BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
April 13, 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, Janet Diel, Shaun Hasas, Raymond Juarez, Joe Marando, Brandon Mullins, and Justin Worsham. Michelle Wolloff was absent.

Alternate Members present: Chantal Sampogna

Also present: Superintendent Matt Hill, Assistant Superintendent Debbie Kukta, Director of Facilities Larry Cross, and Director of Information Technology and Educational Support Rick Vonk.

2. APPROVAL OF MINUTES OF FEBRUARY 2, 2022 – It was moved by Carolyn Bisson and seconded by Vice Chairman Mullins that the minutes of February 2, 2022 be approved as written. Motion carried 8-0 with no abstentions.

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

4. STATUS OF RESPONSE TO PREVIOUS QUESTIONS –
UPGRADE TO HIGH SCHOOL FIELDS – Mr. Cross noted there is currently nothing planned for an upgrade to the high school fields but did mention that Burbank High may be getting a replacement track this summer and John Burroughs High will be replaced next summer.

5. PROJECT PLANNING UPDATE – DISNEY – Mr. Cross reported the following: Building is almost complete; poured flat work around two sides of the property in order to temporarily open building at the beginning of May to move the students in for a few weeks to prepare for the demolition of the L-shaped building; pending a few things to complete prior to opening on temporary basis such as pouring concrete on back and East side of building, adding gates and various things; Chairman Worsham questioned how soon would the building be occupied, as early as next year? Mr. Cross stated building will be fully occupied by end of May; by August 1st, work will hopefully be completed like the blacktop, field, play equipment, rest of site work. Won't be 100% complete as field will most likely be sod and will need to be untouched for a few months along with the blacktop needing to be cured before striping. For the most part, it will be ready to use.

Ms. Diel asked when committee will be able to tour, preferably before students transfer in May. Mr. Cross noted temporary pathway and fencing is being installed, when that is complete, a site visit with committee can be arranged in the upcoming weeks.

Ms. Sampogna arrived at 7:37 AM

6. SFOC UPDATE POWERPOINT PRESENTATION – The following items have been approved by the Board of Education: additive change #1 and #2 for MPI Miller Plumbing Inc., for the temporary utility hookup to the construction trailer and the connection of the condensate drainage line to the new drywall that was not included in the initial scope; amendment to additive change #2 for H&S Electric Inc., to correct the not to exceed amount to accurately reflect change #2 total; deductive change #1 for H&S Electric Inc., for credit for elimination of pull boxes and associated work; additive change #3 for H&S Electric Inc., for the removal of temporary overhead power and low voltage feeds to existing modular building and installation of new underground that was not included in the initial scope; additive change #2 for United Site Services due to extending the lease agreement for the fencing to accommodate the duration of the Disney two-story modular building project; ratification of Planwell and Bidcaster Services from Arc Document for the Disney Project; additive change #1 for Reliable Floor Covering Inc. to install floor protection that was not included in the initial scope; additive change #2 for United Site Services due to extending the lease agreement for two ADA restrooms, one deluxe restroom, and two hand washing sinks, to accommodate the extended duration of the project estimated to complete August 2022; additive change #2 for Lundgren Management due to construction delays from SilverCreek which has extended

the project schedule and substantial completion date, subsequently changing the duration period of services needed from Lundgren; award of contract for Sunrise Telecom for RFQ Disney two-story ten classroom building, Project 1: Data Cabling Infrastructure; award of contract for Sunrise Telecom for RFQ Disney two-story ten classroom building, Project 2: 21st Century Classroom Installations.

Mr. Cross detailed the Facilities Project Update and noted the following: Two story building nearing completion; will be occupied in May with 2 move dates to transfer classes from L shape building and two portables into new building to begin removal of rented portables and tearing down L shape building. Roosevelt Teddy Bear Park descoping has been submitted to DSA and approved March 31st; met with Architect of Record to do job walk; in process of getting pricing for remainder of work which include upgrading two bathrooms to current ADA standards, adding concrete wheelchair ramp, replacing blacktop.

Mr. Vonk detailed the Technology Project Update and noted the following: No changes to Nimble Storage Array, tied to router cards; significant progress on Router Cards, about half of schools have been completed and tested, looking into issue at Edison but all programming is in place and has been tested and duplicated to rest of schools, making good progress on transferring lines from analog to the network in the offices which is a manual process; 21st Century Retrofit Project is also in progress with vendor working on system; District Firewall Installation is working but will have vendor review rules for newer system with the Network Analyst; Disney Building is in progress with Data Cabling and working on 21st Century Installations, equipment has been procured, installing District provided equipment to prevent supply chain issues.

Mr. Marando and Mr. Vonk discussed the scope of cabling and the firewall installations.

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 that Fund 40 holds OPSC matching funds as reflected in the 20/21 budget of $1,434,076 for projects at Bret Harte and Stevenson. On March 11, a priority funding request was submitted for last two projects at Washington for $565,643 and Roosevelt $1,282,669 for a total of $1,848,312. No timeline as of yet but hopefully soon.

   CALIFORNIA FINANCIAL SERVICES (CFS) MEASURE S PROGRAM FINANCIAL REPORT 4-6-2022 –
   This report reflects the Bond projects and other funding used. Bond is winding down; Disney and Roosevelt projects still open; most of projects closed out.

8. COMMITTEE COMMENTS – Ms. Diel questioned if L-shape building demolition will occur while being occupied in May or when students are no longer on campus. Mr. Cross confirmed there will be no demolition during occupancy and will be moving into new building to demolish old building. Work still needs to be done prior to demolition like disconnect water and power, abate air conditioning units, empty building, etc. Moving kids in early May to complete work in order to start demolition when school ends

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

10. FORM 700 SUBMITTAL REMINDER – Committee members should have received email reminder from Kimberley Clark. Due on April 1st but will still accept. Members can call (818) 729-4473 for assistance.

11. NEXT MEETING – The next meeting will be held virtually on Wednesday, June 1, 2022, 7:30 a.m.

12. ADJOURNMENT – Mr. Worsham adjourned the meeting at 7:54 a.m.