

Meeting Title: <b>Buildings, Grounds &amp; Transportation Meeting</b>	Meeting Date: <b>9/9/14</b>	
Meeting Location: <b>KOSD Board Room</b>	Meeting Time: <b>6:30 pm</b>	
Attendees: Annie Shaw, Dan Domalik, Matt Cesario, Shane Hallam, Chris Swickline, Eric Brandenburg, Dr. William Stropkaj		
Agenda:		
<ul style="list-style-type: none"> <li>1) Stage Upgrades</li> <li>2) Parking Lot Light</li> <li>3) Fencing spring area</li> <li>4) Parking Lot Sealing</li> <li>5) Parking Lot Engineering RFP</li> <li>6) Roof repairs and refurbishing</li> <li>7) Lighting Upgrade Engineering RFP</li> <li>8) Updates on Maintenance &amp; Projects</li> </ul>		
<b>Old Action Items</b>	<b>Who</b>	<b>By-When</b>
Invite Cesario to next AIU consortium meeting	Brandenburg	TBD
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	9/1 – Revised, based on gates
Send letter to Green Tree on digital marquee costs sharing and zoning	Stropkaj	7/1 - Revised
Nighttime parking study	Cesario	9/1
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	9/30 - Revised
Prepare draft of lighting engineering scope of work	Swickline, Vendors	9/30 - Revised
Determine any new projects – “good ideas” from GESA docs	Swickline	9/1
Check on chunk out of track that Neely saw and repair	Swickline	8/25
Check on Dormont doors not locking that Don experienced	Swickline	8/25
Develop camera specs	Swickline	9/9
Develop liquidated damages	Cesario, MBM	11/30

Determine need for bollards	Swickline	9/12
Get quote on Rejuvaseal	Swickline	9/16
Fencing plan for "Spring" area	Swickline	9/16
Develop RFP	Cesario, Domalik, Shaw, Swickline, Brandenburg	9/15
Send RFP	Brandenburg	9/30
Accept RFP	Board	10/31
Complete engineering	Winner	1/15
Bid construction	Brandenburg	2/1
Develop liquidated damages	Cesario, MBM	11/30
Determine need for bollards	Swickline	9/12
<b>New Action Items</b>	<b>Who</b>	<b>By-When</b>
Double check whether money can be saved on other microphone options	Hallam	9/19
Confirm that Vincent's is COSTARS	Brandenburg	9/16
Get Items on agenda for working meeting	Stropkaj	9/13
Bring in electrician to estimate whether state bidding is required	Swickline	9/30
Complete repair of parking lot light	Swickline	9/30
Provide Rejuvaseal references if possible	Swickline	9/16
Get two other quotes for Rejuvaseal if possible	Swickline	9/19
Complete and send out to bid parking lot engineering RFP	Swickline, Brandenburg	9/19
Complete roof repair quotations	Swickline	9/19
Get quote on HVAC engineering consulting study	Swickline	9/23
Make recommendation on AT&T antenna upgrade	Smith	9/30

Next Meeting: **Wednesday 10/1, 6:30 pm location – KOSD Board Room for Athletics Walk-Thru. Probably will do another mtg in Oct for RFPs, will schedule as we get closer.**

Items Discussed:

- 1) Stage upgrades
  - a. Shane provided completed requirements document to the committee
  - b. Annie had some questions on microphone options, encouraged Shane to look at other options to save money
  - c. Keep in mind that in 5+ years, may need additional work in auditorium
  - d. With the new upgrades, may improve our ability to rent it out
  - e. Committee feels that all the items are high enough priority, and the requirements are clear – recommend moving forward

- f. If Vincent's is COSTARS, go with them
  - i. Plan A would be to vote in September to start the work with them
  - ii. Plan B would be to find another COSTARS vendor that matches Vincent's in quality and price, vote in September
  - iii. Plan C would be to bid out lighting and do in spring/summer, do sound only in winter
- g. Have to bid out electrical work?
- 2) Parking Lot Light
  - a. Someone backed into, creating electrical problems with other lights
  - b. Is a new issue, not related to upper field light
  - c. Some work has been done, less than \$5 K left
  - d. Just do it
- 3) Fencing Spring Area
  - a. Will look bad (i.e. visually)
  - b. Table it for now, can revisit.
- 4) Parking Lot Sealing
  - a. Have identified a special sealant to reduce cost 70-80% of some of the light milling work in the parking lots at the elementaries.
  - b. Have talked to vendor, doing on site visit soon
  - c. Proprietary product, are their other contractors?
  - d. Is there any references?
  - e. Like to vote on this in September
- 5) Parking Lot Engineering RFP
  - a. Matt took a first shot at creating document based on GESA RFP
  - b. Have shared with team, Dan has made some edits / comments
  - c. Full schedule important, from construction start date (6/15?) to completion date (8/1 for MS/HS, could be later for elementaries)
  - d. Confusion on financial assumptions section, delete
  - e. Eric and Chris to work on preparing final document, would like to send out for bids mid-September so that we can vote on winning bid in Oct.
  - f. Don't need to vote on, but have as an informational item for September Work Session
- 6) Roof repairs & refurbishing
  - a. Getting one more quote and then would like board to vote on it September
- 7) Lighting Upgrade Engineering RFP
  - a. Have not worked on, will use parking lot experience to guide us
- 8) Updates on Maintenance & Projects
  - a. Continuing to have HVAC control issues
    - i. Need to figure out whether current plan is sufficient or we need to accelerate targeted work
    - ii. Have Schneider Electric quote on a small engineering consulting study like what NIRA did for the parking lots, i.e. what needs to be done, when and for how much

- b. AT&T wants to upgrade the cellular antenna they have on our MS/HS building
- c. We get ~ 13 K / yr from them currently
- d. Want Becky and Aaron S. to evaluate this against current district cell phone services, etc