

Master Facility Committee Meeting Minutes

October 1, 2018 4:00 PM in Cedar A Conference Room at the ELSC

Members Present: Mike Dawson, Pat Loeffler, Frank Rainbolt, Dave Dvorak, Lindsay Schumacher, Sue Shanklin, Bill Hanes, Steve Shupp, and Tina Rusbult

Committee Support Present: David Nicholson, Traci Rozek, Tammy Carter, and Jon Galbraith from the District. Brad Lang and Jeff Portman from Solum Lang. Dwight Schumm from Design Engineers.

Note taker: Traci Rozek

Mike Dawson convened the meeting at 4:01 pm

Introductions: Brad Lang with Solum Lang introduced himself and his architectural firm to the committee. Mike Dawson gave a brief overview of the role of the committee. All individuals present gave a brief introduction.

Minutes: The minutes from the April 16th, 2018 Master Facility Plan Oversight Committee meeting were reviewed. Motion to pass meeting minutes made by Pat Loeffler and seconded by Sue Shanklin.

Financial Report—David Nicholson

- Page 4 shows a positive variance in the amount of \$2,876,827 for Fiscal 2018 SAVE Funds.
- Page 5 indicates that 59% of the SAVE resources have been spent, with 41% remaining.
- Pages 13 & 14 show PPEL Projects with revenue brought in totaling \$10,343,608 and spent \$9,326,111. Through August, \$81,231 has been brought in through revenue. This is generated through taxes and will continue to increase as payments come in. Steve Shupp inquired about when the tax payments come in. David Nicholson responded that the District starts to see them in September and October. Sue Shanklin asked if this was property taxes and David Nicholson responded that it was.
- David Nicholson asked the committee if it would be beneficial to provide a tri-fold paper with larger print for the Financial Report. Sue Shanklin asked if there could be highlighted areas which would show any significant changes in the information. Lindsay Schumacher requested that life safety items also be aggregated, noted with an asterisk, or highlighted. David Nicholson responded that most life safety items are PPEL funded, and that he and Jon Galbraith will begin compiling a listing of current and historical data on what has been done to date. Dave Dvorak responded that many items have life safety benefits even though the project itself isn't necessarily listed as a life safety project. Jon Galbraith explained that many of our projects have multiple benefits and could fall under many categories.
- Steve Shupp asked about fire alarm budgets and being overbudget. Jon Galbraith explained that at Viola Gibson, the project was moved ahead, and that when these projects are being done everything has to be to full compliance. \$40,000 for elementary schools is the amount we have in the budget, but the actual project cost is around \$100,000. Budgets were first aligned to meet the codes at that time, but as time passes the codes and compliances change which adds cost to the projects.

Review of Year 4 PPEL Projects

- Anything highlighted in green has been completed, orange has been deferred, grey is in progress, and white hasn't been started yet. Jon Galbraith explained that the projects showing they are in progress remain that way until all paperwork, closeout documents, and Board of Education approval has been received.
- Mike Dawson asked if any of the current listing of deferred projects are life safety projects. Jon Galbraith explained they were not.

Review of 2019/2020 Year 5 PPEL Projects

- Jon Galbraith explained to the Committee that the listing shows approximately \$1 million in projects that will be deferred. However, projects for future years are being pulled ahead totaling approximately the same amount. Jon explained that projects that are similar are moving ahead. If \$45,000 was to be spent on dry erase boards but is being deferred, we try to pull ahead similar projects with similar cost.
- The non-PPEL Promise projects that are listed are annual projects like kiln replacement and equipment, but also projects that are necessary. Metro Chiller, Harding open spaces mechanical piping replacement, and Franklin VFD replacement are some of these projects.
- Jon Galbraith explained that the Harding project is necessary as leaks are becoming more frequent. We are attempting to be proactive in this area before a major repair problem happens.
- Jon Galbraith and Tammy Carter also explained to the committee that the project at Franklin is necessary as it is currently not operating optimally, and if something were to happen that there would be no heating and cooling in the building. The parts for the existing drive are no longer available because of the age of the system.
- Dave Dvorak explained that when going to geothermal systems, they add maintenance costs. Jon Galbraith explained the life expectancy is approximately 15-20 years, and unfortunately equipment replacement isn't in the PPEL plan. Jon Galbraith also explained the Preventive Maintenance staff and that they do inspections regularly.

Review of 2019/2020 SAVE Project-Kingston Stadium Turf and Track Replacement

- Jon Galbraith explained that this project is still in its early stages and there isn't a scope of work yet. Currently, the track only has seven lanes. Because there isn't the eighth lane, none of the high schools can host a conference or district meet at Kingston Stadium. Adding the eighth lane is a difficult project because of the setup of the stadium and location of the bleachers. Jon Galbraith told the committee the turf is approximately 9 years old.

Annual Presentation to the Board of Education—Mike Dawson

- Mike Dawson inquired about the next time they may be able to present to the Board of Education. Jon Galbraith stated November 12th is the only meeting that month.
- Mike Dawson stated they would plan on the presentation being given on November 12th, 2018.

Co-Chair Discussion

- Mike Dawson stated that when the committee was first started they had co-chairs. Mike Dawson stated he would like to have that again and requested that other committee members email him if they are interested.

Action Items

- Committee members and District support personnel to email Mike Dawson and Sue Shanklin with thoughts and ideas for the annual presentation to the Board of Education.
- David Nicholson to revise the Financial Report to have larger print, larger paper, and highlighted line items depicting significant changes in the data.
- David Nicholson to highlight areas on the Financial Report that are life safety items (highlight, aggregate, or asterisk).
- David Nicholson and Jon Galbraith to begin compiling a database of current and historical data on what life safety projects have been done to date.
- Committee members to email Mike Dawson if they are interested in being the committee co-chair.

Meeting adjourned at 4:52 pm



Traci Rozek



Jon Galbraith