**BUILDINGS AND GROUNDS SPECIAL COMMITTEE MEETING**

Meeting Date: Monday, October 23, 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 Update
4. Monthly Construction Update
5. EHS Phase 6
6. 5 Year Improvement Projects
7. Waldo Middle School Improvements
8. Revised Budget 2018
9. EHS Auditorium Repair Bid
10. Lead Water Testing Update
11. Radon Testing
12. Purchasing
13. Staffing
14. Tomcat Statue
15. New Business
16. Closed session, if needed
17. Adjournment

Public Comment

NONE

Sustainability Partners

Attorney Weiler informed Committee he has received documents regarding Sustainability Partners calculator costs for individual locations and has not yet reviewed them in full. He suggested the Committee prioritize findings and present to Finance Committee. Determination needs to be made in regards to cost of financing vs bond dollars. Ms. Johnson stated the District cannot run a deficit budget to do large projects. If replacing a system, it may be more economical to go to forced air and chilling system and abandon original system.

Committee agreed that pursuing LED lighting throughout the District would be a cost savings. Using energy efficient equipment would assure rebates with Grants. Use of qualified contractors to perform work was also discussed in relation to District Union Maintenance Staff. Sustainability Partners may pay back dollars for in house work performed.

Committee would like to see additional references from larger projects other than LED lighting projects.

Mr. Darby asked if the District needs to go out for a RFP. Attorney Weiler stated Yes, specify what District is looking for with RFP.

Monthly Construction Update

Ms. Beatrice Reyes Childress presented Phase 6 of Construction.

The Courtyard Walkway was presented with a scaled back cost estimate of $30,000.00. The front entrance will not have an additional corridor added due to decline in present and future enrollment. This renovation will include minimal upgrades.

The Library renovation will allow for office space for counselors. This will allow private areas for conversations with parents and students.

Art Room renovation was also scaled back to minimal improvements with a cost estimate of $150,000.00.

Cost estimate summary was presented with original cost estimate of $8,570,050 and new estimate at $3,062,400.

Mr. Darby inquired as to the amount of construction dollars each year. Dr. McDonald informed the Committee that historically around $4.5 million is budgeted on an annual basis.

Mr. Schubert inquired regarding the Science Lab renovations. The labs have also been scaled back from $2million to $1.8 million. Mr. Darby suggested doing renovations and adding additional pieces later. Ms. Reyes Childress indicated that the renovation would create better storage areas for labs. Dr. McDonald also agreed that every Science room does need to be a Chemistry lab. Areas need to consist of a regular classroom with lab.

Phase 6 Construction will move to Board for approval.

5 Year Improvement Projects

Mr. Albert Tijerina presented on Facility Improvements. He presented a summary with 2017-18 Summer Projects prioritized by greatest needs. He stated the building envelope (roofs, tuckpointing, windows, etc.) are at the top of the list for priority.

Mr. Darby inquired if there are currently any grants for windows. Mr. Welter stated that Grants are changing every year and could be applied for if available.

Committee also questioned plan for playground updates. Plans still need to be analyzed and obtain Grants when available.

Mr. Schubert asked about classroom carpeting installations and replacements as listed in the 5 yr. improvement plan. Discussion took place in regard to replacing carpeted classrooms with LVT tile or refinishing of original wood floors. Mr. Schubert asked that in areas where carpeting is located could there be flooring underneath that contains asbestos. Mr. Tijerina stated flooring would have to be tested at time of replacement. Mr. Schubert asked about integration of district Asbestos Management Plan into construction and renovation projects decision making and how condition assessments drive priority of work to be done.

EHS Auditorium Repair Bid

Bid was published and 8 contractors attended a pre-bid meeting with one contractor submitting a bid. Technical Theatre Services bid was received in the amount of $94,795.25. Recommendation is made to accept Technical Theatre Service bid based on a change order that will be provided with contract not to exceed the $35,000.00 that was originally set aside for project. Some in-house work will take place and remaining work will be addressed in future years budget.

Recommendation to move to full Board for approval on Nov. 6, 2017.

Question also was asked regarding the signage for the Stadium. Mr. Welter informed Committee that signage is backordered and should be here this week. Mr. Welter informed Committee members the long jump/triple jump is waiting on contractor pricing for extensions.

Lead Water Testing

Ms. Reyes Childress shared the recommendation from Mr. Kedrowski regarding lead water testing.

Mr. Tijerina informed the Committee water testing has not yet started. Mr. Tijerina stated the District is ready and testing should be taking place on Saturday in approximately 2 weeks. Fixtures that test above laboratories method detection level (MDL) should be turned off immediately. A plan will need to be in place to determine water supply in those areas. Signage will be placed on unusable fixtures.

Radon Testing

Ms. Reyes Childress informed the Committee the previous testing results have been located, will review and bring back to Committee on Nov. 6th with findings.

Purchasing

Discussion took place regarding the $2,500 threshold for obtaining 3 quotes. It was agreed the threshold could be raised to a $5,000 limit. Mr. Megazzini distributed the Operational Services 4.60 from Board Policy. Atty. Weiler stated the District must comply with procedures for school code. When purchasing reaches the district threshold, bidding should take place. Also, discussed was that Cooperative State pricing is not always the best price. Atty. Weiler also pointed out State purchasing is not in violation with school code as long as it qualifies.

Ms. Johnson suggested looking at timelines and utilizing District purchasing agent. If bids are overpriced, comparison can be made with Cooperative State pricing for best choice.

Committee agreed to go to full board with $5,000 change and Atty. Weiler will add language in policy to be public bid before Cooperative Pricing.

Staffing

Ms. Reyes Childress presented changes in Buildings and Grounds staffing. She pointed out the contract calls for 21 Utility Custodians and currently there are 19. In addition, there are locations in need of additional staff. An addition of 3.5 personnel would meet needs.

Currently there is a Supervisor and no fireperson/bldg. engineer at East High School. A proposal to repurpose a custodian position to a building engineer was suggested.

A Safety/Security Manager is on top of the list of needs. Building and Grounds currently does not have enough staff to manage security. Ms. Johnson inquired if a consultant could be hired to manage security. Ms. Reyes Childress stated there is a need for full time position due to the safety needs of the District and with so many locations to assure safety.

Ms. Johnson would also like to explore the position of a Construction Manager.

Mr. Schubert inquired how staff assignments take place. Mr. Tijerina stated they are assigned by building square footage, activities in the buildings, student enrollment and grade levels. The Committee was informed that presently there are 504 work orders, down from over 1,000 4 weeks ago.

Mr. Tijerina also informed the Committee absenteeism also plays a large part with staff. Monday and Fridays seem to have the highest number of absences. This has been addressed at labor management meetings and the numbers seem to be coming down. He also pointed out there is now a good Sub pool of 8-10 workers to fill in for absences resulting from vacation, sick and personal.

Tomcat Statue

Dr. McDonald spoke regarding the work on the Tomcat Statue. The statue being constructed is not what the Committee agreed upon. Discussion took place regarding paying what is owed and cutting losses. Dr. McDonald has the contract and will share with the Committee. This subject will be brought back to the Nov 6th B&G Committee meeting.

New Business

Mr. Schubert requested dates of last annual Kane County ROE inspections for all district facilities as well as the date of the last decennial inspection.

The meeting adjourned at 6:50PM.