Building Advisory Committee
Meeting Agenda
August 13, 2024 (5:30-7:00pm)

Hixson Middle School, 630 S. Elm Ave.
Webster Groves, MO 63119

(In Person)

I. Call to Order

II. Adoption of Meeting Agenda

III. Approval of May 16, 2024 Meeting Minutes

IV. Public Comments to the Building Advisory Committee by guests

V. Old Business and Reports
- a. Prop S
  - i. Construction Project Updates
  - ii. Bond/Finance Updates
  - iii. Communication & Public Information
- b. Facilities & Maintenance Updates
  - i. WGSD Facilities Maintenance Master Plan Update

VI. New Business and Reports

VII. Chair's Report

VIII. Announcements by Members

IX. Future Business

X. Next Meeting - Schedule for 2024/25 Academic Year
- a. August 13, 2024 – Hixson/Moss Field Tour
- c. September 19, 2024 – Hudson Elementary
- d. October 17, 2024 – Bristol Elementary
- e. November 21, 2024 – Central Office
- f. January 16, 2025 – Edgar Road Elementary
- g. February 20, 2025 – Avery Elementary
- h. April 17, 2025 – Webster Groves High School
- i. May 15, 2025 – Webster Groves Technology Learning Center

XI. Meeting Adjournment

XII. Facility Tour – Moss Field

Facility Visit Schedule. Goal is to visit each school/facility at least once every two school years

Sorted by Date	2023-2025
WGSD Facility	**Building Survey Date**
Ambrose	1/18/2024
Avery Elementary	2/20/2025
Bristol Elementary	10/17/2024
Clark Elementary	11/16/2023
Edgar Road Elementary	1/16/2025
Givens Elementary	2/15/2024
Hixson Middle School	8/13/2024
Hudson Elementary	9/19/2024
Webster Groves High School	4/17/2025
Moss Field	8/13/2024
Central Office	11/21/2024
Service/Technology Center	5/15/2025

Member Terms

		Academic Year (July - June)								Notes
Member Count	**Member**	**2024-25**	**2025-26**	**2026-27**	**2027-28**	**2028-29**	**2029-30**	**2030-31**	**2031-32**	
1	Burse, John	1-3	2-1	2-2	2-3	3-1	3-2	3-3	4-1	Terms expires June 2025
2	Eickhoff, Sean	2-3	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	Term expires June 2025
3	Lamitola, Anne	1-3	2-1	2-2	2-3	3-1	3-2	3-3	3-3	Terms expires June 2025
4	Wall, Cassandra	1-1	1-2	1-3	2-1	2-2	2-3	3-1	3-2	
5	Smith, Jeff	1-1	1-2	1-3	2-1	2-2	2-3	3-1	3-2	
6	Wiley, Tristan	2-2	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	Agreed to serve for one more year; 2024/2025
7	Fisk, Todd	1-2	1-3	2-1	2-2	2-3	3-1	3-2	3-3	
8	Myers, Stephen	2-2	2-3	3-1	3-2	3-3	4-1	4-2	4-3	Must leave committee after June 2032
9	Wilhite, Darren	2-2	2-3	3-1	3-2	3-3	4-1	4-2	4-3	Must leave committee after June 2032

New Bylaws adopted for 2021-22 limited term to total of 12 consecutive years.

ATTENDANCE; 2023-2024

		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN			
		2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24			
			8/22/2023	9/21/2023	10/19/2023	11/16/2023		1/18/2024	2/15/2024		4/18/2024	5/16/2024				
Member Count	Member		Avery	High School	Hixson	Clark		Ambrose	Givens		Hixson	Hixson		Meetings Total	Meetings Present	Attend Percent
1	Burse, John	SUMMER BREAK	Present	Absent	Present	Present	HOLIDAY BREAK	Present	Absent	SPRING BREAK	Present	Absent	SUMMER BREAK	8	5	63%
2	Fisk, Todd		N/A	Present	Present	Absent		Present	Present		Present	Present		7	6	86%
3	Lamitola, Anne		Present	Present	Present	Present		Present	Present		Present	Present		8	8	100%
4	Curtis, Randal		Present	Absent	Present	Present		Present	Present		Present	Present		8	7	88%
5	Piazza, Christopher		Present	Present	Absent	Present		Present	Present		Present	Present		8	7	88%
6	Wiley, Tristan		Present	Absent	Present	Present		Present	Absent		Present	Absent		8	5	63%
7	Eickhoff, Sean		Absent	Present	Absent	Present		Present	Present		Absent	Present		8	5	63%
8	Myers, Stephen		Present	Present	Present	Absent		Present	Absent		Absent	Present		8	5	63%
9	Wilhite, Darren		Present	Present	Present	Present		Absent	Absent		Present	Present		8	6	75%

Per the WGSD BAC Bylaws, members agree to attend the BAC monthly meetings. Failing to attend meetings can result in removal from the BAC.
New Members attend August meeting as first meeting.
May meeting does not include a tour. New member selections (if applicable) and officer elections.

A community committed to academic and personal success for every student

Webster Groves School District Est. 1868

Building Advisory Committee Meeting Minutes
May 16, 2024, 5:30 pm
Hixson Middle School, 630 S. Elm Ave.

Burse, John	Member	Absent
Curtis, Randy	Member	Present
Eickhoff, Sean	Member	Present
Lamitola, Anne	Member	Present
Myers, Steve	Member	Present
Piazza, Chris	Member	Present
Wiley, Tristen	Member	Absent
Wilhite, Darren	Member	Present
Fisk, Todd	Member	Present
Frazier, Pam	CFO/COO	Present
Todd, Allen	BOE Liaison	Present
Mueller, Jason	Facilities Director	Present
Steuber, Rob	Construction PM	Absent
Hazelton, Mike	Asst. Principal	Present

I. Call to Order
   a. The meeting was called to order at approximately 5:30 PM by Anne Lamitola. Anne welcomed Jacob Myers to the meeting who will serve as the District's new Chief Financial Officer/Chief Operating Officer.

II. Adoption of Meeting Agenda
   a. Motion to approve the Meeting Agenda was made by Todd Fisk and seconded by Chris Piazza. Motion was approved unanimously by voice vote.

III. Approval of March 21, 2023 Meeting Minutes
   a. Sean Eickhoff noted that V(a)(ii) should include the word "remaining" and not "reaming." Motion to approve the meeting minutes as amended was made by Chris Piazza and seconded by Todd Fisk. Motion was approved unanimously by voice vote.

IV. Public Comments to the Building Advisory Committee by guests.
   a. No members of the public were present.

V. Old Business

a. Prop S

i. Construction Project Updates – Jason Mueller provided the update on the Proposition S projects on behalf of Rob Steuber.

- It was reported that Kopplin Field has been completed and has been in-use this Spring.
- Moss Field is progressing with the field nearing readiness for turn installation. Pam shared construction photos of Moss that showed that the concession building, and stands are also coming along well. The project remains on schedule. A significant portion of the Contingency funds still remain in place.
- The High School Auditorium Project was awarded, and Pam Frazier reported that the School Board determined that some of the additional contingency funds that remain available to complete Proposition S projects will be utilized for this project.
- Boiler Replacements, RTU Project, Door Package, Window Package, Exterior Lighting, WGHS and Hixson FACS renovation, District-wide Safety/Security Systems Upgrade, Impact Resistant Films, Givens ADA access, and Ambrose playscape are all progressing.

ii. Bond/Finance Updates

- Pam Frazier shared that the WGSD closed on $26M in bonds on May 16, 2024. The Finance Department is moving the funds into higher interest-bearing accounts to optimize revenue opportunities.
- Pam provided an update on the Budget Tracking on the WGSD website. A discussion ensued regarding Prop S. work that has been completed and the remaining work.
- Pam shared Building sheets will be updated on the WGSD website with completion information.

b. Other

i. Frick Theater is substantially complete but two outstanding issues remain; replacement of water damaged floors and rectification of ADA issues located on the exterior of the new theater.

ii. Jason Mueller provided a report on Facilities & Maintenance including summer Project Planning. He also provided a report on the lead faucet and sink testing and compliance requirements. Some sinks are being removed that have not been able to come into compliance.

VI. New Business and Reports

a. Pam reported that new members Jeff Smith and Cassandra Wall will be presented to the School Board for approval in June. Their three-year appointment begins July 1, 2024.

b. Randy Curtis nominated Anne Lamitola to serve as BAC Chair for the next year. Chris Piazza seconded. Motion was approved unanimously by voice vote.

c. Sean Eickhoff nominated Steve Myers to serve as BAC Vice-Chair for the next year. Randy Curtis seconded. Motion was approved unanimously by voice vote.

d. Sean Eickhoff nominated John Burse to serve as BAC Secretary for the next year. Darren Wilhite seconded. Motion was approved unanimously by voice vote.

VII. Chair's Report

a. Longtime members Chris Piazza and Randy Curtis were recognized and thanked for their many years of service to the BAC.

b. Pam Frazier was recognized and thanked for her years of service to Webster Groves School District as CFO/COO. Committee members congratulated her on her pending retirement.

VIII. Announcements by Members - None

IX. Future Business

a. WGSD Facilities Maintenance Masterplan will be completed in 2024 as identified in the WGSD Strategic Plan.

X. Next Meeting – August 15, 2024. Meeting location will be announced closer to the meeting date.

XI. Meeting Adjournment

a. Motion to adjourn was made by Chris Piazza, seconded by Darren Wilhite, and approved unanimously by voice.

XII. Facility Tour – Moss Field Tour cancelled due to muddy conditions on the site.

Summer 2024 - BAC Maintenance Project Update

Summer Projects

- WGHS - Selma Parking Lot Expansion - complete
- Asphalt maintenance - all sites completed, except for Selma Lot A at WGHS
- Lead Water - final round of remediation complete - testing taking place week of 8/12
- Fencing - all work is scheduled for 8/15 and 8/16
    - Waleter Ambrose new fenced area off Cedar Lot
    - Hixson - repair/replace circle drive gates
    - WGHS - repair/replace Selma gates
    - Hudson - new fence for hvac units
- Plumbing
    - HS sanitary line - complete
    - Hudson water main - complete
    - Hudson & Givens domestic supply line replacement for about 5 classrooms due to calcification and lead test results - complete
    - Converted sinks at Edgar for art room relocation - complete
    - Clark - repair sanitary - complete
    - Clark - repair storm line - complete
    - Water Infiltration
        - Clark - install check valve in MSD structure (part is on back order)
        - Bristol - sanitary line repair in playground - complete
        - Bristol - sump pump and trench drain - complete
- Avery - Water infiltration of office - temporary repairs complete
- Lighting
    - upgraded gym lighting at Bristol, Hudson, Givens, old gym at Hixson - complete
    - upgraded Hixson auditorium house lights - install complete, programming of lights pending
- HS Chiller Upgrades - canceled due to other immediate needs
- Hixson Freight Elevator Upgrades - Late fall start expected, pending plan review, etc.
- Flooring
    - Clark Elementary - 5 classrooms, copy room and hallway areas - complete
    - Edgar Road Elementary - 2 classrooms - complete
    - Avery Elementary - 2 classrooms and lobby - complete
    - Bristol Elementary - 4 classrooms, teacher lounge and patching in cafe - complete
    - Hudson Elementary - 2 classrooms - complete
    - Hixson - patching in hallway - pending
    - WGHS - 1 classroom and numerous patches - complete
- Playgrounds
    - Hudson - in progress
    - Bristol - not started
    - Clark PTO - working on plans with vendor
    - Edgar Rd PTO - working on plans with vendor(s)

    - Avery - working on plans with vendor
    - Installation of new wood chips - scheduled to be completed prior to start of school
- HVAC
    - Hixson - warranty replacement of Daikin compressors
    - Edgar - gym rtu replacement scheduled for November
    - Egar - gym lobby rtu compressor replaced
    - Bristol - gym lobby rtu compressor replacement
    - Bristol - Ada vestibule replace Daikin mini split and add missing electrical disconnect
    - Clark - gym rtu replacement scheduled for September
- Givens gym pads and basketball goal replacement - waiting on building to select pad colors
- Hixson gym pads - in production
- Edgar Road shade structure - posts and brackets installed, waiting on fabrication of shades
- Edgar Road PTO requesting bids for replacement of all drinking fountains
- Avery window shades - bidding replacements for building

Master Facility Maintenance Plan - dealing with insufficient or inaccurate data from the FCA

Webster Groves School District

Bond Issue Project Update: 08/15/2024

Moss Field Hoener Architects *Wright Construction*

- Project nearing completion
- Recent completion of main parking lot and drive lane tie ins
- Application of track surface (base course). Progress will continue through next week with finish course. Lane markings will follow.
- All punch lists have been generated with the issuance of the Certificate of Substantial Completion Certificate this week.
- Final Occupancy inspection from City tentatively scheduled for the end of this week.
- Closeout procedures to begin before and of month.
- Football practice begins on Moss Field August 12th!!!!!

Kopplin Field Hoener Architects *Bryne and Jones Construction*

- Kopplin Field *complete*

Boiler Replacement FSG *Integrated Facility Services*

- Final Ductwork revision completed over the summer at Hudson
- Final testing and balancing completed.
- Closeout procedures underway

Roof Top Unit Project WES Engineering

- The Roof Top Unit Replacement Package construction documents are complete
- A decision was made to focus on Givens Elementary School due to several failing units that were recently replaced with the knowledge that the balance of the rest of the units are at end of life expectancy. A bid package will be issued by the end of August with work to begin end of school year.

Door Package Bond Architects *Lexicon*

- Clark, Edgar Road, Walter Ambrose and Givens Elementary doors are all complete with Givens and Ambrose work performed this past summer.

- Punch list have been issued along with substantial completion Certs to contractor
- Closeout procedures are underway for this project
- *Phase 2 of the Door Replacement Package will focus on Avery and Bristol Elementary interior doors. A Design Fee Proposal will be submitted at the August 22nd BOE meeting*

Window Package Bond Architects *Aspire Construction/Wellington Environmental*

- Hixson Existing 2 Story Classroom Wing Window Replacement Project began at end of this past school year.
- Abatement and demo package completed mid July
- Window assemblies followed and was completed this week with misc. detailing underway
- Interior finishes will be done this week including drywall, painting, ceiling grid and tile and flooring put back.
- Cleaning underway in preparation for the open house on August 15th.
- Punch list and closeout procedures to begin next week.
- *Phase 2 of the Window Replacement Package will include the east elevation of the existing Hixson 2 story Classroom wing which will mimic the west elevation project. Work scheduled to begin next summer*

High School Auditorium Project McClure Engineering/DHA Aspire Construction

- The Knight Auditorium Project is underway with misc. electrical and mechanical demolition activities.
- This project includes the installation of new audio/visual systems along with lighting and stage rigging
- This project will continue through end of year/second semester

Exterior light Project McClure Engineering

- McClure Engineering provided design service fee proposal was approved by BOE
- McClure started design work including exterior building survey and existing light readings

- Further design development will continue over next several months

High School and Hixson FACS Renovation DHA Architects

- DHA Architects has been asked to review the existing High School and Hixson FACS Rooms.
- A Design Fee Proposal for those spaces will be submitted for BOE approval at the August 22nd Board meeting.
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District Wide Safety/Security Systems Upgrade Midwest Electronics

- The existing security and fire alarm systems are needing to be replaced. The current equipment components are becoming out dated with replacement parts hard to find or non-existent. A lot of components are not even being manufactured anymore and are being phased out by new updated systems
- Several District Buildings are being upgraded already by District IT Department and current District Safety/Security Service Companies.
- A survey of each facilities needs has been completed and recommendations have been submitted by the Districts security and Fire alarm systems service contractors.
- The work in this package will continue well into 2025.
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Additional Impact Resistant Film MGT Films

- Additional impact resistant film was applied at all ground level window assemblies at Hixson. The film also includes a reflective value to greatly decrease the ability to view the interior spaces from the exterior of the building. Project complete
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Givens ADA access Clayton Engineering Infrastructure Management

- Installation of the Givens ADA Access sidewalk was completed this past July.
- Access to the lower playground now meets ADA requirements for access and egress.

Ambrose Play Scape BLDD/DHA - DG2

- With the Play Scape Master Plan complete, a Design Fee Proposal recommendation has been submitted for consideration by the WGSD BOE during their August 8th meeting.
- If approved, design development to construction documents will begin immediately.

We are currently underway with identifying a single or multiple packages that will address:

- Building tuck pointing
- Limited roofing/parapet walls and misc. flashing/termination bars
- Gutters/soffits/fascia

Additional Projects

Other project mentions include new asphalt paving at multiple locations, the repair of concrete curbs and sidewalks, replacement of failing existing wood tie wall assemblies around playgrounds and other areas, exterior accessibility issues at several of our facilities along with water infiltration/mitigation projects underway.