



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, December 5th, 2022 – 12:00 p.m.

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 11.07.22 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- V. NEW BUSINESS
 - A. Facilities Master Plan Update
 - B. C.R. Anderson Roof Project Bid
 - C. Facilities Projects Update
 - D. Secure Education Consultants (SEC) Assessment Report Update
 - E. Deferred Maintenance Report Project Update
- VI. BOARD COMMENTS
- VII. 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, November 7th, 2022 Noon

MINUTES

ATTENDEES

Trustees: Others:

Luke Muszkiewicz, Committee Chair
Siobhan Hathhorn, Committee Member
Terry Beaver, Committee Member
Kay Satre, Committee Member

Todd Verrill, Facilities Director
Klint Fischer, SMA Architects
Barb Ridgway, Chief of Staff
Josh McKay, Assistant
Superintendent
Brian Cummings, Assistant
Superintendent
Gary Myers, Director of Educational
Technology
Karen Ogden, Communications Officer
Keri Mizell, HR Director
Kevin Flanagan, NAC Architecture
Jane Shawn, HEA President
Lona Carter, School Health Grant Facilitator

I. CALL TO ORDER

Committee Chair Luke Muszkiewicz called the meeting to order at 12:01 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 10.03.22 Facilities and Maintenance committee meeting were reviewed and approved.

V. NEW BUSINESS

A. SMA Facilities Master Plan Update

Klint Fischer, Principal + Director with SMA Architects, gave an update on the Facilities Master Plan. Mr. Fischer mentioned the SMA/NAC team facilitated the Key Stakeholder Visioning Meeting on 11.01.2022. SMA is compiling notes for the 11.01.22 Key Stakeholder Visioning Meeting and will distribute the notes to the team early the week of 11.07.2022. The SMA/NAC team are developing strategies for upcoming surveys. Based on the feedback provided from the District's building administrator survey, the team is strategizing for survey audience, format and questions. SMA will continue to analyze district enrollment history, trends and demographic information. SMA will work with Facilities Director Todd Verrill to schedule meetings with district departments to support the Phase 1 information gathering efforts. Mr. Fischer shared the Helena School District Facilities Master Plan Progress Report with the committee which outlined additional information including schedule, meetings and deliverable status and client input/action items.

The committee discussed it would be beneficial to check again with the Key Stakeholder Community Group to confirm that the 4:00 p.m. to 6:00 p.m. meeting time works well for them going forward.

B. 7th Avenue Gym Discussion

Todd Verrill, HPS Facilities Director, gave an update on 7th Avenue Gym. Mr. Verrill discussed that he met with a representative from DEQ last month and gave them a tour of 7th Avenue Gym. After

walking through the facility, DEQ agreed they could help with a more thorough assessment of the environmental health hazards in the building, specifically asbestos and lead paint. Mr. Verrill has also reached out to the Montana Business Assistance Connection organization. MBAC partnered previously with the district on phase one and phase two environmental reports, and the feasibility study that was done on the facility as well. The Montana Business Assistance Connection is interested in helping the district and working with DEQ to do a brownfield mitigation in 7th Avenue Gym. Mr. Verrill said his hope is to secure a grant through the Montana Business Assistance Connection and hopefully pay for an entire mitigation or remediation of the building at no cost to the school district. Mr. Verrill said that he will speak with DEQ and see what they can do to conduct an addendum to the phase one and phase two environmental reports that have already been completed. It would enable a more in-depth investigation of the extent of contamination in 7th Avenue Gym, would help us understand the building better, give us an idea of the cost and how difficult it will be to do additional work on the facility.

Mr. Verrill moved on to discuss that 7th Avenue Gym is completely full of old district furniture and sometime in the future he would like to ask the Trustees' permission to dispose of a large portion of what is in the building. The vast majority of the furniture will never get used again and keeping it in the building or moving it around to different facilities is a waste of time and effort.

The committee discussed it may be beneficial to keep a small percentage of the furniture in case of an emergency in which the furniture may be needed.

C. Jim Darcy and Rossiter Water Rights Discussion

Mr. Verill gave an update on the wells located at the four schools in the valley. Warren Elementary has two wells; one for the school and one for the park and they are both permitted. Four Georgians Elementary has a well for the park and the playground which is permitted. Jim Darcy Elementary has multiple wells; one of which was abandoned and another well was brought online entirely when the new school was built. A completion notice must be filed with DNRC and that is due by December 31st, 2023. The district's water attorney is moving forward with filing the notice with DNRC. There are two wells at Rossiter Elementary; one for the school and one for Sierra Park. There are no water rights filed for the school well, and the Sierra Park well is considered exempt. Mr. Verrill said per his conversation with the district's water attorney, we need to determine how much water we are using in both wells and combine that amount. In the spring when we turn on the water to Sierra Park to irrigate the fields, we will put a meter on that well to determine how much water we are using. We will combine that data with the school well data to see if we hit the threshold that requires a permit for the school well. If we do hit that threshold, we must find upstream water availability and secure rights to that. If we do not hit the threshold it just requires a groundwater certificate and does not require a permit. Mr. Verrill said he will update the committee on the Rossiter wells towards the end of the summer once we collect that data.

D. Building Reserve Voted Levy Discussion

Mr. Verrill discussed construction inflation and why it is important for the building reserve voted levy and why that levy needs to increase. First, Mr. Verrill reviewed how we measure construction

inflation:

- Inflation is generally measured using a cost index (i.e., the Consumer Price Index)
 - A cost index is a ratio of the cost of something today to its cost at some time in the past...it measures the change in cost over time.
- Construction inflation uses two types of indices
 - Bid Cost Indices
 - The final bid cost of a project (labor + material + margins)
 - Useful to developers and banks
 - Input-Based Indices
 - Expenses of a project (labor and/or materials)
 - Useful to contractors

Next, Mr. Verrill discussed construction inflation from 2014-2022.

- The last voted building reserve levy was around 2014.
- Over the past 30 years non-residential construction inflation averages 42%/year (excluding deflation in recession years)
- Using that historical average, inflation since 2014 should have been about 42%
- Because of COVID and its associated disruption of the global economy and logistical systems, and the continuing war in Ukraine.... We have seen construction inflation increase to 49.35%

Mr. Verrill shared the following graphs with the committee:

- Producer Price Index (PPI) Bid Prices and Selected Inputs
- Annual Construction Inflation (2014-2022)
- Combination Cost Index

The committee reviewed why construction inflation matters:

- The next building reserve levy will have to increase at least 50% just to keep up with inflation
- Current voted levy:
 - High Schools: \$750K
 - Elementary: \$1.25M
- We also have an \$88M deferred maintenance backlog to address
 - \$36M in HIGH PRIORITY projects alone (roofs, HVAC, elec.)
 - \$40M in Medium Priority
 - \$12M in Low Priority
 - Some items are necessary to protect our investments
 - Some items can wait (future construction/major renovations)

Mr. Verrill discussed voted building reserve levy recommendations.

- Recommend the following funding levels for the next building reserve levy:

- High School: \$1.5M
- Elementary: \$2.5M
 - 50% to cover inflation
 - 50% to address
 - Routine Maintenance
 - Emergencies
 - Deferred Maintenance

In summary, Mr. Verrill discussed the construction inflation since 2014 has outpaced historical averages. COVID, and global disruptions have negatively impacted the costs of construction materials and bid prices. The District has a \$88M deferred maintenance backlog. The voted levy needs to increase to both: keep pace with inflation, and address maintenance priorities.

E. HPS Facilities Projects Update

Mr. Verrill gave a Facilities and Maintenance Update.

Projects over the last 30 days include:

- Vigilante Stadium ticket booths repainting
- Jim Darcy pavilion (75% complete)
- Safety and Security Bond Projects: Safety fences around Jim Darcy retention ponds. Safety fence between Kessler and HWY 12
- HHS pressure reducing valve installation
- Sprinkler and sod installations at HMS boulevard (Rodney Street)
- Winterization projects: irrigation blow-out at all schools.

Safety and Security Projects:

- Secure Education Consultants Assessment site visits
- Emergency incident drills
- 911 call testing at all schools
- District-wide fire escape recertification by Stahly Engineering

October Work Order Count: 692

Current Projects:

- Jim Darcy pavilion
- Shot clocks for HHS, CHS, Bryant, and Central School (awaiting parts)
- Exterior security door replacement at Rossiter and Hawthorne (awaiting parts)
- Fall tree pruning
- Four Georgians Interior Repainting
- Helena Middle School Locker Repainting

Projects for the Next 6-12 Months:

New Since October Committee Meeting:

- HMS Water Main
 - Abandon current main under Vigilante
 - A new line will connect at Rodney Street
- Concession Stand Water Meter
 - Meter and backflow preventer required by city
- Broadwater Sewer Cleanout
 - Roots and debris
- CRA Sewer Cleanout
 - Roots and debris
- 4Gs Fire Lane Gate
 - As per Fire Marshall
- Hawthorne Sidewalks
 - Adjacent Harrison Ave. and Holter St.
- Water Meter at Sierra Park (Rossiter)
 - To determine groundwater usage for DEQ permitting
- Bryant Solar Panels

Discussed at October Committee Meeting:

- CR Anderson partial roof replacement
 - Zones E, F, G, H
 - 29,310 sf
- CHS Tennis Court Rehabilitation
 - Draft construction drawings available for review from RPA
- CHS Auditorium Lighting Upgrade
 - 24 florescent fixtures are failing and/or replacement parts are not available
 - Replace with LED fixtures
- CHS Gym Floor Refinishing
- Warren Elementary School Water Treatment System
 - Repair current system

VI. **BOARD COMMENT**

There were no board comments.

VII. **ADJOURNMENT**

Committee Chair Luke Muszkiewicz adjourned the meeting at 1:08 p.m.



architecture + design

HELENA

920 Front Street, Suite 101
Helena, MT 59601
P: 406.442.4933

BOZEMAN

428 East Mendenhall Street
Bozeman, MT 59715
P: 406.219.2216



PROGRESS REPORT

Helena School District Facilities Master Plan – SMA Project #22-004

DATE: 2022-12-02

T0: Todd Verrill, Director of Facilities, Helena Public Schools
Luke Muszkiewicz, Chair, Facilities and Maintenance Committee

FROM: Klint Fisher, AIA, NCARB, Principal, SMA Architecture + Design

Tasks Accomplished Last Week:

1. On 11.28.2022 SMA met with Todd Verrill and the district facilities staff at the district facilities office to discuss facility and maintenance implications to the Master Plan. Notes from that meeting have been distributed.
2. Klint Fisher has been coordinating with Josh McKay to schedule a meeting with district administration to discuss enrollment trends, etc. This meeting has been scheduled for Wednesday, December 7th at 2:00 PM.
3. SMA/NAC continue compiling and organizing provided information into a master spreadsheet for analysis. Information from recent meeting with district departments are being input and updated.
4. SMA is developing a spreadsheet to document the deferred maintenance report findings by priority. This spreadsheet was shared at the 11.28.2022 meeting with the district Facilities and Maintenance group.
5. The SMA/NAC are developing strategies for upcoming surveys. Based on the feedback provided from the district's building administrator survey, the team is strategizing for survey audience, format and questions. Draft survey questions will be presented at the December 5th Facilities and Maintenance Committee Meeting.

Look Ahead:

1. SMA will be attending the 12.05.2022 Facilities and Maintenance Committee Meeting to provide an update on the status of the project.
2. Continued analysis of district enrollment history, trends and demographic information and input from recent meetings with district departments
3. SMA will be meeting with district admin to review enrollment trends, curriculum trends, etc. on Wednesday, December 7th at 2:00 PM.



architecture + design

HELENA

920 Front Street, Suite 101
Helena, MT 59601
P: 406.442.4933

BOZEMAN

428 East Mendenhall Street
Bozeman, MT 59715
P: 406.219.2216



4. The SMA/NAC team would like to schedule a couple days to tour district facilities. SMA will be reaching out to coordinate. We are tentatively targeting January 4th and 5th.
5. SMA will work with Todd Verrill to schedule meetings with district departments to support the Phase 1 information gathering efforts.

Schedule, Meetings, & Deliverable Status:

1. Currently in Phase 1: Data Collection and Analysis; Community Input and Site-Based Planning
 - a. Scheduled for September 2022 – January 2023
2. Upcoming Meetings:
 - a. Facilities and Maintenance Committee Meeting – 12.05.2022 @ 12:00 Noon
 - b. District Administration Enrollment Trends Meeting – 12.07-2022 @ 2:00 PM
3. Meetings to be Scheduled
 - a. District Activities Department Meeting – TBD
 - b. SMA/NAC Facility Site Visits – Targeting January 4th and 5th
 - c. Transportation
 - d. CTE/Votech
4. Upcoming Deliverables:
 - a. Interim deliverable for Phase 1 to be determined.
5. Schedule Status:
 - a. The project is on schedule based on the Work Plan and Schedule presented at the 09.12.2022 Facility and Maintenance Committee Meeting.

Client Input/Action Items:

1. SMA/NAC will continue to reach out for additional data and information as needed, currently there are no outstanding requests

Other Project Updates:

1. None



architecture + design

HELENA

920 Front Street, Suite 101
Helena, MT 59601
P: 406.442.4933

BOZEMAN

428 East Mendenhall Street
Bozeman, MT 59715
P: 406.219.2216



Helena School District – Facilities Master Plan

School District Board & District Admin Survey

1. Please rate your opinion on the overall condition of facilities within Helena School District:

	Excellent	Good	Average	Poor	Very Poor
Overall Facilities Ability to Meet Current Educational Trends & Needs					
Overall Facilities' Ability to Meet Future Educational Trends & Needs					
Technology					
Safety & Security					
Sports & Athletic Facilities					
Community Use Areas					
Career & Technical Education (VOTEC) Facilities					
Fine Arts & Performing Arts Facilities					
STEM/STEAM Facilities (Science, Technology, Engineering, Arts, Math)					

2. In your opinion, what are the biggest challenges facing Helena School District?

3. What do you want to see for the future of the Helena School District? What does the district 'look like' in 5, 10, 20 years, and beyond?



architecture + design


HELENA

920 Front Street, Suite 101
Helena, MT 59601
P: 406.442.4933


BOZEMAN

428 East Mendenhall Street
Bozeman, MT 59715
P: 406.219.2216



4. Describe your overall impression of the interior and exterior of Helena School's Facilities.
5. With the Montana Department of Commerce Census & Economic Information Center projecting Lewis & Clark County's population to grow by 10.9% by 2030, do you believe that Helena Schools needs to expand its facilities to meet current growth projections?
 - a. If yes, are there any facilities in particular?
6. What do you value most about Helena Schools? What do you think is lacking?
7. What's one thing about the existing facilities that you feel is unique to Helena's Schools and you would never want to change?
8. If you could change one thing about the schools' facilities, what would that be?
9. Are there other communities' school districts that you feel model things that the Helena School District could implement? If so, what and where?
10. Do you feel that the Helena School District's facilities are competitive when it comes to teacher and staff recruitment and retention? Yes/No, Why?
11. Do you have any additional comments you would like share in regards to the Facilities Master Plan?

Staff Survey

1. Which school/building do you work in?
2. What are your building's greatest needs?
3. Please rate the following in regards to your building:

	Excellent	Good	Average	Poor	Very Poor
Overall Facilities Ability to Meet Current Educational Trends & Needs					



architecture + design


HELENA

920 Front Street, Suite 101
Helena, MT 59601
P: 406.442.4933


BOZEMAN

428 East Mendenhall Street
Bozeman, MT 59715
P: 406.219.2216



Overall Facilities' Ability to Meet Future Educational Trends & Needs					
Technology					
Safety & Security					
Sports & Athletic Facilities					
Community Use Areas					
Career & Technical Education (VOTEC) Facilities					
Fine Arts & Performing Arts Facilities					
STEM/STEAM Facilities (Science, Technology, Engineering, Arts, Math)					
Overall Space for Current Enrollment Numbers					

4. What do you value most about Helena Schools? What do you think is lacking?
5. What's one thing about the existing facilities that you feel is unique to Helena's Schools and you would never want to change?
6. If you could change one thing about the schools' facilities, what would that be?
7. Do you have any additional comments you would like share in regards to the Facilities Master Plan?

Todd J. Verrill

Director of Facilities
1201 Boulder Ave.
Helena, MT 59601
(406) 324-1734
tverrill@helenaschools.org

Helena School District Board of Trustees

1325 Poplar St.
Helena, MT 59601-0939
boardoftrustees@helenaschools.org

5 December 2022

Dear Helena School District Board of Trustees,

I respectfully request the board of trustees award the C.R. Anderson Middle School Roof Replacement Project to Summit Roofing. The project will replace approximately 29,250 square feet of roof in four sections (see attached diagram) with an average age of 21.5 years. The facilities office received bids from four contractors, and Summit Roofing submitted the lowest proposal at \$683,870.00 (see attached Cushing Terrell memo and bid tabulation worksheet). Summit Roofing has a very strong history of completing quality work for the district and I am confident they will continue to do so with this project. They will complete this roof project in the summer of 2023 before the start of the 23-24 school year.

Sincerely,

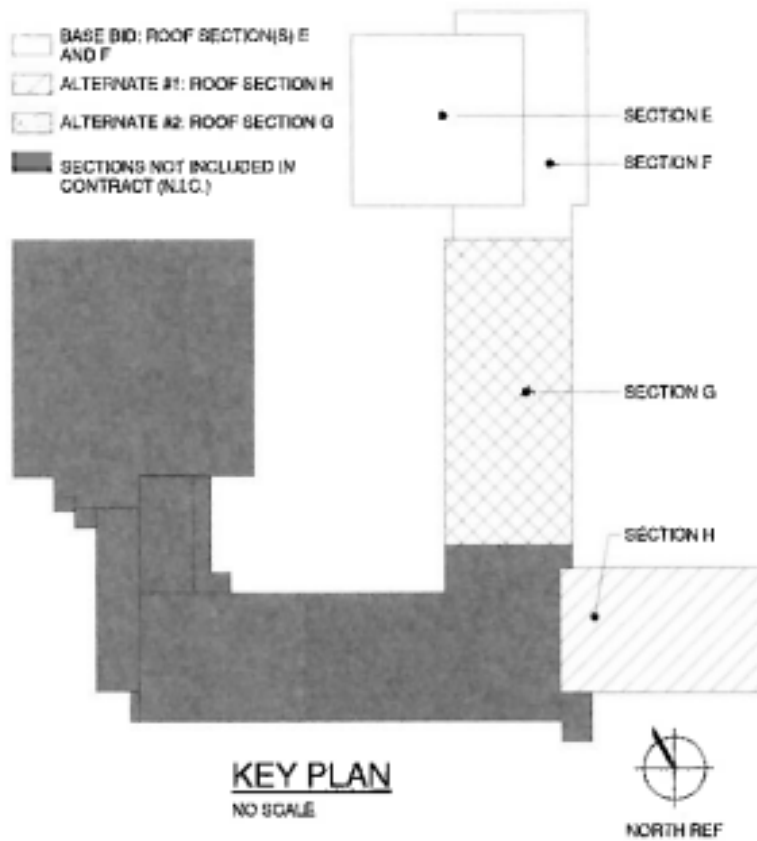


Todd J. Verrill

Attachments

1. C.R. Anderson Middle School Roof Diagram
2. Memorandum dated: 23 November 2022, Award Recommendation

Attachment 1: C.R. Anderson Middle School Roof Diagram



**Cushing
Terrell.**

MEMORANDUM

Date: November 23, 2022

To: Helena Public Schools
Attn: Todd Verrill
1201 Boulder Avenue
Helena, MT 59601

From: Cushing Terrell

RE: Award Recommendation
CR Anderson Middle School – Roof Replacement Project

To whom it may concern.

The CR Anderson Middle School Roof Replacement Project for the summer of 2023 bid on November 23, 2022. The contractor that provided the school district with the lowest bid to perform the work was Summit Roofing. Summit Roofing their bid was \$109,756 lower than the next low bid. There were 5 qualified roofing contractors that bid on this project.

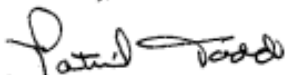
The project consists of removing the existing 20+ year old roofing systems on the school over both gyms and classroom space totaling approximately 29,151 square feet and replacing the roof with a new, fully adhered single ply roofing system with a 20 yr. NDL (No Dollar Limit) Warranty.

Cushing Terrell believes the submitted low bid falls in line with current pricing even with the material volatility currently being seen throughout the roofing marketplace. Cushing Terrell is also confident in Summit Roofing ability to successfully perform the work of the project in accordance with the Construction Documents.

It is Cushing Terrell's recommendation that the school district award the contract for the Roof Replacement Project at CR Anderson Middle School to Summit Roofing, Inc. in the amount of \$683,870.00. if the budget allows.

Please see attached official bid tabulation sheet.

Sincerely,



Patrick Todd
Associate / Roofing & Building Envelope Specialist

cushingterrell.com

Cushing Terrell

BID TABULATION

HELENA PUBLIC SCHOOLS

**Project: CR Anderson Middle School
2023 Roof Replacement Project**

Project Ref: HPS22_AND_RR

**Date: 11/23/2022
Location: District Facilities Office
Time: 11:00 AM MDT**

CONTRACTOR	Red'd 10% Bid Bond	Rec'd. Add. # 1	Base Bid Roof section E, F	Alternate # 1 Section H	Alternate # 2 Section G	Total
Ace Roofing <small>Contractor Registration # 161199</small>	X	X	\$355,419.00	\$ 216,080.00	\$ 296,792.00	\$868,291.00
Metal Works of MT <small>Contractor Registration # 8192</small>	x	x	\$298,328.00	\$ 208,502.00	\$ 287,820.00	\$794,650.00
Summit Roofing <small>Contractor Registration # 55897</small>	X	X	\$279,230.00	\$ 168,665.00	\$ 235,975.00	\$683,870.00
C&C of the pacific <small>Contractor Registration # 260917</small>	X	X	\$517,050.00	\$ 213,400.00	\$ 341,950.00	\$1,072,400.00
CentiMark Corp. <small>Contractor Registration # 31442</small>	X	X	\$299,993.00	\$ 204,079.00	\$ 289,554.00	\$793,626.00
Cushing Terrell			\$ 260,400.00	\$ 166,500.00	\$ 215,250.00	\$ 642,150.00