



## **BUILDINGS AND GROUNDS COMMITTEE MEETING**

Meeting Date: August 13, 2019

Meeting Start Time: 6:30 PM

Members: Attendance:

Mr. Bruce Schubert, - Chair - Yes

Mr. Dan Barreiro - Yes

Ms. Annette Johnson - Yes

Mr. Steve Megazzini - Yes

Other Participants:

Dr. Jennifer Norrell, Dr. Ann Williams, Dr. Lori Campbell, Jesse Vargas, Craig Welter, Mark Spangler, Mike Perez, Rich Blair - Cordogan Clark & Associates

1. Roll Call
  2. Public comments/questions
  3. Closed Session, for purpose of discussing safety and security, and litigation.
  4. Facility Improvements -Cordogan and Clark
    - a. Progress Report
    - b. Summer Projects
  5. Summer Cleaning Update
  6. Proposed 2019-2020 Buildings & Grounds Budget
  7. Bidding Procedures for Heating & Air Conditioning
  8. District/FVPD Boundaries
  9. Oak Park Window Well Covering
  10. Lighting along State Street at EHS
  11. Work Tickets
  12. Incident Report
    - Gates incident
  13. New Business
  14. Future Items
  15. Adjournment
  16. Comments/Questions
- NONE

### **Facility Improvements**

Mr. Welter spoke regarding the 5 year Improvement Plan. Mr. Welter reported the documentation process will start in August for the Summer 2020 projects and bidding taking place by year end. Discussion has taken place with Dr. Williams in regards to the project budget. Mr. Schubert questioned how close the document is to being a working document for next year. Mr. Welter explained the 2020/2021 budget is a work in process to determine priorities. In the past, the priorities have been the shell of the buildings. Electrical will be included with reference to age of the



systems and cost of replacement parts for repairs that are needed. A walkthrough will take place with recommendations following. Playground updates are ongoing, taking safety aspects into consideration.

The Administration Center is progressing well. An event is taking place at Bardwell from the developer for residents on August 22<sup>nd</sup> to share what is being accomplished. Final documents are being prepared for final site concepts. Bidding will take place in October.

Facility Improvement Projects have many projects that are completed; Lighting replacements, RTU replacements at 10 locations, Ceiling replacements in portions of Beaupre, Oak Park and Gates, Flooring in 7 classrooms at Hermes and 1 at EHS, Playground and surface at Oak Park Early Childhood Is complete with fencing completed by 8-14-19, Simmons parking lot and circle drive is complete and pot hole patching took place in the back portion of building, Oak Park coal room is completed. Discussion will take place next summer regarding adding green space at Oak Park, Roofing replacements at portions of EHS, Hermes and O'Donnell are completed.

Mr. Schubert thanked Cordogan Clark and Associates along with the B&G Staff for the summer work that took place. Mr. Megazzini added there has been positive staff comments regarding summer work.

### **Summer Cleaning Update**

Mr. Megazzini reported the B&G staff have been flexible and with teams working together, buildings are ready to open.

### **Proposed 2019-20 Buildings & Grounds Budget**

Mr. Megazzini reported he has been working with Dr. Williams on the FY20 budget and will continue to work together to get a final more accurate document. Budget will go on review on August 14<sup>th</sup> for 30 days and budget voting will take place in September.

Ms. Johnson questioned the dollars that are being spent on roof leaks. Mr. Vargas explained the repairs are on older sections of the building roofs. There were also repairs made due to the heavy rains that occurred during the Spring.

### **Bidding Procedures for Heating and Air Conditioning**

Bidding process should be finalized this month for the next 7 buildings. Mr. Welter reported he spoke to Attorney John Fester regarding the format of the bid process. The bidding will be put out as a Utility Service Bid. The bid response will include the warranty, the monthly usage fees, the construction and equipment. Over the next 2-3 weeks meetings will take place to finalize language and identify alternate pieces. September will be bid month with bids due back in October. It is possible that a special B&G Committee meeting may need to take place for the approval of the bid to be moved to the Board.

### **District/FVPD Boundaries**

Mr. Megazzini presented the boundary maps with the FVPD/District properties. At most locations, playgrounds are on the District property. Grass cutting on the district boundaries are performed by the District grounds team. Cowherd did not identify any FVPD property. There is a drainage situation at the football field at Cowherd that needs to be addressed. It was agreed that the agreement between the District and FVPD needs to be re-evaluated to define spaces.



### **Oak Park Window Well Covering**

Mr. Megazzini reported there were several options for the window well covering at Oak Park. After looking at the options, it was decided that Option A in the amount of \$3,270.00 would meet the need to cover the critical area. A railing will also be installed on the left side as a safety measure.

### **Lighting along State Street at EHS**

Mr. Megazzini reported he was contacted by the City of Aurora to inquire regarding lighting behind the visitors bench to light State Street. There were conversations during renovations regarding street lights attached to the back of the stadium to light up State Street. He stated the project had been put on Hold at the time of construction. He presented a diagram and pricing to install lights that would be paid by the City. The electricity would then be paid for by the District. Ms. Johnson inquired if the District received the dollars back from the City from a bond they were holding. Mr. Megazzini will contact the City in regards to the bond.

### **Work Orders**

Mr. Megazzini reported there were several newly created work orders with staff moves. Work orders are being processed and cleaned up as they are completed. He advised he has met with Mr. Vargas regarding putting a set work order process in place. Mr. Barreiro inquired if a report can be generated by age? Mr. Megazzini stated "yes" that can be generated. Mr. Schubert stated with new leadership in the district, they are probably not familiar with the work order system. Involving the principals would be part of the process to be put in place. Work Order Requests need to be viewed to determine if the request is a work order or should be included in the 5 year plan. Mr. Megazzini reported there are several levels of staff are involved in completing work orders.

### **Incident Report – Gates**

Mr. Megazzini reported the certificate to occupy the space at Gates has been received. The insurance company has hired an outside investigation firm to conduct an investigation on August 19<sup>th</sup>. Contractors have been put on notice and can be present during the investigation. He also reported the Kdgn. Wing and Gym have been cleared for usage. The smoke damage being cleaned in the hallway. An independent company has come in to salvage what can be kept and make a listing of the losses. Ms. Johnson stated there should be a procedure for items to be turned off when not in use. The District will receive a report from the insurance company once the investigation has been completed. Mr. Schubert added the insurance company has been cooperative and doing a great job working with the District. Mr. Megazzini stated he was present during an open house from 2-3pm where residents expressed good comments on the cleanliness of the area. Dr. Norrell thanked Mr. Megazzini and the B&G staff for the follow thru and clean up at EHS courtyard.

Meeting adjourned at 7:40 pm