

Maintenance Committee Notes

February 10, 2020

4:00 pm – 6:00 pm

South Coast ESD Board room

Attendees: Tenneal Wetherell, Bruce Levy, Jackie Crook via conference call, Kathy Metzger

Absent: Mike Baumer, Meg Steele, Sharon Rebischke

Maintenance Long Range Plan Goals:

- a. Given the Maintenance Committee and the ESD Maintenance Plan, the committee will meet at least three times a year with at least 50% of participants present to review the priorities, develop plans for implementation, and adjust when necessary.

Maintenance CIP Goals:

- a. Given the deferred maintenance of the Gold Beach office, the ESD will evaluate the needs of the building and complete maintenance by June 30, 2020.
- b. Given the need to proactively maintain both buildings, the ESD will develop and utilize a need to budgeting process presenting to the board how much should be saved in deferred maintenance yearly as well as how the deferred maintenance will be provided each summer by February 2020.

AGENDA (please remind attendees to check if the downstairs alarm is set before exiting)

1. ACTION ITEM REVIEW

Coos Bay office

ACTION - The warehouse electrical panels need to be researched and labeled. LABELS WILL BE CREATED AS THEY COME UP.

ACTION – Budget for all levels for CB for January meeting. COMPLETED

ACTION – Mike and Tenneal to review staffing and calendar of tasks. – reviewed staffing delayed calendar of tasks MIKE TO WORK ON CALENDAR OF TASKS STARTING IN JANUARY 2020 AND CONTINUE THROUGHOUT THE 2020-2021 YEAR.

ACTION – UPDATE TYPE OF FIRE EXTINGUISHER FOR TECHNOLOGY DEPT TO HAYLON ON MAP. COMPLETED.

ACTION – GAPS/INCOME/DEFERRED MAINT/STAFFING WILL BE DISCUSSED, TO BE ALIGNED WITH BUDGET CONVERSATION THEN RECOMMEND TO THE BOARD BY MAY 2020

ACTION – GB TO BE COMPLETED 6/2021

Gold Beach office

ACTION - Electrical map of the Gold Beach office. Mike will work on during GB visit 2/17-19.

ACTION – GB - Paint in entry way/hallways, board room. Ready for signage at the end of March. Mural discussion.

ACTION - the team agreed to take a picture and mount/frame it for the building.

ACTION – investigate the cost of the GB garbage. GB uses a small dumpster but should possibly move to a large can and use dumpsters for projects. COMPLETED

GARBAGE BY WEIGHT OR SIZE OF CONTAINER – COMPLETED

ACTION – Budget for all levels for GB for January meeting. COMPLETED

ACTION – TENNEAL AND MIKE WILL CREATE A MATRIX FOR THE GB OFFICE - REVIEW TODAY

ACTION – TENNEAL TO CREATE A DOCUMENT/ADD INFORMATION FOR GB. – REVIEW TODAY

2. Subcommittees:

- Budget – the sub-committee reviewed services and placed costs in the correct places, removed safety from the maintenance budget, use of GB budget codes, valuation was just completed,
- Deferred Maintenance – review of CB asset acquisition form and HVAC replacement plan which evaluated the age of the current and which ones need to be replaced first, the costs, discussion of the mini-splits and how they work, additional assets listed and when and how much is being budgeted. Additional discussion of what can be saved in deferred maintenance, the committee to give a recommendation to the board given the budget, contingency versus deferred, what should be saved and what can be saved and providing the information for the board to make a decision.

ACTION – recover the moveable wall with vinyl - \$8,000 quote. COMPLETED

3. Gold Beach office

- GB Maintenance brain – staffing matrix review.
- Yearly maintenance – possibly add hours for a deep clean/summer cleaning, set up a spreadsheet with Sharon to use when Mike visits the GB office and complete tasks as needed. Discussion of minor upgrades and funding for them,

ACTION – Kathy to label spreadsheets for use by 2/28.

- Review GB progress – Tenneal shared there will be cleaning, new chairs, tables, paint, signs, lighting, ceiling in the Wellness Center, changing table, clean carpets, clean out/up bathrooms/offices, take out additional signage, clean out cupboards/closets and lamination storage by a team visiting on 2/17-19 and again in March.

ACTION – staff will be asked not to leave items in the building – on going.

ACTION – courtyard to be made into a play area – summer 2020.

ACTION – follow up on fencing with Brandie on 2/12.

- Deferred maintenance – see discussion above.
- Title IX compliance update – The goal for the team is to complete a report by 6/30. There will be long term issues including stairs to audiology testing space although other access is available, accessibility signs, reasonable accommodations, Brandie working on an ADA checklist, implement some tasks in year 2, completing tasks and projects which can be addressed and looking at funding what can't be addressed.

ACTION – report to the board in June 2020 what has been completed, items that need to be changed and funding ideas.

4. Maintenance budgeting

- Deferred maintenance plan – update the list to the brain as items arise.

5. General Building/Safety discussion

- Inventory of fire extinguishers and expiration dates – **ACTION - PRESENT AT THE APRIL MEETING.**

6. Future

- Wheelchair accessibility for central office lower level. A subcommittee is working on costs/planning.
- Floor coverings
- Budget for recovering the wall and maintenance for summer 2020 (Golden Airwall)
- Work truck with lift gate
- Flooring for GB office
- Build a storage unit on the main campus.
- Find a location for observation of camera images (Admin office?)
- Add Maintenance services to priority survey.

7. Subcommittee assignments

- Deferred Maintenance – report to the Board by 6/20.
- GB brain – COMPLETE BY 6/20
- EOP – annex in GB

19/20 committee meetings scheduled in the SCESD board room from 4:00-6:00 pm on the following dates:

April 20

June 22 – if needed

COMMITTEES GET TOGETHERS – MARCH 16, MAY 18 FROM 4-6 PM IN THE SCESD CONFERENCE ROOM

19/20 Committee members:

Board – Jackie Crook, Bruce Levy

Administrators – Chairs Brandie Monroe and Tenneal Wetherell, Kathy Metzger

Staff members: Mike Baumer, Sharon Rebschke

Licensed staff: Megan Steele

Full-time staff: Open

Part-time staff: Open