



*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 Meeting

Monday, March 7th, 2022 – 12:00pm

Lincoln Conference Room and Microsoft Teams

Members of the public are able to attend remotely by clicking here:

<https://teams.microsoft.com/l/meetup-join>

We ask that all participants mute their microphone until called upon by the Board Chair for general and/or specific public comments. Upon completing public comment, please ensure that your microphone is again muted.

### AGENDA

- I. CALL TO ORDER/INTRODUCTIONS
- II. REVIEW OF AGENDA
- III. **GENERAL PUBLIC COMMENT:** *This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.*
- IV. REVIEW OF 02.07.22 COMMITTEE MEETING MINUTES
- IV. NEW BUSINESS
  - A. Growing Friends-Proposals for Trees and Partnerships in Planting
  - B. CRA Light Project
  - C. RFQ Update
  - D. Plexiglass Update and Resolution Review For The Board Meeting
  - E. Lincoln Ventilation
- V. BOARD COMMENTS
- VI. ADJOURNMENT



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## Board of Trustees – Facilities & Maintenance Committee

Lincoln Campus and via Microsoft Teams  
Monday, February 7th, 2022 – 12:00 p.m.

# MINUTES

### ATTENDEES

*Trustees:*    *Others:*

Siobhan Hathorn, Committee Chair	Rex Wertz, Superintendent
Terry Beaver, Committee Member	Janelle Mickelson, Business Manager
Libby Goldes, Committee Member	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
	Karen Ogden, Communications Officer
	Brian Cummings, Assistant Superintendent
	Jane Shawn, HEA President
	Patrick Todd, Guest of the Public
	Carley Smith, Guest of the Public

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

Committee Chair, Siobhan Hathorn, called the meeting to order at 12:06 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 01.10.22 committee meeting were reviewed and approved.

#### **V. NEW BUSINESS**

##### **A. Lincoln Center Roofing Bid**

The committee discussed the Lincoln Center roofing bid. Rob Brewer, Maintenance Manager, commented. We put the Lincoln roofing project out to bid, and the bids came in. We were working with Cushing Terrell on this. The bids varied on this, and the qualified and winning bid was \$209,750 from Summit Roofing. The roofing engineer suggested we go with this, and it is a reputable company that we use all the time. The committee discussed the roofing project, the age of the roof, and the possibility of other projects being addressed at that time as well. The committee discussed that today's roofing costs are 30 to 35 percent higher than they were two years ago. The committee also discussed bid bond and performance bond. The committee determined that they would bring the Lincoln Center Roofing bid before the full Board.

##### **B. Growing Friends-Proposals for Trees and Partnerships in Planting**

The committee moved on to discuss Growing Friends-Proposals for Trees and Partnerships in Planting. Stacy Collette, Human Resources Director, commented. I've been meeting with Growing Friends representatives, and they have presented us with an initial proposal to plant trees at seven of our sites. The committee discussed some of the possible locations where trees could be planted. The committee discussed that the additional maintenance and costs of those proposals need to be examined and decide which ones we may be able to integrate into our overall deferred maintenance plan for the District. The committee discussed the issue of the District's water system. Ms. Collette commented. A lot of our buildings weren't built necessarily with enough water pressure to provide gallons of water to trees from 50 to 200 feet away in an effective manner. We need to finish our analysis of the exterior building water source components and make sure that we have the ability to adequately take care of these trees so that they don't become wilted. We also need to examine the component related to the maintenance of the trees. Some of our trees across the District campuses have a need for a very talented arborist, and we don't employ an arborist. The city has one and we've talked about some ideas of potentially partnering with the city, but those conversations continue. I would imagine by our next meeting in March we'll have a better idea of what those costs would be and maybe what our tolerance of a perspective project would be for this summer. The committee discussed the need for the correct species of trees to our area. The committee discussed that the District would need to consider the costs of updating the irrigation system, ensuring we have the right water pressure, and then obviously watering and maintaining those trees and ensuring that they're protected from any kind of deer or pests. The committee also discussed that it is okay to not have a large number of trees, but to mindfully put them in places where they will prosper. The committee discussed that in the next thirty days it is important to figure out what our budget can afford for the upcoming year in relationship to grounds in addition to all the other components. We don't have a separate grounds budget that just focuses on lawn mowers, tree planting, or an arborist so we need to look at that and see what we can tolerate.

**C. RFQ Update**

The committee moved on to discuss the update on the RFQ. Ms. Collette commented. The RFQ is out and on the website, an ad has gone out to run, and the due date is March 14<sup>th</sup>. Finalist interviews are set for March 21<sup>st</sup> through March 25<sup>th</sup>.

**D. Kessler Sewer Easement**

The committee discussed the Kessler sewer easement. Mr. Brewer commented. They are asking to put a sewer main under our property at the entrance/exit of the main parking lot-about halfway through the parking lot. If they don't, they will have to set up a pump house at the southeast corner of the parking lot. The committee discussed that a potential problem with that would be, when you put a pump house right next to our property, we still cannot do anything around that composite easement so they can service it and they can make sure that it's working effectively. The committee discussed that there is a storm sewer on the Helena High practice field, and whether we could discuss with the city about removing that storm sewer in return for us allowing them to install this sewer main at Kessler. Mr. Brewer said he would discuss that possibility with the city. The committee determined that additional discussions were needed with the city, terms of an agreement and contract would be discussed with them, and then brought back to the committee for review and consideration.

**E. Facilities Surplus**

The committee discussed the topic of facilities surplus. Ms. Collette commented. We have an action item on the full Board agenda that addresses the surplus of plexiglass. The first round would be that we sell it as a complete lot, with a minimum bid of \$2,500. The next round would be donations and we would have people come in and pick it up 20 pieces at a time until all supplies are gone. The third round is that we would recycle it. Mr. Terry Beaver commented. Why wouldn't we reverse the process and allow individuals to come in and purchase it individually? Then we can take what is left and allow someone to purchase the whole thing in bulk? Wouldn't we possibly achieve a greater revenue by doing that and greater satisfaction within the community if they all had a shot at it? Mr. Brewer commented that doing it individually would take more time and labor. The committee determined that they would reverse the process as Mr. Bever recommended by first allowing the public to purchase the plexiglass, second would be the option to purchase in bulk, third would be donations, and fourth would be to recycle. The committee determined this proposal would be brought to the Board for approval.

**F. Discussion About Running Bonds and Levies**

The committee discussed upcoming bonds and levies. The committee discussed that the building reserve levy is of importance, along with the high school general fund and the elementary general fund. They also discussed they do not want these to be in competition with one another. With the Deferred Maintenance Report coming out we will have an understanding of the needs within our buildings, but right now we do not have enough information that we can make an informed decision to our public on what the building

reserve looks like, but we do know we need a general high school and elementary levy. Superintendent Weltz commented. I suggest we run that independently, and I am open to more ideas, but we need to move specifically on the general fund for high school and elementary. The committee discussed that running those independently would mean running the general funds without also running the building reserve or tech levy along with it. The committee discussed that we need to have a clear, simple, consistent message to teachers, other staff, parents, and voters. The committee discussed that having a list of the levies, how long they run for, historical information about when they passed or didn't pass, and the amounts would be helpful. The committee discussed the topic of when to run bonds and levies, and the cost of running a special election.

#### **VI. BOARD COMMENT**

Mr. Beaver, Committee member, commented. The Montana High School Association has just increased our activities to include baseball. We have a possibility of creating a couple of baseball fields out near Rossiter. We may need to budget funds for that or consider other ideas.

Committee Chair, Siobhan Hathorn, suggested that discussing baseball would be a good agenda item for a future meeting.

#### **VII. ADJOURNMENT**

Committee Chair, Siobhan Hathorn, adjourned the meeting at 1:25 p.m.