contract has been approved. Executive Director Calise has requested that the contractor provide fingerprinting clearance before the Notice to Proceed will be issued. The lead time for materials is 8-12 weeks. Staff plans to review the scope of the project to determine the cost of additional locks for secondary doors not originally included in the scope with the goal of ensuring that all doors are addressed.*

- **Follow Up questions during Staff Report**

- a. Member Logan asked if Facilities take into consideration the disruption of the site when planning the construction timeline for projects. Staff responded that his priority is for Facilities to have minimal disruption on teaching and learning including utilizing swing spaces and to avoid the cost of interim housing. However, the majority of the current projects have been planned with some construction schedules happening while school is in session.

6. **Committee Comments:**

Secretary Drinkwater spoke about her experience regarding the Facilities Masterplan Assessment. The meeting focused on each building and the needs of the various departments.

Chairperson Schneiderman spoke about the presentation at the Facilities Subcommittee. She asked Staff if the Masterplan Assessment was a bond expense. Executive Director Calise explained that it is appropriate to be a bond expense but sometimes it is a general fund expense. Facilities Analyst Stevenson stated that the expenditures can be found in the Measure I Facilities Modification Update.

Member Logan asked about the timing of when the Masterplan will be published. Executive Director Calise expects the District to receive a draft in late January to provide comments. He will provide an updated timeline at the next meeting.

7. **Future Scheduled Meeting Date:**

- Our next meeting is scheduled for February 7, 2019.

8. **Adjournment:**

- The meeting adjourned at 7:35 PM.