



General Services Standing Committee Meeting May 11, 2015 Summary Minutes

1. Call to Order

Minutes: The meeting was call to order at 5:00 p.m. by Brian Shiflett, Committee Chair.

2. Roll Call

Members in attendanc: Daniel Lauria (Citizen Advisor); Jayanth Franklin, Bruce Hancock, Julie Neal, and Brian Shiflett (Board Members)

Staff/Public in attendance: Mike Frentz, Joseph McFarland, Dan Treddinick, David Sweigert and Brian Varvel (Representing the Administration)

Members not in attendance: Malcolm Garrett and Julie Tafuto

3. Review of Summary Minutes

Minutes: The April 13, 2015, General Services Standing Committee Meeting summary minutes were approved.

4. Unfinished Business

4.1 Authority to Solicit Bids for 2015-16 Capital Improvement Plan Items

Minutes: Mr. Frentz explained that at the May 11, 2015 school board meeting, the Administration plans to seek authority from the board to solicit bids for all 2015-16 projects listed in the Capital Improvement Plan. The committee concurs with this recommendation.

5. New Business

5.1 Elementary School Roof

On April 27, the school board authorized the approval of an agreement with Professional Roof Services in the amount of \$20,000 to complete design specifications for the Elementary School Roof.

On April 27, the school board approved the solicitation of bids for the Elementary School Roof.

Minutes: Mr. Varvel explained that the a pre-bid meeting will be held May 18 to review the Elementary School roof work plans and specs. Bid opening will take place June 3, with work beginning mid-June. 44,000 sq. ft. of roof will be replaced, roughly one-third of the total roof area. In addition, the bid specification will include two-days of repair work on the Early Childhood Center roof.

5.2 District Office Board Room Upgrades

Minutes: Mr. Sweigert presented proposals from three vendors to upgrade the district office board room audio-visual system. The low cost proposal was submitted by RPC Video in the amount of \$17,215 based upon COSTARS pricing. The District has lost public meeting recordings in the past due to issues with the existing system. The proposed system will include the ability for remote start/stop of recordings, as well as remote monitoring of the recording via a web browser interface. The current audio recording device will be kept as a backup recording device.

The committee discussed the pros and cons of using video projectors versus flat panel displays. The proposed replacement projectors will be brighter than the current ones. Mr. Frentz recommended that the administration research alternative designs. The committee recommended that Mr. Sweigert work with RPC on alternative designs using flat-panel displays and bring revised quotes to the June 8, 2015, General Services Committee meeting.

5.3 High School and Middle School Elevator Enhancements and Service Agreement

Minutes: Mr. Frentz presented recommendations to enhance the elevators at the middle school and high school with infra-red door detectors, replacing the existing mechanical detectors at a cost of \$5,661. This enhancement is under consideration for safety reasons. The second item is a service contract for elevator maintenance with Kone at approximately \$7,400 per year for five years, compared with the district's current maintenance contract at just under \$8,500 per year. The Administration plans to put both items on the May 26 board meeting agenda for approval. Kone currently services the Kone elevator at the middle school. The committee concurs with the Administration's recommendations.

5.4 Energy Procurement

Minutes: Mr. Frentz is seeking board approval to allow him to enter into energy contracts prior to formal board approval. The committee concurs with the recommendation with the stipulation that any agreement entered into saves the district money or fits within budget projections. Mr. Shiflett recommended that the administration pursue a policy update reflecting the additional authority. Mr. Frentz also stated that he may bring an electricity procurement agreement to the board for approval on May 26.

5.5 Committee Priorities for 2015-16

Minutes: Mr. Frentz recommends that the committee use the five-year Capital Improvement Plan as a tool for considering 2016-17 capital expenditures and address the remaining need for roof repairs at the Elementary School. The Administration also will be planning its approach to pursuing commercial sponsorship and partnership opportunities in 2015-16 and will update the committee during the course of the year. The committee recommends that next year's committee meeting schedule be kept similar to this year's schedule.

6. Next Meeting

The next General Services Standing Committee meeting will be Monday, June 8, 2015, 5:00 p.m., in the District Office board room.

Minutes: Items to be addressed at the next meeting are listed below.

6.1 Trash Removal Services

7. Public Comment

Minutes: None.

8. Adjournment

Minutes: The meeting adjourned at 6:01 p.m.