



## Board of Trustees – Facilities & Maintenance Committee Meeting

Monday, May 2<sup>nd</sup>, 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 03.07.22 COMMITTEE MEETING MINUTES
- IV. NEW BUSINESS
  - A. CHS/HHS HVAC Duct Cleaning Bid
  - B. Kessler Sewer Line Bore Project
- V. BOARD COMMENTS
- VI. ADJOURNMENT



*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, March 7th, 2022 – 12:00 p.m.

# MINUTES

### ATTENDEES

*Trustees:*    *Others:*

Siobhan Hathhorn, Committee Chair

Terry Beaver, Committee Member

Libby Goldes, Committee Member

Rex Wertz, Superintendent

Janelle Mickelson, Business Manager

Jane Shawn, HEA President

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

Laura Champoux, Administrative Assistant

Jonna Schwartz, Instructional Coach

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

Committee Chair, Siobhan Hathhorn, 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 02.07.22 Facilities and Maintenance committee meeting were reviewed and approved.

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

##### **A. 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. Rob and I met with Growing Friends last Friday and talked with them about a more focused, well executed plan for some tree replacement around the District campuses. We are looking to replace 11 trees at Capital High, and 9 trees at Helena High. We are targeting for an Arbor Day event which is the Friday before Vigilante Day. Alternatively, we can also do the Thursday before Vigilante Day if that is a better time. We will reach out to the Principals and talk about what may be an opportunity for clubs that would be involved for student activity, community activity, and staff involvement. We will get a proposal from them this week, which I will forward on to the committee for review. Growing Friends is in support of the idea that we should do some replacement activity where we have existing sprinkler systems.

##### **B. CRA Light Project**

The committee moved on to discuss the CRA Light Project. Rob Brewer, Maintenance Manager, commented. We have had three fires due to light fixtures and light fixture conditions, so we are coming up with a plan to re-light the entire building internally with LED lighting and controls. Mr. Brewer discussed with the committee the schedule of when this work would happen. Mr. Brewer also shared a document from the deferred maintenance plan showing the priority level and the cost value of the project. Ms. Collette commented. With the LED lighting we don't need to change the lightbulbs, and we don't need to do the maintenance work because they have a 25-year life span, so that creates freedom for our staff and it's a more effective way to do something rather than replacing light bulbs. The committee discussed that this project is a high priority, and that they are not seeing this problem anywhere else. Ms. Collette commented. We would like to go out to bid beginning March 20<sup>th</sup> to move forward on this project to see if we can get it done no later than August 15<sup>th</sup>, with a final completion around September 15th.

##### **C. RFQ Update**

The committee discussed the RFQ Update. Ms. Collette commented. The RFQ is due March 14<sup>th</sup>. I would like to secure the interview team this week and have a discussion about getting ready for the rubric and measuring the proposals that we have that will be submitted at that time. If we can identify the members of the interview committee, I can begin sending out that information for you. I would imagine it will take probably close to two or three hours of independent reading and then probably close to two hours for evaluating those proposals in a group session as we evaluate the RFQs. The committee discussed who they would like to see on the RFQ interview committee. Ms. Collette commented. Brian and Josh spent a great deal of time with Administrators throughout the

District to discuss their buildings and their visions.

Josh McKay, Assistant Superintendent, commented. So, I interviewed the high schools, middle schools, and Brian and I both interviewed the central kitchen together. So, I'll just go through the general themes of what they talked about. The four big schools prioritized common student areas like food courts at each site. They want special education spaces that are different from what they have. They also talked about common educational collaboration spaces. All of them talked about P.E. facilities, gym floor space, and fitness centers. Some wanted gym floor spaces with bleachers that they can utilize for other things. They are also interested in Fine Arts Performance Centers, and they crave outdoor green spaces. One school wanted a parent drop off/pick up congestion area addressed. All of them want restroom updates and electrical updates.

Brian Cummings, Assistant Superintendent, commented. I made time for the 12 elementary school Principals, and that includes Ray Bjork as well. There was a common theme with all 12 Administrators and that was of course additional space. The Administrators have seen the three new schools and what can happen when you have the cafeteria separated from the gym. That's really the biggest deal for them. It makes a significant difference with the specials schedule and how teachers can have different common preps. It makes a significant difference when the cafeteria is used at lunch, but then the rest of the time it can be used for small group instruction. It's not that each school wants a gym or a cafeteria, it comes down to the additional space.

Mr. McKay commented regarding the central kitchen and his discussion with Robert Worthy. He likes the idea of having it centralized, and having it located in a middle school makes the most sense because they serve the most meals on site. They would like the ability to have a forklift to unload bulk size food and save it for a longer amount of time in a large dry storage, refrigerated storage, and frozen storage space. This would enable them to get food at a premium discount and then utilize it longer. He needs inventory all in one area so that we don't lose track of our commodities. He would like to have an instructional space attached to it. There are some really cool meal preparation technology that he would like to have as well, which would require him to have about three times more the amount of space than he has now. He also needs room for employees, such as a changing room and a break room. There is also a need for additional sinks to separate cleaning from meal prep.

#### **D. Plexiglass Update and Resolution Review for The Board Meeting**

The committee discussed the plexiglass update and resolution review for the Board meeting. Ms. Collette commented. We offered plexiglass to classroom teachers and Administrators, and we were able to distribute an amazing amount of plexiglass back into the buildings in a workable format for educational and artistic purposes. We are now in the process of updating the count for the plexiglass. I would like to modify the resolution that I provided last month and bring it before the full Board for resolution for surplus. We would go first to the community, followed by donation, and then recycling would be the next step.

**E. Lincoln Ventilation**

The committee discussed the ventilation at Lincoln. Mr. Brewer commented. We are currently not moving much air through this building. We are talking about using some rooftop units to help move air throughout the building. The committee discussed that without proper ventilation there are pockets of cold air, and pockets of hot air, and there is not a lot of fresh air, and we want to be able to move fresh air into the building. Ms. Collette commented. With COVID we have expectations for air movement and filtration, and I think that because we use this building so often for staff trainings, we've got to try to provide the same kind of safety for them with air ventilation. The committee discussed they would review the updated deferred maintenance plan to see if there were any school ventilation systems that were at a higher priority level and would need to be addressed before Lincoln.

**VI. BOARD COMMENT**

There were no additional Board comments.

**VII. ADJOURNMENT**

Committee Chair, Siobhan Hathhorn, adjourned the meeting at 1:04 p.m.

## High School Heating and Ventilation Systems Cleaning

Every elementary (except for Bryant, Central, and Jim Darcy), both middle schools, and Front Street Learning Center have had their HVAC systems cleaned over the last 18 months. The two large high schools are the only buildings left to clean. The size and complexity of their systems have pushed the projected cost over the \$80,000 limit for such projects.

Invitations to bid were published in the Helena Independent Record on April 17, April 20, and April 24 with complete bid packets available on April 18. A pre-bid walk-through was scheduled for April 26. Work should begin on June 10 and completion expected by August 29.

Sealed bids were accepted until 12:00 pm on April 29.

The successful bidder for **Capital High** was:

Total bid of \$129,000  
Sam Rowe  
HVAC Power Vac LLC

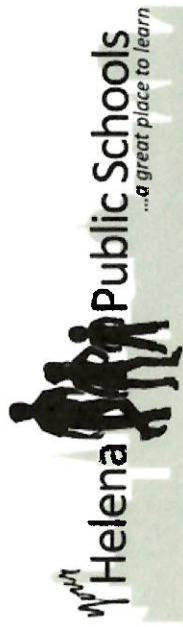
The successful bidder for **Helena High** was:

Total bid of \$109,000  
Sam Rowe  
HVAC Power Vac LLC



# BID TABULATION

PROJECT NAME:	CAPITAL HIGH SCHOOL HVAC DUCT CLEANING HELENA SCHOOL DISTRICT #1 HELENA, MONTANA		
PROJECT MANAGER:	HELENA SCHOOL DISTRICT #1 HELENA, MONTANA		
BID OPENING DATE:	12:00 PM, FRIDAY, APRIL 29, 2022		
CONTRACTOR:	HVAC POWER VAC LLC		
Complete bid form:	✓		
NADCA Certification:	✓		
TOTAL BID:	\$ 129,000		

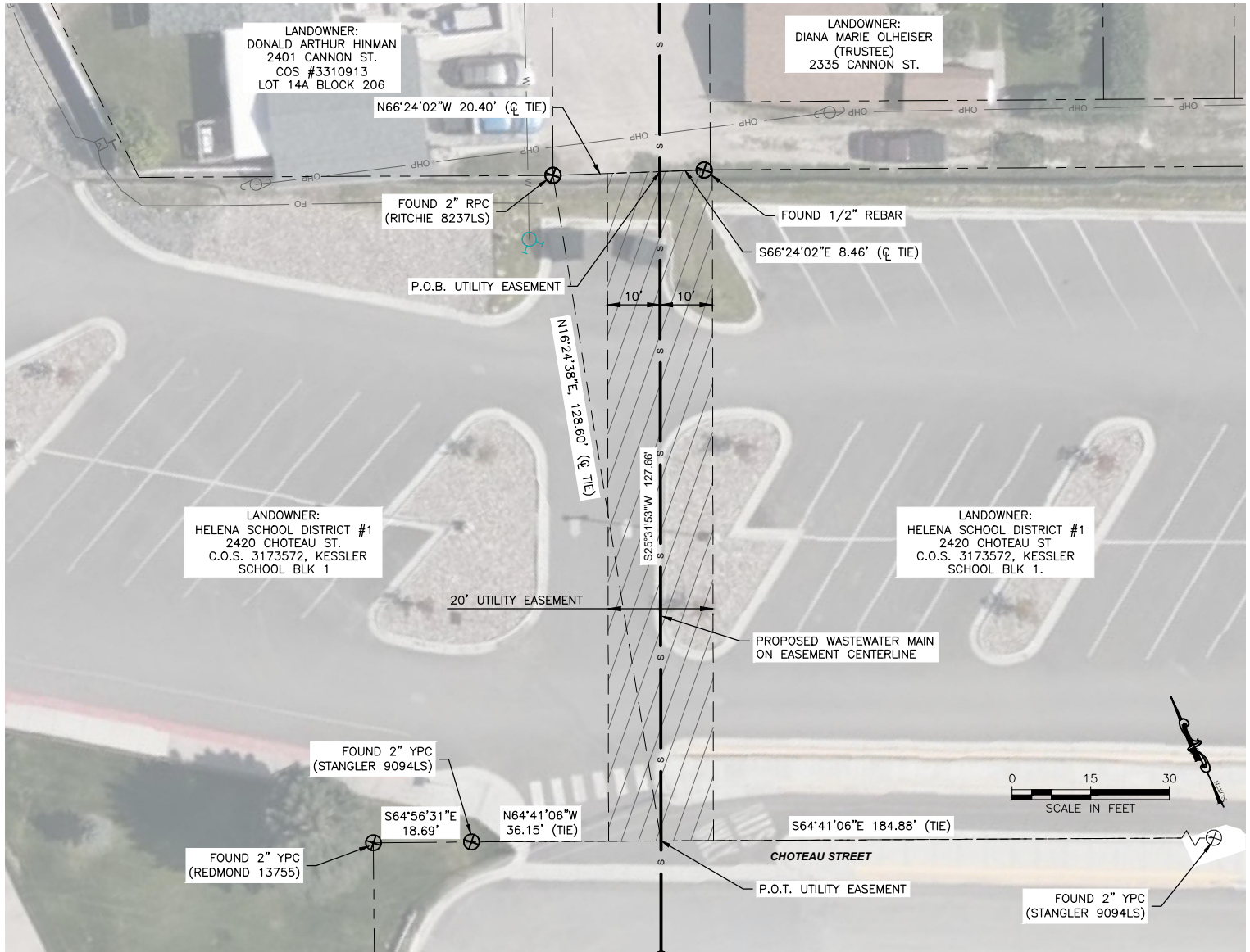


# BID TABULATION

PROJECT NAME:	HELENA HIGH SCHOOL HVAC DUCT CLEANING HELENA SCHOOL DISTRICT #1 HELENA, MONTANA		
PROJECT MANAGER:	HELENA SCHOOL DISTRICT #1 HELENA, MONTANA		
BID OPENING DATE:	12:00 PM, FRIDAY, APRIL 29, 2022		
CONTRACTOR:	HVAC POWER VAC LLC		
Complete bid form:	✓		
NADCA Certification:	✓		
TOTAL BID:	\$ 109,000		



## EXHIBIT 'A'



## CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT CORRECTLY REPRESENTS WORK PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.



## NOTES:

- THIS SURVEY DOES NOT CREATE AN EASEMENT. THIS SURVEY IS TO BE REFERENCE FOR POSITIONAL AND GRAPHICAL PURPOSE ONLY AND DOES NOT REPRESENT A PROPERTY BOUNDARY SURVEY.
- THIS SURVEY SHOWS THE AREA OF THE EASEMENT FOR A WASTEWATER MAIN.

## LEGEND:

	FOUND LOT CORNER AS NOTED
	PROPOSED WASTEWATER MAIN
	20' WIDE EASEMENT
	EXISTING WATER MAIN
	EASEMENT AREA

TOTAL EASEMENT LENGTH: 127.66 FEET (7.74 RODS)  
TOTAL EASEMENT AREA: 2553.08 SQ.FT. (0.059 ACRE)

## BASIS OF BEARING (CITY OF HELENA LDP):

GEODETIC NORTH OBTAINED BY GPS OBSERVATIONS  
& OPUS PROCESSING  
DATUM: NAD83 (2011) (EPOCH 2010.00)  
PROJECTION: TRANSVERSE MERCATOR  
CENTRAL MERIDIAN: W111°57'00" (0111.95°)  
PROJECT ORIGIN LATITUDE: N46°30'00" (46.5°)  
SCALE FACTOR AT CENTRAL MERIDIAN: 1.000191  
FALSE NORTHING: 100,000,000 IFT (30,480m)  
FALSE EASTING: 200,000,000 IFT (60,960m)

SHEET NO.

1

OF 2

## CITY OF HELENA

## WATER AND WASTEWATER EASEMENT

KESSLER SCHOOL HELENA SCHOOL DISTRICT #1  
2420 CHATEAU STREET HELENA, MT



1275 MAPLE STREET, SUITE F  
HELENA, MT 59601  
(406) 443-3962

PROJECT: 2018-15

DESIGNED: MRS

DRAWN: DCT

CHECKED: JKZ

APPROVED: STH

DATE: APRIL 28, 2022

NO.

REVISION DESCRIPTION

BY DATE

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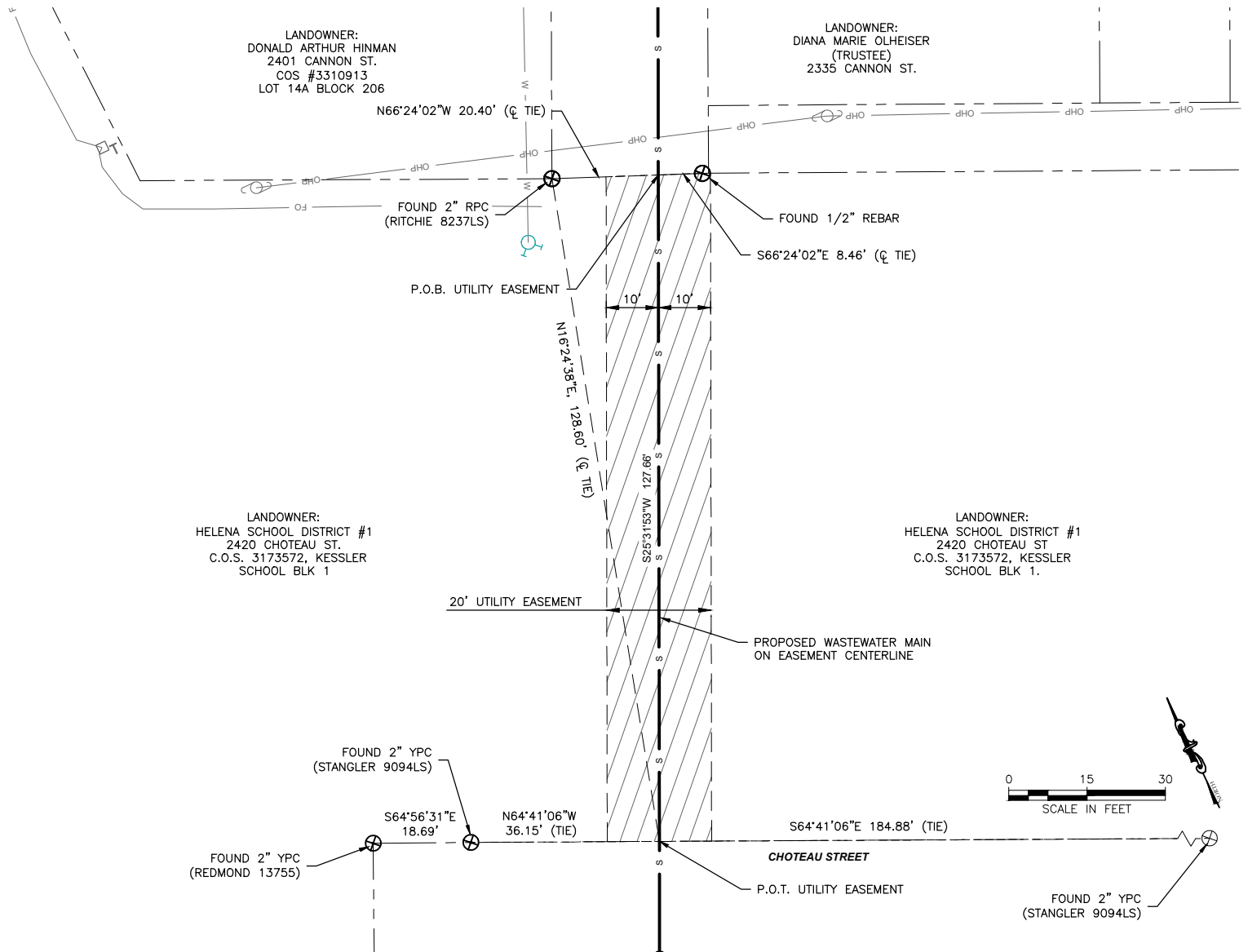
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- 2) THIS SURVEY SHOWS THE AREA OF THE EASEMENT FOR A WASTEWATER MAIN.

## LEGEND:

	FOUND LOT CORNER AS NOTED
	PROPOSED WASTEWATER MAIN
	20' WIDE EASEMENT
	EXISTING WATER MAIN
	EASEMENT AREA

TOTAL EASEMENT LENGTH: 127.66 FEET (7.74 RODS)  
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DATE: APRIL 28, 2022

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BY DATE

## EXHIBIT A

LEGAL DESCRIPTION

A 20-FEET WIDE PUBLIC UTILITY EASEMENT LOCATED IN KESSLER SCHOOL BLOCK ONE, CERTIFICATE OF SURVEY NO. 3173572, SECTION 23 T.10N., R.4W., P.M.M., LEWIS & CLARK COUNTY, MONTANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE POINT OF INTERSECTION OF THE CENTERLINE OF SAID EASEMENT AND THE BOUNDARY OF KESSLER SCHOOL BLOCK ONE, AS SHOWN ON CERTIFICATE OF SURVEY NO. 3173572, FROM WHICH POINT THE SOUTHEAST CORNER OF LOT 14-A, BLOCK 206, OF AMES ADDITION TO HELENA, AS SHOWN ON CERTIFICATE OF SURVEY NO. 3310913 BEARS N.66°24'02"W., A DISTANCE OF 20.40 FEET; THENCE FROM SAID POINT OF BEGINNING, S.25°31'53"W. FOR 127.66 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY OF CHOTEAU STREET, BEING THE POINT OF TERMINUS, FROM WHICH POINT THE SOUTHEAST CORNER OF SAID LOT 14-A BEARS N.16°24'38"E., A DISTANCE OF 128.60 FEET.

SAID EASEMENT IS 127.66 FEET IN LENGTH AND CONTAINS 0.059 ACRE.

SHEET NO.

**2**  
OF 2

CITY OF HELENA

**WATER AND WASTEWATER EASEMENT**

KESSLER SCHOOL HELENA SCHOOL DISTRICT #1  
2420 CHOTEAU STREET HELENA, MT



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