

Meeting Title: Facility & Transportation Meeting	Meeting Date: 1/14/14	
Meeting Location: KOSD Board Room	Meeting Time: 6:30 pm	
Attendees: Annie Shaw, Matt Cesario, Neely Crowell, Dan Domalik (by phone/Lync), Dr. William Stropkaj, Eric Brandenburg, Chris Swickline, Ray Antonelli (NIRA), Richard Phelps (ABM), Drew Lehman (Dormont)		
Agenda: 1) NIRA Report – HS / MS Proposed Campus Site Improvements (Antonelli) 2) Electronic Gate HS / MS Options (Swickline) 3) Preventive Maintenance – Software / Manage Desk (Swickline / Brandenburg) 4) Review Action Items (Cesario) 5) Capital Projects / Board Approved - Update (Brandenburg)		
Old Action Items	Who	By-When
Set up on going F&T Meetings	Cesario / Masztak	1/06 - Done
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 - Done
Update SY14 actuals in capital planning sheet	Brandenburg	1/14 - Done
Confirm no security issues with removing the gate	Brandenburg / Swickline / Vanatta	1/14 - Done
Develop prioritization	All	1/14 – ongoing?
Pick locations and times for building walk throughs	Brandenburg / Swickline	1/21 - Done
Estimate options costs for dealing with gate (post meeting)	Brandenburg / Swickline	1/21 - Done
Determine advertising requirements for walk throughs	Cesario	1/31 - Done
Invite Cesario to next AIU consortium meeting	Brandenburg	TBD
New Action Items	Who	By-When
Send “9 item” list to board	Brandenburg	1/17 - Done
Determine where Mt Lebo property ends, what role they would play in site improvement	Brandenburg	1/31
Send potential new scope for NIRA to Cesario / Brandenburg, decide on future scope	All	1/31
Count existing parking spots	Swickline	1/31
Walk the site to review NIRA map	Committee	1/31
Shut down gate power to prevent safety hazard	Swickline	1/15
Remove gates	Swickline	1/21
Develop template for capital decision making	Brandenburg	1/21
Send out communication of gate removal / new traffic patterns	Stropkaj	1/24
Trial ServiceDesk Plus	Swickline	1/24

Update capital projects spreadsheet: New formats, totals, remove items already paid for (e.g. SY15-16 Myrtle Compressors, Dormont Tractor) and blank items not requested by bldg staff / needed (PAHU5 compressor, etc). Highlight items that have safety / security impact. Move work studied by NIRA to SY16.	Brandenburg	2/11
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Next Meeting: **Tuesday 3/4, 6:30 pm location – KOSD Board Room (also MS/HS walk through on 2/11 @ 6:30 pm)**

Items Discussed:

1) NIRA Study

- a. Mr. Antonelli presented the report, which was based on a tour of the campus by Mr. Joe Davis of the KOSD Maintenance department. They looked at asphalt, sidewalks, handicapped access and drainage in particular.
- b. The report includes an initial cost estimate that includes a one phase project at \$1,646,262 or a three phase project totaling \$1,687,869. (Extra costs due to remobilization, etc). The phase were decided based on grouping like work, i.e. all concrete work in Phase 1, but that is one of many ways to split the work.
- c. After review, KOSD has a list of 9 more items that they would like looked at e.g. parking lot islands.
- d. This report completes this phase of the work with NIRA. Reviewing the 9 items and any other changes would require a change order. The board needs to be clear on what we want the next phase to be before re-engaging NIRA.
- e. After preliminary assessment is complete would need to do core samples and CCTV sewers before doing the engineering.
- f. These type of sites may have original galvanized pipes for drainage that might be suspect integrity (20-30 yr life) not included in estimate
- g. There are apparent quality control issues from the original site work. Recommend a certified construction inspector on site, independent from GC to prevent this .
- h. There are some concerns about what property belongs to Mt. Lebo vs. us at the end of Kelton and Mississippi.
- i. Dan suggests we have NIRA prioritize items
- j. Need to determine how much parking we have, how much we need. Staff primarily park on MS side, students on HS side.
- k. There is no contingency line item in estimate, but costs are average, so some built in each line. Dan stresses that we don't want to be too conservative and rule out things that we can afford to do. May want NIRA to provide a range.
- l. We want to take our time on this and do it right. Eric suggests we work it this CY and prepare for bidding ~ Dec for implementation the following year.

- m. Dan concerned on wedge curves, people park on them. Maybe get options pricing on recast / pinned in curbing or plantings. Mr. Lehman notes Dormont El has wedges on Annapolis St from from ~ 1995, should see how they held up.
 - n. The life of the new concrete should be 25-30 yrs. The asphalt 12-15 before major repairs. Would need sealing, particularly crack sealing over that time.
 - o. The last site work was the “good” concrete by the gym in 2000, not show on map, repairs not needed. The gym steps were “skim coated” 5 yrs ago, but that only lasts a few years. Asphalt may be more than 20 yrs old. Front road is 18 yrs.
 - p. Mr. Lehman reminds us to think of all possible uses of the site – buses on the MS side were not imagined in the original design
 - q. Roadwater analysis was by observation, but NIRA is very confident that the proposed solution will work and dry up the source over time. Its flow to the drain will be much smaller than the surface runoff.
 - r. We need to determine whether we want to continue the speed bump by the athletic fields, its placement and design (take plows into consideration)
 - s. Mr. Lehman questions whether we can improve traffic flow.
 - t. (Ms. Shaw recused herself from the following discussion) The committee is recommending that future phases should be bid out, and that NIRA should be allowed to participate in those phase related to this project. However, they are asking the policy committee to draft a policy that restricts firms that do engineering work for us from participating in the related construction activity. We should apply this to all future projects.
- 2) Electronic Gate
- a. Mr. Lehman comments that we are the only school in Western Pa that he is aware of that has such a gate.
 - b. The team presented their findings that the gate, rather than helping, was a security issue due to people attempting to find other ways into the school. The gate in its broken state is a safety issue (shock hazard). To remove the gate will cost \$1.3 K, repair it \$26.3 K and replace it \$30. 8 K. Even without the \$22.6 K in cement work, the removal option is cheapest.
 - c. Dan questioned whether there was enough signage without the gate. We should install a do not enter sign on the one way section.
 - d. The committee recommends removal. Dr. Stropkaj viewed this as an administrative issue at this point and will be taking immediate action. This should include communication to staff, students & the community
 - e. Matt pointed out that the work done by the team should be summarized in one file, with a cover page template.
- 3) PM Software
- a. The Service Desk Plus used for IT work may work for maintenance items
 - b. It can do work orders, can it do repetitive, physical items?
- 4) Prior Action Items

- a. Prioritization will take more work. Safety & security, esp. in next 18 months should come first, then high payback items. Cosmetic / appearance stuff comes last.
 - b. Will not do a Feb meeting, only a walk through. Try to keep moving on action items, use working session / voting meeting for decision making as necessary
- 5) Capital Projects
- a. SY14 actuals have been updated
 - b. Will need to transfer capital funds to pay for

Next Agenda:

- 1) Follow Up on Prior Action Items
- 2) Review ABM or NIRA work?
- 3) Continue review of Capital Projects Plan
 - a. Based on priorities
 - b. Safety & Security
 - c. FY13 not completed
 - d. FY15 approved
- 4) Other as necessary