**BUILDINGS AND GROUNDS SPECIAL COMMITTEE MEETING**

Meeting Date: Monday, November 6, 2017

**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. Sustainability Partners Discussion
4. Monthly Construction Update
5. EHS Construction
6. EHS Phase 6
7. Radon Testing
8. Lead Testing Update
9. Status of Grants
10. Staffing Requests
11. Tomcat Statue
12. Floor Mats
13. Purchasing Update
14. New Business
15. Closed session, if needed
16. Adjournment

Public Comment

NONE

Sustainability Partners

Ms. Shields presented an update to the Sustainability Partners topic.  She noted that we had received an updated summary sheet and presented total numbers based on whether or not we included air conditioning at Waldo.  According to the Sustainability Partners' report, if we included air conditioning at Waldo with the other projects, we would have a monthly net expense for the first 7-10 years of $179,199.  Afterwards, the next expense would be $70,025 per month. Ms. Shields then explained if we did not do the air conditioning at Waldo, the next monthly expense for the first 7-10 years would be 87,487 and 31,953 afterwards.

Ms. Johnson noted that this is essentially a funding model where we are paying 6% interest for the equipment through the operating funds.  Ms. Shields also noted we would need to consider that since maintenance is included in the price, we would need an employee to handle billing Sustainability Partners for the work performed in-house.  Additionally, she noted we would need someone to oversee the projects.  Ms. Johnson agreed we would need a district representative to oversee the projects.

Mr. Darby asked about saving money for an improvement rather than spending the 6%.  Ms. Shields stated she had not performed those calculations as yet.  Mr. Darby also questioned how many boilers have been replaced and how many are left. An evaluation can be made at locations for boiler needs. Ms. Johnson noted that she would like to have the lawyers work on a bid and move this to a full board just to get some final numbers.  She also noted that if the numbers were not desirable, we could reject the bids.  The committee agreed we could put the project out to bid.

Monthly Construction Update

Mr. Albert Tijerina presented construction updates.

Phase 2 is 98% complete with punch list. Markings for the triple jump is nearing completion. Installation in the plaza paving bricks will be taking place in the next couple weeks. Mock up lighting in the bleacher area of rows 1-5 of the home grandstands will also be addressed.

Phase 3 is also about 98% complete. Punch list items for second story addition have gone from 400 to approximately 24 remaining. Heating issues are being addressed and monitored. Mr. Kirshel indicated that the classrooms have a 6 degree adjustment from 68-74 degrees. It is difficult at this time of the year to adjust heating due to boilers not being turned on and off.

The LRC should be 100% completed by the end of the week.

Phase 5 is 100% complete with closeout documents and punch lists being reviewed. Close out documents are also being prepared on Phases 2, 3 and 4.

Fine Arts area is finishing up the exterior concrete work and wrapping up minor painting. Casework is about 90% completed. Ceiling tiles will be installed after lighting is completed in next couple weeks.

Furniture delivery and installation will take place December 11th.

Ms. Johnson informed the Committee there has been an interest in an Open House.

Mr. Tijerina also informed the Committee the ECC playground in going in and resurface of the area will be taking place.

Ms. Beatrice Reyes Childress reported Phase 6 estimates are slightly lower and presented an updated drawing. She indicated there have been no major changes since the Oct. 23rd meeting. Doors in the area will be evaluated and should be able to be done by in-house staff. Science Lab storage will be in more than one location. Sprinkling of the Labs will take place at a later date with future projects.

Radon Testing

Mr. Tijerina distributed the 2012 radon testing results. He stated 11 schools were tested, 5 re-tested for various reasons and Krug and a classroom at Oak Park stood out. Krug and Oak Park 3rd retest came back under the recommended threshold level. It was also discussed that the Middle Schools and East High School were not tested. The 2012 testing was conducted in-house. Discussion took place regarding retesting Krug, Oak Park classroom and the Middle Schools along with East High School. Mr. Schubert pointed out there was a quote from Carnow Conibear and Associates in July with an amount of approximately $43,000 to test all locations. Mr. Tijerina will contact Mr. Juneau from Carnow Conibear and Associates regarding the proposal and budgetary amounts and report back to Committee.

Lead Water Testing

Mr. Tijerina reported Lead Testing first round began on Saturday, Nov. 4th. In all, 10 locations were tested between the hours of 6am to 11am by 5 staff members and 5 members from Weaver Consultants. Mr. Tijerina stated they worked together the evening prior to do the process that is recommended and samples were gathered from the fixtures and at the main the following morning for in-take readings. East High School is set to be tested tomorrow, Nov. 7th beginning at 5am, Administration offices on Friday, Nov. 10th and remainder of locations on Saturday, Nov. 11th.

Mr. Tijerina informed the Committee at Johnson Elementary, there are classroom sinks that contain drinking fountains. Both sink and drinking fountain will be tested.

Samples will be sent in and results should be back to the District in approximately 10 days. The Purchasing Department has looked into 5 gallon bottled water and has water and dispensers ready for delivery if needed.

Grant Rebate information for window air conditioners were viewed and no questions were asked.

Staffing Requests

 Ms. Beatrice Reyes Childress presented Buildings and Grounds Staffing Requests. She indicated meeting with Union Membership have been taking place twice a month. She stated she feels comfortable with the recommendation presented based on staff that currently is in place. The following additions in staffing are recommended; EAHS - 1 Custodian, 1 Utility Custodian and 1 Engineer. Gates - .5 Custodian, CSC - .5 Custodian, and ECC – 1 Utility Custodian. (The Utility Custodian for ECC was omitted from proposal, Ms. Reyes Childress will make adjustment before presenting to the Board).

Mr. Tijerina indicated the Safety and Security Manager position is a full time needed due to training of staff, security at locations, updating of materials and conducting drills.

Mr. Darby questioned how the pay rate was determined for the Safety Security Manager. Ms. Reyes Childress stated it was in line with other manager salaries and level of responsibility. Ms. Johnson questioned if the position could be done as a Consultant. Ms. Reyes Childress indicated due to layers of responsibility, keeping materials up to date and being behind at the present time, it is more suited for a full time position. This position would also oversee occupational/life safety along with OSHA regulations.

Ms. Reyes Childress spoke regarding the Construction Consultant position. The Construction Consultant would coordinate Summer Projects. Consultant salary would be $600 per 8 hour day; not to exceed 100 days.

Committee agreed to move to Board with recommendations.

Tomcat Statue

Dr. McDonald spoke regarding the work on the Tomcat Statue. He indicated Attorney Weiler has the vendor contract and will evaluate. Discussion took place regarding paying what is owed and cutting losses. Mr. Schubert would like to see this topic come to a conclusion. Dr. McDonald will speak to Atty. Weiler and get recommendation.

Floor Mats

Ms. Elizabeth Shields informed the Committee that floor mats for entryways will be going out to bid. Timing will be that it will be presented to B&G Committee on Dec. 4th and then taken as an action item to the Board on Dec. 4th for approval. She also stated the floor mats are a 3 year plan.

Purchasing Update

Ms. Shields presented a purchasing update.  She went through the current processes and procedures and noted around $164,000 in District savings since May 8, when the new purchasing agent started.  Ms. Shields also noted that the policy up for first reading at tonight's board meeting would require us to bid for office supplies before using a state approved cooperative.  Currently, we use a state approved purchasing cooperative to purchase office supplies.  Ms. Shields expressed her concern that the costs of putting together an office supply bid would far outweigh any potential savings.  She requested the policy have an exemption for office supplies before it was approved and adopted into Board Policy.  After discussion about what the office supply bid would entail, the committee agreed that they would recommend an exemption to the proposed purchasing procedure for office supplies.

Mr. Schubert had requested dates of last annual Kane County ROE inspections for all district facilities as well as the date of the last decennial inspection from 2102. Mr. Tijerina presented him with the requested documents.

New Business

Reconciliation with Facility Rentals. There will be no rentals to any organization if they currently owe monies to the District for past rentals/usage. District can make policies with Sports Boosters money coming back to programs and students.

The meeting adjourned at 6:50PM.