



*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, January 8<sup>th</sup>, 2024– 12:00 p.m.

Lincoln Conference Room and Microsoft Teams

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

[Click here to join the meeting](#)

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### 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 12.11.23 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- V. NEW BUSINESS
  - A. Facilities Master Plan Update-SMA
  - B. Facilities Monthly Update
  - C. Deferred Maintenance Analysis
- VI. BOARD COMMENTS
- VII. ADJOURNMENT



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Board of Trustees  
Facilities & Maintenance Committee

Lincoln Campus  
and via Microsoft Teams

Monday, December 11<sup>th</sup>, 2023, Noon

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## MINUTES

### ATTENDEES

<i>Trustees:</i>	<i>Others:</i>
Kay Satre, Committee Chair	Todd Verrill, Facilities Director
Siobhan Hathhorn, Board Chair	Janelle Mickelson, Business Manager
Terry Beaver, Committee Member	Candice Delvaux, Executive Assistant
	Rex Wertz, Superintendent
	Gary Myers, Director of Educational Technology
	Jane Shawn, HEA President
	Josh McKay, Assistant Superintendent
	Karen Ogden, Communications Officer
	Keri Mizell, Human Resources Director
	Lona Carter, Student Health
	Tim Meldrum, SMA Architecture + Design
	Barb Ridgway, Chief of Staff
	Tim McMahon, Activities Director
	Matt Thompson, Ameresco
	Josh Routzahn, Ameresco
	Several Guest of the Public

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

Facilities and Maintenance Committee Chair Kay Satre called the meeting to order at 12:03 p.m.

## **II. GENERAL PUBLIC COMMENT**

There was no general public comment.

## **III. REVIEW OF AGENDA**

The committee reviewed the agenda, and no changes were requested.

## **IV. REVIEW OF MINUTES**

Minutes from the 11.13.23 Facilities and Maintenance committee meeting were reviewed and approved.

## **V. NEW BUSINESS**

### **A. Facilities Master Plan Update**

Tim Meldrum, SMA Architecture + Design, gave an update on the Helena School District Facilities Master Plan. Mr. Meldrum reviewed tasks accomplished in the last month. The SMA/NAC team has finalized the options for the Facilities Master Plan as it relates to potential outcomes for the elementary, middle school, high school, and district facilities. The approach to the facilities master plan document/framework has been discussed and approved with the Helena School District. The SMA/NAC continues to refine the framework as the Facilities Master Plan document comes together. The SMA/NAC team facilitated a Facilities and CTE Follow-Up Meeting on 11.27.2023. During the session, the CTE staff presented their discoveries related to CTE facility precedents. The SMA/NAC team highlighted the Columbia Basin Technical Skills Center project as a model for facility design, scheduling, and class offerings. Additionally, the team illustrated various instances of how CTE programs are structured and conducted in school districts across the state. Looking ahead, the SMA/NAC team is setting up a meeting with Facilities Director Todd Verrill to prioritize the deferred maintenance spending as the Facilities Master Plan finds resolution. The SMA/NAC team continues Phase 2 of the Master Plan, and the team will present a draft of the Facilities Master Plan Document at the 12.20.2023 Progress Meeting.

### **B. Energy Savings Performance Contracting-Matt Thompson, Ameresco**

The Facilities and Maintenance Committee moved on to review a presentation regarding energy savings performance contracting from Matt Thompson and Josh Routzahn with Ameresco. This was presented as an item of information which the school district and trustees can explore further in the future if they are interested in learning more after this presentation. Mr. Thompson discussed

with an Energy Savings Performance Contract (ESPC), you can leverage energy savings to generate capital to renew facilities and building systems. Energy savings performance contracting (ESPC) provides a simple solution to a big challenge: completing necessary infrastructure upgrades when budgets are too tight or non-existent. An ESPC is budget-neutral in that you use the money you are already spending on monthly utility bills to finance your energy infrastructure and facility improvements. During the contract, energy-efficient upgrades yield savings that pay for the work. When the performance contract is complete, you receive the full benefit of energy-efficiency savings, capital for further facility improvements. Mr. Thompson discussed that Ameresco has all the resources needed to plan and execute a comprehensive energy program that will create real, sustained economic benefit. ESPCs allow facility owners to make energy and facility improvements when faced with budget cuts and other financial restraints. This enables completion of facility upgrade projects that would otherwise wait until critical failure, while controlling consumption as utility costs rise. Ameresco ESPC programs produce energy savings while reducing long-term maintenance costs. The facility owner is the beneficiary of all savings during the term of repayment and beyond. Replacing aging equipment with high-efficiency technologies delivers benefits beyond lower utility bills and reduced maintenance costs. Improved lighting, better air quality, and more comfortable room temperatures have also proven to be happier, more productive environments with higher performance results. Performance contracting streamlines facility improvements. With a single contract, you can address multiple energy efficiency projects rather than doing one project at a time. Ameresco provides a full range of services and continues working with their clients once the projects are implemented to ensure optimal long-term energy performance. Their comprehensive approach to managing an ESPC is designed to ensure that they deliver the maximum value for the lowest possible cost. They will identify the best solution for the project based on each customer's unique project priorities. As an independent energy services provider, they provide unbiased recommendations based solely on the needs of the specific facilities and project priorities. Mr. Thompson and Mr. Routzahn proceeded to answer any questions the committee had regarding their presentation.

The Facilities and Maintenance Committee proceeded to receive a Facilities Monthly Update from Facilities Director Todd Verrill.

### **C. Facilities Monthly Update**

Todd Verrill, Facilities Director for Helena Public Schools, gave an update on Facilities and Maintenance projects:

#### Projects Last 30 Days:

- Updated communication equipment in all school fire alarm panels
- Warren Elementary library door replacement
- Kessler Elementary new hot water heater
- Vigilante Stadium winter hibernation
- Installed pressure reduction value (PRV) at PAL
- Water pressure issues at 4Gs and PAL
- CHS electrical system investigation
- QCFC rekeyed 7th Ave. Gym (we have two keys)

### Current Projects

- Smith Elementary School interior painting
- 4Gs Elementary PRV
- Holiday programs prep (stages, chairs, etc.)
- Bryant Elementary dumpster ramp
- CTE Center Roof Heat Traces (On hold)
- Summer 2024 roofing projects
- CHS, HHS, HMS, Smith
- Ray Bjork lease negotiations

### NOVEMBER WORK ORDERS

Completed: 343

Mr. Verrill proceeded to give a custodial update to the Facilities and Maintenance Committee.

### Custodial Projects:

- Flooring partial replacement at HHS (finished project from OCT)
- Replaced 750 soap dispensers district-wide
- CRA stair tread project (Hi-Vis bullnose for visually impaired students)

### Staff:

- Good number of applicants over the last month (more in NOV than the rest of the fiscal year)
- Three new employees hired in the last week (2 x CRA, 1 x HMS)
- Current # vacancies: 3

Mr. Verrill concluded his presentation by giving a safety and security update from Mr. Neal Murray, Safety and Operations Manager to the Facilities and Maintenance Committee:

### Outreach and Coordination:

- Attended the MTSBA School Safety, Security, and Innovations Symposium
- Attended City of Helena board member training as the HSD Representative on the City-County Parks Advisory Board.
- Special Olympics Basketball Tournament support
- Fire Marshal inspection corrective actions

### Environmental:

- Monthly well water quality sampling – all valley schools' water is safe.
- Air quality assessment (NIH) @HHS Little Theatre – NO elevated contaminant levels
- BRO - Post-fire enviro clean-up assessment (NIH) – NO elevated contaminant levels

Safety Planning, Testing, and Training:

- Emergency dial code system completed and tested at PAL
- New evacuation site MOUs signed with Civic Center for Central and Hawthorne
- SACC staff on-site training and planning for Run, Hide, Fight and evacuation procedures
- Coordinate and assist with practice drills

**VI. BOARD COMMENTS**

There were no further board comments.

**VII. ADJOURNMENT**

Committee Chair Kay Satre adjourned the meeting at 12:51 p.m.



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## PROGRESS REPORT

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

**DATE:** 2024-01-04

**TO:** Todd Verrill, Director of Facilities, Helena Public Schools  
Siobhan Hathhorn, Chair, Facilities and Maintenance Committee

**FROM:** Ali Martin, AIA, NCARB, Associate, SMA Architecture + Design

#### Tasks Accomplished in the Last Month:

1. The SMA/NAC team presented multiple scenarios based on the master plan options for elementary, middle and high school facilities at the 12/20.2023 Facilities Master Plan Progress Meeting. These scenarios showed multiple funding phases with potential projects in each phase. A critical path diagram was shown for each scenario.
2. SMA met with Todd Verrill and Rob Brewer to discuss deferred maintenance and how it informs the master plan. Discussion around the development of a schedule for deferred maintenance items was also discussed.

#### Look Ahead:

1. The SMA/NAC will be providing updates to the previously presented scenarios with estimated costs for budgeting purposes as a follow up to the 12.20 2.23 Monthly Progress Meeting
2. The SMA/NAC team continues Phase 2 of the Master Plan and is working on a draft of the master plan document.

#### Schedule, Meetings, & Deliverable Status:

1. Completed Phase 1: Data Collection and Analysis; Community Input and Site-Based Planning
2. Ongoing Phase 2: Development of Comprehensive Long Range Facilities Master Plan Options
3. Upcoming Meetings:
  - a. Facilities and Maintenance Committee Meeting on 01.08.2024 @ 12:00 PM.
  - b. Facilities Master Plan Progress Meeting on 01.17.2024 @ 1:30 PM.
4. Upcoming Deliverables:
  - a. Interim deliverable for Phase 2 to be determined by the HSD Leadership Team



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5. Schedule Status:

- a. The project is currently in Phase 2 *Development of Comprehensive Long Range Facilities Master Plan Options, Requirements, & Options*, the schedule will continue to be evaluated and developed as the design team meets with the HSD Leadership Team and identifies and refines the final master plan options.

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



**Facilities and Maintenance Update**  
**January 2024**

**Projects Last 30 Days:**

- Smith Elementary School interior painting (65% complete)
- HHS commercial sink replacement
- Holiday programs support
- Bryant Elementary dumpster ramp
- Bryant Elementary Trailhead program move
- Ray Bjork lease negotiations

**Current Projects**

- Bryant Elementary interior door and quiet room additions
- CHS interior door upgrade design
- WORK ORDERS....

**DECEMBER WORK ORDERS**

**Completed: 331**

**Custodial Update**

**Custodial Projects:**

- Winter break deep cleaning
- Uni-Vent filter replacement at all schools
- CRA stair tread project (Hi-Vis bullnose for visually impaired students)

**Staff:**

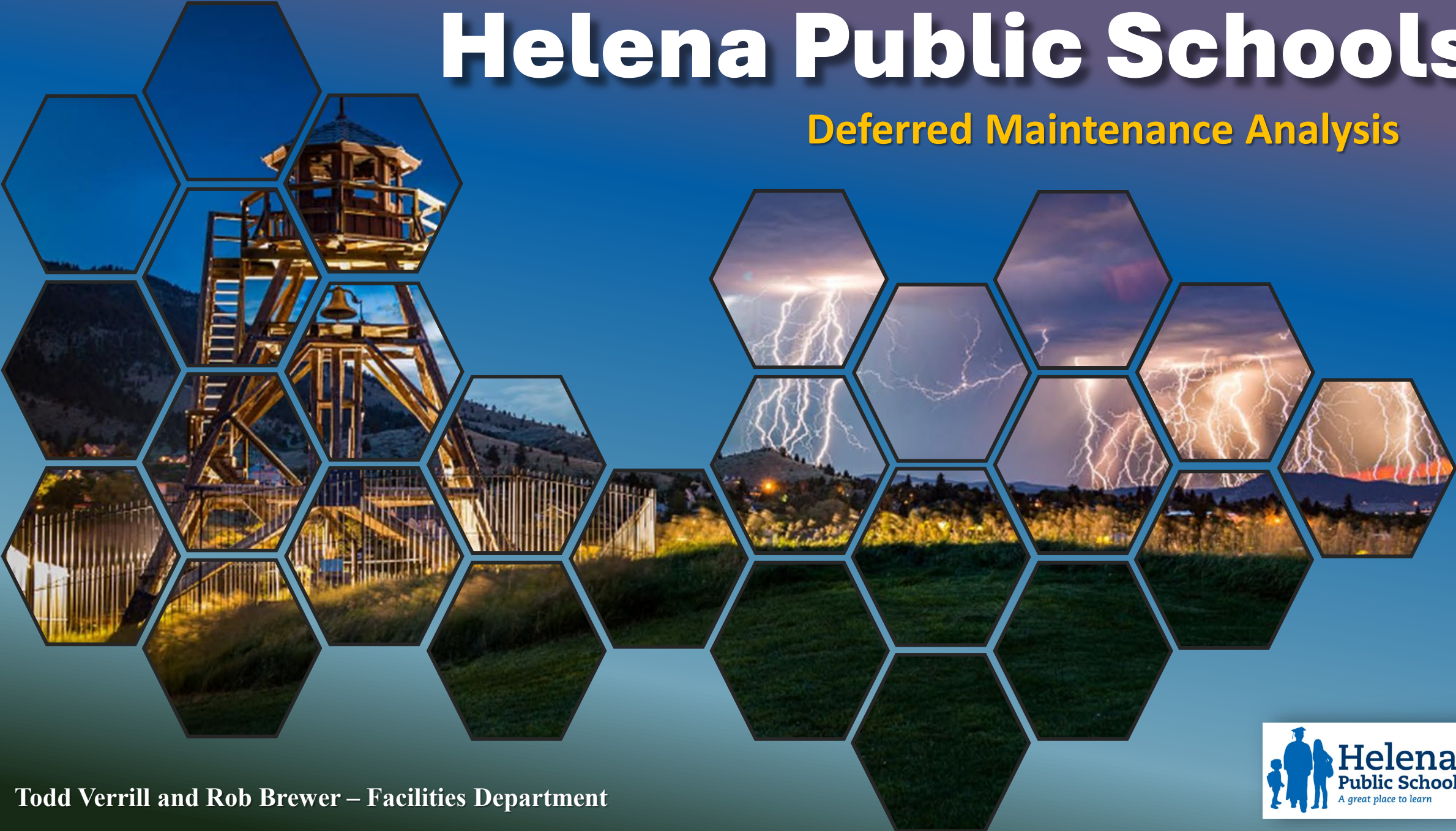
- Four new employees hired in DEC
- Current # vacancies: 4

**Safety and Security Update**

- Tested all automated security and emergency notification systems of the break
- Attended City-County Parks Advisory Board.
- Fire Marshal inspection corrective actions 99% complete
- Conducted Ray Bjork playground insurance inspection
- New employee orientation
- Quarterly and monthly water sampling

# Helena Public Schools

## Deferred Maintenance Analysis



Todd Verrill and Rob Brewer – Facilities Department

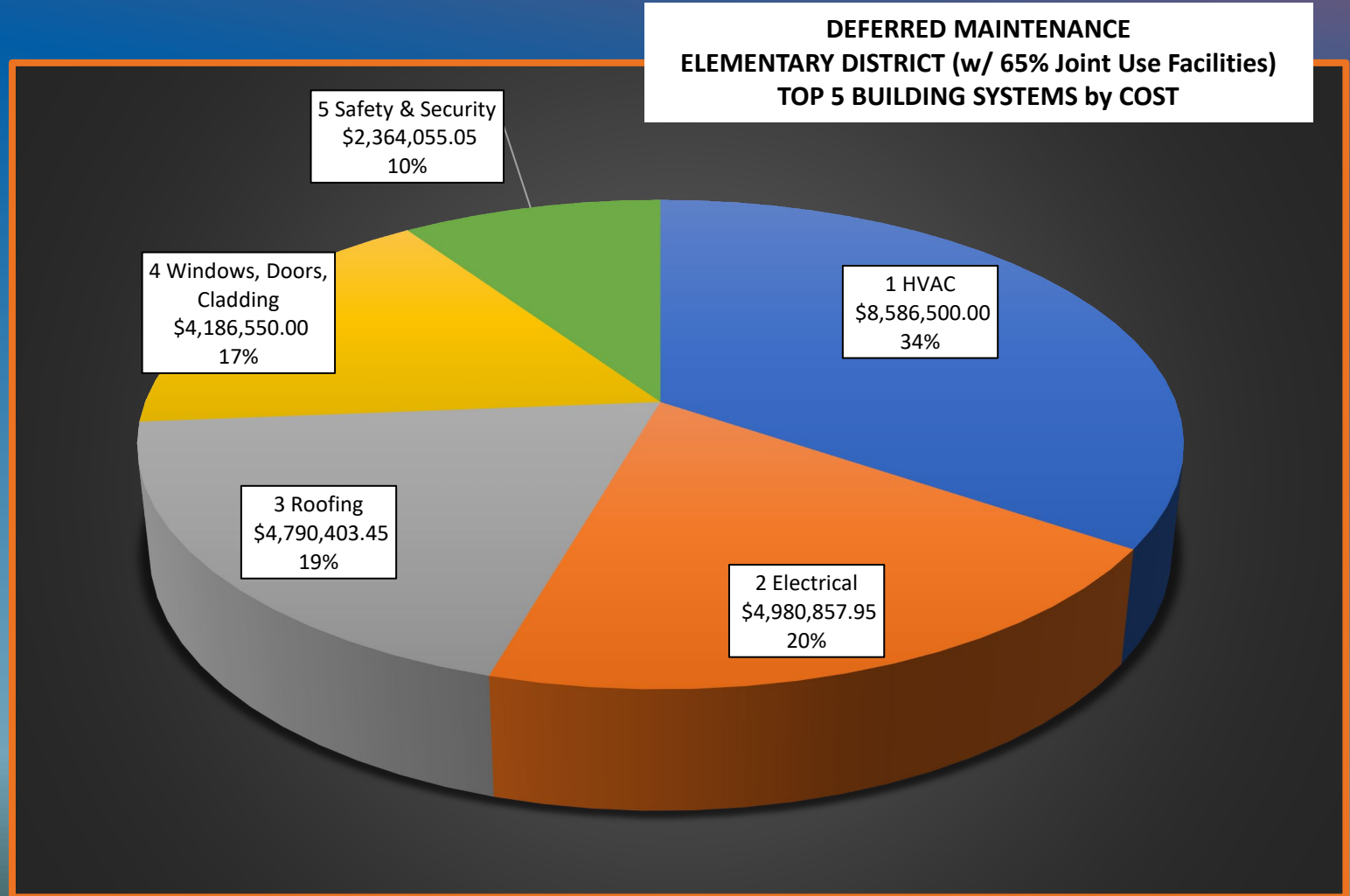


# Agenda

- Elementary District Analysis
  - By Systems
  - By System and School
- High School District Analysis
  - By System
  - By System and School
- Analysis by Priority
- Conclusions

# Elementary (K-8) District – By System

System	Cost	% Total
Site	\$ 1,286,493.75	4%
HVAC	\$ 8,586,500.00	29%
Plumbing	\$ 855,262.50	3%
Fire Suppression	\$ 1,180,175.00	4%
Controls	\$ 1,043,135.00	4%
Electrical	\$ 4,980,857.95	17%
Low Voltage	\$ 9,750.00	0%
Safety and Security	\$ 2,364,055.05	8%
Windows	\$ 2,594,100.00	9%
Doors	\$ 484,600.00	2%
Cladding	\$ 1,107,850.00	4%
Accessibility	\$ 276,100.00	1%
Roofing	\$ 4,790,403.45	16%
<b>TOTAL:</b>	<b>\$ 29,559,282.70</b>	<b>100%</b>



Figures do not include RBLC or 7<sup>th</sup> Ave. Gym

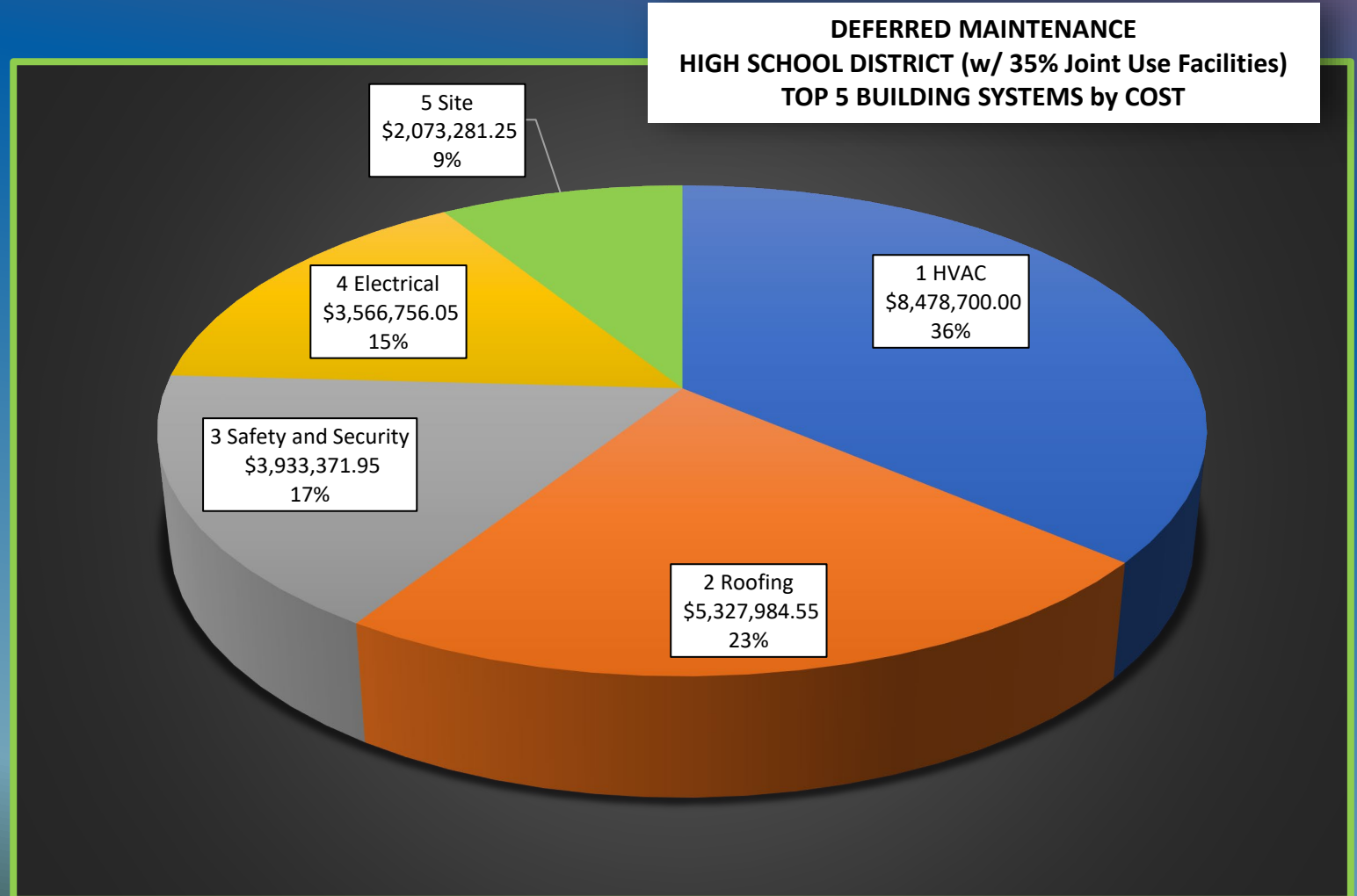
# Elementary – By System/By School

SCHOOL	Site	HVAC	Plumbing	Fire Suppression	Controls	Electrical	Safety & Security	Windows	Doors	Clad	Accessibility	Roofing
Broadwater	3%	12%	11%	0%	8%	8%	7%	2%	9%	2%	6%	0%
Four Georgians	8%	6%	10%	16%	11%	8%	0%	0%	4%	2%	26%	0%
Hawthorne	3%	9%	6%	14%	4%	7%	5%	1%	19%	36%	14%	9%
Jefferson	7%	0%	2%	9%	0%	6%	7%	3%	1%	0%	0%	0%
Kessler	1%	3%	9%	8%	7%	6%	6%	7%	2%	6%	7%	3%
Rossiter	12%	9%	10%	14%	10%	9%	10%	5%	8%	20%	3%	16%
Smith	5%	10%	10%	13%	13%	8%	5%	12%	0%	1%	4%	18%
Warren	4%	10%	7%	14%	7%	6%	6%	2%	5%	0%	5%	13%
CRA	3%	18%	15%	0%	18%	20%	26%	59%	6%	9%	19%	23%
HMS	22%	21%	18%	7%	17%	20%	25%	2%	34%	14%	0%	18%
Joint Use	31%	2%	2%	5%	4%	1%	3%	5%	11%	10%	15%	0%

*% of Total System Costs*

# High School District – By System

System	Cost	% Total
Site	\$ 2,073,281.25	7%
HVAC	\$ 8,478,700.00	29%
Plumbing	\$ 1,155,987.50	4%
Fire Suppression	\$ 1,055,325.00	4%
Controls	\$ 801,515.00	3%
Electrical	\$ 3,566,756.05	12%
Low Voltage	\$ 619,960.00	2%
Safety and Security	\$ 3,933,371.95	13%
Windows	\$ 828,500.00	3%
Doors	\$ 884,400.00	3%
Cladding	\$ 251,150.00	1%
Accessibility	\$ 208,400.00	1%
Roofing	\$ 5,327,984.55	18%
<b>TOTAL:</b>	<b>\$ 29,185,331.30</b>	<b>100%</b>

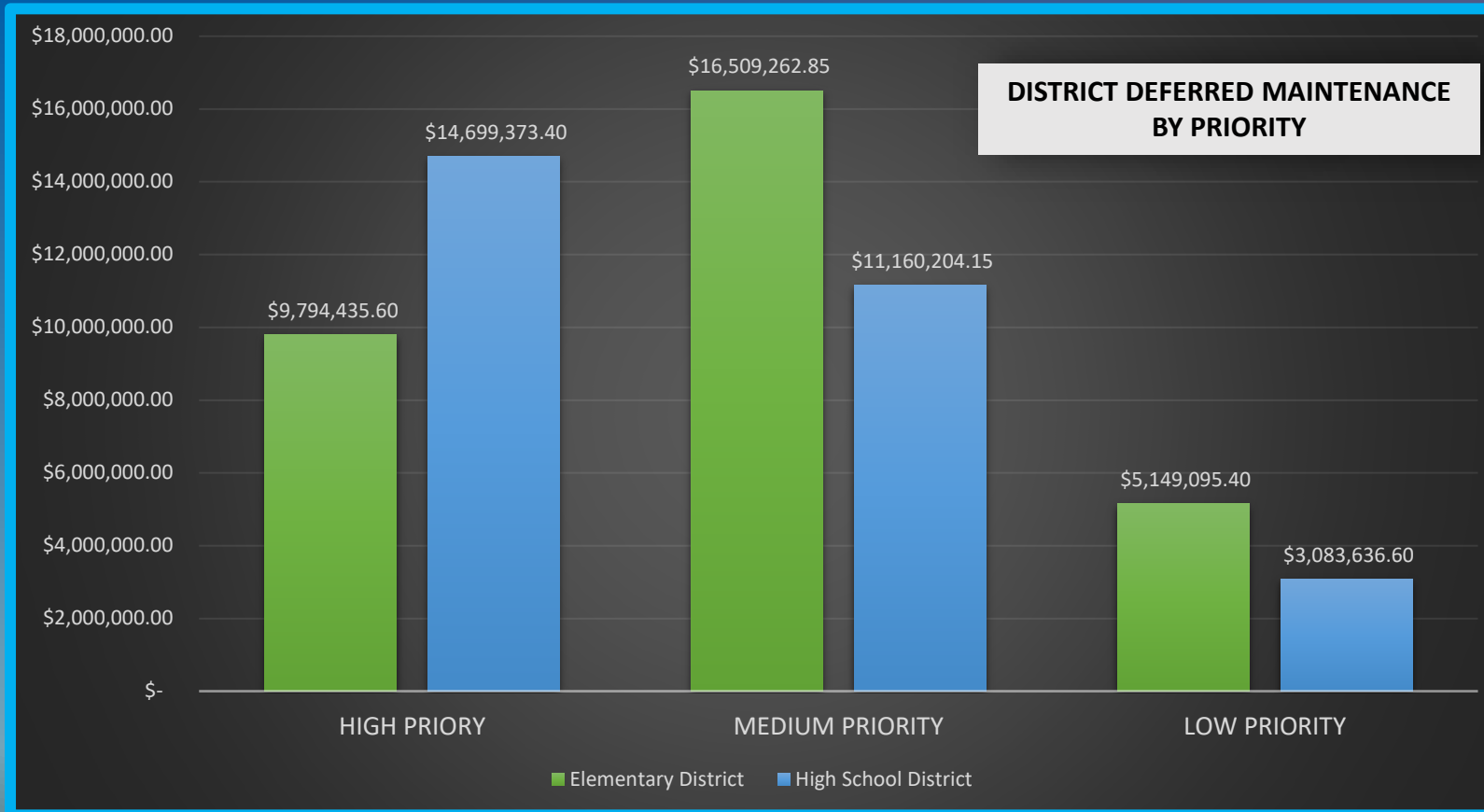


Figures do not include RBLC or 7<sup>th</sup> Ave. Gym

# High School – By System/By School

SCHOOL	Site	HVAC	Plumbing	Fire Suppression	Controls	Electrical	Safety & Security	Windows	Doors	Clad	Accessibility	Roofing
Capital High School	59%	31%	25%	30%	38%	53%	48%	19%	29%	5%	7%	29%
Helena High School	22%	64%	73%	62%	50%	44%	48%	72%	64%	64%	59%	64%
PAL	13%	4%	1%	4%	9%	2%	3%	0%	5%	10%	26%	7%
Joint Use Facilities (35%)	7%	1%	1%	3%	2%	1%	0%	9%	3%	21%	8%	0%

# All Districts – By Priority



TOTAL HELENA SCHOOL DISTRICT	PRIORITY			TOTAL COST	% TOTAL		
	HIGH	MEDIUM	LOW		HIGH	MEDIUM	LOW
DISTRICT	HIGH PRIORITY	MEDIUM PRIORITY	LOW PRIORITY	TOTAL COST	% HIGH	% MEDIUM	% LOW
Elementary District	\$ 9,992,435.60	\$ 16,851,512.85	\$ 5,672,812.75	\$ 32,516,761.20	16%	26%	9%
High School District	\$ 15,346,773.40	\$ 12,829,254.15	\$ 3,130,664.25	\$ 31,306,691.80	24%	20%	5%
<b>TOTAL DISTRICT \$</b>	<b>\$ 25,339,209.00</b>	<b>\$ 29,680,767.00</b>	<b>\$ 8,803,477.00</b>	<b>\$ 63,823,453.00</b>	<b>40%</b>	<b>47%</b>	<b>14%</b>



# Conclusions

- 87% of the deferred maintenance (DM) is HIGH or MEDIUM priority
- HVAC accounts for 35% of total DM across all districts
  - Roofing is 20%
- Two Middle Schools account for 42% of Elem District DM\
- Helena High is comparatively in much worse condition than CHS
  - \$17M and \$11M respectively