



BUILDINGS AND GROUNDS COMMITTEE MEETING

Meeting Date: November 2, 2020

Meeting Start Time: 6:00 PM

Members: Attendance:

Mr. Bruce Schubert, - Chair - Yes

Mr. Dan Barreiro - No

Ms. Annette Johnson - (arrived during #7 SOPPA discussion)

Mr. Steve Megazzini - Yes

Other Participants:

Dr. Jennifer Norrell, Jesse Vargas

Craig Welter, John Cordogan - Cordogan Clark & Associates

1. Roll Call
2. Public comments/questions
3. Fall 2020 Site Improvement Update
 - General Update
 - Change Orders
 - Summer 2020 HVAC Update
4. 2021 Construction Project
 - Owners Representation Construction Consultant
 - HVAC timeline
5. New Administrative Office Update
 - General Update
 - Admin Center Furniture Storage Fees
6. Buildings and Grounds Inventory Process
 - Buildings & Grounds Warehouse
7. Illinois Student Online Personal Protection Act (SOPPA) Data Policy Agreement
8. Buildings & Grounds Fireperson/Custodial Training Manual
9. Domeier Property Sale Request
10. Work Orders
11. Incident Report
12. New Business
13. Adjournment

Public Comments/Questions

NONE



Fall 2020 Site Improvement Update

Mr. Megazzini reported this has been a great period of time to get some work completed throughout the buildings. Simmons Gym Wall has turned out nicely and safety pads have been replaced. Walkthroughs with Cordogan continue with the construction company on the HVAC projects. A majority of the punch list items have been completed. Mr. Schubert questioned if the schedules were accurate. Mr. Megazzini replied they are as far as the 2020 projects. As far as 2021, in 2020 there will be documentation for bidding timelines. Currently winter and spring break are being looked at for abatement pieces and will be further discussed later in the agenda.

Change Orders

Mr. Megazzini presented the change orders with explanations. Change Orders are running at 4% of the total projects and is what to be expected. ROE walk thru requirements will have additional change orders with lighting and boiler areas. Mr. Schubert questioned the pending order status on the change orders. Mr. Megazzini explained these change orders are under review with Cordogan and discussion with the contractor to determine if they are appropriate for the project. Currently there is \$88,502.30 asking for recommendation for approval. There has been \$267,338.87 in rejected change orders thru the architects as they do not feel these change orders are an appropriate part of the scope of change.

2021 Construction Project

Owners Representation Construction Consultant

Dr. Norrell reported on the results after searching for 3 architect firms. There were 2 firms that were responsive with proposals to provide owners representative services to focus on design review, value engineering, and construction management services. She reported she will request the Board to allow both firms to be utilized as consultants. Mr. Schubert questioned if the proposals were comparable. She responded they both bring expertise depending on the size of the project and the needs. The firms will work with the architects to assure that there are not duplicate costs to the District. If one firm meets the needs with more flexibility, there will be the option to work with just one firm. Results will be presented to the full Board.

HVAC Timeline

Mr. Megazzini reported bids are due Wednesday, Nov. 4th for HVAC. He stated Co-Op and Sustainability Partners are other options that are being considered. There will be a recommendation at the next full Board meeting bases on the numbers, budget and the recommendations on what the District would like to move forward with. In regards to the timeline for work, there is an opportunity to get into Waldo prior to the summer with the possibility of the students being relocated to another building. With a longer timeline, there is a better chance of getting the building turned back over in August. Dr. Norrell informed the Committee she received an email from the architects regarding the Adventures Program HVAC for 2021. It is recommended to get documents ready to go out to bid for Summer 2021. She is asking permission to move forward with bidding the project. The Committee agreed to move forward.



New Administrative Office Update

General Update

Mr. Megazzini reported the New Administrative Office has the exterior about 95% completed. Parking lots and sidewalks are waiting for completion due to the finishing of the gas and sanitary utilities this week. The interior floors are being installed and ceiling inspections are due within the week. Elevators still are of concern. The elevator installation has started and at the present time, a January 1st completion date is expected. The asphalt plants will close around Thanksgiving giving the contractor approximately a 3 week completion on the project. Mr. Welter spoke to the Committee regarding the project and timelines. Mr. Schubert stated the Board needs to be informed of items that are holding up occupancy.

Admin. Center Furniture Storage Fees

Mr. Megazzini reported the District is still working with the furniture company for storage of the furniture. The District attorney is working with the construction company to make them aware they would be sustaining the storage cost. Dr. Norrell stated the construction company feels the large costs are due to the delays with change orders caused by the District. Mr. Welter reported there are a number of items causing the delay including change to the security entry system. Mr. Cordogan spoke and stated he does not feel the District should be responsible for the storage costs as he does not believe any of the delays are a result of the District. Mr. Welter will bring back more information to the next meeting.

Buildings and Grounds Inventory Process

Mr. Megazzini reported Buildings and Grounds has an opportunity to improve their inventory process. Mr. Jose Villezcas has done a great job of reorganizing and locking the PPE equipment in a caged area. Dr. Norrell asked Jose to come forward so that he can be recognized. She reported he has done an excellent job of cleaning and organizing the warehouse in such a short period of time. She stated she has received numerous emails from departments that utilize the warehouse regarding the reorganization. Mr. Megazzini also reported that Asset Panda is currently being used in the IT Department for inventory. He would like to move forward with the utilization of Asset Panda on the B&G side for inventory of large ticket items at locations. The inventory process will also be help on tracking of consumable products such as toilet paper, paper towels, etc. Mr. Schubert questioned if the inventory process is only for equipment or can we also track tools. Mr. Megazzini stated Maintenance typically bring their own tools. Tools that are stored at Hill Ave. can be tagged and will have a sign in/out process. He also added the scanner thermometers at locations will be inventoried using the program. Mr. Schubert added Ms. Johnson will be pleased to know of the B&G Inventory Process taking place.

Illinois Student Online Personal Protection Act (SOPPA) Data Policy Agreement

Mr. Megazzini presented an information item for the Committee. Effective July 1, 2021, school districts will be required by the Student Online Personal Protection Act (SOPPA) to provide additional



guarantees that student data is protected when collected by educational technology companies, and that data is used for beneficial purposes only. (105 ILCS 85). Mr. Megazzini is working with Attorney Fester and Mr. Allen regarding a privacy agreement for the software companies to sign that the data is kept private and confidential. With the recommendation of the attorney prior to the July 1st date, this process will take place with any software company renewals immediately.

Buildings & Grounds Fireperson/Custodial Training Manual

Mr. Megazzini reported he has been working with the SEIU Union in regards to training of new employees. A manual has been created and will be implemented effective immediately. This guide is detailed and broken into 6 chapters. It will be used to train Firepersons and Custodians on emergency and safety procedures, cleaning products, routine cleaning, etc. This gives B&G the opportunity to have structure across the District The manual will be updated and edited as needed during use. This manual will be used as a guide for training consistency. Mr. Schubert acknowledged the administration and SEIU union for their efforts and additionally requested that the district seek professional consulting services with regulatory knowledge to ensure protocols meet the most current federal and state guidelines.

Domeier Property Sale Request

Mr. Megazzini reported an appraisal has been ordered by the District for the Domeier property. There is also a need for a plat survey of the property to be performed. As these requirements are completed, information will be brought back to the Committee.

Work Orders

Mr. Megazzini reported the updated work order packet is included. He reported work orders are down as expected without students and staff continuously in the buildings. The blue area calculates the work orders that have been completed within 7 days. This area is now at 63%, which is one of the goals to be met. Cleaning up of some bigger projects are taking place along with staying on track with the current work orders.

Meeting adjourned 6:43pm