

Meeting Title: <b>Facility &amp; Transportation Meeting</b>	Meeting Date: <b>12/17/13</b>	
Meeting Location: <b>KOSD Board Room</b>	Meeting Time: <b>6:30 pm</b>	
Attendees: Annie Shaw, Matt Cesario, Don Howard, Dan Domalik (by phone/Lync), Eric Brandenburg, Chris Swickline, Richard Phelps (ABM)		
Agenda: 1) "What the committee needs to know" (Brandenburg) 2) Draft F&T Vision (Cesario) 3) Capital Projects / Board Approved (Brandenburg) 4) Capital Projects / Extended Years (Brandenburg) 5) Facility / Grounds – Compiled List (Brandenburg)		
<b>Old Action Items</b>	<b>Who</b>	<b>By-When</b>
N/A		
<b>New Action Items</b>	<b>Who</b>	<b>By-When</b>
Set up on going F&T Meetings	Cesario / Masztak	1/06
Provide Building Inspection Checklist	Brandenburg	1/14 – Done
Provide Bid Limits Summary	Brandenburg	1/14 - Done
Investigate and report on PM software to committee (Based on this, we may need action item to develop spreadsheet)	Brandenburg/ Swickline/Smith	1/14
Update SY14 actuals in capital planning sheet	Brandenburg	1/14
Confirm no security issues with removing the gate	Brandenburg / Swickline / Vanatta	1/14
Develop prioritization	All	1/14
Pick locations and times for building walk throughs	Brandenburg / Swickline	1/21
Estimate options costs for dealing with gate (post meeting)	Brandenburg / Swickline	1/21
Determine advertising requirements for walk throughs	Cesario	1/31
Invite Cesario to next AIU consortium meeting	Brandenburg	TBD

Next Meeting: **Tuesday 1/14, 6:30 pm location – KOSD Board Room**

Items Discussed:

- 1) Transportation – We contract out our bussing. Most schools do it.
  - a. First Student does our Special Ed with a contract through SY16. SY13 costs were \$664,795. High costs due to long runs, sometimes need an aid. Contract inflation is ~ 2.5% / yr.
  - b. Matthews does the remainder with a contract through SY17. SY13 costs were \$462,945 + \$739,784. Contract inflation is 2.75 – 3.2% per year.
  - c. The state reimbursed us \$525,165 last year based on a complex formula a function of special ed students, non public students, etc.
- 2) F&T Vision

- a. Preventative maintenance is getting better, but there is room for improvement. There is software out there that will help us track and schedule this. SchoolDud is one. Eric / Aaron / Chris to look into this by January meeting, have a rough proposal. Long term we want to be able to roll up the costs of the work to project long term facility maintenance costs.
  - b. AIU commodity prices may be low cost, may not have a lot of room to lower them. Eric to invite Matt to next AIU consortium meeting
  - c. Community involvement (ideas & sweat) should be part of the strategy. We also need to educate them as to why we will likely see an increased capital spend going forward (i.e. in the past have not been spending what is needed)
  - d. We agreed to building walk throughs every other month. Chris & Eric to pick locations & times. Need to get advice on what the advertising requirements for this will be.
  - e. We agreed that the Capital Projects spreadsheet is a key tool. We need to dig into all of the short term and long term items. Need to understand what is “replacing the engine” vs. “changing the oil”. How to prioritize the items was a repeated concern. There was general agreement that safety/security comes first and cosmetic comes last, but the grey area in the middle needs more definition.
  - f. Dr. Stropkaj has met with the town mayors and we can connect with the other borough managers (besides Green Tree) for possible “guest speakers”. Jeff Naftel is the contact in Dormont.
  - g. In the past, the state provided for “PlanCon” Projects every 20 years, with a “Rental & Sinking Fund”. The restrictions are stricter now. We get \$600 K / yr for past projects.
- 3) Capital Projects
- a. There are three sets of documents. The first is the list as approved by the board just a few weeks after Eric joined the district. It was his first pass. Subsequently, some items have changed in cost and priority. Our job is to update this list and add additional years. The draft is the second document. Depending on how our software review goes, we may want two sheet – one to cover major projects, and one a detailed projection that runs out the expected life of most work. The word documents with lists were put together in the month leading up to the meeting. It represents somewhat of a wish list, and it is our job to prioritize and slot these items (or not) into the capital planning sheets.
  - b. The Actual SY13 column is up to date. The Middle School HVAC controller and the Penthouse Air Handling Unit (PAHU) 4 compressor have not been purchased. We need to reschedule or cancel those projects. Ditto the HS tractor.
  - c. Most SY14 projects are in progress. Eric to update the Actuals column by January.
    - i. The Aiken doors are double exterior doors. The frame is rusted. They are 10-18 yrs old. We are currently bidding them out, think we can get COSTAR (state negotiated) pricing. These do not compare to the Dormont door that were replaced that were single gym doors.
    - ii. The Myrtle A/C compressors were all installed this year, rather than over three years. By having one mobilization, we saved significantly.

- iii. The MS PAHU 5 compressor is not needed
  - iv. The MS boiler is being analyzed as part of the ABM study.
  - v. The MS door replacement is underway
  - vi. The HS Art & Music A/C rooftop units were added to SY14 projects and completed
  - vii. MS/HS paving item is a plug and not representative of the NIRA study
  - viii. The district truck used for plowing and salting was never rust proofed and now has holes in the floor.
- d. Selected other projects discussed
- i. “Electric panels mislabeled” – Last contract did wrong in 2000, so we don’t know what breaker goes to what. Had lots of problems with contractor. Too late to litigate? Worth it? This is basically a troubleshooting exercise. Price is to have someone external do it. We could do it with 2 people focused for 2 weeks. Opportunity for community involvement? Bring in a temp and put someone on special assignment?
  - ii. Need actuals of past work done in kitchens (reach in fridges, etc). Some ovens were done in 95, some are from the 60s. Should bring Mr. Lloyd in to discuss needs, opportunities for funding sources (use it or lose it govt money? Do we need to spend food service profits?)
  - iii. HS& S fire alarm panels – they work, but it is a replacement parts issues. High maintenance costs. Doing work several times / month. MS from 95/96, HS is slightly earlier.
  - iv. A flat roof typically lasts 15-20 yrs, we had 10 yr warranties. All roofs are at least 18-20 yrs old.
  - v. Some HS/ MS storm drains are original red brick & mortar from 1969.
  - vi. The gate at the circle in front of the HS is 12-14 yrs old. Cost \$30K originally. Sensor in pavement on exit is broken. The entrance gate has a computer issue. Herrle is trying to fix, but the scheduler is behaving erratically. Can no longer make fobs. Last administration had a policy of keeping it down all day, now it is open much more often. Chris stated that removing it was the cheapest option. Eric / Chris to ask Aaron V whether there is any security risk in removing it.
- 4) Current capital reserve fund is \$224,333

Next Agenda:

- 1) Presentation By Nira on Study Results
- 2) Follow Up on Prior Action Items
- 3) Review ABM Proposal (Presentation during working session)
- 4) Continue review of Capital Projects Plan
  - a. Based on priorities
  - b. Safety & Security
  - c. FY13 not completed
  - d. FY15 approved