

**Riverside Unified School District
Operations Division
Operations Board Subcommittee Meeting
August 7, 2018
2: 30 p.m. – 4:30 p.m.
Conference Room 3
3380 14th St., Riverside, CA 92501**

MINUTES

CALLED TO ORDER: 2:30 p.m. by Mr. Lee

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

Also present were David Hansen, District Superintendent, Mays Kakish, Chief Business Office, Ana Gonzalez, Planning and Development Director; Ken Mueller, Maintenance and Operations Director; Kevin Hauser, Facilities Planning Assistant Director; Daniel Rodriguez, Facilities Projects Assistant Director; Gabby Adame, Facilities Analyst; Annette Alvarez, Fiscal Services Manager; Richard Prince, Community Relations Manager, Kevin Wilkeson, HMC Architects; Jennette La Quire, HED Design; and Lizette Delgado, (Recorder).

Public Input

There were no requests to speak with subcommittee members.

Action/Discussion Items

1. Approval of Minutes

Mr. Hunt moved and Mr. Lee seconded to approve the minutes of the July 5, 2018, meeting, as presented.

2. District Office, Grant Education Center, and Board Room Projects Update

Staff and design teams presented an update on the Grant Education Center and Board Room projects. Information such as budget summary, project summary, site renderings, and schedule was presented for subcommittee members' approval.

Grant Education Center Renovation and Upgrades:

Total Project Cost Estimate: \$7,500,000. The project includes ADA code upgrades; seismic safety retrofits; replace HVAC in main building upper level; exterior painting, ornamental fencing; finishes in Auditorium, offices, and classrooms.

The subcommittee discussed the information presented and received input from staff and architects. It was recommended to staff and design team that the final design of the Auditorium function as a Multipurpose Room and serve as a Professional Development Conference Room.

The use of other sites to hold Board of Education meetings instead of the Grant Auditorium, while the Board Room is being renovated, was also discussed. Subcommittee members asked staff to add the following project alternates: new audiovisual equipment for the Professional Development Conference Room, including an exterior display, and lighting and HVAC upgrades.

Board Room ADA Upgrades:

Total Project Cost Estimate: \$3,000,000. The project includes ADA code upgrades; restroom upgrades, reconfigure large parking area for pedestrian safety, new audiovisual equipment. Alternates include: Closed Session Room, staff lounge, reconfigure small parking area for pedestrian safety.

The subcommittee discussed the information presented and received input from staff and architects. Subcommittee members asked staff to add the following project alternates: a new exterior display as part of the new audiovisual and voting equipment system; lighting and HVAC upgrades.

Subcommittee members recommended that the renovation of the Grant Education Center Renovation and Upgrades, and the Board Room ADA Upgrades be done at the same time, with a tentative construction schedule for construction of June 2019 – December 2019.

Staff was asked by the subcommittee to present both renovation projects, with the recommended alternates, to the Board of Education at a future Study Session for approval. It was also requested that staff submit a change of name for the Grant Education Center to the Memorials, Naming of School Facilities, and Sponsorships Board Subcommittee.

3. Operations Center – Facilities Building Upgrades

Staff presented an update on the Planning and Development Office improvement plan, which includes ADA improvements, building code upgrades, and office expansion within the existing building footprint to better serve the needs of the public (Developer Fees are collected at the office) and staff. The estimated cost for the project is \$526,000, and it will be funded through Redevelopment Funds. The project includes a new ADA accessible ramp and stairs, covered canopy over the stairs and landing; a small conference/planning room; accessible ADA restroom; and four new offices for staff. The plan also includes two ADA compliant parking spaces at the bottom of the accessible ramp. The project's tentative schedule is June 2018 – October 2018.

Subcommittee members discussed the information presented and approved the project as presented.

4. Electric Car Charging Stations

Item was postponed to a future Operations Board Subcommittee meeting.

5. Measure “O” Project Site Signs

At the request of Board Member Hunt, staff presented an update on the design, installation, and location of Measure O project site signs. Staff presented subcommittee members with

several signs proofs for their discussion and approval. The chosen design will be a standardized sign for all projects in Group A, Arlington and Martin Luther King High Schools projects. The estimated cost per sign is \$2,500, and the timeline for design and installation is approximately two and one-half months. Subcommittee members made several suggestions for changes and asked staff to bring new proofs of the signs at a future subcommittee meeting for discussion and approval.

6. City of Riverside Planning Commission August 9, 2018, Meeting Agenda

Staff informed the subcommittee that the City of Riverside Planning Commission has added to their August 9, 2018, meeting agenda, as discussion items, RUSD's requests for General Plan Conformity and Site Acquisitions Findings for two parcels for expansion of Henry W. Longfellow Elementary School, and the proposed Casa Blanca property for the construction of a future elementary school. They were also informed that District staff would attend the meeting to present the District's argument supporting the requests. A follow-up update will be provided to all Board members through the weekly Mailout.

7. Schedule of Meetings

The subcommittee's next meeting has been scheduled for Monday, September 10, 2018, at 2:30 p.m. in Conference Room 3, 3380 14th Street, Riverside, CA 92501.

Conclusion

Subcommittee Members Comments

There were no comments from subcommittee members.

Adjournment

Meeting was adjourned at 4:45 p.m.