BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
February 3, 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: Janet Diel, David Dobson, Elena Hubbell, Raymond Juarez, Joe Marando, Brandon Mullins, Juan Redin, Brian Smith and Justin Worsham.

Alternate Members present: Carolyn Bisson, Chris Durmick, Shaun Hasas, Chantal Sampogna and Geovanna Waters.

Also present: Board President Steve Frintner, Board Vice President Charlene Tabet, 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 DECEMBER 2, 2020 – It was moved by Mr. Durmick and seconded by Vice Chair Mullins that the minutes of December 2, 2020 be approved as written. Motion carried 7-0 with the abstentions of Mr. Dobson and Mr. Redin.

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

4. UPDATE OF COMMITTEE MEMBER SITE VISITS – Chairman Worsham reported that site visits will be discontinued until the pandemic numbers are more manageable. Site visits will be revisited for next school year.

ROOSEVELT SITE VISIT – Ms. Diel, Mr. Durmick and Mr. Hasas visited Roosevelt on December 3, 2020. Mr. Durmick briefly detailed the report of the visit and noted the following: the school principal and staff are happy with the improvements of the 21st Century Classrooms, expanded parking lot, perimeter fencing, keyless entry, Teddy Bear Park playground structure installation, the new modular classrooms and the bottle filling stations; braille signs and entry buzzer are placed too high for students; some ramps do not have railings; ADA parking space does not provide direct access to the school; uneven curbs need to be indicated with paint; stub up in the grass field is a tripping hazard; a few hose bibs are high and could cause injury; wear and tear to interior and exterior paint; worn fascia; old exterior fixture with no bulb; and poor condition of the asphalt in some areas. Mr. Cross reported that Roosevelt is still an active Bond project with asphalt and basketball courts on the list to be done. Items such as ADA ramp and upgrades to restrooms will be accomplished if Bond funds remain available. The removed diseased playground tree cannot be replaced until the stump rots out. A chemical was applied to accelerate the rotting. The cost to replace the electrical panel in the auditorium is approximately $100,000 and would require DSA approval. School groups could support the replacement by donating the needed funding. If the Bond project is cancelled, other remedies might be needed for the rusty fencing and needed curb painting. The Bond project is currently in DSA for approval of a change order. Once approval is obtained, the project will go out to bid, pending funding.

Board Vice President Tabet suggested that groups visiting the sites be provided with a list of Bond projects so that they know what to look at, the status of what still needs to be done and the funding available. Roosevelt and Disney are the only two sites with Bond projects. Mr. Smith reminded everyone that all site activity is available in the accounting section on the District website.

5. STATUS OF RESPONSE TO PREVIOUS QUESTIONS –
UPDATE OF STEVENSON HVAC PROJECT – Mr. Cross reported that the project has gone out to bid. The bid docs and specs will be posted online.

UPDATE OF MONTEREY JACK AND RACEWAYS – Mr. Vonk visited the site and met with the school administrator. The jack was originally placed where it is for a safety. This placement does not make sense at this time. The main controller is located by the teacher work station. A technician is going to go out and see how this can be changed and corrected.

UPDATE OF MCKINLEY FLOOD CHECK TESTING – Mr. Cross reported the playground drain evacuates out to the curb. Staff cleaned out the drain due to being stopped up. There were no flooding issues during the recent rains.

6. PROJECT PLANNING UPDATE – DISNEY – Mr. Cross reported that the project is out to bid. Fifty pre-qualified contractors will be bidding on various aspects of the project. Bidding closes on February 18th. A town hall meeting will be held to inform the community. Site work will start this week. The estimated revised construction schedule will be posted online. The date for the ground breaking has not been set as yet. The project will not be completed in time for the start of school in August. The project is estimated at 12-18 months.

7. SFOC UPDATE POWERPOINT PRESENTATION – Mr. Cross detailed the Facilities Project Update and noted the following: additive change order for the property line survey at Disney; the lease agreement for the portables at Disney was extended through end of 2021; Quality Bidders was hired to assist with prequalifying contractors; contract with C-Below for Disney was completed; and two cooler and freezer evaporator coils and condensing units were replaced for Burroughs.

   Mr. Vonk detailed the Technology Project Update and noted the following: two change orders have been requested for the Nimble Storage Array/Router Cards projects with one change order being challenged; training is being rescheduled for the 21st Century Retrofit project; and the Disney principal was consulted on where projector controls will be placed in the new classrooms.

8. DIVISION OF STATE ARCHITECT (DSA) CLOSE OUT UPDATE – Mr. Cross reported that the close out list is a living document that is constantly updated. Projects in green are closed/certified; white projects are open/pending certification documentation; pink projects are pending with DSA; and blue projects are cancelled. The list is updated by a combination of three staff members and the project architect. Mr. Cross reported that minor changes would be needed to change Mann back into an elementary school.

9. REVIEW OF BUDGET STATUS – Ms. Kukta noted the monthly reports of Fund 14 (Deferred Maintenance), Fund 21 (Bond), Fund 25 (Growth) and Fund 40 (Special Reserve).

   CALIFORNIA FINANCIAL SERVICES MEASURE S PROGRAM FINANCIAL REPORT 12-31-2020 – Ms. Kukta stated that this report provides a good history of what projects have been done and the progress.

10. COMMITTEE COMMENTS – Chairman Worsham commented on the ADA items mentioned during the Roosevelt site visit report and noted that staff has a minimum allowance with DSA for items such as height of signs. DSA sets the height requirement that is also ADA compliant.

    Ms. Sampogna commented that items such as sign height seem to be an ongoing issue and should be addressed for the Disney project as the opportunity not to repeat the issue.

    Mr. Cross commented that everything we can do within the parameters of DSA have been set at the lowest possible level for the Disney project. All items brought forward by Ms. Diel were presented to DSA and items approved were incorporated into the Disney project.

    Ms. Diel commented that in the past, items were not placed at the lowest possible approved height.

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

12. NEXT MEETING – Mr. Smith moved and Vice Chair Mullins seconded the motion that the committee meet in March. Motion carried 9-0. The next meeting will be held Wednesday, March 3, 2021, 7:30 a.m. Virtual meetings will be held until further notice.

13. ADJOURNMENT – Chairman Worsham adjourned the meeting at 8:19 a.m.