



**MINUTES
FACILITIES COMMITTEE**

Thursday, January 28, 2021 at 10:30 A.M.

In accordance with the current State of Emergency and the Governor's Executive Order N-25-20, of March 12, 2020 and N-33-20 of March 19, 2020, teleconferencing was used for this meeting. Board members, staff and members of the public were able to participate by webinar and members of the public were also able to participate by telephone.

1. Call to Order/Roll Call

Committee Chair Barbara Mroz called the meeting to order at 10:30 a.m.

In attendance: Committee Members Barbara Mroz and Howard Salmon, CEO Rachel Mason, Staff Member Linda Bannerman and Property Manager Roy Moosa.

2. Public Comments

None

3. Discussion Items

a. Review Property Condition Assessment Report Findings

AEI Consultants performed a property condition assessment for the 138 S. Brandon Street property and provided their report. The purpose for the assessment was to identify short term and long-term maintenance issues, which can then be factored into the District's budget planning for the next three, five, ten and fifteen years.

Findings include the following:

Immediate needs:

- Parking lot resurfacing; striping and signage to ADA compliant parking space; and removal of tree due to roots lifting asphalt. Possible bid process required due to cost.
- HVAC – one of three units not working, and all are old and in need of replacement. The cost would be greater than \$25,000 requiring bid process.

Next fiscal year needs:

- Seepage of water in the elevator pit. State certification on elevator is up to date.
- Landscaping as planned, with only necessary maintenance to prevent danger.

Discussion ensued. Property Manager Roy Moosa suggested it would be best to begin the HVAC replacement process prior to the parking lot project due to possible damage caused by heavy equipment.

Recommendation: The Finance Committee recommended approval by the Board of Directors to start the bid process for the HVAC and parking lot projects

4. Update from Property Manager

Potential disaster was averted when three pine trees were cut down, just prior to the significant winds occurring during the last storm. Had they not been removed, at least one of them would have fallen onto the building currently housing Rock Rose School. In addition, all the outdoor lighting at 138 S. Brandon Road has been replaced and upgraded to LED lighting.

5. Board Comments and Future Agenda Items

Director Mroz asked about a property assessment at 1636 E. Mission Rd. Rachel Mason said it is on hold, except for any immediate fixes that might be identified.

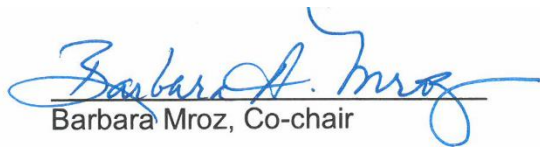
Director Mroz asked when the COVID-19 vaccine becomes available in our community, would we use the E. Mission Rd. property for vaccine shots. Rachel Mason said the plan would be to replicate testing procedures to vaccine shots, though by necessity, each event would be much smaller than prior testing totals. Insurance is in place for community events at our property.

Discussion ensued regarding how often the Facilities Committee is scheduled to meet.

Currently, the committee is meeting monthly on fourth Thursday of month. Once repairs are completed, it could move back to a quarterly meeting.

6. Adjournment

There being no further business, the meeting was adjourned at 10:57 a.m.


Barbara Mroz, Co-chair


Board Secretary/Clerk