



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Facilities Committee Meeting of the Board of Education
January 8, 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

DRAFT MEETING MINUTES

A. OPENING PROCEDURES

The meeting was called to order at 3:05pm by Mr. Panas.

A.1 Roll Call

Mr. Panas and Ms. Cuevas were present.

A.2 Approval of Agenda

Mr. Freese asked to pull item D.3. Mr. Panas motioned approval of this request.

A.3 Approval of Minutes, September 25, 2019, October 30, 2019, & December 9, 2019

September minutes were approved. Mr. Panas provided notes on the remaining minutes and approved them with the provided revisions.

A.4 Next Meeting: February 5, 2020

March 4, 2020 & April 15th, 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.

There was no public comment.

D. DISCUSSION ITEMS

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

a. Overview

Mr. Freese will bring a refresher on the Master Plan to the February Facilities Committee meeting.

b. Construction Updates

Mr. Freese reviewed photos of current construction status.

Kennedy - is the HVAC project under prop 39. Several units have been replaced and there are more units in back order. There are supplemental heaters in the room without heat.

Fairmont - critical needs project phase 2 drawings ready for bid. This will be a summer project.

Richmond HS – The Architect for the healthcare center will be presented at an upcoming board meeting.

Lake – RFQP for a bridging Architect is very close to being issued

Highland - have not moved forward on Highland yet

Richmond HS - Mr. Freese discussed the construction photos. (There have been a lot of RFI's. The soil was lime treated in order to make the compaction, which delayed the timeline by 2 weeks.

Montalvin ES – Low voltage and electrical is currently being worked on, everything else has been completed.

c. Mandarin Campus Expansion- There is a contract with Kleinfelder for soils testing which will happen in January, with a report to follow by March.

Public Comment

Jinwei Zhang for Mandarin Campus - Mrs. Zhang discussed how Mandarin was outgrowing their current site.

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

Ms. Payne previewed a page on the facilities website where updates and master plan sections are posted. (<https://www.wccusd.net/Page/13520>) There were 113 narratives going around for review. The next step is putting together a working draft section. Something very important to us is that this is a shared document, we are better when we do things together. The programs and operations section have been posted, we are hoping to release the administrative section as well. Ms. Payne reviewed and discussed their working draft, highlighting all the web links that have been included in the draft. The audit reference will be tracked in a table of contents.

Ms. Payne discussed the updates to the appendix section. A Friday memo will go out to the board, inviting them to review these documents and discuss how to provide feedback. These documents will be published to the District Website to so that the public can submit comments on them as well. An acronyms guide will be published with the PMP. They will be receiving reviewing and incorporating feedback. The anticipated publish date for the full PMP is set for June 2020.

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

Mr. Panas requested a legend for the plus signs and asterisks. Ms. Payne confirmed that asterisks were active projects and plus signs are future projects.