BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
October 7, 2020

1. CALL TO ORDER

The virtual meeting of the School Facilities Oversight Committee was called to order by Chairman Worsham at 7:32 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, Shaun Hasas and Geovanna Waters.

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

2. APPROVAL OF MINUTES OF SEPTEMBER 2, 2020 – It was moved by Mr. Smith and seconded by Vice Chair Mullins that the minutes of September 2, 2020 be approved as written. Motion carried 8-0 with the abstention of Mr. Redin.

3. REQUEST TO ADDRESS THE COMMITTEE – Chairman Worsham welcomed Nicole Martin to the meeting. Ms. Martin is the parent of a Disney and a Jordan student. She expressed her disappointment that construction of the Disney project has not started as the campus has been free of students for seven months. Ms. Martin suggested that items such as moving the garden or play structure could have occurred. Ms. Martin had the following questions: clarification of the $5,225.14-line item listed as retention accrual for Silver Creek; why the final project designs were submitted on September 28th, why it took so long and what was the process; could foundations be poured before the kids come back to campus; what was the HVAC work that was done at Disney; clarification of the line item of $137,407 for playground; clarification of the line item of $813,152 for portables. Ms. Martin loves the school and community and feels the kids deserve better.

4. UPDATE OF COMMITTEE MEMBER SITE VISITS – There were no site visits to report. Chairman Worsham reminded members to visit Miller and Adult School during the month of October; and Providencia and Community Day School (CDS) during the month of November. Ms. Hubbell will be checking back with the Adult School in a few weeks to schedule a visit. Mr. Juarez is planning to visit McKinley. Ms. Diel will set up a visit for Miller. The Committee will be advised of visits when scheduled. Mr. Marando reached out to the Monterey principal, but has not heard back yet. Mr. Marando would also like to visit Luther to look at the technology.

Roll Call was then held.

5. STATUS OF RESPONSE TO PREVIOUS QUESTIONS –
UPDATE OF MCKINLEY FLOOD CHECK TESTING – Mr. Cross reported that the free testing has not been accomplished as yet, but is hoping the testing will occur this weekend. Mr. Cross reminded all that there is no funding for the repair at this time.

UPDATE OF STEVENSON HVAC PROJECT – Mr. Cross reported that the bid package is complete. Dates and details are being finalized to conduct the job walk.

6. PROJECT PLANNING UPDATE – DISNEY –
PROPERTY LINE DETERMINATION – Mr. Cross reported there are no errors and the property lines are correct. The Committee will be updated when the mylars are stamped and recorded. The cost for the property line determination was approximately $9,000.

EXHIBIT A

SILVER CREEK PAYMENT BREAKDOWN – Ms. Kukta reported that the $3,198,340 encumbered is set aside for construction, design costs are architectural fees, construction cost notes what has been paid thus far; retention accrual of $5,225.14 will be held until the construction is completed and signed off.

To address the questions of Ms. Martin, the following was discussed. Mr. Cross reported that school districts are required to abide by Division of State Architect (DSA) and there is nothing the District can do until DSA approval is given. Mobilizing and moving the garden or play structure would add costs to assemble the team and mobilize again. Storage of the play structure would become an issue as well. Containers could be moved but they will be stored in the city park. Currently, the containers are secured behind the school fence. Limiting the time the containers are in the city park will keep them secure longer.

Ms. Diel requested that a reasonable and firm timeline be developed that will tell parents when the ground breaking will take place and when the buildings will arrive. All information is posted on the Disney website, but a solid timeline cannot be confirmed at this time. DSA approval is expected this month. Once DSA approval is obtained, the building can then be built. The project has been hit hard with issues with DSA and the pandemic. Staff continues to push very hard to get this project moving.

Mr. Cross continued to address questions asked. Some HVAC equipment was replaced on the original existing campus. The playground equipment was installed a few years ago and will be moved to a different location at the school. The portable cost is for the two portables that are being leased. These portables will be removed when the new building is built. Final structural design, including the DSA required changes, was submitted on September 28, 2020. Five other school districts were held up by DSA for the same design issue. Once the Montebello project was approved, the same design was then used for the Disney project.

Mr. Smith reminded the Committee that there is a good recap posted on the District website at the following link:
https://www.burbankusd.org/cms/lib/CA50000426/Centricity/Domain/149/Disney%20Construction%20Q-As%20for%20website%20R2.pdf

Ms. Kukta introduced Andre Haghverdian and Gina DeTolve from Lundgren Management, Vince Petito, from Cannon Design Architects, and Jim McGeever from Silver Creek. Tami Lopez and Ryan McIntosh were also in attendance from Silver Creek.

Mr. McGeever reported that Silver Creek has done over 1,000 projects and this is the longest it has ever taken to get DSA approval due to design issues. He reiterated that since the Montebello project was approved, BUSD approval is expected this month. He stated that Mr. Cross has been pushing Silver Creek and DSA very hard. Silver Creek is committed to make sure this project goes well. Ms. Lopez expressed her commitment to keeping things moving forward and utilizing good team work. Mr. McIntosh stated the basis for the delays has now been incorporated into the plans resubmitted last week. No further contention or delay is expected.

Ms. Diel asked about the details of the handicapped accessibility such as classroom faucets, classroom drinking fountains, the height of backpack hooks and braille signage, and other items that were discovered at the McKinley project. Ms. Diel suggested that now is the time to acknowledge accessibility and usability items for disabled adults and children for the Disney project.

Mr. Mcintosh stated that accessibility items such as height and reach range are governed by DSA and are part of the approval process. Mr. Cross reported that all of Ms. Diel's concerns were addressed and incorporated into the plans. Ms. Diel requested that the minimum height requirement be used.

Ms. DeTolve reported that Lundgren Management is overseeing the bidding and construction phases of the project, which includes coordination of the bid documents. Lundgren Management will work closely with the District, DSA and Silver Creek. Mr. Haghverdian wanted to assure everyone that they have experience doing 4-5 of these projects and are working forward to a smooth ride for the project.

Based on what is known from DSA now, Mr. Smith asked if there is confidence that the project will move forward and be able to start. Mr. Mcintosh responded that once the project is approved by DSA, an

inspector can be assigned. At that point, work associated with the project can begin. Material procurement has proceeded but nothing can be constructed until DSA approval is secured.

Mr. Cross reported that several meetings were held with the school principal and the layout was approved by the school principal. Meetings/town halls were also held with the school community. Changes to the building structure cannot be made at this point.

FEASIBILITY STUDY OF BUILDING OPTIONS AND COSTS – Mr. Cross recapped other possible options for building if the District had decided to move away from having Silver Creek build the structure. Moving to other options would have had considerable increased costs. Ms. Kukta noted that Lundgren Management had received a construction estimate from AMS Modular for the building. The estimated cost for a total building area of 10,560 square feet came in at $3,960,000 not including the building foundation and grading. The best option was to work with Silver Creek and keep the project moving.

7. SFOC UPDATE POWERPOINT PRESENTATION – Ms. Kukta briefly detailed facilities projects including the following: Stephane Payte DSA Inspections Inc., was awarded the contract for the Disney building project; Disney property line survey was completed with no findings; parking lot and playground renovations are completed at Roosevelt; and the bid will be going out the week of October 14th for the auditorium HVAC at Stevenson.

Mr. Vonk detailed the Technology Project Update and noted the following: completed security camera projects include Adult School, Jordan and Luther; entrance camera project at Community Day School (CDS) is completed; projects substantially complete include Nimble Storage Array at the Data Center and the 21st Century retrofit project. Projects in progress include: the Disney modular project and the Router Card project - eliminating analog fax lines.

8. REVIEW OF BUDGET STATUS –
UPDATED REPORT OF CALIFORNIA FINANCIAL SERVICES – Ms. Kukta reported that balances are up-to-date for Funds 14, 21, 25 and 40. Ms. Hubbell asked if there are plans to put more money into deferred maintenance. Superintendent Hill reported that unfortunately with the failure of QS and Measure I, the District is not able to contribute additional funding into deferred maintenance. The District is prioritizing restricted routine maintenance to take care of the projects.

9. COMMITTEE COMMENTS –
Mr. Smith suggested, for comparison purposes, it might be helpful to know what the DSA approval process was for other modular building projects. He asked if it was possible to change the sequencing of Board approval, after DSA approval, to avoid lags. He also asked if it would be helpful or make sense to have a member of the Committee attend the meetings of the Facilities Sub-Committee. Mr. Cross responded that timing is not the same and will not provide a clear comparison as the buildings were built in other code years. There is no other two-story building exactly the same to compare to. The Board must approve the spending of Bond funds, but plans are underway to hit the ground running. Superintendent Hill responded that the sub-committee is a working session for staff and is not just for Bond projects. Mr. Smith's suggestion will be discussed with the sub-committee. Chairman Worsham will initiate an email between the Superintendent and Mr. Smith to discuss this suggestion.

Ms. Diel asked for an update of the major cracks in the asphalt at McKinley and the safety issue on the second floor of the two-story building at Burroughs. Mr. Cross responded that funding is the issue for the McKinley asphalt repair. Cost is an issue to correct the concern at Burroughs. A non-slip surface has been added to the area at Burroughs.

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

11. NEXT MEETING – Chairman Worsham suggested that the November meeting may not be necessary. After discussion, Mr. Smith moved that the Committee meet in November. Vice Chair Mullins seconded the motion. Motion carried 9-0. The next meeting will be held Wednesday, November 4, 2020, 7:30 a.m. Virtual meetings will be held until further notice. Suggestions for agenda items should be emailed to Chairman Worsham.

12. ADJOURNMENT – Chairman Worsham thanked all speakers and adjourned the meeting at 8:59 a.m.