

APPROVED



# Elgin Math & Science Academy

## Minutes

### Master Plan & Facilities Committee Meeting

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#### **Date and Time**

Wednesday June 3, 2020 at 9:30 AM

#### **Location**

Google hangout link:

[meet.google.com/fpe-xuci-vkw](https://meet.google.com/fpe-xuci-vkw)

Dial-in: (US) +1 662-532-9153 PIN: 204 680 669#

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#### **Committee Members Present**

A. Gray (remote), D. Haight (remote), F. Bisconti (remote), G. Swick (remote), K. Kelly (remote), L. Fuhr (remote), M. Dyer (remote), M. Gibb (remote), R. Wilson (remote)

#### **Committee Members Absent**

B. Pinon

#### **Guests Present**

S. Bennett (remote)

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

M. Gibb called a meeting of the Master Plan & Facilities Committee Committee of Elgin Math & Science Academy to order on Wednesday Jun 3, 2020 at 9:34 AM.

### **C. Approve Minutes**

Will approve at next meeting.

## **II. Master Plan**

### **A. Design Development Update**

Mel discussed that EMSA is in the Design Development phase and the focus is on utilities, permits, and getting the project out to bid. Mel screen shared the site disruption map and utilities plan by way of explanation.

Meghan discussed the asbestos and hazardous materials report which showed higher levels of asbestos than expected. She discussed pros/cons of containment vs full remediation and answered questions. Currently EMSA is awaiting a new estimate for remediation based upon new report.

Mel and Meghan praised the high quality work of Leopardo, with Meghan (EMSA's IFF Owner's Rep) adding that Leopardo is the best GC she has ever worked with. They actively pursue cost savings for EMSA and are very sensitive to the construction schedule.

EMSA should expect to enter the first of two contracts with Leopardo, concerning site/utility work. The second contract will be upon EMSA securing funding and will be for the remainder of construction.

### **B. Master Planning Finances**

Kerry and Frank updated the committee regarding Walton financing still being actively pursued.

Meghan elaborated on the importance of creating and maintaining a "Capital Reserve" for maintenance and repairs of the campus. Typically these reserves are from \$50K-200K but other factors can influence the size--e.g., recent renovations should lower amount advised. EMSA can use \$ unspent from its project/design/construction contingencies to fund a reserve. Amount in reserve should be based upon "expected useful life" of all equipment, systems, other big ticket items (roof, flooring, etc). EMSA should develop a maintenance plan that includes annual inspections (roof, e.g.). IFF could assist to create of a long-term plan accompanied with a maintenance budget that includes cost estimate escalations.

### **C. New Grant Award and Potential Grants/Funding**

Kerry and Mel summarized application now pending for Rebuild Illinois Fast Track Infrastructure grant.

## **III. Facilities**

### **A.**

### **Committee status of Facilities**

K. Kelly made a motion to form the Environmental Campus Committee, a subcommittee to the Master Plan and Facilities Committee, to be chaired by Gary Swick.

A. Gray seconded the motion.

The committee discussed limiting the scope of the subcommittee to outside facilities and grounds. Sue, Richard, and Kerry volunteered to join the subcommittee. Gary requested that an EMSA teacher participate as well.

The committee **VOTED** unanimously to approve the motion.

## **IV. Whole Campus overview and discussion**

### **A. Campus Ownership**

The committee discussed the need for an arborist to advise construction, road repairs, roof replacements, water in the Admin basement, campus storage, and other concerns. It was agreed that EMSA administration would task Tito with developing an inspection of facilities routine.

## **V. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:40 AM.

Respectfully Submitted,  
K. Kelly

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## **Documents used during the meeting**

- 2020 05 25 site disruption sketch.pdf
- Davey Advice Re Heritage Oaks.pdf