

Meeting Title: Buildings, Grounds & Transportation Meeting	Meeting Date: 5/13/14	
Meeting Location: KOSD Board Room	Meeting Time: 6:30 pm	
Attendees: Annie Shaw, Matt Cesario, Chris Swickline		
Agenda: 1) Parking Lots – NIRA Review 2) Capital Projects Updated 3) Review Action Items		
Old Action Items	Who	By-When
Develop prioritization	All	5/28/14 - Done
Invite Cesario to next AIU consortium meeting	Brandenburg	TBD
Determine where Mt Lebo property ends, what role they would play in site improvement – part of site improvement survey	Swickline	9/30 - Revised
Remove gates	Swickline	1/21 – TBD based on weather
Develop template for capital decision making	Brandenburg	4/15 - Revised
Send out communication of gate removal / new traffic patterns	Stropkaj	1/24
Fill out first building checklist	Principals	3/24
Schedule NIRA next meeting. Public, w/o 17 th or 31 st .	Swickline	3/12 - Done
Check on signage for AEDs	Swickline	3/17 - Done
Send letter to Green Tree on digital marquee costs sharing and zoning	Stropkaj	3/31
Procure shredders	Brandenburg	4/3
Daytime parking study	Cesario	3/17 - Done
Put maint software in budget	Brandenburg	3/17 - Done
New Action Items	Who	By-When
Use parking engineering needs to write scope document / letter to NIRA	Swickline	5/20 - Done
There are multiple, project specific, action items built into capital spreadsheet. Please reference that as well.		

Next Meeting: **Wednesday 6/4, 6:30 pm location – KOSD Board Room**

Items Discussed:

- 1) We reviewed the board and administration’s feedback regarding the original NIRA parking study. This was combined with feedback from the site walk arounds to create a complete engineering needs list.

- 2) Items should only be on capital plan sheet if need capital funds to pay. A separate, more detailed tracking sheet was created to track these and other projects of interest to be paid from other funds.
- 3) Completed first pass through capital plan sheet. Project list should be complete, year of project very close. Need more work to determine costs.
- 4) Capital spreadsheet is an evolving document. What is posted on website in meeting notes, may not be the most current. Can be made available on request.

Next Agenda:

- 1) Follow Up on Prior Action Items
- 2) Review parking engineering scope with NIRA as necessary
- 3) Stage items independent review
- 4) Continue review of Capital Projects Plan
 - a. Needing estimates
 - b. Revised year?
 - c. FY13/FY14 not completed
 - d. FY15 approved
- 5) Other as necessary