

Maintenance Committee Agenda

June 22, 2020

4:00 pm – 6:00 pm

South Coast ESD Board room

Attendees: Brandie Monroe, Bruce Levy, Jackie Crook, Mike Baumer,

Absent: Sharon Rebischke, Megan Steele, Tenneal Wetherell

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. **COMPLETED**

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. **Due to the COVID pandemic the project is estimated to be completed by 8/14/20.**
- 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. **Funding is being budgeted and Mike and Tenneal will have a deferred maintenance list completed by 8/14/20.**

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. **6/22/20 ACTION – Mike to review the electrical panel and provide a percentage completed and needs to be done by 8/14/20.**

ACTION – MIKE TO WORK ON CALENDAR OF TASKS STARTING IN JANUARY 2020 AND CONTINUE THROUGHOUT THE 2020-2021 YEAR. **TO BE COMPLETED BY JUNE 30, 2021.**

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. Due to the COVID pandemic the project will be completed by 12/21/20.

ACTION – GB - Paint in entry way/hallways, board room. COMPLETED

ACTION – courtyard to be made into a play area – summer 2020. Due to COVID pandemic EI/ECSE will complete project by 6/2021.

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

The team discussed the current fencing, property limitations, who would be liable if there was an accident, and possibly using the existing easement/piping/framework to create a new fence line. It was also suggested to place a post with a sign in the middle of the walkway to prevent people from using the space.

ACTION – BRANDIE WILL BE AT THE GB OFFICE ON 7/6 AND WILL TAKE PICTURES AND MEASUREMENTS AND BRING BACK TO THE COMMITTEE

ACTION – IT WILL BE SUGGESTED/DONE TO LOCK DOORS/GATES STARTING AT THE END OF JUNE AS THERE WON'T BE ANY STAFF IN THE BUILDING FOR THE SUMMER.

ACTION - Inventory of fire extinguishers and expiration dates. **COMPLETED**

1. **Review Long Range Plan/CIP** - see notes above

2. **Gold Beach office**

- GB Maintenance brain – the team reviewed the GB notebook.

- Pictures of remodel – the team reviewed the pictures in the packet. The office is looking great!!

- Review progress report – the team reviewed the list of projects completed (painting in the lobby, Sharon's space, front office, bathrooms, conference room, pictures hung, new tables and chairs, spaces cleaned out, new/cleaned up landscaping, etc.), the Next Steps white paper and the need to complete the EI/ECSE courtyard project and have the Central Curry art students create a mural.

ACTION – Mike, Brandie and Tenneal will review offices for painting needs, the wellness center and hallway still need to be painted, paper towel dispensers need to be changed out in addition to the remaining small projects to be completed.

ACTION – Kathy to follow up with Sharon Rebeschke to complete the GB maintenance needs list in Google docs by the 6th of every month so Mike can go to the GB office the third week of every month to work on maintenance projects.

3. **Review of reports**

- Title IX – the GB office has all the signs, information, etc. that the CB office has.

- ADA

GB- the team discussed the possibility of temporary ramps to access the Audiology booth.

CB – the team discussed the need to address access to both floors and the expense.

4. **Emergency Operations Planning report**

Mike shared information from the last EOP meeting which included creating/working on pandemic and communicable disease annexes and sanitizing/cleaning protocols.

5. **Next Year:**

- Brainstorm new goal areas -

The team would like continued work on deferred maintenance, both the CB and GB brains and the monthly staff calendars from Mike.

ACTION – the team will consider ideas over the summer and will suggest one new goal by 9/30/20.

6. **Future – review for 20-21**

- Wheelchair accessibility for central office lower level. A subcommittee is working on costs/planning.

ACTION - ADD GB OFFICE RAMP

- Floor coverings -

ACTION – review quotes for replacing floors office by office/meeting rooms for CB & GB

- Budget for recovering the wall and maintenance for summer 2020 (Golden Airwall)

- Work truck with lift gate

- Build a storage unit on the main campus. **EI/ECSE has contracted and the project should be completed by 10/20.**

- Find a location for observation of camera images (Admin office?) **COMPLETED**

- Add Maintenance services to priority survey
ACTION – Kathy to add to survey by 9/30/20.

7. **Subcommittee assignments**

- Deferred Maintenance – report to the Board by 6/20. **COMPLETED**
- GB brain – **COMPLETE BY 8/14**

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