**BUILDINGS AND GROUNDS COMMITTEE MEETING**

Meeting Date: May 7, 2018

Meeting Start Time: 5:00pm

**Members: Attendance:**

Mr. Ken Darby, Co- Chair Yes

Mr. Bruce Schubert, Co-Chair Yes

Ms. Annette Johnson Yes

Ms. Beatrice Reyes-Childress Yes

Mr. Albert Tijerina Yes

**Other Participants:**

Dr. McDonald, Ms. Margo Schmitt, Mr. Craig Welter & Mike Perez – Cordogan Clark & Assoc.

1. Roll Call
2. Public comments/questions
3. Facility Use Request- High School Track
4. Incident Reports
	1. EHS Cafeteria
	2. Cowherd Sanitary Line Replacement
5. B&G Committee vision, mission and role
6. Custodial Supply Bid Update
7. Phase 6 Flooring Bid Results
8. EAHS Roof Bid Results
9. Brady Stair Repair Bid Results
10. Staffing Updates
* Safety and Security
* Construction Manager
* Supervisor
* Summer Help
1. LED Lighting Plan
2. Radon Update
3. Water Testing Update
4. May Board Presentation on Summer Projects
5. BG Committee Meeting Dates 2018-2019
6. Asbestos Update
7. Facility Improvements
* SSC/ Admin Center
* EHS Construction
* Waldo Summer 2018
* Waldo Move Out Process
* Summer Project List
* EHS Gym Bleachers
* External Organizations
1. Boiler Report Evaluation Update
2. Commemorative Plaque Options
3. FY19 Budget
4. Resolution for Sale of Personal Property
5. New Business
6. Future Items
* Playground Assessment
* Building Usage Request Process
* Safety and Security Meeting w/West
* Snow Plow Quotes
* Grounds Team Proposal
* Summer Work Update
* Numbering of Exterior Windows
1. Closed session, if needed
2. Adjournment

Public Comments

Facility Use Request- High School Track

Mr. Boatright was present and requested the use of East High School track at a reduced rate from the end of May thru the last week in July for daily practice from 6:00-8:45pm. Stadium lighted practices will not occur. Mr. Boatright said they had been using the track for the last 30 years with the exception of the last 2 years and did not pay a fee. Mr. Boatright stated it is a non-profit organization, but does charge $420.00 per family to pay coaches and expenses for participating in meets and traveling. The organization consists of 50-60 students with 1/3 being District 131 students. District 131 students are free of charge for practice sessions and are only charged for events they participate in. Mr. Boatright also informed the committee the organization would be responsible for any damages occurred while using the track. He went on to state that the organization is covered by an over $1 Million insurance policy with USA Track and Field.

Ms. Johnson asked if the track would be used for private lessons. Mr. Boatright responded it would not be. Ms. Johnson also pointed out to Mr. Boatright there is outstanding balance of $18,000.000 with the business office for prior use of the track. Mr. Boatright said he was not aware of the $18,000.00 charge and never signed a form stating that he would pay $18,000.00. Mr. Boatright stated he had previously sat down with Mr. Raymond Hull and Ms. Scheketa Hart and Mr. Nestor Garcia and the track use was free of charge. Ms. Johnson pointed out there were damages to the track and if the fee would have been waived, it would have been an official Board resolution.

Mr. Darby questioned how the Youth Tackle Football is handled. Ms. Johnson explained the District did not want to duplicate the elementary football program in the district and Youth Tackle Football is all District 131 students. This program was voted on by the Board to be at no cost and builds a feeder program.

Mr. Darby would not object to a reduced rate since the program is servicing both in and out of district students. He inquired as to what Mr. Boatright was paying in Oswego. Mr. Boatright stated he paid Oswego $1,099.00 for the summer. He also gives back to the program thru donations. Mr. Tijerina stated he had contacted Oswego and they are in the process of revising their rates.

Mr. Schubert pointed out there was no one from the Business Office present to discuss the past fees and fee structure. Mr. Ben Williams should also be present to discuss the request.

Mr. Schubert also asked if there was a policy on facility use and Ms. Johnson advised there is a policy. The Committee agreed the policy needs to be reviewed, Mr. Ben Williams consulted, and a member of Finance present to discuss the request.

It was suggested the information be obtained, reviewed and the request go to full Board.

Mr. Schubert stated that since there may be another BG meeting this month, that should all the necessary information be available, the committee may have another opportunity to discuss this issue before the end of the month and prior to the next Board meeting.

Incident Reports

1. EHS Cafeteria – Mr. Tijerina informed the Committee last week a piece of concrete 2’x2½’x6” and approximately 50 lbs. fell from a precast panel in the cafeteria area. Mr. Tijerina called Mr. Rick Krischel, Cordogan Clark & Assoc. who arrived to access the situation. It was determined there was an opening cut in the middle of 2 other precast panels for the duct work and the section was not secured. The cafeteria area was secured by school staff. Mr. Welter and Mr. Perez arrived to investigate the situation. It was discovered that angel bracing was not installed for support and was overlooked during construction. The contractor has installed the necessary supports and Cordogan Clark have inspected the panels along with the remaining panels that were previously installed. Contractor was on scene that evening to install appropriate supports. Cordogan engineer came in next day to inspect the opening and any other openings that were cut in existing area. Cordogan Clark will supply a detailed report and photos to the District by the end of the week. There was no cost to the District for repairs. Mr. Welter expressed apologies to the District from Cordogan Clark. Mr. Schubert requested that in the future, photos of such events be provided to committee for more productive discussion.
2. Cowherd Sanitary Line Replacement – Mr. Tijerina distributed a picture of a sanitary line at Cowherd Middle School. He explained it was a collapsed liner in the line possibly from the day it was installed. Mr. Tijerina reported floor drains and sinks have backed up 4 times in one month. The City of Aurora arrived to camera the line and found the obstruction. Emergency repairs were made. Mr. Schubert questioned the approval of funding for this type of emergency with policy and procedure. Ms. Johnson stated the preferred vendor list can be utilized. Emergency repairs under $50,000.00 do not need 3 bids and does not require an Emergency Board Meeting for approval.

B&G Committee vision, mission and role – Table

Custodial Supply Bid Update

Mr. Tijerina reported the custodial bid results have been received and are being reviewed. Results and request for approval will be presented at the next B&G Committee meeting.

Phase 6 Flooring Bid Results

Mr. Tijerina recommends rejecting the flooring bid due to the $151,000.00 base bid. The flooring options are more costly than anticipated. This could be due to the flooring vendors having full schedules and presenting bids two times higher than expected. Tile will be replaced as needed to match the existing. Existing tile is from 1989 and 206 per Cordogan

EAHS Roof Bid Results

Roofing replacement bids were accepted for the section above the science wing. A total of 5 bidders responded with the low bid from R.E. Burke in the amount of $479,000.00. This work will take place during the summer. Committee agreed to move forward with the recommendation of R.E. Burke.

Brady Stair Repair Bid Results

Stair repair bids were accepted for Brady at the North end of the building. A total of 2 bidders responded with the low bid from Lite Construction in the amount of $17,875.00. The work will take place during the summer with the maintenance crew doing the painting of the metal. Committee agreed to move forward with the recommendation of Lite Construction.

Staffing Updates

1. Safety and Security – candidate will be presented at the 5-7-18 Board meeting for approval.
2. Construction Manager – a small pool of candidates applied and the position was reposted. Websites and other media were used with the reposting.
3. Supervisor – interviews were conducted and a candidate was not selected. Interviews will take place on Friday with new candidates. Internal candidates have applied and will be given consideration.
4. Summer Help – filling of positions is going very well compared to last year. Currently there are 30 summer workers and painters ready to go. HVAC and Grounds have about half the positions filled. Presently there are 4 Grounds Workers out cutting and trimming. The John Deere purchased in the winter to push snow, can be converted to cut grass. Mr. Schubert would like to bring the Grounds Proposal to the next B&G meeting. He also communicated with Mr. Tijerina regarding letting the Committee know if any additional resources are needed to keep the buildings looking great.

LED Lighting Plan

Ms. Margo Schmitt presented an update on Com Ed Rebate project. The original $50,000.00 has been spent totaling $49,966.40, with a rebate of $20,874.56 and a total savings of 42%. The largest amount of kw hours are used in gyms. Sensors were installed in Cowherd gym to save on energy dollars. Classrooms at Rollins have been updated and the remainder of the money will be spent at EAHS in the field house, hall/entrance and cycling room. The fixtures, lights, sensors and controls have been installed by the B&G maintenance staff.

Mr. Tijerina has been in contact with Tom from Shannon Construction and is expecting a call back this week to give an audit schedule and possibly do an audit demo classroom at Rollins.

Mr. Tijerina will look into conducting an audit on the remaining District to determine a cost to put the project out to bid and select a standard product district wide that will be specified. Time is sensitive due to the rebate deadline. Ms. Johnson requested a meeting be set with Attorney Weiler to review the process.

Radon Update

Mr. Tijerina reported the District is in the second week of testing with one week left. Everything is going very well, with testing on Monday, Tuesday and Wednesday. Samples are being picked up on Thursday and Friday. Results should come in 7-10 days after testing is completed. Communication has been made with principals. Mr. Tijerina also reported testing is only taking place on the ground level.

Mr. Schubert indicated questions may arise from the community regarding the process of sampling and the district communications should perhaps be clearer on this topic. Communication was on the district website regarding the sampling. Mr. Schubert suggested communication also be made via website explaining why the process of only testing at the lower levels of buildings and sampling was conducted following IEMA protocols. Once testing is completed, results will be shared on the District website.

Water Testing Update

Mr. Tijerina referred to the print out that was distributed to Committee members. Overall, the 18 drinking fountains retested passed and have been turned back on as well as sinks retested that passed. There are 19 locations that failed the retest, all locations were sinks. Mr. Tijerina suggested seeking guidance from the consultant to determine the next step.

Mr. Schubert questioned if information was sent to families and staff. Mr. Tijerina will work with Mr. Jackson to get out communication. Mr. Tijerina will also check into guidance on reporting back to the IDPH. Mr. Schubert thanked Mr. Tijerina and the entire BG staff for all their hard work on addressing this issue.

May Board Presentation on Summer Projects

Ms. Reyes Childress reported there will be a presentation to the full Board at its next meeting on Summer Projects.

B&G Meeting Dates

A schedule of FY19 Meeting dates and times were presented and approved.

Asbestos Update

Mr. Tijerina has been in contact with Carnow Conibear in regards to an Asbestos Management Plan. They are working with Mr. Tijerina to make sure the 3 year inspections as well as the 6 month surveys are being completed. Carnow Conibear will be presenting a quote for yearly training of staff. Contact has been made to locations to determine if Asbestos Management Plans are current and in their locations. Plans will be updated and distributed to locations.

Mr. Darby questioned if all locations have MSDS sheets. Mr. Tijerina indicated all locations should have them on file.

Facility Improvements

1. SSC/Admin Center – Discussion took place regarding the SSC/Admin buildings. Mr. Welter spoke regarding moving the Admin to another location and refurbishing the present location into classrooms and offices with an addition to serve students. He estimated the project to be between 5-6 million dollars. The option to move the Admin to the CSC to house all Admin with a 12,000 ft. addition was also discussed. Ms. Reyes Childress informed the Committee there are preliminary drawings of the CSC that would include the housing of all 3 Admin locations. A determination needs to be made as to what would need to be put into the present building to rehab into Admin Center, costs to make location student classrooms and offices and costs for Admin to be housed at the CSC along with drawings. Findings will be brought back to the Committee.
2. EHS Construction – Mr. Tijerina reported the plain pavers have been installed. The etched pavers will be installed on a rotating basis. Bricks are still being sold and the information will be refreshed on social media. The curbing of the small parking area will take place this week. Dirt in the median areas will be addressed. Final ROE walk thru will take place in the next couple weeks for final occupancy.
3. Waldo Summer 2018/Waldo Move Out Process – Meeting will take place this week to discuss planning. Mr. Tijerina obtained costs of approximately $15,000 for 2 days and 1 Saturday for D131 staff to do move out and met with the labor management team to discuss. Mr. Krischel has 2 quotes for approximately $13,000 for the move out and staff estimate. It was determined the moving company would be used for the move out and a cost will be also obtained for the move in process. It is possible that D131 staff may be used as rooms are completed during the summer.

Buildings and Grounds Committee will have a second meeting in May. The date is to be determined.

Meeting adjourned at 6:45pm