

Berkeley Unified School District
Facilities Safety and Maintenance Oversight Committee Meeting
Meeting Minutes
Thursday, December 14, 2023
6:00 – 7:15 PM
1005 Parker St Berkeley, CA 94710
(510) 644-6250

Committee Members:

Allen Samelson, David Goldin, Mario Choi, Jordan Harrison, Terence Nicol

Staff Members:

Steve Collins, Sony Bhopal

1. Call to Order/Approve Agenda • Approve Agenda

- The meeting was called to order by Jordan Harrison at 6:10 pm.
- The agenda was approved.

2. Report from Maintenance Management

Draft of First quarter report

- Maintenance activities from July 1st to September 30th were discussed.
- A total of 220 items from the summer maintenance list were successfully addressed, including 30 contracted items that received servicing.
 - Including replacing HVAC filters that cost around \$60,000 yearly including staff time.
 - The maintenance summer schedule included work on sewer lines, and an ongoing replacement of faucets.
- Collins discussed that one of the big projects was adding new water bottle fillers and to replace existing drinking fountains. It was noted that filters for these water systems will require replacement. They are touchless faucets powered by batteries.
- The Sustainability Department is concentrating on transitioning from disposable to stainless steel dishware within the nutrition services.
- Additionally, The Nutrition Department has secured funding from the State for the transition and intends to electrify kitchens in four locations.
 - The electrical work for this transition was completed during the summer time.
 - Nicol inquired about the necessity of increasing voltage power in the kitchens for the upgrade, and Collins stated that this has not been necessary to date, but likely will be for future enhancements.
- Collins explained that the night crew gives priority to items from the summer list that were not completed during their shift time.

- Nichols asked for information about the work order system, and it was clarified that the system is managed by the administrative staff, vice principal, and staff from Berkeley High School (BHS).
- The committee inquired whether there is a deadline for the funding allocated to nutrition services, and it was clarified that although there is a deadline by 2025, there has been an increase of renovation and operational upgrades.
 - Nutrition services faced challenges with understaffing, leading to the decision to combine certain positions and address issues related to low pay and part-time roles.
- The discussions included topics on fire and elevator inspections, highlighting challenges because Some inspections are not occurring on a timely basis due to State backup and staff shortage.
- Budget constraints were mentioned, noting an increase of 7% and 6% in salaries over the last two years. Despite this, the overall maintenance budget has been reduced by approximately 5%.
- The Measure H funding explained
 - There are 43.64 FTE positions paid from Measure H, but these individuals do not work directly with the Maintenance Department.
 - There are currently 3 vacancies.
 - There is a proposal to eliminate 0.64 FTE from the Maintenance Supervisor Position from Berkeley High and relocate the staff to central maintenance.

Draft of the First Interim Report

- Financial update for July 1 to October 31 discussed.
- The preliminary numbers presented, subject to change.
- There was a decrease of \$103,000 in salaries, accompanied by an increase of \$160,000 in contract expenditures
 - The rise in contract spending is attributed to HazMat, sewer, and roofing issues, primarily caused by the heavy rain season experienced last year.
- There was a discussion on fire alarm inspections and permits, highlighting challenges associated with the previous company. Due to this, there has been a huge backlog in fire inspection and permits. The Maintenance Department is currently in the process of catching up.
- There is a \$1.2 million carryover from the previous year, which is \$825,000 more than initially projected.
- Nichols inquired about the necessity of maintaining an ongoing balance, and Collins clarified that there is a requirement to keep 3% in the reserve balance.
- Collins informed that because school concludes earlier than usual, there is a conflict in planning to spend at the end of the fiscal year. As a result, a significant portion of contracts is paid using the new fiscal year budget. Fortunately, vendors are understanding of this situation, and the district office permits spending without any interruption.

- Collins advised that there is an expectation of a heavy rain season, and as a result, there is a plan to increase contracting out for necessary services.

3. Committee Discussions • FSMOC FY 2023-24 Meeting Schedule

- FSMOC FY 2023-24 Meeting Schedule discussed.
 - Proposed some changes to the schedule due to member availability.
 - Advised to change May 21st to May 23rd.
 - Calls for adjustments were made to the meeting schedule, specifically on June 20th and April 18th, due to member availability.
- Agenda items for the next meeting on Feb 22, 2023 briefly discussed.

4. Agenda items for the next meeting February 22, 2023 • Second quarter report

- Second Interim report

5. Committee statement to the Board of Education related to agenda items of this meeting: evaluate, draft if needed, and approve.

6. Public Comment on non-agenda items

- None

7. Adjournment

- The meeting was adjourned at 7:02 pm.