

**Facilities Committee Meeting
Unit Office Board Room
March 7, 2012**

Meeting was called to order at 5:45 p.m. by Chairman, Bill Beyers.

Members Present: Beyers, McLeod, Foor, Dively
Members Absent: N/A
Superintendent Present: Yes
Visitors: Lori Ade, Facilities Director

Minutes of December 14, 2011 meeting were approved and signed on a motion by Foor and seconded by McLeod.

Items Discussed:

Bus Garage Brick Work

Work began Tuesday, March 6, with an anticipated work time of one week. The estimate will be more due to prevailing wage rate not factored into original bid. I do not have that figure at this time.

Bus Garage Freezer/Storage Room Work

Large and small freezers have been moved to the north east side of the bus garage and are both up and running well. The garage doors on the van bays have all been installed. The maintenance and bus garage staffs continue to work on the reorganization of the storage areas.

Roof Repairs at Jefferson

The warranty work was completed back in the fall with regard to the leaks over the Library in the 6th Grade Building. The contractor who completed that warranty work said that the district would probably be looking at replacing the roof in the near future. The roof replacement is not warranty work related, as the roof is not defective. Mrs. Ade was contacted by a gentleman from a company that does preventative maintenance & assessments. As a free service, he is going to provide an assessment of a couple areas that we have had issues with. This company doesn't do the actual work, but works directly with the district architects and contractors to get the needed work completed.

As part of the roof repairs discussion, the district was just made aware of the ISBE School Maintenance Program Grants. Grants will be awarded for up to \$50,000 and must be used for the maintenance or upkeep of buildings or structures for educational purposes only. The application must be submitted by May 1st. The district has a few different projects that could possibly be written into this grant. A motion was made by McLeod and seconded by Foor to approve moving forward with the application for the School Maintenance Grant.

Parking Lot Resurfacing

Mrs. Ade has asked for new specifications from Adrienne Lynch of SKS Engineers. \$100,000 of QZAB money has been set aside for this project, but probably won't cover entire project. Ms. Lynch will be here next Tuesday at 10:00 a.m.

HVAC/Boiler Maintenance Contract

The maintenance has been completed on boilers and heating units. The air conditioning maintenance will be completed closer to May. Lincoln Boiler has a front plate leak and Washington boiler has a valve leaking. Repairs will be done this summer.

Health/Life Safety Inspection

Reply to the inspection is due by May 1, 2012. Mrs. Ade will be working on it this month with Dr. Lett and Mr. Dively. Most issues involve technology / wiring.

Jr. High Auditorium

Mark Ritter from WRF Engineers believes the problem with the air quality in auditorium is with the lack of outside air circulation and could be resolved by introducing outside air more often. It would cost \$1,300 for the technician to come and reprogram it. A motion was made by Foor and seconded by McLeod to approve the reprogramming work as long as it did not exceed \$1,300.00. In addition to this motion, the committee has asked Mrs. Ade to follow up with Sam Johnson of BLDD Architects and Mark Ritter of WRF Engineers to determine the cost of continuous air duct work vs. spending the \$1,300 on the reprogramming work. The committee would also like to find out if the reprogramming will increase utility costs.

Electricity Rates

The contract with Reynolds Power needs to be postponed until October 1, 2012 because we are currently under contract with IEC until that date. Reynolds Power will enter in into a 1-year contract and then review rates then. Ms. Ade will draft a letter to IEC to inform them that we no longer want to be under contract.

Emergency Lights – High School

Dick Daley is working on replacing emergency lights. It was originally thought to be 30 lights, but now it appears the count may be closer to 50 with blown circuit boards. Dick Dailey still has 11 left to fix. He is keeping track of costs for possible insurance claim purposes since the damage was caused from the power surges last fall. Dr. Lett feels that we should put Ameren on notice that we are going to file a claim for the damages. Mr. McLeod asked if we need to speed up the repair if it is a safety concern. Janitors are checking emergency lights every month and filling out a report. The Fire marshal checks the emergency lights annually. Mr. McLeod stated that we need to get schematic of lights and identify which ones are still not working to determine if we have high risks areas. Mrs. Ade will follow up with Dick Dailey to determine the timeframe for finishing the work.

Bid/summer plans

We are entering bid season. Mrs. Ade stated that she is working on consolidating janitor supplies and has inventoried present stock. She expects to be able to buy less than we did for this school year. Plans will be outlined with the maintenance and tech staffs for the summer projects/helpers. Sheds at Coonrod property will need to be bid out. This will be cared for this summer.

Miscellaneous

Bus issue - Dr. Lett explained that we have received last year's transportation payments and 1st quarter of this year. He said that we might get 2nd quarter. It was agreed that this would be a good time to lease/purchase 2 buses and then test the leasing process by leasing some. Board members are comfortable with this plan.

Bus Garage Roofing – The wind blew back some of the roofing on the bus garage. Craftmasters will be called to try to make repairs.

Tables – A request has been made to purchase 20 8' banquet tables. The district currently borrows from local churches for large events held in our district. The High School currently has 16 tables, but would like 20 more tables for these events. Mrs. Ade received a quote for \$149/table. A recommendation was made to purchase 10 tables this year and the other 10 next year. A motion was made by McLeod to buy 10 tables in FY12 with a second by Foor. We will evaluate if we need to buy 10 more tables in FY13.

Next Meeting: June 14, 2012 5:30 p.m.

A motion was made by Foor, and seconded by McLeod to adjourn at 6:55 p.m.

Member

Member