BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
April 7, 2021

1. CALL TO ORDER

The virtual meeting of the School Facilities Oversight Committee was called to order by Chairman Worsham at 7:30 a.m. Committee Members present: Elena Hubbell, Raymond Juarez, Joe Marando, Brandon Mullins, Juan Redin, Brian Smith and Justin Worsham. Janet Diel and David Dobson were absent.

Alternate Member present: Chris Durmick.

Also present: Board President Steve Frintner, 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 MARCH 3, 2021 – It was moved by Mr. Smith and seconded by Vice Chairman Mullins that the minutes of March 3, 2021 be approved as written. Motion carried 7-0.

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

4. STATUS OF RESPONSE TO PREVIOUS QUESTIONS –

COST OF LARGE INTERACTIVE MONITORS – Mr. Vonk reported that research of monitors used by other school districts is ongoing. He is working with the Instructional Services team to gather input. A meeting will be scheduled with the Disney staff for review of the top two contenders.

QUESTION OF ANY ARBITRAGE ISSUES – Ms. Kukta reached out to Bond counsel which suggested an internal review and advised, “the arbitrage yielded three issues in bond documents so it’s a matter of tracing expenditures, segregating the correct investment periods to minimize any rebate payments”. The District is in the process of doing this now. It is likely that the District does not owe anything in arbitrage.

5. BURBANK HIGH SCHOOL POOL – Mr. Cross reported that the Burbank High pool is currently shut down for safety reasons. The next step is to issue a Request for Quote (RFQ) to select an architect to start the design process for the pool deck and pool shell. The infrastructure needs updating which will include LED pool lights, updating drains, piping the platforms for the timing clock, etc.

The Burroughs High pool was shut down to save costs during the Covid school closure. In preparation to start the pool back up, it was discovered that the heater was leaking badly and could not be started. A new heater has been ordered with a five-week lead time due to being a specialized pool heater. The heater should be functional in May. The pool is usable for sports if the water reaches 77 degrees. The cost of the heater is approximately $34,000.

6. PROJECT PLANNING UPDATE – DISNEY – Mr. Cross reported that the site prep has been completed. The demo contractor had difficulties with supplying the required insurance. The contractor was put on notice of the nine-day delay they caused. The contractor has now provided the insurance and demo should start shortly. A recovery schedule was requested. The recovery schedule has been provided and accepted by the District.

Superintendent Hill reported that a virtual groundbreaking is being planned for next week. Due to Covid, the number of attendees will be restricted. Information will be sent out once the plans are finalized.

Mr. Cross will request an updated construction schedule to post on the District website.

7. SFOC UPDATE POWERPOINT PRESENTATION – The following items have been approved by the Board of Education: Disney - Permanent Modular Building and Sitework Project – $1,755,955 (Bond Fund); Disney – Procurement and Installation of Playground Equipment – $209,140.88 (Bond Fund); Disney – SWPPP Inspections – $17,405 (Bond Fund); Disney – Demolition Earthwork and AC Paving, Permanent Modular Building

and Sitework – $508,000 (Bond Fund); Stevenson – Installation/Conversion of Existing Furnace Unit into an HVAC System in the Auditorium – $84,324 (Bond Fund); Disney – Division of State (DSA) Inspection Services – $286,488 (Bond Fund); Disney – Demolition and Hazmat Abatement – $97,300 (Bond Fund); Disney – Site and Structural Concrete – $448,900 (Bond Fund); Disney – Underground Site Utilities and Plumbing – $229,000 (Bond Fund); Disney – Electrical and Low Voltage – $263,805 (Bond Fund); Disney – Landscaping and Irrigation – $110,900 (Bond Fund); Disney – Geotechnical, Materials Testing and Inspections – $84,721 (Bond Fund); Disney – Geotechnical Consultant, In-Plant Inspection Services for Elevator – $9,936 (Bond Fund); District-Wide – E-Rate Technology Network Firewall – $273,453.39 (Bond Fund); and District-Wide – E-Rate Technology UPS Replacements – $128,166 (Bond Fund).

The District replaces the network firewall every five years. Ransomware and cyber security are major concerns for the District. Mr. Redin asked if there is any concern to use Bond funds to pay for items over five years and if the interest paid could end up costing more. Ms. Kukta agreed and moving forward this will be kept in mind when determining funding sources to pay for projects.

Mr. Cross detailed the Facilities Project Update and noted the following: No change to the status of the Roosevelt project; and the Stevenson Auditorium HVAC project will start this month and will take approximately eight weeks to complete due to lead time for custom-built equipment.

Mr. Vonk detailed the Technology Project Update and noted the following: The Nimble Storage Array is completed; Router Card project should be done in the next two weeks; progress is ongoing with the 21st Century Retrofit project; research is ongoing and discussion is planned with the site for the Disney Modular project.

Ms. Kukta reported that the Disney Groundbreaking is confirmed for Wednesday, April 14, 2021. Superintendent Hill confirmed that the time is set for 9:00 a.m. A save-the-date will be sent out including a link for people to watch virtually.

8. REVIEW OF BUDGET STATUS – Ms. Kukta briefly highlighted the monthly reports of Fund 14 (Deferred Maintenance), Fund 21 (Bond), Fund 25 (Growth) and Fund 40 (Special Reserve). The District is hoping to see funding in the $700,000 range from Office of Public School Construction (OPSC).

CALIFORNIA FINANCIAL SERVICES MEASURE S PROGRAM FINANCIAL REPORT 4-7-2021 – Ms. Kukta noted that projects reflected in pink are completed projects. These reports are available online at the District website. Mr. Smith asked for the projects that are completed, how does any remaining balance get pulled out and used for other projects? Before the next meeting, Ms. Kukta will work with staff to sweep any left-over funds so these funds can be reallocated for other projects. Funds will not be reallocated to other projects until the Disney project is completed. The California Financial Services (CFS) report will be updated for the next meeting.

Mr. Smith asked if the Stevenson Auditorium HVAC project is included in line 152 R.L. Stevenson Elem. – HVAC figures in the report. Ms. Kukta will review with staff and email out a definitive answer.

9. COMMITTEE COMMENTS –

Mr. Smith asked if the Disney project completion timeline of March 2022 is still correct. Mr. Cross responded that March 2022 is still the target date based on the contract dates awarded to the contractors.

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

11. NEXT MEETING – Chairman Worsham noted that the Board of Education does not require the Committee to meet every month. Mr. Smith moved that the Committee meet on May 5, 2021. Vice Chairman Mullins seconded the motion. Motion carried 7-0.

The next meeting will be held Wednesday, May 5, 2021, 7:30 a.m. Virtual meetings will be held until further notice.

12. ADJOURNMENT – Chairman Worsham adjourned the meeting at 8:11 a.m.