



## GENERAL SERVICES STANDING COMMITTEE

January 11, 2016

Summary Minutes

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### 1. Call to Order

**Minutes:** The meeting was called to order at 5:01 p.m. by Brian Shiflett, Committee Chair.

### 2. Roll Call

**Present:** Jayanth Franklin, Maria Memmi, Julie Neal and Brian Shiflett (Board Members)

**Absent:** Achim Welter, Heather Smedley, Julie Tafuto, and Daniel Lauria

**Staff/Public in attendance:** Michael Frentz, Joseph McFarland, Brian Varvel, Steve Bell, Dave Sweigert and Traci Landry (Representing the Administration); Chris Barrett

### 3. Approval of Summary Minutes

**Minutes:** The November 9, 2015, General Services Standing Committee Meeting summary minutes were approved.

### 4. Unfinished Business

#### a. High School Door Replacement Project Update

**Minutes:** Mr. Frentz noted that the approved 2015-16 Capital Improvement Plan amount for the high school door replacement project is \$125,000. The project was initially bid in June 2014 with no responses. The district solicited bids again in December with bids received in excess of \$200,000. Mr. Varvel stated that the district removed four doors from the scope of work (to be performed in-house for an approximate cost of \$10,000) and re-solicited bids. The bids were received today, with the low bid submitted by East Coast Contracting in the amount of \$154,000. Mr. Frentz noted that if the district removed the four doors from East Coast Contracting's December bid, the amount would have been \$165,000, and he feels the re-bid was in the district's favor. Mr. Frentz also feels that further bidding work will not result in a lower price for the project. The Administration wants to put the bid approval on tonight's (Jan 11) board meeting agenda for approval, and the committee concurs.

#### b. Amendment to 5-year Capital Plan-Technology

**Minutes:** Mr. Sweigert and Mrs. Landry noted that the secondary teacher MacBooks were originally scheduled to be replaced next year after their fourth year of service, however the devices are not wearing well and need to be replaced after three years. They are recommending moving some capital plan items around to make the change budget neutral. Mr. Sweigert noted that the first year of technology capital spending resulted in expenditures almost \$63,000 less than budget, and that is factored into their plan. The department received a quote of \$227,000 for 170 MacBook Air laptops from Apple. They moved three projects out to make budget available for the purchase. The Administration is asking for the committee's recommendation to move the budget items to allow the MacBook Air purchase this year. The used MacBooks will be re-purposed within the

district. Next year the district will replace about 110 elementary teacher laptops. Mrs. Neal asked why the MacBooks aren't holding up, and Mr. Sweigert explained that the hard drives have been failing, many through just normal wear and tear. The MacBook Air devices have solid state drives and aluminum construction, and the staff believes those devices will hold up longer. Mr. Sweigert noted that many teachers buy their own protective laptop cases. The committee recommends folding these changes into the Capital Improvement Plan mid-year refresh.

## 5. New Business

### a. Transportation Update

**Minutes:** Mr. Bell provided a transportation update, including feedback on the performance and cost considerations for the district's new propane-fueled school buses. So far he is very pleased with the three buses. While the current low fuel prices are minimizing the cost spread compared to diesel-fueled buses, Mr. Bell recognizes other benefits, including:

- Dependability; No fuel gelling issues
- Lower maintenance costs
- Quieter, making it easier for bus driver to hear and communicate with students
- Camera recordings are clearer because of less vibration

Mr. Bell continues to seek to piggy-back on grant opportunities for propane-fueled bus purchases. Mr. Shiflett asked about when Mr. Bell would feel comfortable considering another manufacturer of propane-fueled buses. Mr. Bell responded by stating that Bluebird propane-fueled product continues to serve the needs of our district better than Thomas. He noted that Bluebird fuel tank is 10-12 gallons larger, which is necessary for longer trips without refueling.

Mr. Bell presented pictures of the bus depot in his handout.

Mr. Bell described the department's plan to integrate Transfinder software and Zonar GPS system at a cost of about \$5,800 which he plans to propose in the upcoming budget. The integration will allow the department to see in real-time a bus location on a bus route, allowing the department to determine which students may be already picked up or dropped off. Mr. Bell explained that the bus cameras are a separate system, and the district cannot view them on a live basis.

The department installed upgraded 2-way radio equipment at the transportation office which has improved communications and eliminated issues.

With the help of the technology department, Mr. Bell has updated and upgraded the bus driver training area and materials. The department has repainted training and testing site lines in the bus lot to meet new federal CDL testing requirements.

With the help of Mr. Reifsnyder's department, the Transportation department is using TowerMetrix to track bus driver credentials. TowerMetrix is used district-wide.

The Building & Grounds department built a much-needed storage shed for the Transportation department. The Transportation department rebuilt the waste holding tank.

Mr. Bell shared the fleet replacement schedule. He noted that there may be years in the future where the district may need to purchase more than three buses in one year. Moisture and corrosion are the biggest issues in maintaining bus longevity.

### b. Phase II-Elementary Roof Project

**Minutes:** Mr. Frentz reviewed the progress to date on replacing sections of the elementary school roof. The

sections experiencing the worst ponding were replaced last summer at a cost of about \$1.4 million (Phase 1). In total, the roof replacement was estimated to cost \$5 million. Mr. Frentz estimates Phase 2 to cost about \$1.44 million, noting that bidding has not occurred yet. Based upon the transfer of approximately \$2.4 million into the Capital Reserve Fund at the end of 2014-15 school year, of which \$1.4 million was used for the Phase 1 roofing project, leaving \$1 million not earmarked. Bonds were refinanced last year, resulting in the front-loaded savings of about \$300,000 through the 2016-17 school year. Mr. Frentz is comfortable that we have \$1.3 million in place out of the \$1.44 million estimated cost, and he anticipates a positive variance in the 2015-16 budget performance in addition to the planned Capital Fund transfer of \$1 million. Mr. Frentz feels comfortable that the district will have the funds in place at the end of the school year to fund the Phase 2 roofing project, assuming the bid numbers come in close to the estimate.

Mr. Varvel explained that Phase 2 encompasses 43,000 sq. ft. of roof, leaving 67,000 sq. ft. for Phase 3. These areas have drain issues and water collects on the roof, pulling the membrane away from the sides. Some roof drains in these areas will be relocated away from classrooms closer to hallways. The next step in the process is to approve the agreement for Professional Roof Services to provide preparation of plans, bid specs, perform project oversight and inspection services at a cost of \$43,600. The roofing work would be done over the summer with completion prior to the start of the school year.

Mr. Franklin asked if we are in a competitive time frame for bidding. Mr. Frentz indicated we are in a very good position. Mr. Shiflett asked what is the impact of delaying the project one year. Mr. Frentz noted that it is the risk of the ponding water entering the building. Mr. Varvel explained the existing roofs are flat, not tapered, with drains in unusual locations. These sections have different age and type of roof decks, with a membrane placed over an older built-up roof system.

The committee recommends that the Professional Roof Services agreement be put on the January 25, 2016, board meeting agenda for approval.

**c. Service Agreement-HVAC (Middle School)**

**Minutes:** The three-year service agreement with Trane covers the two chillers at the middle school at a total cost of \$11,739.20. The committee recommends the service agreement to the full board for approval. This item will appear on the January 25, 2016, board meeting agenda.

**d. Service Agreement-Granada Property**

**Minutes:** Mr. Frentz explained that the three-year agreement covers preventative maintenance services for entire roof of the Granada Avenue property at an annual cost of \$7,000. A little less than half of this cost will be split with the Hershey Med Center tenant. This firm is the existing provider of preventative maintenance services on the property. The committee recommends the agreement to the full board for approval. This item will appear on the January 25, 2016, board meeting agenda.

**e. Service Agreement-Water Treatment Services (Middle School)**

**Minutes:** The committee recommends the agreement to the full board for approval at a cost of \$6,408 per year for two years. This item will appear on the January 11, 2016 board meeting agenda. The previous services agreement with McClure Co. expired in December.

**6. Public Comment**

**Minutes:** None.

**7. Adjournment**

**Minutes:** The next General Services Standing Committee meeting will be February 8, 2016 in the District Office board room. The meeting adjourned at 6:06 p.m.