

## FACILITIES SUBCOMMITTEE MEETING

9 a.m. Friday May 10, 2019

### Present

BC Doyle  
Debbie Flores  
Cheryl Galloway  
Maribel Guizar  
Dan McAuliffe  
Natalie Martinez  
Alvaro Meza  
Paul Nadeau  
Anna O'Connor  
James Pace  
Linda Piceno

**MEETING CALLED TO ORDER:** 9:04 a.m.

**APPROVAL OF MINUTES:** April 12, 2019

- James Pace made the motion to approve; BC Doyle seconded.
- All in favor.

## FACILITIES AND NEW CONSTRUCTION

### SPEAKER: JEREMY CHAPMAN, MAAS

- MAAS software is for bond management for Facilities. This is a competitor to Colbi Technologies.
- Based out of Newport Beach
- Program, project and financial management software.
- ROI study to assess what software could do out-of-the-box to help the department make its work more efficient. Could save the district up to \$131K a year in efficiencies.
  - Savings up to one FTE (calculated at \$90K) up to five years.
  - Could cost equivalent of 60% of FTE and save up to 2.5x FTE.
- Demo of software:
  - Dr. Flores: Can we link to attachments like contracts?
    - Jeremy: Yes, you can. You can also sort by the fields in each report. The software has a bit of AI built into it so you can build dashboards to customize views or reports.
  - Jeremy: The software can produce a bond website for the general public. You can automate the update of information on the site as well.
  - Alvaro Meza: How does this work with the QCC system we're required to use through the county?
    - Jeremy: Yes, it can.
  - James Pace: Tell us your security measures for the database after it's transmitted to you.
    - Jeremy: We are triple redundant. We are on Azure. Our local servers are in San Francisco, plus an additional bunker in Utah.
- Cost: At the beta-testing level, MAAS \$60K per year, locked for three-year agreement. After three year, it would be recalculated. Implementation and services fee in year one: \$43K. \$43K + \$44K for first year, then \$60k for year two and year three.

- All data is portable/exportable. An option is available to warehouse the data as well, at a low fee (maybe \$100 a month?).
- Paul: What else does MAAS offer?
  - Jeremy: Services aside from software: project, program and financial managers can be dispatched to districts for part or life of bond. A la carte services.
    - Dr. Flores: Can we see a menu of those a la carte services?
- BC Doyle: Will this help Alvaro's audits as well?
  - Alvaro: Not necessarily for the audits specifically. Software like this would be most helpful in getting Facilities the help with its tighter staffing, for example.
  - Paul: It's valuable to understand that the QSS system is more like a checking book system that zeros or balances out at fiscal year end. Software like this would be able to give use a big picture of multiple years that Facilities projects require.
- Alvaro: Does your document-signing features able to deal with different contract or agreement types?
  - Jeremy: Yes, we have a couple of signing programs that are integrated into the software. But it depends on the form.
- Dr. Flores: You've seen two or three of these demos. Paul, which do you prefer?
  - Paul: I like this one.
- Dr. Flores: This would be paid out of bond funds.
  - James: How would it save us money?
  - Paul: Efficiencies. Their research was an ROI study that looked how much faster or efficient the software can do the work vs. man hours.
  - Dr. Flores: It's not accurate to say this will save FTEs but, rather, it's an efficiency and management tool the department needs as we are heading into three big Facilities projects. You have a lean department and three big projects coming up.
- Next steps: Paul would like to take it to the board before the new fiscal year so we can get Brownell MS and Gilroy HS started on some software like this.
  - Alvaro: Should it go to the board as information item first? Then action?
    - Dr. Flores, James, Linda: We don't think it needs to go as an information item. Go to the board on June 13 as an action item, emphasizing that it is a tool to help Facilities do its work.

### **SALAS O'BRIEN CLOSEOUT**

- \$14,200 from Measure P.
- This will close out two projects at El Roble.
- This could cost less, depending on what is found.
- Next steps: This will go to the board for action.

### **GILROY GARLIC FESTIVAL: PARKING LOT PLAN UPDATE**

- Fiscal impact is unknown.
- The festival asked to use the Olive Grove property as a parking lot. 13-acre area.
- This site is tricky is because it's not ready for this use. Festival reached out to a local grading contractor who has offered to level and prepare the property.
  - James: What does "prepare" mean?
    - Paul: The grading company would level the area and mitigate the area with extra dirt they have left over from a neighboring developer.
    - Most of the heavy cost is being shoulder by the developer.

- James: Can we consider compacting the dirt to current building standards to help avoid having to re-compact when the site is ready for the school.
  - Dan: The truth is you will have to excavate and re-compact in the future, no matter what.
- Weed abatement? Yes, the festival would maintain this for its use.
- Buses: They are looking to use school buses from other cities because the private bus company has produced a letter saying they're OK it.
  - Dr. Flores and Alvaro: We want to see this letter so we can see if we can part of the bus plan as well.
- James: Flood plain questions?
  - Paul: Let's review the topography report together to see what happens.
- How soon? If all goes well, it would be done before this year's festival.
- Dr. Flores: They're still using Gilroy HS spots for parking as well?
  - Paul: Yes, for volunteers, motorcycles and ADA needs.
- Next steps: Paul is meeting with festival organizers to finalize agreement.

### **SOUTH VALLEY MS: TSI REPORT**

- Preliminary environmental assessment for South Valley MS. This was covered by a grant.
- The good news: No significant findings in the field.
- The report found one spot in a building that chloradane.
- The report will be ready by May 23 and goes to public hearing.
- Grant renews and we are going to re-apply.
- The best-case scenario is that the site will be ready to build on once we start the design process.
- Next steps: Public hearing during an upcoming board meeting.

### **SOUTH VALLEY MS: TENANT REPORT**

- Cheryo and Paul have connected with the tenants at this site.
- School Health Clinics of Santa Clara County has an office on the site:
  - The district built the building in 2003, with customized space for a medical facility.
  - We pay janitor services, utilities.
  - They are open every day, have four doctors and see about 1,200 people a year (ages infancy to 24).
  - This agency has five sites: four in San Jose and this one in Gilroy.
- Dr. Flores: We have to make a decision how we accommodate them in the future site. Do we add a building or additional site in the new South Valley MS?
  - Linda: Do we have options for letting them use any empty classrooms in the new school?
- Dr. Flores: We should go visit the clinic to see the facility.
- Dr. Flores: Can we use bond funds to fund something on the site?
- Cheryl: We will talk in person to parties in MOUs and Vandal Watch.
- Next steps: Take an MOU for two years to board for action.

### **BROWNELL MS, GILROY HS: CONTRACT WITH JEROME ZALINSKI ROI**

- \$484,000 for Brownell MS from Measure E. \$72,000 for Gilroy HS.
- This is the inspector of record for projects.
- These services will bring these projects up to closeout.
- Brownell MS: Will be the length of the construction.
- DSA requires this for projects this size.

- Edgar reached out to other ROIs that he has worked with and trusts – but they're more expensive and booked. Paul and Edgar will continue to see out others to keep a file of other IORs.
- Next steps: These contracts will go to the board for action.

## **MAINTENANCE (DAN MCAULIFFE)**

### **RUCKER ES: MURAL**

- Information item.
- No cost to district because parent club is funding.

### **ALL SITES: WATER BOTTLE-FILLING STATIONS**

- \$6,000 that would install one at each site.
- This is a new vendor. They will give us a free station for us to try.
- Dan recommends the unit that will fit over our existing water fountains. They'd go in the MPR or near the MPR because they're interior grade.
- If schools would want to buy additional units, they'd have to use this one because Dan would like to use this as a standard district-wide.
- All work would be done in-house and over the summer.
- Next steps: This would go to the board for action.

### **ROD KELLEY ES: LIBRARY FIRE SPRINKLERS**

- Information item.
- It's being repaired. It's at drywall stage. The wall covering is specific.
- This is an insurance claim. We have a green light to go ahead with repair.
- It will be ready in August when schools starts. But Dan will know next week if it can be completed earlier in the summer.

### **SOUTH VALLEY MS: SEWER BACK UP**

- Information item.
- The classroom is being repaired as per recommendations from testing company. Cabinets and drywall are affected.
- This is an insurance claim. We have a green light to go ahead with repair.
- The classrooms are safe for work to be done but not for students to occupy.
- It will be ready in August when schools starts.

### **GILROY HS/ENVISION ACADEMY: FLOORING REPLACEMENTS**

- \$11,221.84 from RRM.
- We are replacing the floor as well as new furniture.
- We are using higher quality carpet.

### **DISTRICT-WIDE: EPA-EXEMPT WEED CONTROL**

- Information item.
- GUSD made a commitment buying BPA-exempt organic weed control to buy 100 gallons through Sierra Natural Science.

- This amount will get us through the year.
- The company is committed to support the district with on-site visits and education.
- Dr. Flores: Does the application process look like Round-Up? If so, we need education for our community to understand we're not using Round-Up.

## MARIBEL GUIZAR'S ITEM

### TIMER FOR BOARD ROOM

- This is one of the last elements in modernization of the board room that we've been doing for the last few years.
- Digital timer options:
  - \$2,462.50, with possible additional \$1,200 for wiring, depending on if we need a similar one on the podium.
- On-screen, wireless timer:
  - \$486.38 (will show on all the screens and video)
  - \$863.38 (will show on one screen)
- Linda: Why is option 2 cost twice as much as option 1?
  - Two different apps and delivery. Maribel is recommending option 1.
- It is a one-time fee for the apps (timer and casting apps).
- Dr. Flores: Do you like these options or would you like more research?
  - James: I'd like us to plot out our needs and requirements a little more to figure out what we need solved.
- Maribel: The solution and price are different depending on if you'd like to see the timer on the laptop screen and projector screen.
- Dr. Flores: Can we buy the apps to try it on a tablet we borrow from our district stock?
- Next steps: Dr. Flores will introduce to the board in a weekly report and then a presentation of option 1 during a board agenda.

## ALVARO'S MEZA

### UPDATE ON IMPROVEMENTS TO MONTEREY ROAD

- Information from City of Gilroy PIO.
- Restriping of areas to add a crosswalk with lights on Monterey Road and IOOF.
- They'll start as soon as school lets out. It'll go through the end of 2019.
- They've said they'll work knowing drop-off and pick-up traffic.

## OTHER SITES

- **RUCKER ES:** Birds problem. Next steps: Take care of it because it's a health issue. The contract will go to the board as a ratification.
- **BROWNELL MS:** \$49,950 from Measure E. EnviroScience for hazmat work at Brownell MS. This service will be for reporting and oversight. Next steps: This will go to the board for action.

**MEETING ADJOURNED:** 11:55 a.m. BC made the motion to adjourn the meeting and James seconded. All in favor.

**NEXT MEETING:** Friday, June 14.