

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
BOARD OPERATIONS COMMITTEE MEETING
District Board Room
Monday, April 6, 2015, 7:00 PM**



MINUTES

1. Agenda

1.01 Call to Order

The April 6, 2015 Operations Committee meeting was called to order at 7:14 PM by G. Sanders.

1.02 Roll Call

PR/AB

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

Other Board members present:

Paul Fisher, Ronald Morrison and Phil Toll

Also Present:

McClure Co: Shayne Homan, Chris Stultz, Bill Smith, Brian Moore; NRG Controls: Brian Scandle; Arthur Oakes; Jennifer Holman; Luann Matika; Mary Anne Wright and Janine Partenio

1.03 Approval of Agenda as stated.

Moved: J. Reiter Seconded: L. Sorensen Vote: 3 Aye, 0 Nay

1.04 Public Comment

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

1.05 Approval of Minutes for March 2, 2015

Moved: L. Sorensen Seconded: J. Reiter Vote: 3 Aye, 0 Nay

2. Routine Items

No Routine Items

**3. Discussion
Items for Board
Action**

3.01 Approval of a 5 year agreement, an e-rate proposal, with PenTeleData for lease of the fiber line at 250 mbps of Ethernet transport from Weisenberg to PenTeleData at a monthly fee of \$1,194.73 / month. The agreement is currently under revision and negotiations with the District's Solicitors office.

J. Holman explained that there are issues with the speed of the internet at the Weisenberg Elementary School. PTD will increase the speed from 50 M to 100 M. Weisenberg is unable to support the live stream of their morning show. The fiber internet connection is significantly less than the other Buildings on campus.

J. Holman explained PTD is offering a 1-year contract, a 3-year contract or a 5-year contract with the District. J. Holman questioned if the board would like to do a 1-year contract and re-bid next year, do a 1-year contract and opt to add with the CLIU for the next year or decide on a 5-year contract. She did not recommend the 3-year contract as it is the most costly for the District. J. Holman further explained how the CLIU has a bid going out next year on behalf of all the School Districts in the county which the District would be able to opt into next year. The 1 and 5 year are identical in cost per month, however, the 5-year contract locks in the cost for 5 years, whereas the 1 year

contract may increase year to year per each new contract. J. Holman said the proposal is valid until April 15, 2015. She asked to extend it to April 16th due to the Board Meeting on April 15th but a decision must be made by April 15, 2015.

P. Toll asked if the internet is slow at Weisenberg due to the implementation of the Google Chromebooks. J. Holman replied that a majority of programs in the District are internet based and pull down the bandwidth regardless of the Chromebooks. J. Holman explained to P. Toll the details of the upgrades with PTD.

P. Toll agreed that a 1-year contract with PTD makes sense in order to join in with the IU bid next year. J. Holman replied that the proposal from PTD is a commitment for the 2015/2016 school year. The IU bid for internet service will be coming in July of 2015 for the 2016/2017 school year, with a 5-year commitment due in October of 2015. P. Fisher asked J Holman if the Board joins in on the IU Bid, would they still qualify for an e-rate discount. J. Holman said yes, the District would qualify for the e-rate discount with the IU Bid in July, but the commitment will be for 5 years. She recommended the Board reviews options between now and July due to that 5-year commitment. The consensus agreed to a 1-year contract with PTD.

3.02 Approve contract with McClure Company for a Performance Based Energy Savings Agreement at an amount not to exceed \$3,942,896. Contract language is pending legal review. Substantial completion of all work to be performed by August 24, 2015.

A. Oakes explained to the Board that the current agreement is still under legal review and should have the amended contract available for approval at the April 15, 2015 Board Meeting. He introduced Brian Scandle, the owner of NRG Controls, and explained that B. Scandle will have a part in the contract dealing with the controls. A. Oakes explained how the contract is \$141,000 less than the proposed contract. The price was deducted for the windows in the High School and the total control replacement of the Middle School. The plan is to replace the main head end unit in every building. There is \$40,000 included in the contract to be utilized for replacements of control components throughout the field devices. These devices will need to be recommissioned. A. Oakes explained if the \$40,000 is not utilized it will be returned at the end of the project. He also mentioned these changes were the main difference and everything else in the contract remained the same.

L. Sorensen clarified the price of the contract and questioned the 20-year energy savings of \$4,265,000 on Schedule D. S. Homan confirmed that would be the projected savings and explained the process of determining the savings to L. Sorensen. McClure is guaranteeing the energy units (kWh and gallons of oil) by making a permanent energy reduction. A. Oakes explained there is an obligation to set standard temperatures throughout the District during operable times of 7 AM-4 PM. J. Holman said there will be an opportunity to adjust the temperature of a single room which the District is currently not able to do. Dr. Wright explained how the temperature is currently different in a room from the floor to the ceiling. She said the project will look into addressing that issue. A. Oakes explained that there will be an availability to override the controls and it will be recorded. Water temperatures can also be controlled in this process.

The Board discussed Attachment C and the commissioning process. L. Sorensen commented that he is very glad that A. Oakes brought this project to the Board's attention for the energy savings. J. Holman explained the attorney negotiation process for the contract and P. Toll requested a final contract with tracked changes showing the amendments by each attorney. S. Homan and J. Holman reviewed items of the contract that may have amendments, such as: access to the building, insurance, payment structures and warranty indemnification. R. Morrison questioned if McClure's employees will have proper screening prior to the construction process. A. Oakes agreed that they will have their clearances. S. Homan confirmed that a Field Supervisor will be on site every day during the project and a project manager will be on site one or two times a week. The Board agreed to bring the contract to the April 15, 2015 meeting for action of approval.

4. Informational Updates

4.01 Update on district roofs plan for the next five years

DRAFT COPY
Northwestern Lehigh School District
Roof Management Plan
DRAFT COPY
Tremco, Inc.

Roof Level/Condition	Sq. Ft.	Year Install	Warr. Exp.	Roof System	2016	2017	2018	2019	2020	Comments
Category 1 - Replace Early										
MS- Roof A	22,900	1992	unk	Ball. EPDM	\$505,000					
Category 2 - Replace Delay										
Category 3 - Restore Early										
Category 4 - Restore Delay										
Category 5 - Repairs Required										
Category 6 - Good Condition										
HS- Roof A, D, E, F, M, R, and S	35,000	2008	unk	FA EPDM						Re-inspect and consider restoration in 2023
HS- Roof B, C, L, O, P, Q, and T	60,900	2013	2023	Restored BUR						Consider warranty renewal options in 2023
HS- Roof N	8,500	2013	2033	Built-up Roof						
HS- Roof G, H, I, J, K, U, and V	37,500	2002	2017	Built-up Roof		\$25,000				Consider warranty renewal options in 2017
HS- Steep Slope Roofs	1,500	unk	unk	Metal/Glass						
Northwestern Elem.- Roof AA-LL	81,500	2008	unk	FA EPDM						Re-inspect and consider restoration in 2023
Northwestern Elem.- Steep Slope Roofs	5,900	unk	unk	Shingle						
MS- Steep Slope Roofs	90,000	1992	unk	Shingle						
Weisenberg Elem.- All Areas	81,000	2009-10	unk	FA EPDM						Re-inspect and consider restoration in 2025
Preventive Maintenance										
Services					\$17,000	\$17,500	\$19,500	\$20,000	\$20,500	
Thermocore										
Total	424,700				\$522,000	\$42,500	\$19,500	\$20,000	\$20,500	
					Grand Total \$624,500					

A. Oakes explained that according to the above chart created by Tremco, the Middle School – Roof A, is currently in need of repair. The chart also explains a warranty and maintenance plan that will help the District prioritize repairs and maintenance of the roofs in a feasible manner. R. Morrison questioned the utilization of a roofing stabilization fund. A. Oakes replied that he is currently working with L. Frisbie on that. L. Sorensen questioned what is ailing the Middle School roof. A. Oakes answered that it is showing signs of wear especially where the roof meets the walls.

4.02 Discussion of funding for ESCO project

Dr. Wright explained that she worked with L. Frisbie on two options for funding the McClure project from the fund balance. She explained the importance of utilizing the funds from previous notes which have balances set to expire.

Option A will pull \$491,390 from the 2009 Note – Fund 31, \$711,010 from the 2008A Note – Fund 33, and \$2,740,496 from the General Fund Balance – Fund 10 for a total of \$3,942,896 to McClure. The General Fund Balance – Fund 10 will be utilizing committed categories consisting of \$1,700,000 of the Emmaus Bond Pool Rate Stabilization and \$1,040,496 of the Energy Stabilization totaling \$2,740,496 toward the McClure project.

Option B will pull \$491,390 from the 2009 Note – Fund 31, \$711,010 from the 2008A Note – Fund 33, \$1,409,409 from Capital Reserve – Fund 22 and \$1,331,087 from General Fund Balance – Fund 10 for a total of \$3,942,896.

The recommendation is for Option A which utilizes the current capital project funds and general fund but maintains the capital reserve funds for other future projects, such as replacing the Middle School roof. Some fund amounts may change slightly. R. Morrison questioned if the Board uses Funds 31 and 33 if the outflow of payment will then increase. Dr. Wright explained that the District is currently paying on those notes regardless.

P. Fisher mentioned that it makes perfect sense to use some of the Emmaus Bond Pool Stabilization Fund since it is at a fluctuating rate and it will still allow an adequate balance in there. He continued to say the Energy Stabilization Fund is specifically targeted for an energy savings project and still leaves a remainder of over \$600,000 in the Energy Stabilization fund balance. Dr. Wright agreed and continued to say there will still be a \$500,000 balance left in the Emmaus Bond Pool Stabilization Fund as well. The Board agreed to move forward with Option A.

4.03 Discussion of potential oversight options/pricing options

A. Oakes explained he received two management proposals. The pricing came to about \$600 per day for an 8 hour day. The District would have to designate how many days they would like to have them on site. One company had an additional 2% added on. A. Oakes did not have a recommendation to proceed with either one of them (or any of them) at this time.

J. Reiter noted that he has spoken to other Districts which have done projects with McClure in the past. He believes McClure to have a good reputation and cannot justify wasting the funds. G. Sanders added that McClure is offering a guarantee and would be accountable for the project. A. Oakes feels confident to oversee the project himself. He believes it to be manageable. The Board agrees to move forward without the additional cost of an oversight management company.

4.04 KCBA proposal for MS Drainage and Traffic Control

Proposal from KCBA for the Middle School drainage and school zone lights on 309. KCBA contracted with Terraform civil engineer doing designs for middle school and issue permits for the school light project. A. Oakes is concerned about doing any work without any permits. Art believes it to be under an acre but is not sure of the details when dealing with the township and DEP. It will cost \$20,000 to design plans to address the drainage issue. A. Oakes recommends getting the approved designs in hand prior to having the work out for bid. He explained there is an option to contract directly with Terraform, however, A. Oakes said there is oversight issued with the KCBA proposal.

L. Sorensen believes that the property is under an acre. He claims that DEP states if there is 1 acre or more disturbed, the project will need a DEP permit. He further stated that if it is more than 1 acre, then DEP costs are not included and to add an additional \$20,000 and 6 months to the project estimate. A. Oakes responded that KCBA's intention was to keep the disturbed area to under an acre for that purpose. L. Sorensen replied that the erosion measures could be approved by the local township. He believes that this could then be handled in-house. He stated that the municipalities have a prescribed requirement for water run-off and the township has information to remedy the run-off. L. Sorensen believes that it is not feasible to pay for engineering or surveying because it is not required by the township, unless it requires a DEP permit and even then, it will still need to meet the prescribed requirement for water run-off by the municipality. He proposed getting the information from the township and drawing the sketch, not necessarily to scale, with a silt sock around it. L. Sorensen said then the District would be able to spend the funds on the actual construction portion of the project. J. Holman asked L. Sorensen who would be drawing the sketch. G. Sanders asked L. Sorensen if KCBA does not handle the blueprints, then what would be issued to the excavator. L. Sorensen answered that the civil engineer at the township would have the information and the construction manager could handle it. J. Holman said that it needs to be bid and develop specifications. G. Sanders asked how someone can bid on it in that manner. He continued to say how the lack of proper documentation has led to prior issues and how he does not recommend handling this project in that manner. G. Sanders believes that it is fair and responsible to go through the proper steps of the project. A. Oakes said that the drawings are a key component of the competitive bidding on this project and the District could possibly do without the topographic survey. J. Holman added that the topographic survey may be necessary if they are planning on regrading the surface. A. Oakes agreed to discuss this with the Township and bring the information to the next Operations meeting although it is not necessary for immediate action. L. Sorensen said that this can be done in the Fall. A. Oakes agreed.

A. Oakes updated the Board in regards to the flashing school zone light on 309 North. He stated that it is falling down in disrepair. In order to do this project, the District will need a PennDOT permit and the cost is ranging from \$15,000-\$25,000. PennDOT is granting maintenance responsibilities on the District since the school zone light is now obsolete based on the amount of students who walk to school in this District. A. Oakes said the concern is when a bus turns south on 309 out of the High School, dealing with oncoming traffic at traffic speed. A. Oakes believes it is dangerous since buses can technically get passed because the 4-ways are on. He continued to say 309 would need to be shut down in order to replace the light for safety purposes. He said the light is set

for use during school hours for the morning and afternoon dropoff. A. Oakes answered R. Morrison's previous question that the light cannot be used during the day for Kindergarten or for extra-curricular activities. P. Fisher believes that the District cannot overlook the safety aspect of it. J. Reiter agrees that it is something that needs to be put into place. R. Morrison explained that the Recreation Commission had contacted the township about lowering the speed limit or installing a crosswalk on Northwest Road and said that they have contacted PennDOT about it. Dr. Wright asked if Gary Day's office would be able to assist with PennDOT situations. R. Morrison said yes. A. Oakes said that in the past he had applied for a crosswalk on Northwest Road from PennDOT and was denied because the speed limits are recommended speed limits not actual school zone speed limits. R. Morrison said that he will contact Gary Day's office regarding the situation for more information. A. Oakes said that he will look into tightening up the traffic light for the bid and get more information to bring back to the Board.

4.05 Transportation Update

A. Oakes discussed the condition of Bus #30 which is a 2003, 42 passenger bus with 179,000 miles. The results from an oil sample showed water leaking from a broken head gasket. He said the retail cost of the bus is \$10,300. He continued to say the cost to repair the bus is \$12,000, where the cost to replace the bus is \$16,000. A. Oakes feels that it does not warrant itself to repair it. J. Reiter agreed and mentioned that it can be used for parts since seat repair is coming up soon. A. Oakes discussed that a wheelchair lift can be added to a bus, if need be.

4.06 Maintenance Update

A. Oakes stated 10 people signed up for the CDL class. He said that it will be held next week in the Administration Conference room.

A. Oakes gave an update on SchoolDude saying 141 work orders were completed last month. G. Sanders asked about scheduling preventative maintenance through SchoolDude and A. Oakes mentioned that they are starting to implement that option.

He also mentioned about replacing a plow from a 1992 Ford Pickup the pump. It will be \$1,200 to fix the pump, however the plow is split down the middle. A. Oakes recommends replacing the plow. He also mentioned that their 2000 New Holland broke down. A. Oakes does not recommend repairing it because it will cost \$5,000 to repair an \$8,000 tractor. He also would like the Board to look into a salt storage shed for storing salt over the winter. He said this winter the District went through 18-20 pallets of salt at 2,000 lbs of salt per pallet. A. Oakes believes it to be more economical to purchase the salt in bulk and be able to store it.

4.07 Status of decommissioning of Weisenberg sewer plant

A. Oakes said that he met with Cohen Associates and they are handling the plans and submitting the paperwork. The metal containment pits are considered contaminated material and have to be disposed of properly. It will be a long project and will be worked on after the students finish school for the summer. J. Holman added that depending on the cost of the decommissioning, the numbers would have to be adjusted slightly in the fund balance for the funding of the ESCO Project. A. Oakes said the area would go back to grass and the building will stay as it is currently being used for storage.

4.08 Update on the status of the MS Steam Table

A. Oakes mentioned there was a steam table not being used in Weisenberg Elementary. That steam table was rewired by an electrician and transported to replace the leaking Middle School steam table. J. Holman gave an update with the High School steamer which actually cooks food. It was deemed beyond repair and J. Holman was given a quote for a new one from Singer at \$17,688. The High School is planning on using the steamer until it no longer works. J. Holman advised the Board that a decision for a new one may come up spontaneously, if the current steamer ceases to work.

5. Other

5.01 Old Business

A. Oakes explained that CSI came to inspect the sound system. They offered to hardwire a connection from the sound system to the computer which will cost \$1,200. They also recommended replacing the video camera and hard mounting it in the ceiling, which would cost about \$3,000. They also recommended implementing a streaming server to eliminate the streaming from the computer for Ustream, which will cost \$3,700. A. Oakes explained that CSI said the easiest and cheapest fix would be to utilize the "push to talk" feature which is already set up with the system. The microphones would be turned off and the button is pressed only when the person is speaking. A. Oakes said it will eliminate the majority of the background noise, increase the volume exponentially and will cost nothing. He explained that the microphones can hold up to 4 people speaking at a time. The Board was interested in implementing the push to talk feature.

5.02 New Business

There was no new business at this time.

5.03 Public Comment

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

6. Adjournment

Upon motion by P. Fisher, seconded by J. Reiter, the meeting was adjourned at 9:57 PM.

Respectfully submitted
Janine Partenio, Recording Secretary