APPROVED: 10/4/24

FACILITIES SUBCOMMITTEE MINUTES

Gilroy Unified School District
7810 Arroyo Circle, Gilroy and via Zoom teleconference
9 a.m Friday, Sept. 13, 2024

PRESENT

Mark Good	Anisha Munshi	Kimberly Smith
Maribel Guizar	Anna O'Connor	Marissa Van Patten
Alvaro Meza	Linda Piceno	Matt Woolman

CALL TO ORDER: 9:06 a.m.

SECTION 1: APPROVAL OF MINUTES & TIME CERTAINS

ITEM #	ITEM	PAGE
1a	Approval of minutes: Aug. 2, 2024	1

MINUTES

- Linda moved to approve. Alvaro seconded.
- All in favor to approve.

1b	Time certain, 9 a.m.: ABM to present update on the lighting project	N/A

MINUTES

- Ben Chandler from ABM lighting gave a status report of the lighting project to retrofit district sites with LED slighting. The project is 100 percent done at Glen View ES, near 100 percent done at El Roble ES. Almost everywhere else is from 90 percent to 99 percent done.
- The chart with update was from two days ago. More work as been done since then. The chart does not include Annex, D.O. and maintenance yard.
- All work slated to be complete by beginning of October.
- ABM will provide "attic stock," for back stock.
- Fixtures have one-year warranty.
- Linda requests a report to the committee about district energy costs, and comparison with October and November 2024 vs same months in 2023.

SECTION 2: FACILITIES (MARISSA VAN PATTEN)

ITEM #	ITEM	SITE	VENDOR	COST	FUNDING SOURCE	PAGE
2a	State Preschool playground replacement	Rod Kelley ES	SPEC	$197,115.28	State Preschool	5

MINUTES
- State preschool funds would pay for this new play structure.
- It would replace the existing, aging playground.
- The prices is based on the source well contract/mass purchase agreement.
- The project would be done in summer 2025. It would take about three weeks to install.
- Next steps: This will go to the board for approval.

2b	TK/kinder playground replacement	Eliot ES	SPEC	$132,352.95	UPK Grant	22

MINUTES
- Universal Pre-Kindergarten (UPK) grant funds would pay for this new play structure.
- This is a smaller play structure than the project in item 2a because the area is smaller.
- The project would be done before June 30, 2025.
- Next steps: This will go to the board for approval.

2c	Topographic and underground utility survey	Transportation	Carroll Engineering	$11,750	Measure E	44

MINUTES
- Required survey for the restroom project at Transportation.
- Next steps: This will go to the board for approval.

SECTION 3: MAINTENANCE (MATT WOOLMAN)

ITEM #	ITEM	SITE	VENDOR	COST	FUNDING SOURCE	PAGE
3a	CALSHAPE grant update	Multiple sites	ABS	$110,005.82	RRM	50

MINUTES
- This is a change order. This is for the project to update thermostats throughout the district to the district standard (Pelican).
- The savings is that it allows universal control of HVAC across all sites. For example, site HVAC can be shut for sites during the summer from the same platform and in a few steps.
- Next steps: This will go to the board for approval.

3b	Concrete	Eliot ES	D&B Trenching	$97,900	Site	65

MINUTES
- This proposal is for area near lunch area and solar panels. This would add concrete to an area that often gets muddy and messy for students and staff.
- The funding would be RRM, not site funds.
- Next steps: This will go to the board for approval.

3c	HVAC package unit replacement in MPR	El Roble ES	ESI	$52,792	Deferred maintenance	68

MINUTES
- This unit went down at the end of the school year. It was repaired and is operating at about 50-percent capacity.
- Matt recommends replacement because it is at the end of its life.
- Linda would like to see a plan for other similar units across the district with expected life spans and potential replacement costs.
- Next steps: This will go to board for approval.

3d	Pod for wellness center	South Valley MS	Poppin	$24,471.91	Wellness grant	70

MINUTES
- This pod will create an interior meeting space in the wellness center. This is the same model as the one at Eliot ES wellness center.
- Next steps: The committee approves this purchase.

3e	HVAC replacements in Library, attendance & cardio room	Christopher HS	ESI	$186,090	Deferred maintenance	78

MINUTES
- These units are 16 years old.
- Matt recommends replacement of these units because each is partially down and operating at 50-percent capacity.
- Next steps: This will go to board for approval.

3f	Air compressor for wood shop	Christopher HS	ESI	$49,137	CTE	87

MINUTES
- This would replace the existing compressor, which is no longer working.
- Matt will get additional quotes as per Mark's request.
- Next steps: The committee approves this purchase, based on the best of additional quotes.

3g	New pool covers	Christopher HS	Lincoln Aquatics	$19,744	CHS site funds or Gators funds	89

MINUTES
- These covers are worn and need to be replaced.
- Next steps: Matt will look into the agreement to see if the City of Gilroy should contribute to this.

3h	Pool rust repairs	Christopher HS	Scuba Pool Repair	$18,000	RRM / City of Gilroy	90

MINUTES
- These repairs would fix issues with concrete surfaces in the pool area.

- Next steps: The committee approves this project.

3i	Fencing	GECA	ASI	$26,158	RRM	91

MINUTES
- This would add a fence around area near the garbage bins to help secure that part of the campus.
- Matt has coordinated this with Gavilan College's facilities staff.
- The fence will reach 6 feet up from the concrete on the exterior of the fence line.
- Next steps: This project and the reasoning for it will be part of monthly update to the board.

3j	Fencing	Gilroy HS	ASI	$6,521	RRM	94

MINUTES
- This will add a locking gate to the perimeter fence around baseball/softball fields at Gilroy HS. This section of the fence now has a permanent opening.
- Matt and Aurelio will work with the city to address any encampments near the school property line.
- Next steps: The committee approves this project.

3k	Fully tenting for fumigation	Mt. Madonna HS	ADM	TBD	RRM	N/A

MINUTES
- Matt hasn't been able to finalize a quote in time for this meeting. His rough estimate is that this will be $25K to $30K.
- To help pinpoint the source, the site has traps for mammals and traps for fleas in place.
- Rainbow Park was treated December 2023.
- Next steps: The committee would like the site and Rainbow park fumigated.

3l	HVAC replacement in room 2	South County Annex/ADB	ESI	$23,850	Deferred maintenance	97

MINUTES
- The maintenance department has repaired this unit several times. Matt recommends replace because it has reached the end of its life.
- Next steps: The committee approves this purchase.

3m	Vehicle equipment needs	Maintenance	Morgan Hill Ford	$225,020.51	RRM carryover	100

MINUTES
- These vehicles would replace some in the aging fleet.
- Next steps: This will go to board for approval.

3n	Three enclosed trailers	Maintenance	101 Trailer Sales	$10,777.64 / each x 3	RRM	107

MINUTES
- These would house landscaping equipment for security. In the future, these trailers would also house charging equipment as the department transitions to electric, not gas, equipment.
- Matt said the department will have all-electric landscaping equipment within a year.
- Next steps: This will go to board for approval.

3o	Generator switchgear update **INFORMATION ONLY**	Christopher HS	PG&E	N/A	PG&E	N/A

MINUTES
- PG&E is funding this project. It is going through Division of the State Architect (DSA) approval process. PG&E estimates starting the installation in January.
- This switchgear will help support this area during frequent power outages.
- PG&E also will provide $50K for a trailer-mounted generator that will be parked at Christopher HS.

3p	Herbicides **INFORMATION ONLY**	All sites	N/A	N/A	N/A	N/A

MINUTES
- Maintenance has been using oil-based herbicides and finding that they are not effective. Matt requests the committee's direction on using other chemicals approved by the healthy school act.
- Next steps: Matt will bring a list of options that are part of the approved list.

3q	HVAC covid protocols HVAC positive pressure & outside air **INFORMATION ONLY**	All sites	N/A	N/A	N/A	N/A

MINUTES
- The filters used during COVID protocols are taxing the units and shortening equipment life spans.
- The filters are still the state recommended standards. Matt recommends reducing the amount of outside air being pulled to about 20 percent in hotter months. The state recommendation is 10 percent.
- Next steps: The committee approves adjustments of outside air levels as needed. The filters will remain.

3r	Generator update **INFORMATION ONLY**	Rucker ES / District office	ABM	N/A	N/A	N/A

MINUTES
- D.O.: The project is almost out of the DSA. The project is on track to start at beginning of October.
- Rucker ES: The project was adjusted to lower amps, similar to D.O. specs. It was resubmitted to DSA with new specs. Matt will update the committee once a more specific start date is targeted.

3s	Concrete **INFORMATION ONLY**	Solorsano MS	N/A	N/A	N/A	115

MINUTES

- The concrete in area near MPR has lifted. Matt recommends against putting concrete in this whole area because of the utility access.
- Alvaro recommends putting a narrower walk way instead of filling the entire area with concrete.

3t	Temp gym cooling **INFORMATION ONLY**	Gilroy HS	($15k Month)	($15K/month)	N/A	N/A

MINUTES

- This gym is doesn't have air conditioning and it has gotten very hot during recent events. Maintenance brought in industrial fans to provide some comfort but it is not provide sufficient, long-term cooling for that facility.
- Matt asks the committee if it approves a temporary, stronger rented cooling system, similar to what was done at Gilroy Prep School.
- Linda also would like to see estimates for permanent, efficient solution.
- Next steps: Matt will collect quotes for permanent air conditioning in this facility. The committee approves monthly rental for cooling for short-term.

3u	Baseball/softball evaluation **INFORMATION ONLY**	Christopher HS/ Gilroy HS	N/A	N/A	N/A	116

MINUTES

- Matt presented the committee with an evaluation of the softball and baseball fields at Christopher HS and Gilroy HS.
- Some major differences: dug outs, batting cages, bull pens.
- Maintenance can do some things like build dug outs but Matt would need to get quotes for any work contracted work.

3v	Field replacement **INFORMATION ONLY**	Gilroy HS	Landscape Elite Construction	$492,600 / $1,522,700	N/A	117 *(SUMMARY)* 149 *(QUOTE)*

MINUTES

- The field off 10th street, near the baseball/softball fields, needs repair. The field has sprinkler issues, problems with critters, holes. The site doesn't use this field for P.E., band or soccer because of the condition. The perimeter path and shotput area are used.
- The field needs rototilling, leveling and new turf. It also needs new sprinklers and new booster pump.
- The funding could
- Linda would more information about artificial turf in this field. Matt and Alvaro said they're concerned about whether the rodents and other critters in the area would damage turf.
- Next steps: The committee would like to see estimates for artificial turf in this area.

SECTION 4: SAFETY & SECURITY (AURELIO RODRIGUEZ)

ITEM #	ITEM	SITE	VENDOR	COST	FUNDING SOURCE	PAGE
4a	Centegix **INFORMATION ONLY**	N/A	N/A	N/A	N/A	N/A

MINUTES

- This company provides security products for schools, including the school where the recent shooting took place.
- Aurelio surveyed this company's products at a recent conference and recommended against it. He was concerned about the process to enact the emergency procedures.
- Next steps: Linda would like more information, specifically about cost and an update on the process to enact emergency procedures.

SECTION 5: INFORMATION TECHNOLOGY ITEMS (MARIBAL GUIZAR)

ITEM #	ITEM	SITE	VENDOR	COST	FUNDING SOURCE	PAGE
5a	Marquee (hardware only) **INFORMATION ONLY**	Mt. Madonna HS	Daktronics	$23,200.94	N/A	118

MINUTES

- The Western Association of Schools and Colleges (WASC) accreditation group recently visited this site and recommended a marquee.
- This quote is for a marquee model that is the district standard. The installation costs would be additional. Paul will present the installation costs to the committee at a future meeting.

5b	Digital records **INFORMATION ONLY**	District Office	CrispImaging	$475,598.41 – $727,598.41	N/A	123

MINUTES

- This a preliminary proposal to digitize paper documents. This would be for permanent records to which district staff needs open access, such as payroll, H.R. documents, student records, etc.
- The proposal has two options for document scanning: offsite scanning for $475,598.41; onsite scanning for $727,598.41.
- Additional options, at more cost, include shredding and document management system (DMS). The DMS provides a searchable archive of documents. The DMS maintenance fee would be two year for $40K; three years for $54K; or five years for $78K. Maribel recommends two years agreement to give district time to shop for best program to fit its needs once digital archive is established.
- Mark recommends making sure the DMS is not a propriety product so that the district will not lose access to documents' metadata or the search system.
- The funding would come from the equipment replacement fund in the general fund.
- Scanning will be done offsite.
- Next steps: The proposal for offsite scanning will go to the board for approval.

APPROVED: 10/4/24

SECTION 6: ALVARO MEZA'S ITEMS

ITEM #	ITEM	SITE	VENDOR	COST	FUNDING SOURCE	PAGE
6a	Access control	GECA	QOVO EKC	$44,037.93 (QOVO) + $9,773.77 (EKC) = **TOTAL:** $53,811.70	Measure E	134

MINUTES

- GECA is on the Gavilan College and cannot be fenced like other district schools. All GECA rooms (about 15-20 rooms) are to be closed and locked for security.
- This proposal would set up access control using key cards, similar to what is used at the district office, at each room.
- Next steps: This will go to the board for approval.

MEETING ADJOURNED: 11:48 a.m.

NEXT MEETING: Friday, Oct. 4, 2024