



General Services Standing Committee Meeting March 9, 2015 Summary Minutes

1. Call to Order

Minutes: The meeting was called to order at 5:03 p.m. by Brian Shiflett, Committee Chair.

2. Roll Call

Members in attendance were: , Malcolm Garrett, Daniel Lauria (Citizen Advisors); Jayanth Franklin, Bruce Hancock, Julie Neal, and Brian Shiflett (Board Members)

Members not in attendance were: Julie Tafuto

Staff/Public in attendance were: Brian Varvel , Joe McFarland, Dan Tredinnick (representing the Administration)

3. Approval of Summary Minutes

Minutes: The committee approved the summary minutes of the February 9, 2015, General Services Standing Committee.

4. Unfinished Business

Minutes: The committee viewed a video demonstrating the District's new bus snow scraper system in action after a recent snowstorm.

4.1 5-Year Capital Plan

Minutes: The Administration presented the latest draft of the five-year capital improvement plan. This current version adds detail for each listed project, including proposed procurement method, project justification, proposed project start and ending dates, and potential operating impact. The Administration will present the plan for board approval later this spring.

4.2 Additional HS Gym Renovations

Minutes: Mr. Varvel presented a schedule for Gymnasium renovation activities:

May 25–June 5: Bleacher demolition

June 8–12: Paint Walls

June 15–July 3: Strip floor, repair and paint; floor finish-dry time

July 3–July 24: Bleacher delivery and install

Mr. Varvel outlined the repair and replacement activities associated with a summer 2015 project listed in the Capital Improvement Plan as "Replace Entrance Doors." The total project cost is estimated at \$125,000 and will affect the following building entrances:

HHS Office, HHS Athletic, HHS North (Boys Locker Room), HHS North (Girls Locker Room), Elementary Office, District Office Front and District Office Employee.

5. New Business

5.1 Floor Scrubber Lease Proposals

Minutes: Mr. Varvel explained that the Custodial department is in need of a floor scrubber to replace old equipment at the high school. The scrubber targeted for replacement would cost approximately \$2,500 to fix and is currently over seven years old. Due to the scrubber's age parts are not readily available which also creates more down time. The Administration proposes that district enter into a lease with Bortek Industries for the lease of a new scrubber, and the lease includes all maintenance and parts. Leasing of equipment will eliminate the need to budget for repairs and maintenance and will ensure no down time in operation if issues do develop with leased units.

The Administration presented a summary of three lease proposals, and the Bortek Industries proposal offered the lowest cost. The proposed lease term is 39 months with monthly payments of \$426.00 for a for a total of \$13,614.00, including a \$3,000 credit for amounts already paid. Mr. Varvel stated that the lease payments cover the first 500 hours of unit operation annually. The overtime (or overuse) charge is \$4.07 per hour. Pending satisfactory experience with the proposed lease arrangement, the Administration intends to add additional floor scrubbers to the lease as district-owned units become ready for replacement in future years.

The committee recommends the Administration's proposal to lease a floor scrubber for the high school. The item will appear on the March 23 board meeting agenda for approval.

6. Public Comment

Minutes: None.

7. Adjournment

The next scheduled General Services Standing Committee Meeting will be held April 13, 2015 starting at 5:00 p.m. in the District Office Board of Directors Room.

Minutes: The meeting adjourned at 5:40 p.m.