BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
February 2, 2022

1. CALL TO ORDER

The virtual meeting of the School Facilities Oversight Committee was called to order by Larry Cross at 7:32 a.m. Committee Members present: Carolyn Bisson, Janet Diel, Shaun Hasas, Raymond Juarez, Joe Marando, Brandon Mullins, Michelle Wolloff and Justin Worsham.

Alternate Members present: None

Also present: Board President Charlene Tabet, Board Member Steve Frintner, Superintendent Matt Hill, Assistant Superintendent Debbie Kukta, Director of Facilities Larry Cross, and Director of Information Technology and Educational Support Rick Vonk.

Ms. Wolloff arrived at 7:35 a.m.

2. APPROVAL OF MINUTES OF OCTOBER 6, 2021 – It was moved by Joe Marando and seconded by Vice Chairman Mullins that the minutes of October 6, 2021 be approved as written. Motion carried 6-0 with two abstentions.

APPROVAL OF MINUTES OF DECEMBER 1, 2021 – It was moved by Vice Chairman Mullins and seconded by Ms. Diel that the minutes of December 1, 2021 be approved as written. Motion carried 5-0 with three abstentions.

Board President Tabet arrived at 7:38 a.m.

Moved to item 8

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

4. STATUS OF RESPONSE TO PREVIOUS QUESTIONS –
TEDDY BEAR PARK UPDATE – Mr. Cross reviewed status of reduced scope of ADA improvements and blacktop; Ziemba Prieto is architect; delay of submitting to DSA but project is now submitted; removed portables by playground; and waiting for revised approval from DSA.

5. DIVISION OF STATE ARCHITECT (DSA) CLOSEOUT UPDATE – Ms. Kukta reviewed closeout status that Linet Galhoustian, accountant for Facilities, has taken on to monitor DSA closeouts; can't start any new projects unless old are closed out. Ms. Diel questioned if the completed playground equipment projects for five of the elementary schools were run by the Advisory Council for Disabilities for input. Ms. Kukta will advise staff to consult with the Advisory Council for Disabilities when new playgrounds are being planned.

6. PROJECT PLANNING UPDATE – DISNEY –
Mr. Cross highlighted the following: Issues with Silver Creek's inability to start projects on time; District consulted legal advisors to use liquidated clause of contract; deducted approximately $46,000 from Silver Creek pay applications to offset costs due to delay of contract from other contractors; Silver Creek has had a staff transition with the project managers but project is caught back up for the most part; building is basically done with little details to complete; and architect is also transitioning but the replacement architect is familiar with the District and assisted with previous projects.

Status of building is complete; walk throughs have been done to identify issues; small issues except for welding inspections that weren't done correctly but working on paperwork to fix; painting and flooring is complete; building is powered up; close to completion; will work on site work next. Ms. Diel expressed concerns of disability accessibility requests being lost in transition of architects. Mr. Cross confirmed building is complete and there will be no changes; stated door handles are lowered, faucets are towards the front, signs haven't been placed yet, everything requested has been done. Mr. Cross suggested a walk-through of building for Committee once walkways are complete. Chairman Worsham requested email to set up walk through and clarified District is not

pushing back but there are state mandated requirements. Mr. Cross confirmed that the District must comply with DSA requirements but endeavored to use the lowest possible approved range for ADA accessibility.

7. SFOC UPDATE POWERPOINT PRESENTATION – The following items have been approved by the Board of Education: additive change #1 for Ninyo and Moore for the fees that have incurred from additional hours needed to perform the non-destructive welding examination and welding inspection that was necessary to complete the Disney Project; ratification for Reliable Floor Covering Inc. to furnish and install flooring in ten classrooms, two-story modular building project; additive change #2-5 for Santa Clarita Concrete for the additional expenses due to the following: embed delays/delay of contract by Silver Creek, fabrications of missing stair bolt templates, installation of missing trim bars, and removal and reinstallations of incorrectly placed and non-compliant staircase bolts; approval of Quality Bidders Software Services agreement for Colbi Technologies for the Disney Project; award of contract for Izurieta Fence Company to furnish and install a galvanized chain link fence and swing gate, two-story modular building project; notice of completion for site prep and installation of rubber surfacing at Bret Harte; notice of completion for CUPCCAA Bid 2021-002 for installation/conversion of existing furnace unit into a HVAC system in the auditorium at Stevenson.

   Mr. Cross detailed the Facilities Project Update and noted the following: suggested driving by Disney to check out status of the building; painted new building to match the old and it looks nice; Teddy Bear Park project has been resubmitted to DSA; and waiting for plans to start bidding process.

   Mr. Vonk detailed the Technology Project Update and noted the following: Network Analyst position will be filled with internal staff member, Brian Hernandez; Nimble Storage Array has been completed but tied to Router Cards PO, no change from last update; Router Cards, to eliminate fax lines, have not been top priority due to minimal staff, made some progress with successful trials at Disney Elementary, working on duplicating configurations to other schools; limited staff has delayed making cut-overs to ensure everything is working fine in order to close out these projects; 21st Century Retrofit Project has been delayed due to vacant Software Analyst but has outsourced to AMS, still in progress and last part is to allow Fusion program to remotely control projectors in classrooms to turn off at night; received bids for Disney Modular but still looking at winning one and it is underbudget, broken down into infrastructure for cabling and 21st Century, due to procurement issues 21st Century items have been purchased and stored in Warehouse, installing District provided devices, will be identical to other classrooms throughout District, installed extra cabling to allow flexibility; and no change to District Firewall Installations but will be reviewed by Network Analyst.

   Moved to item 9

8. MEASURE S FINANCIAL AND PERFORMANCE AUDITS – Ms. Kukta introduced Gema Ptasinski, CPA, Principal and Sophia Kuo, Project Manager, at CliftonLarsonAllen LPP. Ms. Ptasinksi reported that there were no findings related to the financial audit of the Measure S Bond Building Fund for the year ended June 30, 2021. In addition, there were no findings related to the financial audit of the Measure S Bond Building Fund for the year ended June 30, 2020. This report is not a full representation of the District's finances. Ms. Kuo reviewed the Proposition 39 compliance requirements audit which stated the results of tests indicated, in all significant respects, the District has properly accounted for the expenditures of the funds held in the Measure S Bond Building Fund and that such expenditures were made on authorized bond projects. The letter of the financial audit is an overview of required communication of audit standards with no significance to report.

   Moved to item 3

9. 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 mentioned that the District is in the final stages of receiving Office of Public-School Construction, OPSC, matching funding, which will go into Fund 40 (Special Reserve), for projects at Washington and Roosevelt Elementary Schools; OPSC is requesting additional documentation but District is hopeful of receiving the full amount requested of approximately $1.85 million.

   CALIFORNIA FINANCIAL SERVICES (CFS) MEASURE S PROGRAM FINANCIAL REPORT 2-2-2022 –
   This report reflects the Bond projects and other funding used. Ms. Kukta reviewed key color coding and funding descriptions.

10. COMMITTEE COMMENTS – Ms. Diel questioned on behalf of Advisory Council for Disabilities for closed captioning for board meetings (not SFOC related and doesn't affect bond expenditures). Ms. Diel inquired about the upgrade to high school fields (Ms. Diel will advise on field upgrade topic to address for future meeting).

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

12. NEXT MEETING – The next meeting will be held virtually on Wednesday, April 6, 2022, 7:30 a.m.

13. ADJOURNMENT – Mr. Worsham adjourned the meeting at 8:24 a.m.