

**Building Advisory Committee  
Meeting Agenda  
February 17, 2022 (5:30-7:00pm)**

**Location changed to Meeting via Zoom due to weather**

Please contact [Frazier.pam@wgmail.org](mailto:Frazier.pam@wgmail.org) or [mueller.jason@wgmail.org](mailto:mueller.jason@wgmail.org) in advance of meeting to request a zoom link.

- I. Call to Order
- II. Adoption of Meeting Agenda
- III. Approval of the January 20, 2022 Meeting Minutes
- IV. Public Comments to the Advisory Committee by guests
- V. Old Business
  - a. Board Policy on Construction Bidding Update – Rob
  - b. High School Auditorium – Jason
  - c. High School Little Theatre – Pam
  - d. Facility Assessment Report – Jason
  - e. Bond Planning
- VI. New Business and Reports
  - a. None Identified
- VII. Chair’s Report - Sean
  - a. BAC Membership Terms
  - b. Building Datasheets
- VIII. Announcements by Members
- IX. Future Business
  - a. WGSD Masterplan Update
- X. Partial Building Tour – Time Permitting
- XI. Adjournment

## Building Advisory Committee

### Meeting Minutes

**Meeting Date:** January 20, 2022

**Meeting Location:** Virtual

### Attendees:

Arens, Mark - Member	Present	Frazier, Pam, CFO/COO	Present
Cibulka, Jim - Member	Present	Todd, Allen, BOE Rep	Present
Curtis, Randy – Member	Present	Mueller, Jason – Director of Facilities	Present
Eickhoff, Sean - Member	Present	Steuber, Rob – Const Project Manager	Present
Mittler, Chuck - Honorary	-	Hazelton, Mike – Assist Principal	Present
Myers, Steve - Member	Present		
Piazza Chris - Member	Present		
Wiley, Tristen - Member	Present		
Wilhite, Darren - Member	Present		
Vacancy			

\*5 of 9 BAC **members** must be present for a quorum to hold a meeting. With vacancy, 4 of 8 members must be present for quorum to hold a meeting.

#### 1. Call to Order

Sean Eickhoff called the meeting to order at 5:35pm

#### 2. Adoption of Meeting Agenda

Motion made by Chris Piazza, seconded by Darren Wilhite to adopt the meeting agenda as presented.  
Motion passed by unanimous voice vote.

#### 3. Approval Meeting Minutes

Darren Wilhite was present at the November 18, 2021 meeting. Minutes shall reflect his attendance.

Motion made by Tristan Wiley, seconded by Chris Piazza to approve the November 18, 2021 meeting minutes. Motion passed by unanimous voice vote.

#### 4. Public Comments to the Advisory Committee by guests

No Guests were present.

## 5. Old Business

### **Prop E Update - Rob**

Rob reported wrapping up of a few punchlist items and documentation.

### **Board Policy on Construction Bidding Update - Rob**

Members include Rob Stueber, Mike Hazelton, Steve Myers and Tristan Wiley.

Todd Fisk with McCarthy Construction will be meeting with a group of administrators and BAC members to discuss equity in construction and the bidding process. Todd is volunteering his time.

### **High School Auditorium - Jason**

Nothing new to report at this time.

### **Little Theatre - Pam**

Architects and Engineers have proceed with preliminary design. Information has been reviewed with donors and team is ready to move forward.

### **Facility Assessment Report**

Jason reported that the FAR is being updated. Pricing is based on RS Means which due to current economic situation is not updating pricing as it changes daily. Jason has prepared a high-level budget plan in preparation for the new Bond. Pricing will need to be addressed as the Bond issue advances.

Jason's presentation from the November meeting has been posted to the BAC Google Drive internal site.

### **WGSD Masterplan**

WGSD Masterplan is out of date. It does not need to be updated for the bond issue as we are asking for funds for deferred maintenance and infrastructure, not new spaces. Move this to Future Business.

## 6. New Business and Reports

### **No-Tax Increase Bond Issue**

BOE will need to make a decision by mid May 2022 to get on the voter ballot for August 2022.

District will be working with financial advisor for options on bonding capacity, rates, etc.

Jason presented his DRAFT bond prioritization plan for Current Unmet Needs and Emergent Needs.

**8. Chair's Report - Sean**

**BAC Document Storage**

District has set up a BAC Google Drive location for BAC documents. Sean and Pam have organized folders on the drive and populated several documents already. Only members of the BAC and BAC liasons will have access, it is not intended for public access. Public will still access BAC documents from the District website.

All BAC members should now have access to the BAC Google Drive.

**Membership**

Sean to present at February Meeting.

**Building Datasheets**

Building Datasheets are on BAC Google Drive. These will need to be updated to reflect the recent bond projects.

**9. Announcements by Members**

None.

**10. Future Business**

None to report

**11. Adjournment**

Motion made by Sean, seconded by Randy Curtis to adjourn. Motion passed.  
Meeting adjourned.

**12. Next Meeting:**

Thursday, February 17, 2022 5:30pm @ High School

## Building Advisory Committee

### Meeting Minutes

**Meeting Date: November 18, 2021**

**Meeting Location: Ambrose Family Center**

### Attendees:

Arens, Mark - Member	Present	Frazier, Pam, CFO/COO	Present
Cibulka, Jim - Member	Present	Todd, Allen, BOE Rep	Present
Curtis, Randy – Member	Absent	Mueller, Jason – Director of Facilities	Present
Eickhoff, Sean - Member	Present	Steuber, Rob – Const Project Manager	Absent
Mittler, Chuck - Honorary	Honorary	Hazelton, Mike – Assist Principal	Absent
Myers, Steve - Member	Present		
Piazza Chris - Member	Present		
Wiley, Tristen - Member	Present		
Wilhite, Darren - Member	Present		
Vacancy			

\*Five of nine BAC **members** must be present for a quorum to hold a meeting. With vacancy, 4 of 8 members must be present for quorum to hold a meeting.

#### 1. Call to Order

Sean Eickhoff called the meeting to order at 5:37pm

#### 2. Adoption of Meeting Agenda

Motion made by Chris Piazza, seconded by Stephen Myers to adopt the meeting agenda as presented.  
Motion passed by unanimous voice vote.

#### 3. Tour of Ambrose Family Center

- a. Jason gave us a summary of Ambrose
- b. HVAC needs upgrading
- c. Accessible playscapes
- d. Out-door lighting is limited
- e. ESSR 3 will be replacing carpeting – floors are generally in good shape
- f. Roofing is good (TPO) needs maintenance but is generally in good shape
- g. Parking is tight.
- h. Retaining walls need to be replaced. Mud is leaking during a hard rain.
- i. Restrooms need renovations – adult rest room by teacher room needs to be changed for adults
- j. ESSR funds will be upgrading the HVAC controls

**4. Approval Meeting Minutes**

Motion made by Tristan Wiley, seconded by Chris Piazza to approve the October 21, 2021 meeting minutes. Motion passed by unanimous voice vote.

**5. Public Comments to the Advisory Committee by guests**

No Guests were present.

**6. Old Business**

**Prop E Update - Rob**

Jason reported on Rob's behalf.

Elevators at Hixson are being finalized and will be inspected next week.

District evaluating whether to repair or replace old windows.

Chris inquired about PR to advertise all the great work.

**Board Policy on Construction Bidding Update - Rob**

Members include Rob Stueber, Mike Hazelton, Steve Myers and Tristan Wiley.

Tristen reported on progress of the sub-committee. Currently gathering ideas on best practices by other districts across the country and contractors in the area. District is looking to pioneer an inclusive approach and implement as a policy.

**High School Auditorium - Jason**

Jason is working with McClure Engineering, local firm, to review the rigging and lighting. McClure has submitted a \$90,000 proposal for design, engineering, and oversight. Does not include any repairs or construction management.

**Little Theatre - Pam**

Pam reported on the Little Theatre. Approach is for a new 1-story replacement of the existing structure. Donors have reviewed and agree with the concept. Meeting with City to see if they will agree with the concept due to setback rules in Webster Groves. New structure could have ability to serve as storm shelter as well. Timeframe is Summer of 2022.

**Review of Handbook and Bylaws - Sean**

Sean to send out suggested list of terms prior to the next meeting. Review at the next meeting.

### **Radon – Jason**

Jason reported on his findings in regard to Radon question previously asked. He has followed up with our environmental testing company, PSI. PSI have cleared up any concerns about Radon, latest results have come back at acceptable levels. Webster Groves SD is going to pilot a wifi based Radon monitoring system later this year.

## **7. New Business and Reports**

### **Facilities Report - Jason**

Jason shared a draft presentation he is developing to identify areas of focus.

- a. Safety and Security – District Wide
- b. Accessibility and Inclusiveness – limited or not ADA access
- c. Curriculum and Instructional Spaces
- d. Infrastructure and Energy Efficiency

Jason has categorized these four areas of focus for Hixson, Bristol, Avery, Ambrose and WGHS. He plans to share the vision with each school, including positive accomplishments recently implemented.

## **8. Chair's Report - Sean**

### **BAC Document Storage**

District has set up a BAC Google Drive location for BAC documents. Sean and Pam have organized folders on the drive and populated several documents already. Only members of the BAC and BAC liaisons will have access, it is not intended for public access. Public will still access BAC documents from the District website.

All BAC members should now have access to the BAC Google Drive.

### **Membership**

Sean and Pam reached out to Monica Conners. Monica has resigned her position on the BAC due to children no longer in the District and involvement in several other non-profit organizations. We thank Ms. Conners for her service.

Chris Piazza motioned to accept Ms. Conners resignation from the BAC. Tristen Wiley seconded the motion. Motion passed.

Sean will work with Pam to recruit a new member.

Current members are grandfathered in under the new bylaws and limited to 9 continuous years on the BAC. We will look at the prior service to BAC and discuss terms in January.

### **WGSD Masterplan**

Is there a need to update the prior masterplan? If so, what is the path forward?

**Building Datasheets**

Chris Piazza located previous printed versions and provided to Sean. Sean will scan and upload to BAC Google Drive.

**9. Announcements by Members**

None.

**10. Future Business**

Jason is starting process of summer requests with Building Principals.

**11. Adjournment**

Motion made by James Cibulka, seconded by Tristen Wiley to adjourn. Motion passed.  
Meeting adjourned.

**12. Next Meeting:**

Thursday, January 20, 2022 5:30pm @ Hixson



## Building Advisory Committee Member Term Matrix

The Building Advisory Committee adopted a new Handbook and Bylaws effective for the 2021-22 academic year. The Bylaws define a member term as three consecutive years and limit members to 12 consecutive years of service. All current members are grandfathered in as continuing members. The term and year of current term are to be defined to assure membership expiration years maintain continuity of the committee.

Research was completed by surveying current members and reviewing past meeting minute attendance information to determine when current members started with the committee. The following matrix indicates the term and year of service based on the research and alignment of term expiration year to maintain member continuity.

Member Count	Member	Academic Year						
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
1	Arens, Mark	0-3	1-1	1-2	1-3	2-1	2-2	2-3
2	Cibulka, Jim	0-3	1-1	1-2	1-3	2-1	2-2	2-3
3	Curtis, Randal	1-1	1-2	1-3	2-1	2-2	2-3	
4	Eickhoff, Sean	1-2	1-3	2-1	2-2	2-3		
5	Myers, Stephen	1-2	1-3	2-1	2-2	2-3		
6	Piazza, Christopher	1-1	1-2	1-3	2-1	2-2	2-3	
7	Wilhite, Darren	1-2	1-3	2-1	2-2	2-3		
8	Wiley, Tristan	1-1	1-2	1-3	2-1	2-2	2-3	
9	Vacancy	Vacant	1-1	1-2	1-3	2-1	2-2	2-3

New Bylaws adopted for 2021-22 limited term to total of 12 consecutive years.  
Table developed to document current member terms at time of Bylaw adoption.  
Initial terms indicated for reference. Terms may extend past years indicated in table.

- 1-1            Term One, Year One
- 1-2            Term One, Year Two
- 1-3            Term One, Year Three
- 2-1            Term Two, Year One
- Etc.