

# AECOM

Sam A. Moss Center  
1780 Montreal Rd.  
Tucker, GA 30084

# MEETING MINUTES No. TRA34

Phone:  
Fax:

**PROJECT TITLE:** SPLOST IV Program Management

**MEETING DATE:** 01/28/2016

**LOCATION:** Sam Moss Service Ctr

**SUBJECT:** 1.28.2016 SPLOST Oversight  
Committee Meeting

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
Y	BRJ	Billy R Jones	SPLOST Oversight Committee
Y	BA	Brian Albanese	AECOM
Y	CB	Cathy Blakeney	SPLOST Oversight Committee
Y	CR	Charlie Rogers	SPLOST Oversight Committee
N	CA	Chris Avers	SPLOST Oversight Committee
Y	DWB	Delilah Wynn-Brown	SPLOST Oversight Committee
Y	HL	Herman Lorenz	SPLOST Oversight Committee
Y	JDW	John Wright	AECOM
Y	JLW	Joshua L. Williams	DeKalb County School District
Y	REC	Justine Miller	DeKalb County School District
Y	KM	Kimberly Mitchell	SPLOST Oversight Committee
Y		Kirk Lunde	Midvale ES Council Member
Y	NES	Narwana El-Shabazz	SPLOST Oversight Committee
Y	RP	Rob Prather	AECOM
Y	WB	Wyvern Budram	SPLOST Oversight Committee
Y	YF	Yvonne Fowlkes	SPLOST Oversight Committee

ITEM	DESCRIPTION	STATUS	STARTED	DUE	BALL IN COURT
00001	CALL TO ORDER, ROLL AND WELCOME VISITORS: Call to order at 6:08pm. Attendees noted on roster. Visitor - Kirk Lunde, Midvale School Council member.	NEW			
00002	REVIEW AND APPROVAL OF MEETING AGENDA: (CR) Agenda went out last week and was posted on Monday. I am going to amend to reflect Joshua's presentation to us on SPLOST V proposal. Can I get a motion to make this new business item 8E? CB provides motion.	NEW		01/29/2016	SOC CR
00003	REVIEW AND APPROVAL OF REVISED MINUTES FROM 9/24 AND 10/22 MEETINGS (NO QUORUM AT LAST MEETING) AND 11/19 MEETING: (CR) We approved September and October meeting minutes but haven't had a quorum to approve them. (CB) I move to approve September and October minutes. (YF) I 2nd the motion. (CR) Please review revisions to November meeting minutes in highlight and let me know if you have further comments. (CB) We need clarification on back page regarding December meeting. (CR) We voted via email to decide if we were going to have a December meeting in light of the holiday season. (DWB) We should word it as "pending cancellation via email vote of Committee". (CR) Can I get a motion to approve November's meeting minutes pending the amendment to item 00010. (NES) I motion to approve. (HL) 2nd.	NEW		01/29/2016	DCSD REC

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00004 DISCUSS FOLLOW-UP MATTERS FROM PRIOR MEETING NEW

00004A REPORT ON SPLOST ITEMS AT DECEMBER AND JANUARY BOE MEETING: (JW) At December's Board meeting I presented 5 items. 1st recommendation to approve William "Buck" Godfrey Stadium Improvements by Deluxe Athletics, LLC for a lump sum amount of \$1,791,650 was approved. 2nd recommendation to approve Hallford Stadium Improvements by Sports Turf Company, Inc. for a lump sum amount of \$1,907,729 was approved. 3rd recommendation to approve Adams Stadium Improvements by Deluxe Athletics, LLC for a lump sum amount of \$1,692,265 was approved. (CB) Expresses concern with the reports of cancer arising potentially from the rubber used on turf. (JW) Part of the design process is to review all safety concerns which was looked at before presentation to the Board. (CB) Was this a SPLOST IV initiative? (JW) Yes. (CB) I have been to Hallford Stadium and the turf is unacceptable. (JW) This is why there was a \$800k reallocation approved for this project. It is to support the cost to renovate the turf at the stadium. (Billy) What is the warranty period on current turf? (JDW) Standard warranty is for 10-15 years as long as it is maintained. There is an ongoing maintenance program that is ran by the company that installs the turf to maintain it. (KM) Is there going to be any money to discuss parking at the Hallford Stadium? There are huge pot holes on the visitors' side. The turf, parking lot lights and field lights need repair. (JW) Part of our expectation now is to look at our SPLOST V effort unless the Superintendent gives us additional funds in our general fund budget. 4th recommendation to the Board to approve Brockett Elementary School Capital Renewal Award to Beatty Construction, Inc. in an amount not to exceed \$1,123,000 was approved. 5th recommendation to approve Martin Luther King Jr. High School Existing Track Replacement Project Award to Sunbelt Asphalt Surfaces, Inc. in an amount not to exceed \$481,376 was approved. (CB) MLK is not new but is new based on the track record of other schools. I am shocked that the track requires repair. (JW) The track is unrepairable and requires replacement. (CB) Is there a maintenance plan in place going forward? (JW) In 2009 we had a larger number of staff than what we have currently that was able to maintain our properties. We lost over half of our staff between 2009 and 2012. In 2012, we took a very deep cut. Approximately \$5 million represented by employees came out of Operations. In 2013, I made a formal recommendation to increase the staff. Right now, we are operating on emergency maintenance. I made a recommendation for 40 additional staff with an outsource pool of vendors that can help us maintain facilities. Unfortunately, we have not reached this level yet. Deferred maintenance is handled by CIP. (BJ) Is this a preview to the presentation we've requested on how we are doing with maintenance? In July, we asked for a presentation from you for insight on current maintenance operations. (JW) As

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mentioned, we are currently operating under emergency maintenance due to the lack of staff needed maintain facilities. In addition, the Superintendent is currently working on the restructuring of support services on the regional level. This will give regional superintendents and local schools a more effective process to increase responsiveness to the schools. (DWB) If you have some type of document or spreadsheet for our file that would help. (JW) This effort is maintained by a general fund and is not a SPLOST expenditure. But it is an active initiative. (CR) At January Board, DCSD presented a roof replacement project at Warren Tech. The contract was awarded to Construction Works, Inc. who submitted the lowest bid at \$789,000. Any comments about Warren Tech? No comments.

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|--------|---|------------|------|-----|
| 00004B | <p>BYLAW CHANGES REGARDING MEMBERSHIP AND NEW MEETING ATTENDANCE: (CR) We submitted our recommended changes to the bylaws. You have a handout in your packet that would allow us better control and quicken the process of selecting members and quorums. DCSD's Counsel Advisory has made edits to them. They are concerned with one item under Section 3.3. Counsel has changed the method by which candidates can be selected. I think we need to agree with these edits where if there are two or more vacancies the replacements may be appointed by the Superintendent with the Committee's advice. Does anyone oppose? Committee unanimously approves edits by Counsel. (JW) We will send revisions to the Superintendent for review. (CB) Can this be expedited? (CR) How many times have we asked for the Superintendent's attendance at an Oversight meeting and received confirmation with prior administration? I think he is willing to review and advise on these changes as soon as he can.</p>  | 02/25/2016 | DCSD | JLW |
| 00004C | <p>FACILITIES CONDITION ASSESSMENT FOR SPLOST V STATUS UPDATE: (CR) We have asked for a one page summary. It is in the packets. JW reviews timeline handout with Committee. (BJ) Is there a plan to broadcast that the FCA's are out there? (JW) A lot of the information is on the Building S.P.A.C.E.S website. A lesson learned from the last initiative caused the abundance of information available on this site. We are going to continue stakeholder discussion while preparing for SPLOST V. (WB) One issue is the level of turnover. The people at facilities now are not going to be the same people there when construction begins. How will you manage engaging people as they come in? (JW) SPLOST is a 5-year cycle. This is why we document to the best of our ability all steps of the process. We need to work better internally transferring documents over from one principal to the next. (NES) We used to look at every feeder school and each time we have a meeting the entire cluster was informed and the meeting itself was held within the cluster. (DWB) Suggestion. If in 2014 there is equipment and/or facilities on the boarder of needing replacement</p> |            |      |     |

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instead of repair like the roofs this year, do a projection and add those things into the next SPLOST referendum so it is already part of the program and will already be in consideration financially when replacement is required. (JW)  
The roof replacement issue is another lesson learned and we have revamped the SPLOST V referendum preparation process to acknowledge this issue.

00004D CELL PHONE SIGNAL BOOSTERS - PEACHCREST AND FERNBANK: (CR) Any update? (JDW) We have engaged the architect CGLS. They are determining what kind of signal booster we need in the two schools. We will implement the booster chosen into the remaining prototype schools. We expect to hear from them in early February. (CR) So it will make it into the Clifton project? (JDW) Yes. NEW

00004E DEPARTMENT OF DR. HENSON AND SEARCH FOR NEW EXECUTIVE DIRECTOR OF FACILITIES MANAGEMENT: (JW) This is a personnel matter so I will not be able to speak on it. The opportunity for this position is at the Superintendent level. His organizational structure will determine if/when this position is needed. The position may or may not be used to supplement his restructuring. (DWB) Is there a timeframe for restructuring? (JW) He is actively working on it. The academic levels are his priority. (CB) What is going on with John Jambro's position? (JW) Richard Boyd is the new Director of Design & Construction. NEW

00004F UPDATE ON RECOMMENDATION SPREADSHEET MATTERS NEW

00004FI INFORMATION RELATIVE TO MAINTENANCE STAFFNEW TRAINING: (BJ) What is our long range target to get to predictive maintenance? (JW) It depends on how the restructuring plays out and how the allocation of resources is implemented.

00004FII RETURN OF "BUDGETED" COLUMN ON CONTRACT AWARD LIST: (JW) My directive was to put the total project budget back into the column. There is a risk since this is a publicized document. We start seeing an increase in our pricing when vendors see that we allocate more money. (CR) This is not a publicized document. When we first had the document, it had the budget for the cost code related to the contract awarded. Committee and DCSD clarity information requested in "budget" column. (JW) We will change the column's heading and provide data requested. It will probably be something to the affect of "Budgeted Value". (CB) Please add a footer to clarify what is in the column. NEW

02/25/2016 DCSD JLW

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00004FIII FOLLOW UP ON DEVELOPMENT OF A PLAN TO INCREASE COMMUNICATION REGARDING FACILITY ASSESSMENTS ONGOING FOR SPLOST V: (CR) Should we roll this into your presentation for new business item "8E"? (JW) Sure. NEW

00004FIV UPDATE ON PROCESS OF SECURING PERIMETER OF NEW ALL DCSD-OWNED VACANT PROPERTIES: (JW) I do not have a list of all of our vacant properties. How is this related to SPLOST expenditures? Is it related to demolition projects? (CB) This is related to Atherton. (JW) All demolition projects including Atherton have been secured for some time and most are torn down. (JDW) Scott Haven and Atherton had issues with the permits but the issues are cleared. It should be noted that all projects had to be abated first. Also, the Old Rockbridge has been added to the group for demolition. (JW) Does everyone here understand the term "abated". Committee states they understand.

00004FV PROVIDE COMMITTEE THE SUPERINTENDENT'S COMMUNQUÉS VIA EMAIL AS THEY ARE PUBLISHED: (JW) This is a sensitive document that the Superintendent provides to his direct reports only. It cannot be published. NEW

00005 NOVEMBER/DECEMBER MSR AND PROJECT PRESENTATION NEW

00005A REPORT ON PROJECTS WITH RED SPR AND CPR STATUSES: (RP) We have 17 red SPRs and no red CPRs. It is a little more than 10% of our program. Two of the reds are going away. Out of the 17 reds, 7 of them relate to a pending approval letter from the DOE. Cary Reynolds ES and Chesnut ES approval letters were recently received which is why they will drop off. We put them up as "red" anyway because the delay forced us to miss a major milestone which is solicitation. We expect to have Bob Mathis, Bouie, Browns Mill and two other school's approval letters by next month. Doraville was delayed because scope needed finalization. Documents are now complete and we will be ready for May Board. Eldridge Miller requires an amendment to the AE contract. Flat Rock awaits its DOE approval letter. (JW) There are two staff members at DOE reviewing letters for the entire county. (DWB) Should we reword how it is written so it does not look like delays are solely the fault of the AE? (JW) I agree that the wording is not the best; however, it is the AE's responsibility and a conversation needs to be had internally to work through impact when DOE approval letters do not come in on time. We may reword but we are figuring out the best language. (DWB) For the ones that will not come off what are we

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going to do? Do you have an idea how long they will remain red? (RP) I think Joshua summed it up. There is nothing we can do to shrink the procurement timeframe of the projects. The best we can do is possibly make up the time during construction. (JW) The other thing we are doing is re-baselining the schedule to allow more time so we don't impact other parts of the schedule. We feel that 15 days is an appropriate new timeframe to expect DOE letters but I want to confirm. (JDW) We also use the baselines to manage the performance of Project Managers as well. (RP) Jolly ES requires an amendment to the AE contract because additional work has been requested. The AE awarded Marbut has been unresponsive. (JDW) This AE moved offices and failed to communicate this in a timely fashion. They had attrition during the move and we were pushed to their least priority. They are back on board and take responsibility for the missed milestones in the schedule. (CB) When this firm bids on something else is this incident noted? (JDW) Yes. (NES) Are they scheduled on anything new? (JDW) Not currently. (RP) The AE for Towers HS made personnel changes. We have this documented by the AE. Woodward's AE has already delivered design documents. The delay was due to scope finalization. I believe GC award will reach May Board. (CB) What's going on with Salem? (JDW) It's the same AE as the two schools share the same subregion. (NES) Are principals aware? (JDW) Yes. We are in the process of listing summer projects. We finalize the list by the end of February - early March- to accommodate staff at schools. I am interviewing candidates for a Deputy Program Director. We hired a few more Project Managers. We are in the process of reassigning smaller projects to the newer Project Managers to decrease the load on our more seasoned Project Managers. Once completed, the MSR will reflect how projects were distributed.

00005B CLIFTON / GRESHAM PRESENTATION: (BA) Gresham NEW Park was initially planned to be at the old Gresham Park site. This was changed to the Clifton site delaying the project's schedule by a year. In Summer of 2015, we demolished a portion of Clifton to put classrooms and trailers on site for students. When we switched sites, we did solar reports and encountered rock in multiple areas. We have raised the building on the site. There will be no basement like most schools. This will be a full 3-story building. Even with the design change, we still hit rock and utility lines underneath the building. All of the Summer and Fall seasons was a constant effort of quantifying rock and getting it off site. By the middle of Winter, we exhausted all rock allowances on the project. The general contractor notified us that August was not a feasible deadline and 2016 schools opening will not happen. The new deadline is December 2016. The remainder of the building will be demolished during the Summer. (JW) We have communicated with staff, the community and all other stakeholders of the situation. Once we finalize rock analysis, we will go back to the school and



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recommend relocation to Terry Mill which is not far from where they are now. This gives Brian enough time to execute what is needed to make deadline. (DWB) I recall there were three or four sites where we experimented with GeoTech before. Should we look more into this for future projects? (JW) We have this for all projects. The floor design is the issue. We have talked about looking at alternatives to get more detailed data. (BA) The rock we encountered forced the general contractor to resequence their work because foundations could not be put in. We had to store landfills on site, limiting the general contractor's access to the area. In addition, landfills were closed because of all the rainy weather. Currently, all the rock mass has been removed for the new area. We have all of our foundation on for the third floor and second floor classroom areas. We still have to remove rock located at the back of the school. We still plan on hitting some rock where we have to put utility pipes in. We are, also, looking at design changes for the playfield to raise it in order to avoid hitting rock.

00006	CONTRACT AWARD LIST UPDATE: (HL) Warren Tech budget is severely low. (JW) This number may be inaccurate. We will regroup and confirm based on the conversation earlier about what the Committee wants in this column.	NEW	02/25/2016	DCSD	JLW
00007	COLLECTION OF MEMBER FEEDBACK FROM COMMUNITY: (JW) I will coordinate with the trade supervisors about outstanding work orders. All heat issues have been rectified.	NEW	02/25/2016	DCSD	JLW
00008	NEW BUSINESS	NEW			
00008A	NOTIFICATION OF UPCOMING COMMUNITY MEETINGS AND OTHER EVENTS: (JDW) Per Richard, he has been forwarding his notifications of community meetings to Justine and she has forwarded them to the Committee as they come.	NEW			
00008B	CROSS KEYS REDISTRICTING PROPOSALS - UTILIZATION OF EXISTING DCSD PROPERTIES, INCLUDING BRIARCLIFF HS CAMPUS AND AVONDALE MS: (CR) This item is on here in direct response to the number of community comments. The status of existing facilities that are not being used is up for question. Can we repurpose those buildings to alleviate overcrowding? (JW) This is something that is being considered. We have a feasibility study taking place to look at all middle and high schools. The kick-off meeting is scheduled for March and completion is scheduled for June. I expect a recommendation to use some of these properties to	NEW			

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alleviate overcrowding. (NES) What is the condition of ISC? (JW) International Student Center is decommissioned. There are fire and life safety issues, HVAS issues and safety code issues in the building. The back of the building has issues. Major building systems would have to be renovated and upgraded. (HL) The way SPLOST IV is set up now there is \$40 million of receipts above expected payments. (JW) We have a projected amount of \$40.1 million that is reimbursements from what we have already paid. (HL) We had refinancing of a bond issue that supposedly added money. (JW) There is not an additional \$40 million. Every dollar is already allocated for into future projects.

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| 00008C | <p>DR. GREEN TO APPEAR AT FEBRUARY 25 MEETING NEW<br/>- FORMAT DISCUSSION: (CR) I would like to discuss format. When Mr. Thurmond came, it was a back and forth discussion that wasn't scripted. Let's think about how to best utilize his presence and not waste time. I would like to think about engaging him on what he wants out of this committee. What does he expect from us? (DWB) We need to tell him why we are here. (WB) Some people think we have more authority than we really have. (CR) It has been under consideration to change the name to "Advisory" committee. (JW) I suggest you document your ideas of what you'd like us to talk about. (CR) I'd like to provide that information to his secretary so he knows what to expect. (NES) When do you want this? (CR) Week before agenda writing. Committee agrees on a February 4th deadline to provide ideas to Charlie.</p> | 02/19/2016 | SOC | CR |
| 00008D | <p>APPOINTMENT OF COMMITTEE MEMBERS FOR BOE NEW<br/>MEETING ATTENDANCE: (CR) Does anyone else want to volunteer their attendance? (HL) I'm going to the February meeting. (CB) What is the purpose of us going to the BOE meetings? (JW) There has only been one meeting where we didn't submit something related to SPLOST. (CR) We are going to the Working Sessions not the Board meetings. The Board asks questions related to recommended SPLOST items. We need to be there. (CB) We should make this one of the things we discuss with Dr. Green in February. (NES) The meeting is on television multiple times throughout the week of the meeting. (CB) Can we table the calendar since February is confirmed? (CR) The Superintendent's office has asked for this twice. Committee begins volunteering for schedule. Charlie will provide by as soon as possible.</p>                      | 02/25/2016 | SOC | CR |
| 00008E | <p>NEW BUSINESS ITEM - JOSHUA PROVIDES<br/>PRESENTATION ON SPLOST V REFERENDUM: (JW)<br/>What has been posted on our website? We provided a high level of DeKalb county census inception in terms to voters who showed up and the turn out. We also gave a high level of program values at that time. The proposed joint resolution currently will incorporate safety and security improvements,</p>   | NEW        |     |    |



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new facilities and additions, facility condition improvements, technology enhancements, buses, support vehicles and other capital equipment. We want to maintain authority of \$200 million bond capacity. We originally planned to be on the November ballot. This has been revised to the May ballot to not be on the same ballot with DeKalb county. JW goes over primary data sets with Committee. (CR) Is this list in order of priority? (JW) No. We have not determined priorities yet. (BJ) Why do we not have a relationship with Dekalb county to get occupancy information. (JW) We are building relationships now. They have provided a lot of key information that has helped support the data sets we have now for E-SPLOST approval timeframe, Stakeholder Key Milestones, etc. (DWB) Is there any way we can change the referendum to allow SPLOST funds to cover maintenance? (JW) I believe there may be legislation that will allow SPLOST money to be used for maintenance. There is talk about it.

00009	COLLECT RECOMMENDATIONS FROM MEETING AND FOLLOW-UP MATTERS FOR NEXT MEETING: (CR) Did you get the Certificate of Occupancy for Fernbank? (JDW) We should have it by next week. (JW) My schedule has conflicted with obligations with Dr. Green. I am more than willing to accommodate by a few days for Oversight meetings as needed. (CR) First item for recommendation sheet is more information on FCA ongoing for SPLOST V. Second recommendation is to evaluate the viability of reallocating SPLOST IV funds to fix Briarcliffe and other unoccupied facilities. Third recommendation is to allow the Chair and Vice Chair access to the SPLOST Oversight Committee email account.	NEW	02/25/2016	DCSD	JLW
00010	NEXT MEETING DATE: February 25, 2015. (CB) Correction is needed on the agenda to reflect the year is "2016".	NEW		SOC	CR
00011	ADJOURNMENT: CB moves to adjourn. NES 2nd's motion. NEW Meeting adjourned at 8:27pm.	NEW			

**Prepared By:**

**Signed:** \_\_\_\_\_

**Dated:** 03/09/2016