

OPERATIONS COMMITTEE MEETING

MINUTES

Date: October 23, 2023

5:00 p.m. - 6:00 p.m.

ELM STREET SCHOOL CONFERENCE ROOM

Members Present: Jessica Smith, Patrick Irish, Randy Lautz, Angela Swenson

Members Absent: Steve Holbrook

Other Board Members Present: Mary Martin, Steve Turner, Mike Downing, Emily Rinchich

Administrators Present: Todd Sanders, Amy Hediger

Others:

Jessica Smith called the meeting at 5:01PM

Please bring your yellow binder.

1. REPORTS COMPARISON AND DISCUSSION:

a. Discussion regarding the AEI Report and EMC HVAC report to identify next steps

i. AEI

1. Visual Assessment

- a. Completed in six weeks
- b. Designed to aid in the design of a CIP
- c. Not a comprehensive plan - Assist in design

2. Life Cycle Analysis

- a. Components only
- b. No knowledge of history
- c. Feasibility Report - Preliminary exploration of a proposed project

ii. EMC

1. 22 years of experience with schools
2. Competitive bidding process
 - a. Multiple bids
3. Third party verification on all projects
4. Provide a comprehensive analysis
5. Not big brand company
 - a. Will assist with the CIP
 - b. Consulting Firm
 - i. Not the only company that can assist

- iii. Individual (Bob Klar)
 - 1. Individual community member
 - 2. Referred to AEI report solely
 - 3. Inaccuracies Exist
- iv. Modular Additions Discussion - Randy
 - 1. Students
 - a. Attached
 - 2. Adult Education
 - a. Non-Attached
- v. Board Workshop
 - 1. EMC/Air Quality Presentation
 - 2. Field questions to AEI
- b. Boiler pressure issue at MCS
 - i. Water pressure booster pressure. Properly adjusted and checked daily to fall within the 60-62 PSI.
 - 1. Properly Adjusted (60-62)
 - 2. Monitored Daily
 - 3. Functioning Properly
- c. Differences in heating system costs and options between the EMC and AEI reports - see above
 - i. Meeting with EMC and gather questions to be sent to EMC
 - ii. Gather questions for AEI to be sent to AEI to be included in final report - Send to Jessica Smith
 - iii. If we spent 500K for 3 phase power, what would that open up for other options? (Ask EMC)
 - iv. Who provided 2 bids during spring? (Ask EMC)
- d. AEI report, any open items and questions, when the reports will be finalized, and whether AEI will be presenting to the board or this subcommittee about their work
- e. Next steps for heating system repairs
 - i. Has annual tune-ups been completed according to the manual?
- f. Next steps for the high-priority/urgent items identified by AEI (\$11,250 est.)
 - i. Update: (* - Immediate)
 - 1. Minot
 - a. Electrical Systems* - Completed
 - b. Fire Protection and Life Safety Systems* - Completed
 - c. Sidewalks, Curbing, Site Steps, Ramps - In Progress
 - d. Cladding - In Progress
 - 2. Poland
 - a. Roof Systems* - Completed
 - b. Moisture and Microbial Growth* - Completed
 - 3. Elm Street

- a. Roof Systems* - Completed
- b. Cladding* - In Progress
- c. Vertical Transportation* (Wheelchair Lift Certificates) - In Progress
- d. Utilities - In Progress
- e. Other Site Structures - In Progress
- f. Tenant Unit Finishes - Completed
- g. Moisture and Microbial Growth - Completed

4. PRHS/WMS

- a. Fire Protection and Life Safety Systems* - Completed

- g. Plans for professional development for our facilities staff/subcontracting to a licensed/experienced boiler operator to get us tuned up at all buildings for this heating season. Are there other facilities staff that should be certified/trained more to avoid similar problems with other systems?
 - i. Cost prohibitive due to certifications needed. Perhaps consider a contract for maintenance.
 - ii. Whatever we do moving forward, it needs to be qualified professionals
- h. Update from EMC on Revolving Renovation Fund applications and next steps
 - i. Tom hopes to have it completed by Wednesday and given to Todd.
- i. Update on indoor air quality testing subcontracted by EMC
 - i. APS did air quality testing. Will come to the next Board workshop.
- j. Share/discuss the USDA grant/loan opportunity
 - i. Randy provided updates from the webinar he attended.

2. UPDATES:

- a. Door card reader/camera systems
 - i. Met with our rep from Minuteman
 - 1. Shared concerns
 - 2. Working to repair relationship
 - 3. Very pleased with current Tech and the service we are receiving
 - ii. Door Card Reader
 - 1. Currently operating as they should
 - iii. Camera Systems
 - 1. Part has been ordered to address parking lot issues
 - iv. Vape Detectors
 - 1. Currently sending notifications in a timely manner to administrators
- b. MCS
 - i. Kitchen floor drain - cleaned, septic system has been pumped, service now scheduled for June/July. Will consider scoping the line when John returns
 - ii. Generator - no updates, ESSER 3 funds to be used.

c. PCS

- i. Mold issue
 - 1. Insurance claim has been filed
 - 2. Repairs completed
- ii. Propane detector calibration
 - 1. Installed and calibrated
 - a. No recent issues

3. ADDITIONAL MEETINGS

- a. Schedule if necessary
 - i. School Board Workshop on Monday, November 13, 5:30 - 6:15PM
 - ii. Change November 27 subcommittee meeting to a Board meeting

4. ADJOURNMENT

- a. 6:02PM
- b. Patrick Irish made a motion to adjourn, Jessica Smith seconded. Unanimous.