



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Facilities Committee Meeting of the Board of Education

February 5, 2020

3:00 PM

Committee Board Members: Valerie Cuevas (chair) & Tom Panas

Agenda Documentation: If available, backup documentation for items on the agenda will be posted on the district website at the time the agenda is posted.

Meeting Location: Facilities Operations Center, 1400 Marina Way South, Richmond, CA 94804

Order of Business: ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

MEETING MINUTES

A. OPENING PROCEDURES

The meeting was called to order by chair Panas.

A.1 Roll Call

Mr. Panas was present. Ms. Cuevas arrived later.

A.2 Approval of Agenda

Mr. Panas motioned to move items D.2 & D.4 up before D.1. Item D.3 was pulled from the agenda.

A.3 Approval of Minutes, January 8, 2020

The minutes were approved as presented.

A.4 Next Meeting: March 4, 2020

B. PUBLIC COMMENT

B.1 Public Comment

Members of the public are invited to speak on any matter related to the District's facilities at this time. Members of the public may speak on individual items of interest in the agenda as the items are discussed.

D. DISCUSSION ITEMS

D.1 2016 Facilities Master Plan. Presenter: Luis Freese, Associate Superintendent, Operations

a. Overview

Mr. Freese discussed the projects that were currently under construction: Wilson ES, Richmond HS, Crespi MS, Fairmont ES, Montalvin ES are all under way. The Kennedy HVAC project is near completion. E-Rate is currently out to bid. Riverside ES will be ready to go out late March. Fairmont will be going out to bid this week and Korematsu will be out to bid soon. The Pinole Valley HS Fields project is in DSA review, the architects are continuing to work on back-check comments. There are two increments to this project, one being the bleachers and the other being the fields. Fairmont ES critical needs phase two advertises Friday. Fairmont Campus Expansion phase two will include the addition of three more portables and is currently under design. For the Stege Critical Needs Project, the District is currently working with the Architect on a proposal for design services. Highland ES critical needs project there are currently discussions to assess water and power upgrades.

b. Construction Updates

Montalvin is close to completion. Wilson is currently undergoing waterproofing. Mr. Freese discussed exterior rubberized skin that is applied outside of the building. The contractor is working on wrapping the kindergarten and pre-k building. The classroom building roofs will have heavy duty shingles because of the sloped roof, but the multipurpose room roof is flat so it will have another type of roofing application. Insulation is being installed into the wall and the electrical rough in is also being completed. The walls are being put up for the Learning Centers.

Richmond High School is undergoing Lyme treatment. The upper level of the gymnasium at Crespi middle school has been turned back over to the school. The waterproofing on the elevator is still being completed. This project should wrap up this month.

c. Mandarin Campus Expansion

The soil reports should be back in June. The District & the architect are starting to work on proposals for the temp campus.

d. Updating the 2016 Long Range Facilities Master Plan

Mr. Freese reviewed the PowerPoint presentation with the committee. He discussed next steps, updating the master plan, implementing the existing plan, reviewed state funding updates and Audit implementation.

D.2 Program Management Plan Update. Presenter: Melissa Payne, Director of Contract Administration

Ms. Payne was happy to report the admin portion of the PMP had been posted online for review. In addition to the report is the appendix and the acronym guide. The public comment window is open in a Google form format. Work continues on the project management and the fiscal portions. The administrative portion has a table of contents the recommendation number posted there. The full narrative is available online. One highlight from the narrative Ms. Payne wanted to discuss was the bond program controls team. The “proposal approval coversheet”, its review & approval process was discussed. Before any dollars can be spent or committed, this form is reviewed by the initiator, finance, contracts and engineering, then scanned into the financial system backup documentation to ensure process has been followed prior to authorizing the use of funds. The form is updated and reissued annually to the team. The form serves as record to demonstrate how the transaction was initiated and approved.

Trustee Cuevas arrived at 3:15 PM.

Public Comment: Mr. Jungherr asked who the District’s Fiscal Coordinator was, who they reported to and why the District didn’t have an independent fiscal oversight of the budget. Every single bond issue the district has issued has been overspent.

D.3 Implementation Task Force Update. Presenter: Melissa Payne, Director of Contract Administration & Margarita Romo, Internal Auditor

This item was tabled.

D.4 Financial Reports. Presenter: Luis Freese, Associate Superintendent, Operations

Ms. Payne brought the committee’s attention to the Colbi reports that were provided and walked them through the data in the reports.