

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
OPERATIONS COMMITTEE MEETING
District Administrative Conference Room
Tuesday, May, 22, 2012, 5:00PM.**



MINUTES

I. Agenda

A. Call to Order—The meeting was called to order at 4 PM by G. Sanders.

B. Roll Call

Roll Call	Pr	Willard Dellicker	Pr	LeRoy Sorensen
Pr/Ab	Pr	Joseph Reiter	Pr	Greg Sanders
			Pr	R. Morrison

Also Present: R. Kripplebauer, L. Frisbie, J. Holman, N Zellner

C. Approval of Agenda—The agenda was approved as presented.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 5 Aye, 0 Nay

D. Approval of Minutes from April 4, 2012—The Minutes were approved as presented.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 5 Aye, 0 Nay

II. Routine Items

A. Update on status of MKSD /Wind Gap issue

A letter from MKSD was shared regarding responsibility for the severed conduit and the resulting repair work performed by Wind Gap Electric. MKSD denies responsibility for the costs associated with the repair work and recommended the District either approve the change order or direct Wind Gap to attempt to recover payment from the General Contractor. Committee members discussed the Electrical Contractor change order. The General Contractor has been paid in full and there is no retainage. W. Dellicker noted the ultimate responsibility lies with the owner (NWLSO). All agreed that Wind Gap should be paid. The construction manager on site gave direction to do the repair to the electric line to the fuel pump. Wind Gap performed the work in good faith. The Committee recommends approving the change order and making payment to Wind Gap. The Committee suggested R. Kripplebauer contact MKSD to see if they would share the cost with the District.

B. Additional property / paving concrete needs and prioritization of the work

The Committee discussed repair/replacement of the shelter for the gas pumps at the bus garage. R. Kripplebauer shared a quote from Kistler Buildings. A suggestion was made to check if LCTI students could do the work and if the shelter would go another year. R. Kripplebauer will contact LCTI and shop other vendors.

The Committee also discussed storm box issues.

III. Discussion of Items for Board Action

None

IV. Informational Updates

A. Overview of District HVAC maintenance and vendor partnerships

R. Kripplebauer noted there are no agreements in place for HS & MS. He is investigating options for start-up maintenance on the chillers, operating controls, etc. He is recommending a five-year agreement with Trane Corp. at approximately \$50,000 for the first year.

B. Overview of maintenance staff functionality and limitations, and how assigned work is managed

R. Kripplebauer reviewed the staff of three full-time persons doing general repairs in electrical, plumbing, carpentry and lock smith work. Crowder Jr. Company, Bethlehem, takes care of diesel generators. The "School Dude" program is used to manage and assign work orders. R. Kripplebauer meets weekly with his staff to review the work orders. The staff is utilized to the fullest benefit. R. Morrison inquired how safety issues that need immediate attention are handled. R. Kripplebauer noted preventive maintenance is not done through School Dude. Discussion followed on summer cleaning, use of subs, use of trade contractors if our staff falls behind. The Committee was reminded of the \$5,000 threshold on repairs before subbing out (local plumbers).

C. Master Facilities Plan updating status

R. Kripplebauer shared a first draft of the MFP. Some of things need to be added from Strategic Planning. He expects the list to be cleaned up and back from MKSD by the end of the month. MKSD was asked to do the MFP at no cost. They will also consult HB Engineers. R. Kripplebauer noted some of the items do not yet have estimated dollar amount associated to them.

D. Fire extinguisher annual inspection plan

The specs and quotes for annual inspection were reviewed. Committee members supported R. Kripplebauer's recommendation.

E. Surplus equipment disposal

R. Kripplebauer shared a list of items to be disposed of. The Committee discussed options such as public auction, partnering with LCTI, online sales, and selling scrap metal. All agreed to have R. Kripplebauer move ahead with the method of most efficient value for scrapping and disposal of the items.

V. Other

A. Old Business—none

B. New Business—none

C. Courtesy of the floor for public comment—There were no comments

VI. Adjournment

Upon motion by W. Dellicker, seconded by R. Morrison, the meeting was adjourned at 6:25 PM.