

Maintenance Committee Agenda

June 22, 2020

4:00 pm – 6:00 pm

South Coast ESD Board room

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 –**MIKE TO WORK ON CALENDAR OF TASKS STARTING IN JANUARY 2020 AND CONTINUE THROUGHOUT THE 2020-2021 YEAR.**

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

ACTION – GB RENOVATIONS TO BE COMPLETED 6/2021

Gold Beach office

ACTION - Electrical map of the Gold Beach office. By 6/30

ACTION – GB - Paint in entry way/hallways, board room. By 6/30

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

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

ACTION - Inventory of fire extinguishers and expiration dates. By 6/30

1. Review Long Range Plan/CIP

2. Gold Beach office

- GB Maintenance brain
- Pictures of remodel
- Review progress report

3. Review of reports

- Title IX
- ADA

4. Emergency Operations Planning report

5. Next Year:

- Brainstorm new goal areas

5. Future – review for 20-21

- 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. COMPLETED
- GB brain – COMPLETE BY 6/20

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