

Steering Committee Meeting Report

Date: September 29, 2009
Project: 2008 Dexter Community Schools Bond, Phase 1 Projects
Owner: Dexter Community Schools
A/E#: 2466 39 PF
Location: Copeland Administration Bldg. **Time:** 3:00 p.m.

Attendees:

Dick Lundy
Rob Glass
Dave LaFerle
Matt Maciag
Kit Moran
Mollie Sharrar
Barb Bell
Jody Malbon
Greg Brand
Ben Schneider
Jerry Brand
Bob McGraw

Representing:

DCS/Board Member
DCS/Superintendent
DCS/Director of Building & Grounds
DCS/Technology Director
DCS/High School Principal
DCS/Creekside Principal
DCS/Community Education
DCS/Finance & Business Services
Granger Construction
Granger Construction
Granger Construction
Kingscott

Discussion:

The following represents our understanding of the information presented and decisions accepted during the above dated meeting. All additions, corrections and clarifications are to be submitted to Kingscott within (5) days of receipt.

Purpose: Review the Options for the Toilet Building at the Mill Creek Fields, and other topics.

Item No. 1: Mill Creek Toilet Building

Kingscott reviewed 3 options for the Toilet Building at the Mill Creek Fields.

Option A entails using the Existing Toilet Rooms in Mill Creek and constructing a "pavilion" at the center of the 4 ball diamonds. Access to the Toilets in Mill Creek would involve minor hardware and door changes to secure the Toilets from the rest of the school. The "pavilion" would provide protection from foul balls and allow for the construction of a future concession stand under its roof.

Option B is to locate a Toilet Building (with capability for future Concessions Addition) between the Diamonds and the Tennis Courts. This would also provide enclosed protection for the well equipment.

Option C is to locate a Toilet Building (with capability for future Concessions Addition) between the Tennis Courts and Soccer Fields.

Kingscott presented the Floor Plan for the Toilet Building. It was based on the Toilet Building at the HS site. It was decided that the number of spectators at the Mill Creek Fields did not warrant the same number of toilet fixtures as at the HS fields.

The Committee decided the Best Option was to locate the Toilet Building in a spot just north of the Tennis Courts at the intersection of the “ring” pathway and the pathway from Mill Creek to the Tennis Courts. This will still allow for enclosing the well equipment and be a visible and “central” location for all spectators. The Toilet Building will have two (2) Unisex Handicapped Accessible Toilet Rooms (single Toilet and Lavatory in each), Janitor Closet/Well Equipment Room/Storage Room.

The Committee also felt that with a smaller Toilet Building than initially planned, Kingscott should explore options for providing protection from foul balls at the ball diamonds. This could include some type of overhead “fencing” or a “pavilion”.

Item No. 2: Punch List Process

The committee reviewed the process for “punching out” the buildings. Kingscott, Granger, and DCS will tour the projects to identify items that need to be addressed. DCS requested that the Building Principal attend the tour as well. Granger will document the items in a written list to be distributed to all parties and the trade contractors. Once work is believed to be completed a follow-up review will be made.

Kingscott will do Mechanical and Electrical Reviews separate from the Architectural work as these trades typically lag behind the others.

Item No. 3: FF&E

Granger provided some history on the Furniture Budget from the Bond. The Building Principals, Food Service, and Building & Grounds generated furniture/equipment lists that were forwarded to the Superintendent. The list included primarily Music Equipment and Cafeteria Tables, and some miscellaneous items. The list was “artificially re-allocated” to fit the Dept. of Treasury Application requirements and to fit within the 3 series of bonds.

Granger will resurrect the original list sorted by building and share with DCS.

Item No. 4: Creekside Flooring

Kingscott shared that there were some installation concerns with the flooring at the Creekside Cafeteria and Servery, which are in the process of being addressed. Some of the flooring was lifting up and some was discoloring - the discoloration was originally thought to be from accidental dripping of hand sanitizer. Kingscott, Granger, DCS, and a rep from the flooring manufacturer reviewed the installation. The lifting up of the flooring was due to improper installation and the Manufacturer will provide proper installation instruction to the installer and the sections will be re-installed. The discoloration appears

to be due to the cleaning products the District is using and the Manufacturer will provide education to DCS on the appropriate cleaning products and procedures.

Item No. 5: HS Kitchen Flooring

There is a concern about the tile floor in the HS Kitchen at the dishwashing station. The tile floor wasn't completely patched and water was not getting to the floor drain. Kingscott noticed the floor mats being used were contributing to the issue and recommended an alternate mat that allows for water to drain off through the mat. Kingscott will follow-up with Granger on completion of the tile patching.

Item No. 6: Phase II DD Estimates

Granger has completed the estimates on some of the buildings, and is in process on the rest. Initial findings are that we are close to budget so far. Granger will present the estimates for all the projects at our next meeting.

Item No. 7: Review Meetings

Kingscott would like to schedule Owner Review Meetings of the 90% Construction Documents around the end of November. Kingscott will coordinate these meetings through Superintendent Glass.

Kingscott will also be scheduling a Security System Review Meeting for the Phase II Projects. Initial Design Meetings will be held with Building Principals and Staff representatives. A Design review will also be held with the Steering Committee.

Kingscott will also conduct a Review Meeting with Nascom to coordinate power and data drops. Everything that was learned and decided from the Phase I projects will be applied to Phase II projects prior to bidding. This should result in fewer changes in the field during construction.

Item No. 8: Technology

The bids for the Phase I Equipment have been received. The District needs to make a final decision on the Electronic "whiteboards". It has been narrowed to two manufacturers – Prometheus and Polyvision. Polyvision (Steelcase Product) has a new board that just came on the market that uses a dot matrix coating that works with a wireless Bluetooth writing pen. The District is leaning toward this manufacturer.

Item No. 9: HS Pool Locker Room Addition – Sidewalk

Kingscott reviewed the sidewalk that was planned for the HS Pool Locker Room Addition. Originally the plan was to provide a walk from the main parking lot "south" to the new Pool Locker Room entrance. However, Kingscott pointed out this walk would not meet accessibility requirements for an entry walk and modifying it to meet those slopes would require significant re-grading and stepping of the walk. The walk from the loading area to the Pool Locker Entry will be ADA compliant.

It was decided that the walk from the Main Parking Lot “south” to the Pool Locker Room Entry will be eliminated and deleted from the project. It was also decided to add conduit for a possible future power-operated Entry Door (not required for ADA since this is not a Main Entry).

Item No. 10: Construction Update

Granger provided a brief overview of the Construction status. Toilet Building at the HS should be done in about 3 weeks; Team Building at Creekside will start roof installation next week; Pool will be filled on October 2 and should be ready for use on October 9.

Next Meeting: October 28 at 3:00 pm at Copeland.

Respectfully Submitted,
KINGSCOTT

A handwritten signature in black ink, appearing to read "Bob McGraw", with a long horizontal flourish extending to the right.

Bob McGraw, AIA, LEED AP
Principal