

## MEMORANDUM

**TO: NWABSD Board of Education  
Members**

**DATE: May 28, 2025**

**NUMBER:**

**FR: Office of the Superintendent**

**SUBJECT: Property Services Director Report**

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**Property Services Director, Mark A. Moore reports on the following:**

I realize that over the years there is a standard format for this report. Being a new Director having just started January 20<sup>th</sup> of 2025 I feel it important that the Board knows what I have been personally doing to establish myself as the Director of Property Services and properly serve and be accountable to the School District and the tax payers who pay my salary.

I have spent a lot of time in the Business Office trying to understand how the financial accounting is accomplished.

The second and third day of me starting here were the January 21<sup>st</sup> and 22<sup>nd</sup> Board Meeting days. In those two days I learned that I was in charge of the Buckland new teacher housing two duplex project that had an extra structure added to it. Despite some obstacles we are currently trying to complete that project and hope to have it ready for the start of the school year. Two current construction issues we are addressing are the hooking into the Village sewer system and the Village power grid. We are currently working with the City of Buckland, Maniilaq and Nana, all who need the same services brought to their projects like we do. We are working to collaborate together to bring the costs down for each of us. I am still trying to get a handle on the budget and have been working with the Business Department and Dena Strait to find a solid balance line for the project in Buckland.

I also was informed of the new Noatak two teacher housing duplexes are my responsibility to calculate a construction budget for. Which we accomplished. Currently there are no real drawings or specifications for these building projects. The tradesman who have been building them have been building similar units for many years and just know what it should take. If any of these people leave or die it will be difficult to pass the construction knowledge on to new people.

Then in late February I was told I need to get the FY26 budget for the Property Services Department orchestrated. With a lot of help from Deborah Walker and some direction from Craig McConnell I was able to gather enough data from the past couple years to make, I hope educated decisions on the costs for operating and repairing the plants and teacher housing.

Then the fuel purchase program came to my door step. Gratefully Craig McConnell left years of data that helped me calculate the approximate average fuel use for each school location. With that data and the tank measurements from each Village I was able to determine the amount of fuel required to adequately supply each school location with an operation amount of fuel. Craig McConnell was instrumental in helping me feel I was determining the proper amount of fuel for each school location.

The DEED program which is used to determine need for grant requests is also something I need to familiarize myself with so we can stay at the top of the funding lists. Review of Capital Project architectural and mechanical drawings to make sure building materials being used are standardized throughout the district so we don't have a multitude of various replacement parts different at every site is also part of my responsibilities. The above are some of the business aspects of this position.

Then there are the everyday issues of mechanical failures, freezing pipes and fuel lines, snow removal, plumbing leaks, electrical issues, City water departments turning water off to our school buildings on speculations and motorized vehicle breakdowns.

Currently this position as Director is very challenging but I hope you can see I am doing my best to improve the Property Service Department and create a more organized system that can be easily passed on to someone else in the future.

As for the Villages I have the daily reports of my workers to help know what is being done everywhere. Unfortunately I left that file in my office. I am currently on medical leave.

We did get the remainder of the sport cameras installed in the gyms through the District. I believe this was a project started over 3 years ago.

**AMBLER**

**Troy Humphreys is currently replacing the flue pipes and repairing the broken water lines in the gym area. The issues leading up to this repair was a furnace fire that happened back in December**

**BUCKLAND**

**Buckland Teacher housing duplexes after a delay were restarted. The rough electrical and plumbing have been completed along with the building inspection. They have been insulated and are currently being drywalled. Depending on when we can get the sewer and electrical utilities hooked up our hope is to have these five units ready for the start of the new school year.**

<b>DEERING</b>	Got a camera in the Gym. We also reworked and insulated the old lift station hole that was causing a bad cold draft.
<b>KIANA</b>	Had issues with the shop day tank and fuel oil pump. Vern Nelson and Quinn Iten sorted out the mechanical and electrical issue. The main water line to the school froze this past winter and the City of Kiana repaired it for the school district. Two of our carpenters had to go to Kiana to build a wood utilidor around the pipe after the repair and run heat trace to it to keep it from freezing in the cold weather
<b>KIVALINA</b>	Kivalina gym camera was installed, some of the door hardware was adjusted but we are waiting on parts ordered through Kathy Christy. The waste treatment system is still having issues but CRT Engineering is working on some solutions.
<b>KOBUK</b>	nothing new to report
<b>KOTZEBUE</b>	JNES, KMHS and ATC had multiple issues since January 20 Vern Nelson and Troy Humphreys corrected a lot of issues through the winter season. We got the first of the Vape and Camera sensor system installed for the IT Department. We also had to replace the sports camera receive when it failed during regionals.
<b>NOATAK</b>	Building materials for the two new teacher housing Duplexes have started to arrive on site. Water from the fuel tank for teacher housing got into the fuel lines and froze in the lines and kept fuel from getting to the furnaces. Troy had to replace and install temporary fuel lines to the buildings to restore heat and hot water. The lift station has once again moved causing the sewer line from teacher housing side to come loose from the tank. Currently there is light use and there is some flow going into the tank. The current tank needs to be replaced with a larger diameter tank so the arctic pipe can stay inside the tank even when frost heaving moves it.
<b>NOORVIK</b>	Noorvik has a glycol leak that needs repair and ceiling tile replaced
<b>SELAWIK</b>	Got a new fire alarm system. There was also an issue with the City of Selawik shutting the fresh water off the school because the City thought there was a water line leak at the school. Troy and one of our carpenters spent several days searching for any leaks on our side of the system but did not find any problems. There seems to be some kind of leak in Selawik but we cannot find it on the school's side of the system. Got a new snowmachine and a new for wheeler
<b>SHUNGNAK</b>	Vernon Nelson repaired four of the six boilers in. the Carpenters replaced the kitchen flooring and repaired the walk-in freezer door. Also, on teacher housing unit got repainted and new flooring.