

Meeting Title: <b>Buildings, Grounds &amp; Transportation Meeting</b>		Meeting Date: <b>6/05/14</b>
Meeting Location: <b>KOSD Board Room</b>		Meeting Time: <b>6:30 pm</b>
Attendees: Annie Shaw, Matt Cesario, Chris Swickline		
Agenda: <ol style="list-style-type: none"> <li>1) Follow Up on Prior Action Items</li> <li>2) Review parking engineering scope with NIRA as necessary</li> <li>3) Stage items independent review</li> <li>4) GESA Status</li> <li>5) Continue review of Capital Projects Plan             <ol style="list-style-type: none"> <li>a. Needing estimates</li> <li>b. Revised year?</li> <li>c. FY13/FY14 not completed</li> <li>d. FY15 approved</li> </ol> </li> </ol>		
<b>Old Action Items</b>		<b>Who</b>
<b>By-When</b>		
Invite Cesario to next AIU consortium meeting	Brandenburg	TBD
Determine where Mt Lebo property ends, what role they would play in site improvement – <b>part of site improvement survey</b>	<b>Swickline</b>	<b>9/30 - Revised</b>
Remove gates	Swickline	<b>1/21 – TBD based on weather</b>
Develop template for capital decision making	Brandenburg	<b>4/15 - Revised</b>
Send out communication of gate removal / new traffic patterns	Stropkaj	<b>9/1 – Revised, based on gates</b>
Fill out first building checklist	Principals	3/24 - Done
Send letter to Green Tree on digital marquee costs sharing and zoning	Stropkaj	<b>7/1 - Revised</b>
Procure shredders	Brandenburg	<b>4/3 – Investigating 1 day rentals as cheaper</b>
Nighttime parking study	Cesario	9/1
<b>New Action Items</b>		<b>Who</b>
<b>By-When</b>		
Optimize mail delivery	Swickline, Stropkaj	7/15
Look for lower cost timecard alternatively	Swickline, Brandenburg, Stropkaj	7/15
Prepare draft of parking lot engineering scope of work	Swickline, NIRA	6/19

Prepare draft of lighting engineering scope of work	Swickline, Vendors	6/19
Get on agenda both engineering SOW and repointing of windows	Stropkaj	6/19
Forward to team informal parking lot analysis from Firyal	Cesario	6/15
Can control systems be purchased through COSTARS	Swickline	8/1 – Done (yes)
Determine any new projects – “good ideas” from GESA docs	Swickline	9/1
There are multiple, project specific, action items built into capital spreadsheet. Please reference that as well.		

Next Meeting: **Wednesday 9/9, 6:30 pm location – KOSD Board Room (May schedule an August meeting and there will be a July 8<sup>th</sup> 6:30 pm stage walkaround)**

Items Discussed:

- 1) Mail delivery takes ½ person year and is limiting resources. Convenient to ship packages, but “education side” has the most concerns about timeliness.
- 2) Current quote for \$16 K electronic time card system is cost prohibitive.
- 3) Parking lots:
  - a. NIRA feels comfortable with our request. Will work on quote for next engineering work.
  - b. Would like to have some sort of project manager oversight for the large parking lot job(s).
  - c. Options may be there to mill to lesser depths, especially at elementary schools.
- 4) Will still be taking down the rest of the gates, winter weather etc has delayed. Communication will still go out once signage is up.
- 5) Mt. Lebo survey will still be done as part of parking lot due diligence
- 6) Building checklists are happening. Chris expects his people to be ahead of it, and there is good communication with principals. May let this die...
- 7) Shredding: see June 6 capsule for update
- 8) Bill will follow up with Dave Montz on digital signage.
- 9) Tremco results should be in next week.
- 10) Annie has some technical people to evaluate our stage needs. Are going to walk thru with them on July 8<sup>th</sup>.
- 11) GESA:
  - a. Engineering would help to prevent lawsuits – they are common
  - b. Costs seem far higher than what could be done as stand alone
  - c. Paybacks are not good
  - d. IT Switch project is buying CISCO via COSTARS, can we get building control systems this way to avoid quality / proprietary systems / high maintenance issues?
- 12) Recently finished projects:
  - a. Cutting out pool shower hot water tank – reduce energy
  - b. Cafeteria doors between kitchen
  - c. Aiken exposed metal weather stripping

- d. Myrtle HVAC piping Phase 1
- e. Myrtle ball field fence missing section
- f. Myrtle Broken dumpster corral fixed

Next Agenda:

Follow Up on Prior Action Items

TBD