

**Riverside Unified School District  
Operations Division  
Operations Board Subcommittee Meeting  
March 20, 2019  
3: 00 p.m. – 5:00 p.m.  
Conference Room 3  
3380 14<sup>th</sup> St., Riverside, CA 92501**

**MINUTES**

**CALLED TO ORDER:** 3:14 p.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, Planning and Development Director; Ken Mueller, Maintenance and Operations Director; Kevin Hauser, Assist Director, Facilities Projects; Daniel Rodriguez, Facilities Planning Assistant Director; Gaby Adame, Facilities Planner; Annette Alvarez, Fiscal Services Manager; Richard Prince, Community Relations Manager; John Tibbels, Assistant Principal, Ramona High School; Rhonda Barnes, Ramona High School, Connie Wong and Mark Graham, WLC, Architects; Malissa McKeith, Mitchell Adkison, Gordon Edwards, and Ed Adkison, Members of the Public, and Lizette Delgado, (Recorder).

**Public Input**

Malissa McKeith spoke to the Subcommittee regarding item No. 2, Victoria and Central Property Lines. Rhonda Barnes and John Tibbels, Ramona High School, spoke to the Subcommittee regarding item No. 3, Ramona High School Theater Window Designs Update.

**Call Meeting to Order**

**1. Approval of Minutes**

Mr. Hunt moved and Mr. Lee seconded to approve the minutes of the February 13, 2019, meeting, as presented.

**2. Victoria and Central Property Lines**

Staff presented information on surveyed property lines and a potential disputed encroachment matter at the existing property located at Central and Victoria Avenues with neighboring property owner Malissa McKeith. Legal Counsel recommended solving the encroachment matter through a lot line adjustment settlement agreement affecting approximately 1/10 of an acre (4500 square feet).

The subcommittee agreed with staff's and Legal Counsel's recommendation to clear the cloud on title through a lot line adjustment settlement agreement. Legal Counsel will work with staff and Mrs. McKeith to develop a settlement agreement. Staff will present the agreement for discussion and approval in Closed Session at a future Board of Education meeting.

In response to a question from Ms. McKeith, staff stated that the Board of Education is not selling the property (10± ac) and that alternative project options for the Riverside Polytechnic High School project will be presented to the subcommittee and Board of Education for discussion at future meetings.

3. **Ramona High School Theater Window Designs Update**

Staff presented a mock up and update on the proposed vinyl silhouette graphics of musical notes to be installed on the Maxine Frost Performing Arts Center windows.

Rhonda Barnes and John Tibbels, Ramona High School faculty members, presented their concerns regarding the windows design and shared comments received from staff, students, and faculty on the proposed graphics.

After receiving comments and information, the subcommittee made a recommendation to staff to cancel the installation of the graphics on the windows and stated that there will be no design added to the windows at this time.

4. **District Office Project Update**

Staff presented an update and scope of work on the proposed District Office Project. Boots on the ground findings and alternatives were discussed. Improvements are estimated at \$10.9 Million for ADA, seismic, safety, mechanical and infrastructure, due to the age of the building. The project's total funding is \$5 Million.

The subcommittee asked staff to bring back other options for consideration and suggested to look into other locations/building (i.e., Palm site, RCCD's Spruce St. building, etc.) in the area for potential/future relocation of the District's administration offices.

5. **Use of Facilities Report**

Staff presented an update on the District's Use of Facilities Feasibility Study and an updated proposed fee schedule to be presented to the Board of Education for approval at a future meeting. Existing fee schedule was updated in 2014.

The proposed new fee schedule is based on the California Department of Education (CDE) guidelines and cost schedule calculations. Staff would like to implement new fee schedule in July 2019, if approved by the Board of Education.

6. **California Baptist University Student Housing Project**

Staff presented a request from the California Baptist University to waive developer fees on 165,553 square feet, 93-units, Student Housing Project, consisting of a single, 4-story building with surface parking and amenity building within.

The subcommittee recommended to present the request to the Board of Education at a future meeting for approval and agreed that the Board should be consistent regarding the waiving of developer fees on college/university student housing project. In the past, RUSD has waved developer fees for other student housing projects that do not directly affect student generation in the District.

**7. Schedule of Meetings**

The subcommittee's next meeting has been scheduled for Wednesday, April 17, 2019, 3:00 – 5:00 p.m., in Conference Room 3, 3380 14th Street, Riverside, CA 92501.

**Conclusion**

**Subcommittee Members Comments**

There were no comments from subcommittee members.

**Adjournment**

5:13 p.m.