



*The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.*

## Board of Trustees – Facilities & Maintenance Committee

Lincoln Campus and via Microsoft Teams

Monday, January 10th, 2022 – 12:00 pm

# MINUTES

### ATTENDEES

*Trustees:*    *Others:*

Siobhan Hathorn, Committee Chair

Terry Beaver, Committee Member

Libby Goldes, Committee Member

Rex Weltz, Superintendent

Janelle Mickelson, Business Manager

Joslyn Davidson, Curriculum Administrator

Stacy Collette, Human Resources Director

Josh McKay, Assistant Superintendent

Rob Brewer, Maintenance Manager

Gary Myers, Director of Educational Technology

Barb Ridgway, Chief of Staff

Rich Whitney, Hulteng Representative

Karen Ogden, Communications Officer

Jonna Schwartz, Instructional Coach

Klint Fisher, Guest of the Public

Brian Cummings, Assistant

Superintendent

### I. **CALL TO ORDER**

Committee Chair, Siobhan Hathorn, called the meeting to order at 12:02 p.m.

### II. **GENERAL PUBLIC COMMENT**

No comments were offered.

### III. **REVIEW OF AGENDA**

No changes were made to the agenda.

#### IV. REVIEW OF MINUTES

Minutes from the 12.13.21 committee meeting were reviewed and approved.

#### V. NEW BUSINESS

##### A. Deferred Maintenance Plan Review

The committee reviewed the Deferred Maintenance Plan draft documents. Rich Whitney, Hulteng Representative, discussed the Deferred Maintenance Plan with the committee. Mr. Whitney said the team that compiled the information consisted of Jacob Augenstein who has done the architectural piece and the windows, Jeff Gruizenga who has done the mechanical and the plumbing, and John Kauffman who did the electrical, fire alarm, and safety and security. Mr. Whitney discussed that there are low, medium, and high priority items. The high priority items are things that need to be done now and over the next few years, a medium priority are things that need to be done in about five to ten years, and anything past that would be considered a low priority. Mr. Whitney discussed aging asphalt in the District with the committee, and how it is somewhat of a high priority. He also mentioned that all of the single pane windows in the District are identified in this document. Mr. Whitney discussed that in the Deferred Maintenance Plan the facilities are listed and they are assigned either a low, medium, or high priority. The individual totals for each school are listed in the column on the right, with the grand totals on the bottom for high, medium, and low costs. Mr. Whitney discussed that this projection does not cover things that you would have in your educational program that you would want to be able to do to deliver educationally, and it doesn't have the costs that will come out of your master plan to incorporate the educational program into your current physical plan. Mr. Whitney said it does have the costs for those warm, dry, safe, and accessible systems.

Mr. Whitney discussed Helena High School as an example from the Deferred Maintenance Plan. The committee discussed the main stairs and the parking lot at Helena High, what their priority level is, and some of the costs associated with repairing or replacing those items. The committee discussed that addressing the stairs at Helena High is a high priority. Mr. Whitney commented regarding the three original steam boilers and mentioned that if you were to replace those with a new energy efficient hot water boiler, you would save money on your utility bill. The committee discussed if you switch from steam to water, you must change all your piping and all your air handling units or ventilators. Mr. Whitney commented that the abatement costs are not listed in the Deferred Maintenance Plan report, and Mr. Rob Brewer has a current abatement plan.

Mr. Whitney commented that once you have your educational program in your Master Plan, this information can be incorporated into it. The committee discussed that the focus right now would be on the high priority and safety items, and to have Trustees and staff review those items. The committee also discussed that the best information is going to come from personnel within individual buildings. As they review their own buildings, they will be able to a much greater extent describe to us in their estimation what is high, medium, and low priorities.

The committee discussed that potentially the Assistant Superintendents Brian Cummings and Josh McKay could have meetings with each building site administrator asking them what would make their building work well and what they think the priorities are couple with this document. Mr. Rob Brewer, Maintenance Manager, said his team could add a lot of value to this document as well, and that addressing the high priority items will keep us out of emergency situations. The committee mentioned it would be beneficial to create a list of items that are not allowed in the buildings. The committee also discussed supply issues, work force issues, and how much the average square foot cost has increased since the new schools have been built. Mr. Whitney commented that he could set up a cell in the Excel spreadsheet that could calculate increases due to yearly inflation. Mr. Whitney concluded by stating that the costs reflected in the document are contracted costs.

**B. Update on Roofing Projects for 2021-2022**

The committee moved on to discuss the update on roofing projects for 2021 through 2022. Mr. Brewer discussed that the north wing of Four Georgians was left to be completed, and that work would begin as soon as school is out unless they feel that they could start earlier. Jefferson needs about an eighty percent reroof, it has been out to bid, and it has been awarded. The Lincoln Center is set to bid around the 18<sup>th</sup>, and the entire main building needs to be reroofed. C.R. Anderson needs a partial reroof over the multipurpose area and will be shortly coming out to advertisement. Mr. Brewer concluded by saying he would see where 7<sup>th</sup> Avenue Gym is in the rotation for roofing.

**C. Discussion of RFQ For Consultant for Facilities Master Plan**

The committee moved on to discuss the request for qualifications for a consultant to produce our Facilities Master Plan. The committee reviewed a draft of the request for qualifications. The committee discussed that if they were able to get the educational components ready to go and in line from our curriculum department and our administrative leadership, then they could have this RFQ potentially go out after the Martin Luther King holiday. The committee discussed a potential timeline for the RFQ process. They could proceed with questions to the potential bidders by the end of January, followed by a final addendum, having RFQ responses due by February 1<sup>st</sup>, followed by interviews near February 7<sup>th</sup>, make a final decision that week, and be ready to have a notice of award by the 20<sup>th</sup> of February. If we have awarded before March 1<sup>st</sup>, we could have them begin work in March, April, and May with internal and external public engagement and conversations of what's happening in the buildings, what does it look like we need to do, and talk about our educational program, etc. By June and July, we could have their recommendations with time for the Trustees to review that in light of our budget going forward. Then we can talk about the details and the results of the Facilities Master Plan in August. The committee discussed something that could impact this potential timeline is if we find a consultant that has other projects on their schedule.

The committee also discussed how this project would be funded. The committee discussed using the prior Facility Master Plan as an exhibit when they send out their RFQ and closed the meeting by discussing the upcoming levies.

**VI. BOARD COMMENT**

There were no further comments.

**VII. ADJOURNMENT**

The meeting was adjourned at 1:12 p.m.