

**Northwestern Lehigh School District  
6493 RT 309, New Tripoli PA 18066  
BOARD OPERATIONS COMMITTEE MEETING  
District Board Room  
Monday, November 2, 2015, 7:00 PM**



**MINUTES**

**1. Agenda**

**1.01 Call to Order**

The meeting was called to order at 7:00 PM by Greg Sanders.

**1.02 Roll Call**

PR/AB

PR	Willard Dellicker	PR	Greg Sanders
PR	Joseph Reiter	PR	LeRoy Sorensen

Also Present:

Shayne Homan, Luann Matika, Andrea Madochick, Arthur Oakes, Jennifer Holman, Mary Anne Wright and Janine Partenio

**1.03 Approval of Agenda**

With a change to move Food Service up and hold the Facility Master Plan until the next meeting

Moved: P. Fisher                      Seconded: J Reiter                      Vote: 4 Aye, 0 Nay

**1.04 The Chairman offered Courtesy of the Floor for Public Comment and there was none at the time**

**1.05 Approval of Minutes for October 5, 2015**

Moved: W. Dellicker                      Seconded: J. Reiter                      Vote: 4 Aye, 0 Nay

**2. Routine Items**

None

**3. Discussion  
Items for Board  
Action**

**3.01 MSDS Online**

A. Oakes explained the agreement for an EH&S Compliance Solution with MSDSonline for a period of three years for an annual cost of \$2,999.00. He said this is for regular maintenance and it will no longer be paper copies, just an online version. He mentioned that information would be available on cell phones and updated monthly. Dr. Wright asked if this was less expensive than a hard copy model. A. Oakes said yes. P. Fisher questioned how custodians will access this. A. Oakes explained that custodians would have access to a computer and foremen will have it available on their District cell phone. Dr. Wright asked if it was within the budget. A. Oakes said yes. There was consensus to move this item to the November 18, 2015 Board Meeting for approval.

**3.02 Summary of ESCO project**

A. Oakes presented a final summary of the ESCO project:

- 1. Lighting Upgrades** – Replacement of high wattage T8 lamps, T12 lamps, metal halide, & incandescent lamps with new 25W T8's and LEDs. Middle School and High School Auditoriums have been credited to the District as there is no LED retrofit that will function with the existing dimming system
  - a. High School- complete
  - b. Middle School- complete
  - c. Northwestern Elementary- complete
  - d. Weisenberg Elementary- complete
  - e. Transportation & Maintenance Building- complete
  - f. Administration- complete
- 2. Building Envelope Upgrades** – standard roof/wall interface, door weather stripping, and sheathing of soffits. Air sealed the area of the Middle School that has experienced severe infiltration.

- a. High School- complete
  - b. Middle School- complete
  - c. Northwestern Elementary- complete
  - d. Weisenberg Elementary- complete
  - e. Transportation & Maintenance Building- complete
  - f. Administration- complete
3. **Electrical Efficiency Upgrades** – upgrades of transformers, condenser fan motors in walk in coolers/freezers, and plug load management. The EC motors at Weisenberg have been credited back to the District, as installation would jeopardize the existing equipment warranty. Final plug load installation at HS, NWLES, and WES will be completed by end of 2015. A trend period of 1-2 months will follow and a schedule will be issued to the District for review in early 2016.
- a. High School
    - i. Transformers- complete
    - ii. EC motors- complete
    - iii. Plug Load- 0% in progress, need to select an install date and coordinate with District
  - b. Middle School
    - i. Transformers- complete
    - ii. EC Motors- complete
    - iii. Plug Load- 80%, need to install wireless range extenders and start data trending
  - c. Northwestern Elementary
    - i. Transformers- complete
    - ii. Plug Load- 0% in progress, need to select an install date and coordinate with District
  - d. Weisenberg Elementary
    - i. EC Motors- removed from project
    - ii. Plug Load- 0% in progress, need to select an install date and coordinate with District
4. **High School HVAC Upgrades** – Upgrades to central heating plant, converting from oil fired steam converted to HW to an oil fired HW system. Existing heating only steam equipment in the “1974” area converted to 4 pipe HW/CHW utilizing the existing CHW system. Added cooling to the remaining spaces in the 700 wing that did not have an existing cooling scheme.
- a. High School- complete, in final commissioning/functional performance testing
5. **High School ATC Upgrades** – completion of the DDC system throughout the facility. The existing DDC system was integrated into a consistent, web based, front end. All controls will be replaced for the mechanical equipment replaced in ECM 4. The central plants and 700-wing will also receive new controllers. The controls installed in the 2009 renovation will remain.
- a. High School- complete, in final commissioning/functional performance testing
6. **HVAC System Re-commissioning** – target NWLES, WES, and MS using existing DDC system. Integration into the new web based front end installed at the High School as part of ECM 7. Goal was to implement schedule and set points consistent with the Standards of Comfort in the contract.
- a. Northwestern ES-complete
  - b. Weisenberg ES-complete
  - c. Middle School-complete
7. **ATC Integration** – integrate all DDC systems in the District to the new web based front end (NRG).
- a. Middle School: Trane Tracer
  - b. Northwestern ES: JCI Metasys-complete
  - c. Weisenberg ES: JCI Metasys-complete
8. **Middle School DHW**
- a. System reconfigured to enable shutdown of domestic hot water # 8 during non-heating months.
9. **Administration ATC**
- a. System upgraded to the NRG platform.

W. Dellicker recommended cleaning out the transformers. A. Oakes agreed.

S. Homan, from McClure, explained everything was completed except for the lighting in the Auditoriums of the High School and Middle School as well as 1-2 classrooms in the Middle School. He said there were compatibility issues with dimming panels and their LED system. He explained a credit will be applied for some items.

S. Homan said the dimming system could be replaced but would cost around \$100,000. He recommended adding the dimming systems in the auditoriums to any future renovation projects. He explained that there will be some issues when utilizing the heat mode for the first time. He said it will be tricky getting it to regulate; however, they plan on being at the District during the winter and spring months to work on it.

#### **4. Informational Updates**

##### **4.01 Food Service Update**

A. Madochick said there was a situation with a dishwasher in the High School. She said it was leaking for a long time and was told there could be many other parts affected. She said it could be almost \$5,000 to repair the motor in the dishwasher, so she would rather replace it. She received a quote for \$2,400 to replace the motor. She said CKR sent the proposal and they are able to assist with Hobart equipment. There was consensus to move forward with the repair.

##### **4.02 Transportation Update**

A. Oakes said Safe Stop would be coming in this week to install GPS systems into 10 buses and input stops and locations for the system. He said the District will be bidding on buses and vans in January and GMC said they will be coming back with a 9-passenger van.

G. Sanders asked A. Oakes to utilize the challenging routes for the Safe Stop GPS system. A. Oakes agreed that he will be utilizing 10 of the most challenging routes and sports runs.

##### **4.03 Concrete Update**

A. Oakes announced the concrete was installed outside the athletic entrance for the last heavy rain and there were no issues. He said the door company came to measure for a new door and there is an eight to ten week lead time for the door.

##### **4.04 Maintenance Update**

A. Oakes said there were over 300 SchoolDude requests last month and Frank Hoffman has been a big help with the controls component.

##### **4.05 Facilities Master Plan Update**

*Held*

#### **5. Other**

##### **5.01 Old Business**

None

##### **5.02 New Business**

None

##### **5.03 The Chairman offered Courtesy of the Floor for Public Comment and there was none at the time.**

#### **6. Adjournment**

Upon motion by J. Reiter, seconded by P. Fisher, the meeting was adjourned at 7:32 PM.

Respectfully submitted  
Janine Partenio, Recording Secretary