**BUILDINGS AND GROUNDS COMMITTEE MEETING**

Meeting Date: March 5, 2018

Meeting Called to Order: 5:00pm

**Members: Attendance:**

Mr. Ken Darby, Co-Chair Yes

Ms. Annette Johnson Yes

Mr. Bruce Schubert, Co-Chair Yes

Ms. Beatrice Reyes-Childress Yes

Mr. Alberto Tijerina Yes

Dr. McDonald Yes

1. Roll Call
2. Public comments/questions
3. Food Service Update
4. Energy Bid Process
5. Liability/Workers Comp. Insurance Discussion
6. Facility Improvement Assessment
   * 1. EHS Construction
     2. Waldo Summer 2018
     3. Summer Project List
     4. Energy Efficiency
7. Energy Update Presentation
8. New High School Parking Area
9. Radon Testing Update
10. Water Testing Update
11. Resolution for Sale of Personal Property
12. Custodial Supply Update and Adjustments
13. Work Ticket Report
14. Lawn Weed Maintenance
15. New Business
16. Closed session, if needed
17. Adjournment

Public Comment

NONE

Food Service Update

Mr. Simon Seibert, of Sodexo presented the survey that was conducted at the Magnet and three Middle Schools. The questions and results were compiled from 2,649 surveys

1. How many days a week do you take a lunch in the cafeteria? \_ 4.2 \_
2. Please rate the friendliness of the servers and cashiers on a scale of 1-5, with 5 being very friendly to 1 being unfriendly. \_ 4.5 \_
3. Please rate the variety of the lunch items offered on a scale of 1-5, with 5 being great variety to 1 being very few good options. \_ 3.5 \_
4. Please rate the speed of service in the cafeteria on a scale of 1-5, with 5 being very efficient to 1 being too slow. \_ 3.6 \_
5. Please list any items you would like to see added to the lunch menu. \_ We received an extensive list and will work to incorporate what we can into the menus and a la carte offerings. \_

He also explained a “Fun on the Run” option was added with a light cold lunch on Tuesdays and

Thursdays. Beginning March 5, the “Taste 4” will be added to the Middle School menus and will be offered on Monday and Wednesday throughout Lent. After Lent, the “Taste 4” will be on Fridays for the remainder of the year.

Summer school will have more variety with vegetables, fruits and cheese sticks.

It was agreed that reporting of food and service concerns would continue to be directed to Finance and the vendor.

Mr. Prombo indicated in the next 2 months a recommendation will be presented to the Board for a contract extension.

Energy Bid Process

Mr. Prombo presented the timelines for the Energy Bid process for gas and electric. He indicated energy bids are hard to pin down due to the price changing every minute. Bid documents will be made public on March 6th to direct suppliers and on March 23 RFP’s will be scored and reviewed by the Finance Department. The top 3 suppliers will be brought back to the April 2nd Buildings & Grounds meeting for review. On April 16th the top 3 suppliers will be presented to the Board for approval and on April 17th the final pricing is due by 11:00am in an email. The selection will then take place after pricing is submitted.

Discussion took place on direct suppliers vs brokers.  Vicki Farina from Center Point, the District’s current natural gas supplier, spoke on direct suppliers.  She stated there is better communication with direct suppliers vs brokers.  Mr. Prombo mentioned that a broker will add an extra fee and extra layer of management that the District will need to go through, in order to correct any issues that we might have with a supplier. Mr. Prombo stated the bid is set up for direct suppliers and it is his recommendation to keep with the current business model at the district.

Pricing will be obtained for 12, 24 and 36 months and if not satisfied, can go back out to bid and not renew. Currently the electric is due June 1 and the gas due July 1.

The Committee voted to move forward with direct suppliers bids, with the below results:

Annette Johnson – No

Ken Darby – Yes

Bruce Schubert – Yes

Liability/Workers Comp. Insurance Discussion

Mr. Prombo spoke on liability and workers comp insurance. Liability insurance will be going out for bid. The bid will include the supplying of free insurance to students who have none and secondary insurance to those who have insurance.

Mr. Schubert requested a worker’s compensation report to include outstanding claims as well as causative and injury type summaries.

Mr. Prombo will inform CLIC, HUB and our current provider Mesirow of the bid process.

Mr. Prombo will bring more information back to the Committee once it is received.

Facility Improvement Assessment

Ms. Reyes Childress spoke regarding the Districts work with Cordogan Clark and Associates. Due to creating some stability in the department, there are pieces to pull back on and not needing as much reliance for so many pieces. This will allow for better communication when working on projects and making recommendations to the Committee and Board.

Mr. Alberto Tijerina presented a listing of EHS punch list items that are currently being addressed. There are several items that are included in the contract scope and there are also projects that need to be addressed that are extras and will need to come from the budget. Mr. Darby questioned if the budget will support the additional projects. Ms. Reyes Childress informed the Committee, pricing will be obtained and brought back to the Committee for discussion and approval.

Waldo Summer 2018 projects were discussed and the estimates were presented. There was discussion regarding the type of boiler system replacement at Waldo Middle School. A boiler inventory was requested as a follow-up to a previous committee request.

Mr. Schubert questioned if Carnow Conibear had gone through all the areas specified in the scope of work and identified those areas requiring asbestos abatement or identified areas containing asbestos that might be disturbed. Mr. Welter from Cordogan Clark and Assoc. confirmed this process had been completed.

It was suggested that a mechanical engineer comprehensive study take place to determine the options. There was also discussion regarding the type of LVT tile that should be used in classrooms.

The Summer Project List was discussed. Mr. Tijerina noted the projects are mainly building envelope projects at various sites. He pointed out the alternate bid for the Gates door front entry and suggested that be part of the scope of work. There is a tight timeline for windows and science lab materials that will be needed to complete these projects by the deadline.

A special meeting will be held in March for Buildings & Grounds approval for the windows and science lab bids.

Energy Efficiency – Attorney Bernie Weiler spoke on an updated proposal from Sustainability Partners and discussion with the Committee followed. He will discuss with the Board at the March 5th Board Meeting.

Committee agreed to hold second meeting in March to complete unfinished agenda items.

Meeting adjourned 6:53 pm