

**Riverside Unified School District  
Operations Division  
Operations Board Subcommittee Meeting  
December 20, 2017  
1:00 p.m. – 2:30 p.m.  
Conference Room 3  
3380 14<sup>th</sup> St., Riverside, CA 92501**

**MINUTES**

**CALLED TO ORDER:** 1:00 p.m. a.m. by Mr. Lee

**PRESENT:** Brent Lee and Tom Hunt, Board Members, and Sergio San Martin, Assistant Superintendent, Operations.

Also present were Mays Kakish, Chief Business Officer; Ana Gonzalez, Director, Planning and Development; Ken Mueller, Director, Maintenance and Operations; Kevin Hauser, Assistant Director, Facilities Projects; Richard Prince, Community Relations Manager, Dan Rudd, CSEA Chapter 506 President, and Lizette Delgado, (Recorder).

**Public Input**

There were no requests to speak to the subcommittee members.

**Action/Discussion Items**

**1. Approval of Minutes**

Mr. Hunt moved and Mr. Lee seconded to approve the minutes of November 14, 2017, meeting, as presented.

**2. Project Design Scope of Work Protocol**

Staff presented information concerning the milestones completed for Measure O projects, next steps for projects moving forward, and project challenges, including state funding allocation timing; state funding running out; Division of the State Architect approval time, state mandated scope of work; project phasing, and construction estimated escalation cost.

The subcommittee discussed the protocol for presentation and approval of project design scope of work, and to move forward in a timely manner, the subcommittee agreed to the following process: 1) the subcommittee will review the “boots on the ground” assessment, and approve the proposed project design scope of work; 2) minutes of the meeting at which the projects are approved will be sent to the entire Board of Education; 3) if there are any questions/concerns from other Board members, they will be addressed by Sergio San Martin, Operations, Assistant Superintendent.

The subcommittee concurred that project community meetings will be conducted during the design development phase. Informational data, schematics, and design components on each project will be shared with the community at the meetings. It was agreed by the subcommittee that area trustees need to be made aware of the meetings and that a timely invitation should be sent to them.

Subcommittee members requested that a list of all approved architects and construction managers be sent to all Board members in the first Mailout after the Winter Break.

### **3. Cleveland and Myers Property Update**

Staff presented an update on the Cleveland and Myers property. Staff stated that the property consists of 20 undeveloped acres in the Riverside Greenbelt and presented the subcommittee information concerning opportunities and conditions for a lease agreement for agricultural use; lease time line and next steps.

Lease conditions presented include: “as is” ground lease at market rate; no structures designed for commercial or retail sales (temporary structures shall require District approval); 5-year term with two optional 5-year terms; minimum of six months notice of termination; and land restored to original condition upon lease termination. Lease opportunities include: a partnering with Grow Riverside; farm-to-table program at schools; agricultural education; increase opportunities to grow healthy foods locally, strengthen community and regional food systems; positive cash flow on fallow land; and interim use. Other opportunities included the use of the property for an interim 8 acres school to help with modernization projects, and/or to sell the property.

Subcommittee members made a recommendation for the lease term to be less than 5 years and accepted staff’s recommendation of a lease Request for Proposal (RFP). Staff will bring a recommendation to the subcommittee based on the outcome of the RFP at a future meeting. Members also recommended staff to explore the interim use of the land, such as interim housing due to modernization projects; use for educational purposes, and supported a partnership with Grow Riverside as long as it offers educational opportunities for our students.

### **4. Solar Power Purchase Agreement Project Update**

Staff informed the subcommittee that seven (7) firms responded to the Solar Power Purchase Agreement (PPA) Request for Proposals and that each proposal has been evaluated by our consultant, Sage Environmental, and ranked according to several qualitative and quantitative parameters. The evaluation produced a short list of the three (3) top-ranked responding firms: Forefront Power, Opterra Energy, and REC Solar. Staff recommended that follow-up interviews be conducted with the firms to make a final determination as to who would be the best fit for this project and RUSD, and stated that upon selection of a single firm, a final contract and PPA terms will be negotiated and presented to the subcommittee for approval.

Information on the PPA estimated cumulative 25-year savings and annual utility savings from each of the top-ranked firms was also presented. Process next step included interview shortlisted firms, select highest ranked firm, contract negotiations, Government Code 4217 resolution to the Board of Education; contract award, project kickoff, design and Department of the State Architect (DSA) approval, construction, commissioning, project close-out, and operations.

Subcommittee members agreed to have the three top-ranked firms interviewed and asked staff to provide them with a copy of their proposals.

## **5. Schedule of Meetings**

Staff stated that two subcommittee meetings per month will be scheduled to discuss project scope of work for Measure O Groups A – C projects. The subcommittee was informed that two meetings in January have been scheduled.

The next scheduled subcommittee meeting has been scheduled for Friday, January 12, 2018, 2:00 – 4:00 p.m., in Conference Room 3, 3380 14<sup>th</sup> Street, Riverside, Ca 92501.

## **Conclusion**

### **Subcommittee Members Comments**

Mr. Hunt stated that all project dedication plaques should list the Board of Education first.

### **Adjournment**

Meeting was adjourned at 2:17 p.m.