

**Maintenance and Facility Committee Meeting**  
**Zoom Meeting**  
**Thursday, March 19, 2026**  
**2:00pm**

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**Meeting Called to Order and Approval of the Agenda**

Mr. Joe Trapp called the meeting to order, requested a motion to approve the agenda, a motion and second were made, and the vote was recorded allowing the meeting to proceed to new business.

**Overview and handoff to construction update**

Mr. Mark Huhtanen introduced construction updates and asked Mr. Will Anderson to discuss active projects across the district.

**School construction updates (Willard, Windsor, Middle School, Westwood)**

- Windsor Elementary is close to completion with sewer, playground, landscaping, fencing, and gym work finished. Occupancy at Willard will follow successful fire alarm and third-party inspections. Staff anticipate use by the return from spring break.
- Windsor/Spears Creek relocation is being planned in phases to consolidate leased district properties and relocate staff and portables from multiple sites.
- Dent Middle School site, masonry, curtain wall, and MEP work are near completion with interior renovations planned after summer.
- Westwood High's new weight and fire facility has interior finishes complete but awaits a water line feed and CO inspection before occupancy. Full school completion is expected by end of summer.

**Maintenance trends and operational challenges**

The team reported recurring restroom fixture replacements and vaping damage tracking in progress. Deferred maintenance on HVAC and boilers is creating funding-driven triage decisions. The district faces skilled labor shortages and is relying on contractors while

purchasing materials to lower costs. Life-safety system upgrades and long-term capital planning were also discussed.

### **Spears Creek programming, budget, and scheduling**

Spears Creek schematic programming and procurement were reviewed. Programming estimates phases totaling roughly \$16 million. A recommendation was made to begin contractor procurement, with contractors expected onboard by April 1<sup>st</sup>. With \$2 million identified, additional funds will be required.

### **Schematic guidance, property consolidation, and IT infrastructure**

Guidance emphasized consolidating leased district properties into Spears Creek, prioritizing relocations, and leveraging the Verizon building's superior IT infrastructure to become the primary server room while making the district office a backup.

### **Diagram and Walk-through Planning**

The group discussed a facility diagram with color-coded new space areas. The diagram contains redacted details pending internal staffing decisions and will be shared later when staff moves are finalized. A building walk-through with a blueprint will be scheduled for Mr. Trapp and the project team to review space planning with architects.

### **Capital Project Review Overview**

The team presented the capital project review, outlining current funding sources and excluding bond funds.

- Capital operations budget is \$33 million with approximately \$9 million remaining to allocate after \$22 million spent and \$2 million encumbered.
- IT has a \$14 million capital budget with \$2.6 million expended and \$7.8 million remaining, with several pending refresh projects.
- High-priority capital projects include Spears Creek construction, multiple HVAC projects, school roof/site work, bus replacements, fire panel and access control upgrades, and contingency for sinkholes.

They described the annual process, a 10-year facility study with Perkins and Will, and the method used to prioritize 287 needs totaling roughly \$93 million by necessity and strategic impact.

### **Funding Status and Priority Projects**

The team summarized near-term capital needs totaling about \$10 million for facilities and \$16 million for IT, citing deferred IT items like network and data center refreshes now reaching critical phases. Specific projects discussed included Spears Creek construction, HVAC work at multiple sites, bus replacements, fire panel and access control updates, maintenance vehicle repairs, and contingency for emergent sinkholes. The district will meet with finance next week to finalize capital budget requests and incorporate these priorities into the formal budget process.

### **Cost Concerns and Meeting Close**

The committee expressed concern about rising costs and the long-term expense of deferred maintenance, with specific mention of increased equipment prices since the pandemic. The meeting concluded with an offer to answer follow-up questions once slides are visible, and Mr. Trapp expressing interest in reviewing Spears Creek details.

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### **Meeting Summary**

The meeting reviewed construction progress, maintenance trends, and capital funding across district facilities. The team approved the agenda and provided project updates: Windsor Elementary site work is near complete with playground and gym finishes, pending fire alarm testing and final inspection before occupancy; Windsor/Spears Creek relocations will occur in phases with portables and staff moves as part of the Spears Creek program; a Dent Middle School's site and façade work is substantially complete with interior renovations slated after summer; and Westwood High's weight and fire facility interiors are finished pending a water-line connection and CO inspections, with final completion expected by the end of summer.

Discussion then covered recurring maintenance issues and resource constraints: restroom fixture replacements and vaping-related damage, deferred HVAC and boiler work due to limited funds, a shortage of skilled district tradespeople driving increased contractor use, and rising utility inefficiency from aging equipment. Spears Creek programming and schematic design were reviewed with a procurement recommendation to onboard a contractor by April 1st and an all-in budget estimate near \$16 million beyond the \$2 million currently identified. A proposed space diagram was presented (partially redacted because moves remain unfinalized) and leadership will be briefed before an on-site walk-through with Mr. Trapp and the project team. The capital review summarized current budgets—operations \$33M (about \$9M remaining) and IT \$14M (about \$7.8M remaining)—and a prioritized 287-item needs assessment totaling roughly \$93M, highlighting HVAC, site repairs, bus

replacements, fire panel updates, and IT/data center refreshes; rising costs and deferred maintenance were noted as increasing future expenses.

Meeting adjourned at 2:31pm