

**Gilroy Unified School District  
Facilities Subcommittee Meeting Minutes  
February 2, 2018**

Meeting began at: 9:01 a.m.

**Present:**

- Dr. Flores
- Patricia Midtgaard
- Linda Piceno
- James Pace
- Alvaro Meza
- Jim Bombaci
- Dan McAuliffe
- Kimberly Mason
- Anna O'Connor
- Cheryl Galloway

**Item 1A.-Demonstration on Various Facilities Software (Colbi Technologies)**

- Looking at this as an extra tool to help the facilities team, our current District Financial system is not set up for facilities.
- Software helps team manage their stuff of what they need to do in each department, need to be able to reconcile with districts financial system.
- Currently working with 150 schools in California and one 1 in Texas
- Unique is logistics of software, reports, quality
- We will mirror account code strings, our software is speaking the same language as the District financial system.
- Contract management-track retention, reimbursable, etc. this software is set up to do that.
- LOGISTICS-implementation process, training, support: import all historical stuff to get up to date, bonds that were passed etc. 3 day training process, 6 weeks later follow up, will provide as much training as needed.
- SUPPORT: can call us and will help with issues
- PLANNING: reports, interactive program planning report.
- Budgeting tool
- Internal control: proper processes in place and checks and balances place, budget year set up report, this is already input into program, warrant transmittal
- Very important to give community a clear picture, want to show whole foundation as to how this came to be, when you are transparent with community.
- Single project status report, great report you can take to the citizen's oversight committee etc.
- Construction Status report
- Fund Revenue Summary
- Cash flow - revenues and project demands (back end of this)
- Consolidated Budget Status Report: very comprehensive form, would most like bring this to our oversight committee, board etc.
- Audit report

- It is web based, do have to download Citrix client, accessing a web page from Colbis server
- Everything entering in software gets prepopulated to OPSC forms
- Same method for QSS, extract from QSS on to our system. Now we are reconciling using 2 different systems.
- To set up implementation there is a one-time fee of \$40K, annual fee of \$30K
- Also a cost if you want to have an archive version, it is \$5K even if the company goes out of business, they will give us a platform for this software.
- Document end system additional 15k a year
- Based in Tustin, CA Orange County
- Have 47 employees
- Have been in business since 2002

**Item 1B. Approval of Facilities Subcommittee Minutes: January 12, 2018**

- Minutes were reviewed

**Item 2A. Change Order # 1, Christopher HS**

- Only change order, this is a credit
- Total contingent \$20,756.14
- Waiting for DSA to make a decision on urinal partition
- Hoping DSA gives us a waiver
- 2 since lab and art room project where CMAP used to be

**Item 2B. Notice of Completion, Christopher HS**

- Sending NOC (Notice of Completion) for project as soon as we get change order
- Will be on the February 15<sup>th</sup> Board Agenda

**Item 2C. Measure E COC Report**

- A copy of the report was shared with the committee
- Getting COC (Citizens Oversight Committee) together, having them review the document prior to the Board Meeting

**Item 2D. Measure P COC Report**

- A copy of the report was shared with the committee
- This report will cover through June 2017, last one was 2015-2016
- This report used to go to the Board in May each year, we decided to push it out and have later in the year when we can cover all expenses, reports, audits, etc.
- Will now be doing it after the 30th of June annually
- Have one committee for Measure E & one for Measure P
- Have two separate meetings
- Adjourn one and start the next
- Follow the bylaws

**Item 2E. Chemistry Lab, Dr. TJ Owens Gilroy Early College Academy**

- Had discussion quite a bit in the past

- Trying to put it together this summer
- One was a water lab
- Teacher station and fume hood
- We need to make a decision whether this is a DSA and whether we need an architect, goes by dollar value and whether or not there is a fires safety or structure
- IOR and architect; they help us and we talk to both of them and figure out if it is or not
- Only looking at 150K
- Timing is problematic in DSA if she needs it for August
- Gas to the teacher station only
- Why only teacher station if the students need it, the other two high schools have it, don't we want to have a district standard?
- Jim will double check with Sonia and teacher
- More economical less danger

#### **Item 3A. Gym Ceiling Tiles, Brownell Middle School**

- Informational
- Issue at Brownell MS gym with ceiling tiles falling, felt it best that to have the tiles removed.
- Tested for possible asbestos or led, came back negative, got air tested by the same environmental engineer Clear to occupy, occupied again yesterday by school and NJB (outside basketball group)
- No acoustic treatment in the ceiling of that gym something we will look at and see if it is necessary to replace.
- This was not a roof leak, developing plan with TREMCO with all our sites, will be coming with priority 1, 2 and 3 with roofing issues.
- Gym is in fairly decent shape, that roof may be better to be replaced as opposed to repaired.
- We will have options to repair, recoat or total R & R, recoat vs replacement is probably 60% of total R & R
- Will look at both and see what the best option to go with this

#### **Item 3B. Gas System Repairs, Ascencion Solorsano MS**

- Bringing this as ratification
- Did have a few two extra locations added to that, charged by location and repair
- Once we completed the other repairs did find the other locations where buildings had entrance of gas, did have them repaired
- Did have extra work where we were not charged for
- Rest of the schools we are monitoring real well
- In 2012 we had the major issues out there at GHS, ended up chasing 8 of them
- Trying to get a hold of our rep, you can open a package and smell what it actually smells like
- There is one area on top of South Valley MS gym that the gas pipe is corroded
- Should have our representative do it once have them go around to every school just to be on the safe side
- Our plumbers have reviewed every site of exterior pipes
- If South Valley MS was in the condition that needed to be fixed we would make that a priority

#### **Item 3C. Grass Athletic Field Renovations, Gilroy HS**

- Have final pricing \$2,800, will bring it back to the next meeting

- This is for both fields, Softball was about \$9K about \$2,800 a pad
- Working with Billy and his staff, had a very positive effect on our crew
- Ceremonial first pitch in high school
- Great idea to have both fields named after Billy Holler

#### **Item 3D. Gym Floor Refinish, Gilroy HS Main Gym**

- Got lamination from the floor, a coat that our crew put on
- Not qualified, don't have the resistance don't have the expertise, this is something we hope we can always do professionally.
- In order to do that we would have to sand it down all the way to the wood.
- Has had so much use the floor finish is delaminating, coming off in squares
- We were warned when we topped it again that it would only last a year or two
- Got two quotes was hoping HY floors was less expensive because they already have the colors
- Total rebuild at Gilroy HS was 2012, Christopher HS will be needing it, in about one year or two.
- About 3 week process. Talked to Jamie (AD) already, will have to use the auxiliary gym to replace the gym
- Cannot wait until June, if we get into summer break time almost impossible to book
- Possibly do it late may early June, they can do all their stuff outside
- Will connect again with Jami and Marco about those days
- Is there a protocol on how you treat a floor?
- That would not be a bad idea to make sure tape is not appropriate, the proper wear on the floor
- Would like to have 3 weeks, it will take 2 weeks but should cure for one week

#### **Item 3E. MPR Lunch Tables, El Roble ES**

- Original tables
- The hardware, pistons, hydraulics are rusting and corroding, other one had a bare metal on it.
- Brought in R & T Specialties, spent \$2,100 to repair 3 tables
- Would like to take this to the Board with our preferred vendor, on February 15th.
- Should look at the outdoor tables, since we started should finish
- We can make an offer for Garlic festival to take the outdoor tables, we first have to list them as obsolete

#### **Item 4A. Measure E Priorities Discussion**

- Board approved at the prior meeting
- Did modify it to say "feasibility study & renovation"
- Asked both architects to give us proposals on both campuses (LPA and WLC)
- Talked to LPA on early indication of odyssey and parking for next fiscal year
- Bond timing, have until January 19, 2020 to spend 25% which is \$51 million.
- We sold \$60 million about a year ago got recorded January 19, 2017
- We are about a year and change and have two more years to spend it down, we are under the gun in timing
- What if we did those like what we are doing at GHS in the buildings
- If we went with a PC building those go fairly quick, getting all those pieces put together (Preconstruction pre-approved DSA plans)
- Have to do title 5 already contacted John of School Site Solutions will get us a proposal

- Thought was to have them go at the same time, start South Valley MS preliminary items at the same time that we are getting Brownell MS started to get that money spent, it cannot be encumbered, and it has to be spent.
- We are doing Gilroy HS in two years, if we did the same kind of construction for the new wings at Brownell, it has to be placed where it will be feasible to access the campus, and all we are keeping right now is the gym and the multi-purpose room (MRP).
- There's a lot that has to go into it, if we start trying to hurry ourselves we are going to end up with a bad product
- Deadline is January 19, 2020 to have the money SPENT
- One year out to get modular, they are out to December they got nothing for this year, possible next year, are going to move fast we have no choice.
- Connected with Randi of Isom, worse is that we get a penalty of 1.5% of the balance and penalty and difference of what you have earned
- Still going to hit our bond readings negatively and we do not want that
- Taking 10.2 million shift it over and spend that down
- If we work with one of the manufactures of the homes there is a chance we can purchase those buildings
- We haven't even gotten a pay app from them yet, we can work with them to get earlier pay apps
- If we were building the Elementary School we would not have run into this, we would be starting next month or month after site work.

#### **Item 4B. Plan for Modular Construction/PreFast Field**

- Wanted to schedule a tour
- Then it comes to 1million a classroom for prefab
- He is quoting a 400 sf that is for the shell, once you dress it up it is 1million dollar
- This is just for informational purposes
- Got general gen 7 building from AMS
- JMA building, Project frog, Milas, Silver creek
- We are going to look at all these and know what the cost is
- Would like to put together a road trip to see all these, probably a day trip, discuss pricing etc.
- Don't have a lot of time
- This summer looking at 10-17%
- South Valley MS is the biggest piece of property we own in the district; are we looking at two story buildings there? Probably because of the debris zone.
- We had that discussion with John from School Site Solution, we were hoping we can get grandfathered in
- Putting that school in the corner, will shrink it dramatically
- Linda asks is there a possibility of a pool on the East side? We can ask for the cost.

#### **Item 5A. Facilities Use Data Reporting**

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- 3.5 years ago went to the board and asked for increase in rates, asked to come back 3 years later to give a heads up and see where we were.
- In the news MHUSD decided to do this and got quite a bit of backlash, this was their first test of doing this.
- A lot of our hourly rates for field use they were using as a day rate

- Have a really strong relationship with groups that would be affected by price increase already working with them as to what we provide with our students.
- Including in data as well
- This is something we don't have to do at this time, just map out, we can come to the board in March?
- We are using Facilitron, have been using them for 2 years, have quite a bit of data, can run reports, what groups are using it, etc. what groups, what rates, etc.
- Additionally they double check nonprofit and insurance status, if the user runs out they can purchase insurance from Facilitron.
- Pricing, can go over what our revenue was from January 2017 to January 2018, in depth study of administration, capital and operational cost. Did have capital cost at 400 sf bumped that up to 700 sf
- We've had some increases for our employee rates; have to consider what that does with STRS and PERS
- Another change grass field is rated to last 10 years but with the drought that we have been having changed 10 years to 5 years.
- Cheryl went over handouts and charts included and explained meaning colors etc.
- 50% covers all admin and operation cost and it has just a portion of capital cost, with capital cost we can start charging for repair and replace but it goes into a different line item, 25% operational and admin cost.
- Might propose the board consider any time someone uses our kitchen they have to pay a food service personnel to be there.
- For theaters they have to hire one of our techs to ensure our equipment is being used properly
- New baseball field at GHS, if you look at regular prices, really have to think about, have to be really careful with that, a lot of time and money went in to that field, maybe we should not rent it out until it is stable.
- Proposing the March 8<sup>th</sup> Board meeting with informational.
- Want to be careful about bond funded projects
- Our main gym for low rate charge \$17/hr. this is proposing we should be at \$30/hr.
- Will look at neighboring rates and what everyone else is charging.
- Dr. Flores thinks it is time to increase rates
- Doing little study (checking surrounding areas) will help
- Continue to refine and come back to the FSC first, before going to the board

#### **Item 5B. Prop 39 Proposal**

- Jenny Derry is going to be bring an RFP then we can do lighting and HVAC
- GPS was not included in prop 39 money that we go because it is based on ADA they have their own and we have our own.
- They are on our site and they would like to make improvements on our facilities
- They would like to fix gym high bays, 5 new HVAC units on portable, lighting
- For prop 39 you have to put in application to CDC by February 26th, GUSD has already done all of that
- GPS has not, if they can put in their application before and if CDC says yes at that point they will come to our Board and then the Board will decide if we can do these improvements or not. This is all their money not our money.
- They would manage these projects, it would be up to them
- Paul did some prop 39 work on the site
- Yes, all agreed they were fine with that.