



## WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Facilities Committee Meeting of the Board of Education

February 12, 2021

3:00 PM

**Committee Board Members:** Mister Phillips (chair), Otheree Christian

**Staff:** Luis Freese (Associate Superintendent, Operations), Dr. Tony Wold (Associate Superintendent, Business Services), Tracey Logan (Chief Technology Officer), Margarita Romo (Lead Internal Auditor), Ellen Mejia Hooper (Director of Facilities & Planning), Melissa Payne (Director of Contract Administration), SeungJa Cha (Fiscal Coordinator)

**Meeting Location:** As authorized by the Governor's Emergency Executive Order issued on March 17, 2020, the District will conduct the Board Facilities Committee meetings via video conference/teleconference until further notice. The meeting will be streamed via Zoom using the following link: <https://zoom.us/j/94613193968> \_  
Or Call : +16699006833, Meeting ID 94613193968#

### **Participating in Board Committee Meetings:**

Due to the ongoing COVID-19 crisis, the manner in which Facilities Committee meetings are conducted has changed. Thank you in advance for your understanding and cooperation as we experiment with new ways to conduct the people's business while allowing for maximum participation and adhering to our values of respect and safety for the community. Due to the Brown Act, Board members cannot discuss items that are not on the agenda and do not usually respond to items presented in Public Comment.

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

### **MEETING MINUTES**

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#### **A. OPENING PROCEDURES**

##### **A.1 Roll Call**

Mr. Phillips and Mr. Christian were present

District staff present were:

Luis Freese (Associate Superintendent, Operations), Dr. Tony Wold (Associate Superintendent, Business Services), Tracey Logan (Chief Technology Officer), Margarita Romo (Lead Internal Auditor), Ellen Mejia Hooper (Director of Facilities & Planning), Melissa Payne (Director of Contract Administration)

Mr. Phillips asked for a five-minute delay motion. Mr. Christian motioned and Mr. Phillips seconded.

##### **A.2 Approval of Agenda**

Mr. Freese asked to move C6 after C4. Move was approved.

##### **A.3 Next Meeting: March 12, 2021**

**Future Meeting Dates: April 2, 2021 | May 14, 2021 | June 18, 2021**

Future meeting dates were approved by Mr. Phillips and Mr. Christian.

#### **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. Public comment opportunities through the Zoom app or by telephone. To indicate your desire to speak on an agenda item, "raise your hand" by clicking on the appropriate icon in the Zoom app or by pressing \*9 if accessing the meeting by phone.

No Public Comments

**C. DISCUSSION ITEMS**

**C.1 Committee Purpose and Objectives. Presenter: L. Freese**

Mr. Freese stated the purpose of the Board Facilities Committee is to support the work of the Board by guiding and providing transparency to the development of facilities projects in accordance with the District's mission, planning documents, Board policy, and the Educational program.

Public Comments

Mr. Gosney

Mr. Phillips commented that the purpose of this committee like all committees is to support the Board and to move to better serve the community.

**C.2 School Facility Program Project Audits. Presenter: M. Romo**

Ms. Romo presented a proposal that was initiated due to a new Ed Code change requiring Districts to now pay for School Facility Program Project Audits that are performed by CPA firms. Dr. Wold added that this is not part of the annual audit and is a new requirement.

Mr. Phillips asked if the attachment would be part of a future Board agenda. Dr. Wold responded that there will be a separate contract that will go to the Board.

Mr. Freese added that this item has 2 pieces, and also includes the draft Bond Financial Audit.

Mr. Phillips asked that multiple items be presented separately in the future and for Ms. Romo to continue her presentation at this time.

Ms. Romo continued her presentation to present the draft Bond Financial Audit and an audit schedule outlining all of the project related audits.

Mr. Phillips commented that this schedule has 5 different audits and he would like to bring this item back at a later date after the public has had proper notice and a chance to review.

Public Comments

Mr. Gosney

Ms. Humes

Mr. Phillips went over some guidelines concerning public comments at these meetings. We will continue the same protocols as the BOE meetings. There will be a 20 minute overall public comment period consisting of 1 minute, 30 seconds per person. Any variance will be at the discretion of the Chair.

**C.3 WCC Ed Connect. Presenters: L. Freese / Dr. Wold**

Dr. Wold gave a brief summary stating that a few months ago the Board approved a Proof of Concept project, with the intent of creating a WIFI system to allow students access to our internet network in their homes. Staff is working on MOUs with the cities of San Pablo and Richmond which will allow the District to install equipment on city owned light poles and properties which would allow for direct connection and would not require the use of hot spots.

Ms. Logan explained the current process to identify the right equipment and installation areas. The target areas being considered are locations where hot spots are more densely used.

Dr. Wold shared that there will be several phases to this project with first addressing areas where it is most needed and later rolling out to the entire district. We are hoping to be able to uncover and address the worst-case scenarios in this first phase so we can fix the issues and be able to fully give the Board a clear picture of what it will take to fully get this up and running to the rest of the district.

Mr. Phillips asked about the range of the Phase I pilot program around Helms and Lincoln and confirmation that it only entailed city property. Asked what Phase II encompassed. Mr. Phillips expressed concern over the possibility of having to use private property and what it would cost the district. Mr. Phillips asked what action if any was being asked of this committee. Dr. Wold responded that no action was being asked at this time, this was strictly informational.

#### Public Comments

Ms. DeWitt

Mr. Christian stated that Area 2 & Area 3 would be the first. Ms. Logan replied that Area 2 and 3 are our densest areas and would be the starting point before we roll out to the rest of the District. Mr. Phillips expressed that he feels this project is a great endeavor that is very beneficial for our community. He wants to make sure when funds start to be expended that other agencies that will benefit also chip in and not let it all fall on the District.

#### **C.4 CBOC Discussion. Presenters: L. Freese / Dr. Wold**

Dr. Wold-this item is a discussion item. No action will be asked at this time. We will be asking for some guidance as we move forward. We are now moving towards a very set committee structure. We are looking on how to distinguish roles and how to look at the Bylaws as they pertain to this committee.

Mr. Christian asked how do we make sure all the needs are being taken care of in the different areas.

Mr. Phillips asked if there have been issues in the past with the CBOC that would justify changes.

Dr. Wold replied that there has always been differing opinions and at the Board level there have been discussions as to whether it has been opinions, controls or rules. The previously Board adopted Bylaws that go well beyond the Prop 39 requirements. The Board has provided more authority to the CBOC than is required by law.

Mr. Phillips commented that it seems that staff feel changes are needed.

#### Public Comments

Mr. Gosney

Ms. DeWitt

Mr. Phillips stated that no one is trying to eliminate the CBOC. It is required by law to have a CBOC. He appreciates staff for sharing some of their thoughts concerning challenges they have had with the CBOC. He understands that there have been challenges and believes the CBOC provides a valuable service to the Board and he fully supports them. He is directing staff to bring back to the committee recommendations on how the

CBOC should look. This committee is advisory to the Board and will make its recommendations to the Board.

**C.6 Updating the 2016 Facilities Master Plan & Prioritization Process. Presenter: Ellen Mejia-Hooper**  
Ms. Mejia Hooper updated the committee on the progress of updating the 2016 Facilities Master Plan. A Prioritization Committee was formed. Primary goal of the committee was to define the criteria that would be used to prioritize the 19 remaining school sites identified in the Facilities Master Plan as a priority school sites for either replacement or modernization. . The Committee narrowed 50 suggested criteria from the community survey to 14. The criteria list also contained proposed metrics, but at this time no “weighting” had been applied. As part of finalizing the criteria we are asking the Facilities Committee to review the criteria for the 19 sites and give recommendations that can be forwarded to the full Board once the weighting was completed. Then she showed how the prioritization criteria fits into the overall master plan process by showing a chart that describes three components that feed into the option development. The three components include: 19 Priority Schools, District Wide initiatives of air quality, thermal comfort and technology, and student housing.

Mr. Christian commented that things have to change based on the needs according to the areas.

Dr. Wold indicated that other elements that are not covered in the criteria may pertain to facilities not included in the original 21 (19) focus sites included in the Facilities Master Plan. These elements, including demographic changes, capacity issues, COVID issues, may have an impact on the students not related to the 21 sites and yet are important when reviewing all District sites.

Mr. Phillips asked if he understood correctly that Ms. Mejia Hooper wanted the Facilities Committee to make a recommendation to the Prioritization Committee.

Ms. Mejia Hooper replied no, that they were looking to see if the Facilities Committee had any additional comments on the criteria or metrics that had already been proposed by the Prioritization Committee.

Dr. Wold went on to explain what was needed to create a full list.

Mr. Phillips had questions regarding the criteria and the 19 sites it benefited and asked staff if they felt any of the criteria should be changed. Mr. Phillips led a discussion going down the list of criterias and asked staff to answer whether that criteria was necessary in their opinion.

#### Public Comments

Mr. Gosney

Ms. Heydari

Mr. Christian wants to make sure that things are being looked at very carefully.

Mr. Phillips restated that the only criteria being removed was the Lack of covered walkways. He also stated that he did not think it was fair to think that the staff did not listen to the Prioritization Committee. He then proceeded to confirm the criteria moving forward, clarifying which criteria would be for the 21 (19) priority sites and those that would be used for all school 55 school sites in the District. Mr. Phillips agreed that other criteria may be added for changing demographics, capacity, and other items that may affect all sites in the

District. He expected that District Facilities would come back to the Facilities Committee with a final recommendation and adjusted matrix. After review and approval of the Facilities Committee then the criteria and process can be submitted to the full board for approval. Ellen asked for a clarification as to the process. She asked should the weighting and final matrix go to the Prioritization Committee before coming back to the Facility Committee or should staff complete this work. Mr. Phillips indicated that the Committee worked very hard and they have completed their work by submitting the recommendation to the staff and the Facility Committee. Mr. Phillips said he is looking to District Facilities Staff to make the final recommendation.

**C.5 Project Updates including RHS Newsletter, Status Report & DBE Amendment. Presenter:  
L. Freese**

Mr. Freese gave a presentation on the status of various projects in different stages of development including planning, design, procurement, construction and closeout. The presentation concluded with construction photos for Richmond HS Critical Needs Project and Health Clinic as well as the Fairmont Elementary Classroom flooring replacement.

Mr. Phillips asked Mr. Freese to please explain some of the terms he is using as this is the first Facilities meeting and these terms may not be familiar to all the members and audience.

Mr. Phillips questioned the demolition of a building at Kennedy and if there was a plan to build. Mr. Freese replied that there is no plan to rebuild at this time. The students would be relocated into the area that Caliber now occupies. There was further discussion on the future plans for Kennedy as funds become available. Mr. Phillips asked if it was true that the press box at Kennedy had been condemned? Mr. Freese confirmed the press box is in need of repair, but he is not aware of it being condemned. Asked if the bleachers project was for both the home and visitors sections. Mr. Freese replied it depended on the budget. There is a meeting scheduled for after the break with the principal, athletics director and facilities. Mr. Phillips asked if other district schools had bleachers on both sides or just one.

Mr. Phillips asked if it was possible for parents/community to paint the exterior of schools. Mr. Freese said that in the past communities had been involved in this kind of project with the down side that they were not always able to complete the project leaving staff to finish/clean-up.

How do the projects in the 2016 Facilities Master Plan mesh with the Prioritizations committee recommendations? The Prioritization committee has taken the critical needs Master Plan sites into consideration.

Mr. Phillips asked if we achieved the savings we anticipated by using Design Build for the Michelle Obama Campus Replacement project? Mr. Freese responded that not all the numbers are in yet so he cannot at this time give an answer.

Public Comments

Don Gosney

Mr. Christian asked what was the cost of the elevator at RHS. Mr. Freese replied that it was part of the overall contract and would get that specific cost to him.

Mr. Phillips commented that the Board members will always have the ability to follow-up with staff on any of the presentations at a later date.

Mr. Phillips agreed that we would have to work on the agenda being descriptive. He stated that the bleachers at Kennedy need to be done correctly.

Lastly, Mr. Phillips stated that last year the Board was told that by using Design Build there would be considerable savings and be the solution to Change Orders. Then he requested a report as to how successful Design-Build was for the Michelle Obama project.

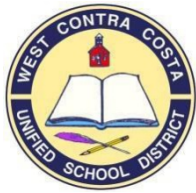
**C.7 Bond Monthly & Annual Financial Reports. Presenters: L. Freese & M. Payne**

Ms. Payne presented the Monthly Suite of Bond financial reports with a brief explanation of each report format. She explained that the information presented represents the entire Prop 39 Bond Program expenditures and spans two decades. Lastly, she presented the calendar year Key Performance Indicators report that includes various notes to help describe the historical activities and financing of the overall Bond Program through December 31, 2020.

Mr. Christian and Mr. Phillips had no comments.

No Public Comments

Mr. Phillips thanked Ms. Payne for her presentation and closed the meeting by wishing everyone a safe a break.



## WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Facilities Committee Meeting of the Board of Education

March 17, 2021

3:00 PM

**Committee Board Members:** President Mister Phillips (chair), Trustee Otheree Christian

**Staff:** Luis Freese (Associate Superintendent, Operations), Dr. Tony Wold (Associate Superintendent, Business Services), Tracey Logan (Chief Technology Officer), Ellen Mejia Hooper (Director of Facilities & Planning), Melissa Payne (Director of Contract Administration), SeungJa Cha (Fiscal Coordinator)

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

### MEETING MINUTES

#### A. OPENING PROCEDURES

##### A.1 Roll Call

Mr. Phillips and Mr. Christian were present

##### A.2 Approval of Agenda

Agenda was approved

##### A.3 Next Meeting: April 2, 2021

**Future Meeting Dates: May 14, 2021 | June 18, 2021**

Mr. Phillips moved past A.3 to give members a chance to check their calendars

#### 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. Public comment opportunities through the Zoom app or by telephone. To indicate your desire to speak on an agenda item, "raise your hand" by clicking on the appropriate icon in the Zoom app or pressing \*9 if accessing the meeting by phone.

##### Public Comments

Mr. Shane Turley

#### C. DISCUSSION ITEMS

##### C.1 Citizens' Bond Oversight Committee (CBOC) Applicant Interviews.

*Committee will interview applicants for the CBOC required statutory positions.*

Mr. Freese shared that there were four applicants for the statutory positions. Two applicants were applying for renewal, one new applicant and one applicant applying for change in category.

Sallie DeWitt - applying for a third term for Business Organization category.  
Lorraine Humes - applying for a second term for Taxpayers' Organization category.  
Maisha Cole - applying to change categories from Parent or Guardian to Parent/Guardian & PTA.  
Joseph Camacho – applying as a new applicant for Parent or Guardian category.  
All applicants were asked by Ms. Payne questions that were developed specifically for each type of category-new, renewal or change of position.

Mr. Phillips and Mr. Christian had no questions for the applicants.

#### Public Comments

Mr. Gosney

Mr. Phillips commented that the Board members on the Facilities Committee do not approve the applications but they do review and make recommendations to the full Board. The full Board makes the decision on the applications. Today staff is recommending to the Facilities Committee these four applicants. Mr. Phillips is fine with these applicants and would like to place a Motion that they be submitted to the full Board for approval.

Mr. Christian seconded the Motion.

Mr. Phillips asked Mr. Christian how he voted and Mr. Christian replied Yes.

Mr. Phillips also voted yes and declared the motion passed.

C.2 Equity & Access: Technology eRate Projects. Presenter: T. Logan / T. Wold

*Staff will highlight the federal funding program eRate. The presentation will include information on the various contracts being prepared for the current eRate cycle pending approval from the Board on March 24.*

Ms. Logan gave a brief history on the district's technology program starting in 2014 with building wireless network thru 2020 and the partners we have had. The technology progress has included Hotspots, outdoor Wi-Fi and expanded Hotspots. We as a District receive federal E-Rate funds which covers 80% of eligible projects. On March 24, 2021 we will be bringing to the BOE a list of contracts that are eligible for E-Rate funding. The filing deadline is March 25, 2021.

Dr. Wold reviewed wide area network and the bids received. We have the option to extend our current contract with Conterra for another five years. We have asked Conterra for a one-year extension and have not received a favorable response from Conterra. Dr. Wold outlined the options available to the District. Ms. Logan continued the presentation with information about the RFP for wireless upgrades. Staff recommends contract be awarded to Deco Tech for their responsive responsible bid. Our internet provider is West Contra Costa Department of Education and we recommend continuing with them.

Dr. Wold concluded that staff is recommending rejecting all bids. We do not believe any of the bids are to the best interest of the District. We would like to enter into a conversation with the Facilities Committee to answer any questions.

Mr. Christian had no questions.

Mr. Phillips restated what Dr. Wold had presented which was that staff is recommending rejection of all bids and to stay with current vendor, Conterra, as long as they are willing to change the terms to a 1-year extension. At this time Conterra is not willing to change the terms. Dr. Wold and Ms. Logan had a recent update that Conterra is willing to extend for two years at the current rate not the rate submitted on their RFP. Mr. Phillips asked if what staff wanted was a 1-year contract with the option for a second-year renewal with no financial consequences if District does not renew. Mr. Phillips feels this is reasonable and asked why Conterra is not willing to accept. Mr. Wold responded that he did not know. Mr. Phillips expressed that maybe Conterra would respond of their refusal during Public Comment. Mr. Phillips wanted to reconfirm that if Conterra does not accept the District's one-year proposal, staff is recommending that we go in a different direction with a different vendor. Mr. Wold responded yes.

#### Public Comments

Mr. Turley



Mr. Christian had no comments.

Mr. Phillips stated for Dr. Wold and Ms. Logan to do what is best for our students and the District. He feels a one-year extension with an option for two years is appropriate. His understanding is that if staff does not get this, staff will be asking the Facilities Committee to support and recommend to the full Board approval of going in a different direction.

Mr. Phillips fully supports what staff is asking.

Mr. Christian also supports staff's recommendation.

C.3 WCC Ed Connect: Partnerships are key to bridging the digital divide. Presenters: T. Logan / T. Wold  
*Staff will present short-term and long-term solutions for student connectivity. The presentation will include information about the partnerships with the City of Richmond and San Pablo for a Proof of Concept installation on city assets to determine the viability of connectivity without hotspots as a long-term solution to deliver connectivity to students.*

Ms. Logan began by showing the percentages of hotspots in each district area. Richmond and San Pablo being the highest percentage. Hotspots are not a long-term solution. Our goal is for all students to have internet availability. We are looking at partnering with our cities, municipalities, county and vendors to build a long-term solution. Staff has met with the cities of Richmond and San Pablo and have recently signed MOU's allowing the District to use city properties for Proof of Concept Phase. Approval of the MOU's will be asked of the full Board at the 3-24-21 BOE meeting and formal bids for installation will follow. Ms. Logan explained how the installations would be coordinated.

Mr. Christian asked if all the needs of all the students are being met, especially in the low-income areas.

Mr. Logan explained how we have hotspots for all our students that need them.

Mr. Phillips asked if the attorneys have reviewed these MOU's.

Dr. Wold replied yes and shared how excited the cities were to be partnering with us on this.

#### Public Comments

No public comments.

Mr. Christian had no comments.

Mr. Phillips feels this has been a long time coming. Wants to thank everyone who has connected to make this possible.

C.4 WCCUSD School Site Audio & Visual. Presenter: T. Logan

*Staff will present an update on school site audio and visual considerations and potential solutions.*

Ms. Logan presented updates that are being considered for multipurpose rooms, hybrid Conference rooms and classrooms audio and visual. Our vision for technology is about access, ease of use and meaningful use. Ms. Logan went on to present what they are recommending at each of rooms to accomplish this. Mr. Freese added that it is important to reach a standard for each type of room even though not all may fit.

Dr. Wold also shared of the cost savings doing distant development sessions and meetings.

Ms. Logan shared a mockup of teacher amplification as a potential solution. Teachers have been surveyed as to whether they would use an amplification and the responses are still coming in. The advantages of using flat screens mounted on walls or on wheels versus the now used projectors was presented. They intend on bringing the solution to the Board in April/May with deployment this summer 2021.

Dr. Wold stated that we now use technology more than before and we do not have the configuration for this in our classrooms. We now know we can offer virtual classes or take an AP course in school while attending another. We have to have our rooms configured in a way that that is possible.

Mr. Christian asked if most of our newer high schools, El Cerrito, DeAnza and Pinole, have built in technology into the building? Is it correct that the more modern schools have more technology built in?

Mr. Freese responded that Ms. Logan was referring to voice projection capabilities. Most new schools have projection capabilities, they do not have voice lift sound.

Mr. Christian stated that new schools have a more conducive learning environment. He is concerned that Richmond HS and Kennedy HS are not on an equal playing field as DeAnza, Pinole and El Cerrito HS. It seems that a lot of work needs to be done to Kennedy and Richmond HS before this technology will work in their classrooms.

Dr. Wold commented that we are looking at immediate technology that can be install in all classrooms and not the construction of buildings. The Prioritization committee is working on that aspect.

Mr. Christian gave an example of the multi-purpose rooms mentioned and that Kennedy and Richmond HS do not have those rooms.

Ms. Logan commented that as far as the multi-purpose rooms she was specifically referring to Kennedy which has to roll in a project. This new technology is flexible and mobile and allows students to access right away.

Mr. Christian wanted to make sure that whatever is installed can be moved when the school is rebuilt and the district not loose money.

Ms. Logan confirmed that equipment installed in schools that will be re-built will have moveable equipment.

Mr. Phillips stated that the classroom audio was basically microphoning the teachers. The survey so far should About 93% of the teachers responding said they would use the amplifier. How are the surveys delivered?

Ms. Logan responded that they used direct email to all the teachers with a link to the survey and also UTR through their channels are also getting it in the hands of teachers. Ms. Logan also confirmed that this survey was created by her department.

Mr. Phillips asked how many teachers we have in the District and what are we doing to insure all of them Respond.

Ms. Logan answered that there are approximately 1500 teachers in the district and she is working with UTR President and she is working with rep. counsel to encourage teachers to respond.

Mr. Phillips asked why AV is considered an immediate need in multi-purpose rooms. Ms. Logan responded that AV in multipurpose rooms has been an issue for sites for many years with sites trying to fund it themselves but they have limited funds and now we have an opportunity to do this right for all. Mr. Freese reiterated Ms. Logan's comments that many sites have tried to fund an AV system themselves using limited and often substandard equipment.

Mr. Phillips commented that Mr. Christian brought up a good point that schools are starting at different Points. Is he correct in understanding that modern schools with more equipment will get even more equipment? Mr. Freese respond no. Schools that already have AV systems would not be getting anymore equipment. Only schools without AV will be equipped. Mr. Phillips asked for a list of schools that would get AV and which would not.

Mr. Phillips second question was how do you plan to refurbish the tables? Dr. Wold responded that the replacements were built into the Operational budget. The good news is that not all the chrome books would have to be replaced at the same time. They are treating this the same as replacing textbooks and will be part

of the budget.

#### No Public Comments

Mr Christian had no comments.

Mr. Phillips stated that in the past this District has invested heavily in technology it never used. Example being the tablets that were issued but no requirement was made to use them. He is in favor of modernizing the classrooms but wants to make sure the new systems will be used. That's why he is very interested in getting all the teachers to submit the survey. If the district is going to have these expenditures then we need commitments from the sites that the equipment will be use. Things would have been much easier when the pandemic hit if the schools had already been utilizing the tablets that they had had for three years. If the teachers are not going to use the new tech then he does not want to spend the money on it.

Dr. Wold added that this technology would be used for professional developments saving the District lots of money and time for the participants.

C.5 Updating the 2016 Facilities Master Plan. Presenter: E. Mejia-Hooper  
*Staff will summarize the current proposed Criteria and Metrics to be applied across the 19 Priority Sites and all District School Sites. The presentation will include considerations when creating a weighting standard and staff recommendation for the Priority School Criteria's proposed weighting. Lastly, staff will outline the next steps, which include presenting the recommendation to the full Board.*

Ms. Mejia Hooper stated some of the accomplishments since the Facilities Master plan was created in 2016 include the rebuilding of Michelle Obama and Lake is in the process of being rebuilt. Staff on the committee determined that some of the criteria should apply to all sites. She explained how the criteria was weighed by the committee for the 19 sites. Explained what was considered when deciding weight in each criteria. With the Facilities Committee recommendation this will be taken to the Board.

Mr. Phillips asked if this can be brought back at the next Facilities meeting due to the time.

Public Comments

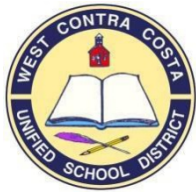
Mr. Gosney  
Ms. Mulhearn

Mr. Phillips stated we will bring this item back at the next meeting for discussion. Asked if C6 can also be postponed until next meeting.

Mr. Christian no additional comments.

Mr. Phillips adjourned the meeting.

C.6 Project & Financial Reports. Informational only.  
*District-Wide Project Summary*  
*RHS Newsletter & Project Status Report: Critical Needs & Health Clinic*  
*Bond Program Monthly Suite of Financial Reports as of 2/28/21*



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Facilities Committee Meeting of the Board of Education

April 2, 2021

3:00 PM

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**Staff:** Luis Freese (Associate Superintendent, Operations), Dr. Tony Wold (Associate Superintendent, Business Services), Ellen Mejia Hooper (Director of Facilities & Planning), Melissa Payne (Director of Contract Administration), Vince Meyer (Interim Director of Maintenance & Operations), SeungJa Cha (Fiscal Coordinator)

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Staff present:

Luis Freese (Associate Superintendent, Operations), Dr. Tony Wold (Associate Superintendent, Business Services), Ellen Mejia Hooper (Director of Facilities & Planning), Melissa Payne (Director of Contract Administration), Margarita Romo (Internal Auditor) & Vince Meyer (Interim Director of Maintenance & Operations)

##### **A.2 Approval of Agenda**

Mr. Phillips stated that we would pass on the agenda approval and use the agenda that is in front of us.

##### **A.3 Approval of Meeting Minutes: February 12, 2021**

Approval of the 2-12-21 meeting minutes was held over until the next meeting since only one Board member was present.

##### **A.3 Next Meeting: May 14, 2021**

**Future Meeting Date: June 18, 2021**

#### **B. PUBLIC COMMENT**

##### **B.1 Public Comment**

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No Public Comment

**C. DISCUSSION ITEMS**

- C.1 Updating the 2016 Facilities Master Plan & Prioritization Process. Presenter: Mrs. Mejia-Hooper**  
*Staff will summarize the current proposed Criteria and Metrics to be applied across the 19 Priority Sites and all District School Sites. The presentation will include considerations when creating a weighting standard and staff recommendation for the Priority School Criteria's proposed weighting. Lastly, staff will outline the next steps, which include presenting the recommendation to the full Board.*

Ms. Mejia Hooper's presentation included a review of the 2016 Facilities Master Plan. A community survey was sent in August that looked at the 2016 criteria and asked the community which they thought were most important or least important. It also asked for any addition criteria they felt should be added. The 2020 Prioritization Committee was formed to review the 2016 criteria and metrics. After presenting to the Facilities Committee, some of the criteria was adjusted to apply to all the district sites. She discussed the three weighting standards. She outlined the next steps of the Master Plan.

Mr. Phillips asked for a recap of the Proposed Criteria and Metrics slide. He asked Ms. Mejia Hooper for more details of each metric. Ms. Mejia Hooper went through each of the metrics. Mr. Phillips asked for staff to research and bring back to the committee what the issues are around bathrooms for the younger children. Mr. Phillips asked how weighting was determined and what is the difference between functionality and physical condition of a building. All the criteria's and metrics were discussed including seismic issues and HVAC at sites.

Public Comments

Don Gosney  
Sarah

- C.2 Surplus Property. Presenter: Dr. Wold & School Services of California, Inc.**  
*Staff and School Services of California will present the Surplus Property Process, including the 7-11 Committee Process and the sites under consideration. The properties under consideration include Seaview ES, Portola Middle School Upper Campus, Harmon Knolls, and Adams Middle School.*  
Dr. Wold introduced Robert McEntire and Stephen Mcloughlin with School Services and explained their roll in analyzing the district's underutilized properties and the function of the 7-11 Committee on Surplus Property. He explained what qualifies as surplus property and the rules and regulations attached to it. The Committee would serve as an advisory unit and make their recommendations to the Board. Mr. McEntire reviewed each of the district's properties being considered as surplus. An example of what the meetings and agendas might look like was presented. A sample application was also presented.

Mr. Phillips had questions on the options that will be presented to the Board. Mr. McEntire re-emphasized that the Board has complete control in the decision of surplus, selling or leasing of properties. Dr. Wold also shared that the Board does not have to decide on all of the properties. The Naylor act was discussed and clarified. The Committee would be making the recommendations where the district would most benefit which would include if a property should be sold, leased or surplus.

No Public Comments

Mr. Phillips thanked everyone for their time and adjourned the meeting.

The following agenda items were tabled.

**C.3 Project Updates including Richmond HS Critical Needs Project. Presenter: Mr. Freese**

*Staff will present an update on various projects throughout the District, outlining the status and next steps. Staff will also present an overview and update on the Richmond High School Critical Needs and Health Clinic Project.*

**C.4 Bond Program Central Budget. Presenters: Mr. Freese & Mrs. Payne**

*Based on projections, staff will recommend increasing the central budget by \$8.5M to cover the anticipated central expenditures through FY 2023. The central budget funds the Bond Program and Project management, including eligible district staff salaries and consultants. Projected expenses may include design management, project management, legal services, program management software, legal advertising costs, bond finance consulting, and other services that directly support Bond Program management.*

**C.5 Bond Program Management Plan. Presenter: Mrs. Payne**

*Staff will present an update on finalizing the Bond Program Management Plan. The purpose of the Plan is to document the internal controls that properly implement the District's policies, safeguard its assets, provide compliance with state and federal laws and regulations, and produce timely and accurate financial information.*

**C.6 Facility Readiness. Presenters: Mr. Meyer**

*Staff will present an update on the ongoing coordinated Facility Readiness efforts throughout the District.*



## WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Facilities Committee Meeting of the Board of Education

May 14, 2021

3:00 PM

**Committee Board Members:** President Mister Phillips (chair), Trustee Otheree Christian

**Staff:** Luis Freese (Associate Superintendent, Operations), Ellen Mejia Hooper (Director of Facilities & Planning), Melissa Payne (Director of Contract Administration), SeungJa Cha (Fiscal Coordinator), Dr. Tony Wold (Associate Superintendent, Business Services)

**Meeting Location:** As authorized by the Governor's Emergency Executive Order issued on March 17, 2020, the District will conduct the Board Facilities Committee meetings via video conference/teleconference until further notice. The meeting will be streamed via Zoom using the following link: <https://zoom.us/j/94613193968>  
Or Call: +16699006833, Meeting ID 94613193968#

### **Participating in Board Committee Meetings:**

Due to the ongoing COVID-19 crisis, the manner in which Facilities Committee meetings are conducted has changed. Thank you in advance for your understanding and cooperation as we experiment with new ways to conduct the people's business while allowing maximum participation and adhering to our values of respect and safety for the community. Due to the Brown Act, Board members cannot discuss items that are not on the agenda and do not usually respond to items presented in Public Comment.

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

### **MEETING AGENDA**

#### **A. OPENING PROCEDURES**

##### **A.1 Roll Call**

##### **A.2 Approval of Agenda**

Agenda was approved by Mr. Phillips and Mr. Christian

##### **A.3 Approval of Meeting Minutes: February 12, 2021, March 17, 2021, & April 2, 2021**

Approval of minutes for February 12, 2021, March 17, 2021 and April 2, 2021 were moved to the next meeting by Mr. Phillips and Mr. Christian.

##### **A.3 Next Meeting: June 18, 2021**

Next meeting date was amended accommodate the summer schedule and was subsequently scheduled for June 16, 2021.

**Future Meeting Date: TBD**

#### **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. Public comment opportunities through the Zoom app or by telephone. To indicate your desire to speak on an agenda item, "raise your hand" by clicking on the appropriate icon in the Zoom app or by pressing \*9 if accessing the meeting by phone.

**No Public Comments**

#### **C. DISCUSSION ITEMS**

##### **C.1 Citizens' Bond Oversight Committee Application. Presenter: Mr. Freese**

*Committee will interview an applicant for the CBOC.*

Mr. Freese introduced the application of Jason Lindsey for the position of Building Trades Council on the CBOC. Ms. Payne proceeded to ask the 4 prepared questions for the applicant. Mr. Lindsey answered each question.

**Public Comments**

Mr. Gosney

Mr. Phillips asked Mr. Christian for a motion to approve the application of Mr. Lindsey. Mr. Christian motioned and Mr. Phillips approved. Mr. Phillips thanked Mr. Jason and confirmed the application would be forwarded to the full Board for approval.

Mr. Phillips asked that we go back to General Public Comments.

**Public Comments**

Mr. Gosney

**C.2 Site Cleaning & Maintenance Discussion.**

*Committee will discuss site cleaning and maintenance.*

Mr. Christian stated that we have to upkeep all of our campuses. He made an example of Kennedy HS where the campus was not clean. Staff has to be accountable for the cleanliness of all of our campuses for students and staff.

Mr. Phillips asked Mr. Christian if he had any questions. Mr. Christian asked who checks to make sure the campuses are kept up.

Mr. Freese explained the custodial duties and the role of the coordinators. He also shared some of the challenges the department has had this year with vacancies. The vacancies have been temporarily filled by subs. He reviewed the reporting chain which also include the site's principal for the daytime custodian. He reviewed the steps that have been taken at Kennedy to address the concerns mentioned and shared the number of staff assigned to Kennedy including gardening staff.

Mr. Phillips asked what steps are being taken to fill the vacant coordinator position. Mr. Freese replied the coordinators share the district campuses 50/50. The coordinators supervise the night custodial crews, the principals supervise the day crew. Since February the custodial coordinator has been sharing the supervision of the sites with the ground's coordinator. Mr. Phillips stressed concern about all the back filling of positions being stretched too thin. He wanted to know when the positions would permanently be filled. Mr. Freese replied in the next 30 days. Mr. Phillips asked Mr. Freese to look into Verde's landscaping issues. Mr. Phillips also brought up power washing at Kennedy. Mr. Freese shared the concerns over power washing and described the alternative use of walk behind scrubber. Mr. Phillips asked about mold at Kennedy and Mr. Freese replied he is not aware of mold at this time at Kennedy.

Mr. Phillips asked if we have enough M&O staff? Mr. Freese replied that we have seasonal issues at this time when extra work is performed for fire prevention. There is a time study being done that will address staffing numbers. Mr. Phillips asked that when the Study is completed to bring it to the Facilities Committee.

**Public Comments**

Mr. Gosney

Mr. Christian wants to make sure our schools are being taken care of accordingly.

Mr. Phillips said nobody likes to be in a place that is not clean. We pay a lot of money for our facilities and we need to have honest conversations on what we need to keep our facilities properly cleaned. He also asked Mr. Freese to check and make sure the scrub brushes we have work and are being used.

**C.3 Annual Update on the 2016 Facilities Master Plan. Presenters: Mr. Freese & Mrs. Mejia-Hooper**



*Staff will present the annual update on the implementation of the 2016 Facilities Master Plan. The presentation will highlight the completed project, provide an update on current projects and market trends. The presentation will also project options, next steps, and staff recommendations for projects currently in design anticipated to exceed the current project budget.*

Mrs. Mejia Hooper started her presentation by explaining how the original Facilities Master Plan was created and the need for prioritization to figure out the best use of remaining funds and to create a long-term plan. The critical needs list was created. There was a funding gap between what was needed and what we actually had. Various funding strategies were developed to cover the gap and she explained the successes. She reviewed the project list and the current stage of each site on the list. She stated staff's recommendation.

Mr. Christian asked how much of the money came from Measure R. Mr. Freese replied that the money was from Measure D and E. Mr. Christian asked what are the projects that Measures D and E would fund? Mr. Freese replied that Mrs. Mejia Hooper had presented the list of projects in her presentation. He also stressed the escalation of cost for materials since the Master Plan was created has exceeded the 5% increase that was built into the plan.

Mr. Phillips had questions regarding fund balances, scope of work and remaining projects. Mr. Freese replied that all critical needs projects have been completely funded and Board approved. Mr. Phillips asked if there are any other projects that will be going over budget. Mr. Freese replied no and went down the list of projects and their present status. There was a discussion on project balances and fund balances. Mr. Phillips expressed concern regarding the shuffling of funds between projects. Mrs. Payne clarified that all project budget increases or decreases require Board approval. Mrs. Payne shared that the District would be receiving 4.7 million from the state. Staff's recommendation of next steps was reviewed. The project bond balance was reviewed.

#### **Public Comments**

Mr. Gosney

Mr. Christian is concerned that Kennedy is not being given the proper priority. Inquired where it is on the list. Mr. Freese responded and also mentioned that 33 million Bond dollars has already been spent on Kennedy. Mr. Freese will send Mr. Christian and all the Board members a copy of the Facilities Master Plan.

Mr. Phillips has concerns about buildings being torn down and no plan to rebuild. He stated he cannot recommend staff's recommendations to the Board.

#### **C.4 Measure R 2020: Updating the 2016 Facilities Master Plan & Prioritization Process. Presenter: Mr. Freese & Mrs. Mejia-Hooper**

*Staff will summarize the current proposed Criteria and Metrics to be applied across the 19 Priority Sites and all District School Sites. The presentation will include considerations when creating a weighting standard and staff recommendation for the Priority School Criteria's proposed weighting. Lastly, staff will outline the next steps, which include presenting the recommendation to the entire Board.*

Mrs. Mejia Hooper presented the current proposed criteria and metrics. Staff recommended presenting the recommendation to the entire Board.

#### **Public Comments**

Ms. Humes

Mr. Deleon

Mr. Phillips clarified that the committee is being asked by staff to make a recommendation to the full Board. Dr. Wold acknowledged that Mr. Phillips and Mr. Christian both expressed specific desires for the projects and for that we need measurable criteria to accomplish this. This criteria is what is measurable now and by

recommending this criteria, we will be able to come back and develop an actual list.

Mr. Phillips asked Mr. Christian for a motion to proceed to the Board. Mr. Christian motioned yes.

Mr. Christian mentioned that Kennedy was number 13 on the list. Dr. Wold stated that the list will change once the motion gets approved by the full Board and the list is realigned to the present criteria. Mr. Phillips commented that first the criteria is established and second after being weighted it will generate a new list that will be presented to the full Board for approval.

Mr. Christian has no other comments.

Mr. Phillips has no comments. At this time Mr. Phillips asked for a vote. Mr. Christian voted yes, Mr. Phillips voted yes.

Mr. Phillips reviewed the remaining agenda items as time was running short. Mr. Freese reviewed which remaining items are scheduled to go to the Board. Mr. Phillips recommended doing C7 and C8.

**C.5 Lake ES Campus Replacement Design Build Entity Procurement Update. Presenter: Mr. Freese & Mrs. Payne**

*Staff will provide an update on the current status of the Lake ES Campus Replacement DBE procurement. Staff anticipates completing the procurement and contract negotiations this month. Staff plans to present the recommendation to award the contract to the Board at the upcoming meeting.*

Moved to a future meeting if necessary

**C.6 Hercules M/HS School Project Educational Specification. Presenter: Mrs. Mejia-Hooper**

*Staff will provide an update on the Hercules Critical Needs Project to build science labs for the Middle and High School. The project specific Educational Specifications outline the spaces that are part of the project design. Staff plans to present the Hercules M/HS Critical Needs Project Specifications for Board approval at an upcoming meeting.*

Moved to a future meeting if necessary

**C.7 Amendment for Michelle Obama to reduce Contingency. Presenters: Mr. Freese**

*Staff will present an Amendment to reduce the Design-Build Agreement and return \$733,112 to the Project budget. Staff plans to present the amendment to the Board at the upcoming meeting.*

Mr. Freese reviewed the return of funds from the Michelle Obama Design Build Agreement.

Mr. Phillips asked that this item be informational only as Mr. Christian had to leave the meeting.

**C.8 Program Management Plan. Presenter: Mrs. Payne**

*Staff will present an update on finalizing the Bond Program Management Plan. The purpose of the Plan is to document the internal controls that properly implement the District's policies, safeguard its assets, provide compliance with state and federal laws and regulations, and produce timely and accurate financial information. Staff plans to present the Plan for Board approval at an upcoming meeting.*

Moved to a future meeting if necessary

**C.9 Monthly Suite of Financial Reports. Presenter: Mr. Freese & Mrs. Payne**

*Staff will present the monthly Bond Financial Reports as of April 30, 2021. The Suite of monthly financial reports includes the Consolidated Budget Report for the Bond Program, Consolidated Budget Report for the 2016 Facilities Master Plan, Report 13 Bond Program Financial Status Report, Report 13A Variance Report, Report 2 Bond Program Spending to Date, and the Accounts Payable Checklist. The presentation will also include an update on the recent State Allocation Board apportionment of \$4.7M for Career Technical Facility grants for five programs at two campuses.*

Mr. Phillips suggested scheduling an additional meeting if necessary  
Mr. Phillips adjourned the meeting at 5:08pm.