BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
August 3, 2022

1. CALL TO ORDER

The virtual meeting of the School Facilities Oversight Committee was called to order by Justin Worsham at 7:29 a.m. Committee Members present: Carolyn Bisson, Shaun Hasas, Raymond Juarez, Joe Marando, and Justin Worsham. Janet Diel, Brandon Mullins and Michelle Wolloff were absent.

Alternate Members present: Chantal Sampogna; Ronald Dziubla removed from Committee as of August 1, 2022.

Also present: Board Member Steve Frintner, Superintendent Matt Hill, Assistant Superintendent Debbie Kukta, and Director of Facilities Larry Cross.

2. APPROVAL OF MINUTES OF June 1, 2022 – Due to lack of quorum, minutes will be brought back for approval at the next meeting.

3. REQUEST TO ADDRESS THE COMMITTEE – There were no requests to address the Committee.

4. STATUS OF RESPONSE TO PREVIOUS QUESTIONS – There were no responses to previous questions.

5. PROJECT PLANNING UPDATE – DISNEY –

Moved to item 6

Chairman Worsham inquired if concrete is easier to maintain than asphalt. Mr. Cross clarified that the continuous cleaning of the blacktop removes the top coat of the slurry seal which creates maintenance issues; things don't penetrate the surface on concrete like they do with blacktop. Chairman Worsham questioned the decision making behind the decomposed granite path. Mr. Cross explained it was not for money saving but was a requirement to accommodate ADA needs. Path was temporary until school let out to make way for the concrete and blacktop. Concrete, blacktop, playground equipment is all completed; the site work is almost complete; lining of the fields will take place once curing and layout is complete. Elevator is complete; however, final state inspection isn't scheduled until August 12.

Moved to item 7

6. SFOC UPDATE POWERPOINT PRESENTATION – The following items have been approved by the Board of Education: additive change #6 for Santa Clarita Concrete for the placement of concrete under stairs in lieu of asphalt to provide SilverCreek with the area for installation of missing cane-detector railings prior to their demobilization; notice of completion for Reliable Floor Covering Inc. for the furnish and install of the flooring in the ten classrooms; additive change #4 for H&S Electric Inc., for the additional directive as requested by the District to install a sump-pump 20 AMP WP Breaker, WP GFI receptacles, and circuits at two building vents located at the new two-story modular building; additive change #5 for H&S Electric Inc., for the additional directive as requested by the District to install a phone from the elevator to the school's phone central panel using existing conduits, as indicated on the response to RFI #CC-052; additive change #3 for MPI Plumbing Inc. for the renewal of Pollution Liability Insurance that was not included in the initial scope; additive change #1 for Chalmers Construction Services Inc, for the installation of DG path to provide access to the new two-story building during temporary building occupancy. Work includes earthwork. DG path installation, and DG removal after no longer needed that was not included in the initial scope; additive change #2 for Chalmers Construction Services Inc. for the demo and removal of paving under existing lunch area that was not included in the initial scope; approval of additive change #6 for the decommissioning of FA devices installed in two portable buildings that will be removed for the school site; additive change #1 for Marina Landscape Inc., for the removal and relocation of sleeving previously installed; ratification of approval of Bid No. 5576939 for Geary Pacific Supply for furnishing HVAC Bar Unit for Bungalows (material only); ratification of professional services for Burbank Movers Moving Company for the moving of furniture/equipment from old building to the new building; ratification of award of contract for Reliable Flooring Inc., for the furnish and install of the tile flooring in elevator; ratification of professional services for C-Below for comprehensive Utility Investigation of the Playground Area; additive

change #1 for So-Cal Stormwater Runoff Solution Services Inc. for extending the contract to accommodate the extended duration of the project estimated to complete August 2022; award of contract for Tech-Wall for the furnish and install tackable fabric wrapped panels and whiteboards in all classrooms;

Mr. Cross detailed the Facilities Project Update and noted the following: Two story building was occupied on May 16, 2022, before end of school. The elevator work is done, pending final State inspection before we can activate. In negotiations with SilverCreek for final punch list items to complete building before filing the NOC. There is an estimation of $605,253 to complete the remaining items of Teddy Bear Project. Funds are there but project was not started in the summer as originally planned but will be working in the upcoming year to complete the ramp, ADA upgrades, and blacktop.

In Mr. Vonk's absence, Ms. Kukta fielded questions and will provide responses before the next meeting. Mr. Marando questioned the scope and budget of the item 1920-024 E-Rate Technology Network Electronics.

Note: Following the meeting, Ms. Kukta relayed the following information to answer the above question: the 1920-024 E-Rate Technology Network Electronics relates to the core switch project replacing the network electronics at Burbank High School, Burroughs High School, and the District Service Center. The cost is $251,640.33 and includes upgrading wireless controllers, core switches and five years of pre-paid licensing support.

Moved to item 5

7. REVIEW OF BUDGET STATUS – Ms. Kukta briefly highlighted and asked if there were any questions regarding the monthly reports of Fund 14 (Deferred Maintenance), Fund 21 (Bond), Fund 25 (Growth) and Fund 40 (Special Reserve). Ms. Kukta reported the following: no contributions to Fund 14 but funding is being held in case of emergencies; end of year Fund 21 actuals more than originally estimated at the beginning of Disney project; Fund 25 is from developer fees; Fund 40 holds OPSC matching grants for previous bond expenditures, Collected balance for Washington and Roosevelt for a total of $1,962,000 which will be reflected on next report; pool project, track and field projects will be paid out of Fund 40.

   CALIFORNIA FINANCIAL SERVICES (CFS) MEASURE S PROGRAM FINANCIAL REPORT 6-1-2022 –
   Not available due to upgrade in software. Updated report will be generated for next meeting.

8. COMMITTEE COMMENTS – Chairman Worsham inquired about developer fees. Ms. Kukta and Mr. Cross defined developer fees and clarified that the funds go to growth projects such as classrooms, space, bathrooms, portables, etc.; cannot be used towards playground improvements or be reallocated.

   Mr. Marando inquired about a site visit. Mr. Cross stated the next SFOC meeting on October 5 will act as a site visit but will schedule a site walk after school starts. Chairman Worsham and Mr. Cross discussed the in-person meeting being hybrid, zoom and in person. Site visit tentatively scheduled for week of August 22, will be coordinated by Mr. Worsham.

9. ALTERNATE/EX-OFFICIO COMMENTS – No comments were made.

10. NEXT MEETING – The next meeting will be held in-person at Walt Disney Elementary School on Wednesday, October 5, 2022, 7:30 a.m.

11. ADJOURNMENT – Mr. Worsham adjourned the meeting at 8:14 a.m.