



**Facilities, Planning and Operations Department**  
**Facility Committee Meeting**  
**Date: February 24, 2015**  
**Time: 12:30pm-1:40pm**

Present:	Linda Owens, Alice Hawkins, Andy Florimon, Greg Peterson, Mandeda Uch, and Eric Mendoza
Absent:	Patricia Stoddard, Renee Johnson, Milton Harris, and Maria Estrada
Guests:	
Next Meeting:	03/24/15, Facilities Office 12:00pm

	<b>Standing Agenda Items:</b>
1.	Introductions / Presentations
2.	Meeting Purpose
3.	Committee Make-up / Charter
4.	Facilities, Maintenance and Operations
5.	Facilities, Planning and Operations – Strategic Planning
6.	New Business

Review Meeting Minutes	No revisions.	ALL
Discussion / Decisions	<b>Facilities Planning and Operations</b>	
AGENDA	<ol style="list-style-type: none"> <li>1. Member Schedules</li> <li>2. REVIEW/Corrections are made in red</li> <li>3. Scheduled Maintenance</li> <li>4. Site Improvement</li> <li>5. New Business</li> <li>6. Adjournment</li> </ol>	ALL
Linda Owens	<ol style="list-style-type: none"> <li>1. <b>Member Schedules</b> It was decided that meeting days will be on the fourth Tuesday of each month at 12:00pm. A reminder will be forwarded at least 3 or 4 days in advance.</li> <li>2. <b>Review the Minutes</b> The Minutes from our last meeting was reviewed. Since that time, an update was made known regarding the Rubber Chips for the Child Care play area. As mentioned before, the original plan was to remove the present outworn chips and replace them with the rubber</li> </ol>	LO

chips. The new plan is to cover the new chips with “turf” which would make the surface area more comfortable for the children. The original cost estimate was 40K. However, the rubber chips and cover would be at a cost estimate of 35K, leaving room for ideas for spending the remaining 5K. We should get this on the March Board Agenda.

### 3. Scheduled Maintenance

Bids have been sent out for Roof Repairs. The allocation for roofing upgrades are 140K. The ‘job walk’ was scheduled for March 4, 2015, and the due dates for all bids are due on March 13, 2015. We should know who will be the successful bidder by our next meeting is.

**Question:** *The company you’re speaking of is that Weather Proofing Technology?*

No. They have done some repairs for us in the past. We don’t know who will be the successful contractor.

**Question:** *With the \$140K for repairs, will that include Y99?*

Yes. Y99 is included in the repairs. We are hoping to include all known problems as reported to us.

**Flooring-**we have measured for carpet and flooring replacement throughout the campus, which leaves 65K remaining in the budget for flooring Scheduled Maintenance. Bids or quotes are going into a **CMAS (California Multiple Award Schedules) service**, which is a piggyback bid. We are going to see how many areas could be carpeted; that will include tiling in some areas such as the staff lounge in the Math Science Building, which presently holds a lot of stains. We looked in the Athletics Department as well as the staff locker room where we would replace the carpet with tile. Our quotes should be in to me later this week.

**Stall Doors-** The stall doors has been placed in the restroom/locker-room in athletics coaches’ location.

### 4. Site Improvement/Review

- Building J
- Asbestos Removal (Not at this time)

	<p><b>5. New Business-</b>  <b>Staffing Concerns:</b> New person to arrive at the beginning of the month, Deon, as well as a student worker Juan, whom has been just great.</p> <p><b>Surveys-</b> Campus wide, to seek areas of greatest needs, such as tree branches falling on cars, and branches hanging over the batting cages in the Baseball Academy. A lighting survey or anything can be surveyed on any topic one can think of.</p> <p><b>Practice Fields-</b>Lining the field for the Soccer practice. Fields are painted for usage. (Note: about \$2,500 is used for the season which includes Football). Schedules will be given out at beginning of season in order to have the field done in time for the games.</p> <p><b>Little Theater-</b> The Little Theater was <b>DSA</b> approved.</p>	
	<p><b>6. Adjourned: 1:50pm</b></p>	

Action Bin:		Responsible Person	Due Date
1.	Develop a price list for plants	Andy Florimon	Open
2.	Develop a list of all troubled doors	Andy Florimon	ASAP
3.	Staffing concerns	Linda Owens	Completed
Next meeting Tuesday, March 24, 2015 Facilities Department			12:00 pm
Meeting adjourned 1:50pm			
Meeting minutes by AH 03/16/15			