



**Roseburg Public Schools**  
Roseburg, Oregon

**Building & Sites Committee**

**11:30 AM**

**September 18, 2019**

X	Rev. Howard Johnson, Chair	Exc	Jared P. Cordon, Superintendent
X	Joe Garcia	X	Cheryl Northam, Chief Operations Officer
X	Rod Cotton	Exc	Robert Freeman, Human Resources Director
	Steve Patterson, Alternate	X	Tracy Grauf, Physical Plant Manager
		X	Mike Jardine, District Project Manager

Summary of the Building & Sites Committee meeting held on Wednesday, September 18, 2019 at 11:30 a.m.

Committee members present - Chair Johnson, Director Garcia and Director Cotton. Administrators present - Cheryl Northam. Physical Plant Manager, Tracy Grauf and Project Manager, Mike Jardine were also present. Superintendent Cordon and Robert Freeman were excused.

**Call to Order:** Director Johnson called the meeting to order at 11:31 a.m.

**Melrose Playground Update – Cheryl Northam:**

The Melrose team, at the April meeting, presented their vision to install playground equipment and asked if the District would be willing to help fund a portion of the cost. Cheryl updated the committee that Melrose is no longer needing the support of district funds. They plan to use money earned during their annual cookie dough fundraiser in addition to what has already been set aside for the project. Volunteers will complete prep work and the installation of equipment will be done by a professional installer.

Director Garcia asked if the location would interfere with any future cooperative strategy plans that could potentially be approved and Tracy did not believe it would.

Committee members agreed that if Melrose meets all of the agreed upon criteria, they may resume the project.

**Seismic Projects Final Report – Cheryl Northam & Tracy Grauf:**

Cheryl shared a handout to answer the committees request for detail showing what was budgeted for each seismic project and will follow up with the final report at the next meeting. The Fullerton project is currently \$180,798 over the amount granted, due to asbestos abatement and other unforeseen issues. The Hucrest project is under budget by \$65,860 and the Melrose project is right at the grant award amount.

Chair Johnson expressed his appreciation for Cheryl’s efforts to prepare the report that has put things back into perspective and will allow the committee to move forward.

Director Cotton appreciated the effort that has been made on all projects, noting that there was a lot of work accomplished with the \$6.8 million dollars the district has received in seismic rehabilitation funds in the last 5 years.

Director Garcia felt that completion of these projects would be very important as the district plans to move forward with a bond levy.

Mike and Tracy completed the final punch list walk through for Fullerton, Hucrest and Melrose, with only a few minor projects to finish up. Mike anticipates scheduling a walk through with Tracy to make sure that all insufficiencies are addressed within the warranty year.

At the conclusion of the seismic final report, Mike was excused at 11:55 a.m.

### **Safety and Summer Projects Update – Tracy Grauf:**

Tracy updated the committee about the status of summer projects.

- Paving projects are complete except for the final 10% of the Winchester playground and the Hucrest project, due to construction damage.
- Camera systems are anticipated to be in place by the end of December: 3-Eastwood Elementary, 3-Fullerton, 3-Green, 5-Sunnyslope, 4-Winchester, 16-JoLane, 14-Fremont, 40-RHS and the central server for elementary schools.
- Fremont has a new 100-gallon stand-alone water heater to replace their heat exchanger.
- The main boiler repair at Eastwood was effective.
- Eastwood main building attic and Fremont steam tunnel asbestos abatement are complete.
- Entry doors at RHS are on hold until security necessities are determined.
- Fencing projects – quotes have been received, contracts have been awarded, materials have been ordered. The Winchester east and west fence lines and the RHS fencing behind the concession and grandstands will be installed in the next 2 – 3 weeks. The gate into the tennis courts at RHS is installed to allow the Lynwood neighborhood access to the courts and maintain security throughout the campus. The district office fence to close off maintenance area access is expected in the first few weeks of October.
- RHS doors into the Votec major project area, doors into the gym lobby and replacement of 3 existing door openers are complete and meet ADA Compliance.
- Room alteration projects are complete in room 37 and the old home economics room at JoLane, room 42 at Fremont and the Winchester stairway leading to the media center is enclosed.
- JoLane sheds, the maintenance department breakroom and office roofing projects are expected to be complete by the end of October.
- Green Elementary siding to match the seismic work is complete.
- Fremont exterior and 85% of the Fullerton exterior painting is complete.

Additional improvements accomplished during the seismic projects:

- Hucrest - replacement of the kitchen and a restroom exhaust fan; hallway light switches added; environmental conditioning units installed; reroofing of the gym and a small section of the main building are complete.
- Fullerton – proper blocking for the kitchen hood to allow removal of support poles has been done; new kitchen floor is installed. The residing of the gym is scheduled for September 25<sup>th</sup>.

- Melrose siding replacement to the gym and media center are finished. The removal of the old chimney is going to require consultation with an engineer.

With numerous completed projects and a couple newly hired maintenance staff, Tracy concluded a successful summer!

The committee discussed the need to better communicate to staff the endeavor that the Board encounters to bring about these notable changes in the district.

Director Cotton cautioned the committee that the district would need to be mindful of the additional apartments that are being built in the Eastwood School District and how that would impact Eastwood's enrollment. Cheryl assured him that it is already on cabinet radar.

**ADJOURNMENT:** The meeting was adjourned at 12:30 p.m. The next scheduled meeting for this committee is October 16, 2019.

**Prepared by:**  
**Patty Boggs, Administrative Assistant**