

# Buildings & Grounds Committee Meeting

## Tuesday, October 22, 2019



### Committee Purpose

*The Committee provides the School Board with a broad, high-level overview of building and grounds areas of the district, acts as a sounding board for various projects, develops the project philosophy for both short-term and long-term needs, and provides communication back to the full School Board.*

### Committee Leadership

*Bill Otto, School Board Committee Chair*

*Per Board Policy, if you intend to record any portion of the meeting proceedings, you must notify the Communications Director or other Administrator prior to the start of the meeting. A public announcement will be made at the opening of the meeting to inform all attendees that all or part of the meeting is being recorded by an audience member.*

**Start Time:** 4:30 pm

**Location:** Administration Building

**Time for Public Comment** (5-minute limit per Board Policy 903):

*We provide a time of public comment for residents to bring their thoughts to the Board, but it is not a time for exchange between the Board, administration, and speaker.*

### **Update Items:**

- **Feasibility, Enrollment, & Attendance Area Study Update (Anthony Colestock– CRA)**
  - Purpose of Studies:
    - Use as a guide for decision-making for the district, both short- and long-term planning
    - Implement future-focused educational vision
    - Plan for enrollment growth
    - Capital improvement plan to maintain facilities/assets
  - PDE Study Requirements
    - Should PlanCon moratorium open, a requirement to receive reimbursement is to have a PDE-compliant study, which includes:
      - Geographical and population overview
      - Educational program overview
      - Projected future enrollment (10 years)
      - Building conditions and costs to upgrade
      - Analysis of options
      - Explanation for project need and justification for projects
  - Guiding Principles
    - Purpose is for school board to establish criteria for educational program and facility needs in consideration of potential improvements and future planning
    - Upon board direction of guiding principles, design team proceeds with option development

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- Board members provided a summary of existing facilities conditions – general building evaluations with narratives to note deficiencies and estimated costs to upgrade based on recommendations to maintain existing facilities
- **Food Services Update (Brian Rathgeb/Dan Forry)**
  - Much of equipment located in campus schools is past its useful lifespan (HHS, LMS, LPC)
  - LIC, FES, RES, EPES also have equipment needs
  - Equipment is repaired when Food Service Funds can cover cost
    - Grant applications (PDE, Milk Marketing, etc.)
    - Have an open grant application at PDE (steamers at EPES)
  - General Fund repairs & replacements as required
  - Board agreed with recommendation to have General Fund fund needed repairs to steamers. Contracts will be brought forward to November School Board Meeting.
- **Steam Pipe Issue at the HS (Craig Boltz/Maintenance Team)**
  - Steam filled the Food Services Storage Area in this area. Maintenance Team tapped in a “relief port” to prevent this from occurring.
  - A secondary complication is that water is entering the pipe and draining to sump pump hole.
  - Frey Lutz hired to place a camera into the underground pipe - didn't reveal any holes in the pipe but did identify a suspect area that might be causing the steam leak.
  - High voltage electric lines and a major gas line also run in this area, further complicating the project.
  - Currently, we are able to overcome this leak and provide heat to the HHS building but it is not ideal to allow the leak to be unresolved.
  - Recommendation: Use Moore Engineering to identify a “steam expert” to review the situation and a best course of action related to recommendations. Also, we must evaluate how this project will fit into the larger feasibility study.
  - Board agreed with recommendations, which will be brought to the next B&G Committee Meeting.
- **Snow RFP (Craig Boltz/Sheryl Pursel)**
  - Received three responses to this RFP despite multiple efforts to gain additional vendor interest.
  - Three year contract term (2019-20 through 2021-22 SY) will be brought to the school board for voting in November.
  - Contractors are Koser Excavating, Hummer Turfgrass Systems, and Evercor Facility Management.
- **Wrestling Light (Craig Boltz)**
  - A request was received to install a light over the wrestling mat in gymnasium.
  - Maintenance surveyed other school districts in the IU 13 which revealed scoring, officiating, safety issues related to such lighting.
  - Maintenance Recommendation: Moore Engineering to design light system, which would then be available for quotes from different electrical contractors. Desire is to provide accurate costs to school board before proceeding.

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- **Field Turf Management (Craig Boltz/Sheryl Pursel)**
  - **Warning Tracks**
    - Bid came in high and determined to not proceed with that bid.
  - **Restoration**
    - We have been hearing from multiple stakeholder groups that our grass fields are in bad shape. This was confirmed by a consultant from the ELA Group.
    - We have created a map of our fields and a numbering system that everyone will be using moving forward.
    - Proper quotes were solicited and a purchase requisition was executed to conduct deep-tine aeration and slit seeding earlier this week.
    - Grass fields were also fertilized this week prior to the rain on Wednesday.
    - There are some district teams that have talked to Maintenance and were permitted to use the fields this week because there would be no germination of the seeds this week and they are deep in the soil.
  - **Yearly Maintenance**
    - The issues did not occur overnight and resulted from multiple factors; therefore, we have long-term needs.
    - These fields will be shut down for the remainder of the year to give the seed the best chance possible to germinate, and to avoid further wear, so that we can enter 2020 with healthier, stronger turf.
    - We will have an online system in place to begin tracking field usage after January 2020.
- **CMS Cooling Tower Update (Craig Boltz/Sheryl Pursel)**
  - Moore Engineering identified a bypass in the cooling tower system; therefore, the work is not quite as complex because this can be isolated.
  - The work is still urgent and needs to be done.
  - Maintenance intends to have quotes back by end of month.
  - Target is to have project completed by end of February.
- **Pure Test - Lead Testing / EMF Testing / Fans & Ventilation System / Tree Trimming (Craig/Kim)**
  - Elected to go with PureTest, the same company that was used for lead testing last year.
  - Purchase order approved and Maintenance has been in contact with vendor to schedule for November/December.
  - Going to proceed with the same number of tests but test at different locations.
  
  - Gathered two of three quotes for EMF testing and hoping to have work scheduled in January or February.
  - Testing will be conducted in the same locations as previous tests for consistency.
  - Concern raised at last B&G Meeting.
  - Buchanan Gymnasium fans and ventilation should be run together.
  - Tested the use of this system and it did make a difference in regards to air flow.
  - Elected to continue running the system through the current volleyball season.

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- After the season concludes, Maintenance will create a switch so that the Athletic Department can control this system.
- Tree trimmer secured to address neighbor's concern and interruption of her services.
- Maintenance is investigating long-term preventative maintenance for all of the trees, specifically those trees creating sightline issues. This is a security issue.
- Can handle some of this tree trimming internally, but Maintenance will need a contractor for taller trees.
- **Custodial Services Contract (Randy E. Smith/Sheryl Pursel/Craig Boltz)**
  - HR participated in two job fairs, which has produced limited results for custodial positions.
  - Three current open positions at high school. Three district floater positions also open.
  - HR provided a comparison of four temporary service staffing agencies to outsource only these vacancies: S.O.S., Allegiance, Manpower, and JFC.
  - Recommendation is to use S.O.S. on a temporary basis to fill the voids until the full-time, permanent positions can be filled. School Board agreed with the recommendation.

**Future Meeting Dates** *Unless otherwise noted, meetings are scheduled at 4:30 p.m. in the Board Conference Room of the Administration Building. Next meeting is November 19, 2019*

**Board Review / Action Items:** N/A