**BUILDINGS AND GROUNDS COMMITTEE MEETING**

Meeting Date: Wednesday, January 10, 2018

**Members: Attendance:**

Mr. Ken Darby, Co-Chair Yes

Ms. Annette Johnson Yes

Mr. Bruce Schubert, Co-Chair Yes

Ms. Beatrice Reyes-Childress Yes

Mr. Alberto Tijerina Yes

Dr. McDonald Yes

1. Roll Call
2. Public comments/questions
3. Sustainability Partners Discussion
4. EHS Construction Update
5. Waldo Summer 2018
6. 5 yr. Facility Improvement List
7. Middle School Desk Bid Results
8. EHS Graduation at NIU
9. Radon Testing Update – Krug testing
10. Water Testing Update
11. Resolution for Sale of Personal Property
12. Draft of Facility Assessment
13. New Business
14. Closed session, if needed
15. Adjournment

Public Comment

NONE

Sustainability Partners

Ms. Shields presented an update to the Sustainability Partners. Overall district energy use was discussed to include availability of usage reports presented by building for each supplier.   District is to research if usage reports could be readily provided by utilities and/or compiled in district. Meetings are to be held next week and further information will be provided. Sustainability Partners (to now be called Energy Efficiency (EE).

 EHS Construction Update

Mr. Albert Tijerina reported EHS addition will be ready to open on January 16th with the final occupancy walk thru taking place on January 15th. Teachers are currently moving in and final punch list items are being worked on. Mr. Krischel, Cordogan Clark and Associates, reported there are currently no heating problems. An Open House was discussed and a date will need to be determined.

Waldo Summer 2018

Mr. Albert Tijerina reported Waldo Summer 2018 project is currently underway with Cordogan Clark and Associates working on bid documents for February, 2018. Mr. Krischel suggested the bid documents include a moving company and outside containers to hold classroom items. Ms. Reyes Childress reported there will be no summer school at Waldo and summer school students will be relocated to East High School.

5 year Facility Improvement List

Mr. Albert Tijerina presented the 5 year Facility Improvement List to the Committee. He indicated that the locations encompass work to the building envelope. He pointed out that Johnson was the only location with mechanicals on the listing. He suggested the mechanicals be postponed and window be addressed. Waldo project was discussed and the Committee would like to conduct next month Committee meeting at Waldo and do a walk thru. It was determined the February 5th Buildings and Grounds Committee meeting will be held at Waldo Middle School at 5pm in the Library.

Middle School Desk Bid Results

Ms. Elizabeth Shields presented the bid results for Middle School Desks. The low bidders products were not the recommended KI product specified. Samples were obtained on the substitute products and it was determined they were not comparable to the requested KI product. She also informed the Committee that Joint Purchase pricing was viewed. The product cost is cheaper, but delivery and installation make total cost higher. Ms. Shields recommended the awarding of the bid to Lowery McDonald Company for a minimum purchase of $86,992.72 with the option to expand the purchase at the same product price, not to exceed $500,000. Committee agreed to move to the Board on Jan. 16th for approval.

NIU Graduation

Ms. Reyes Childress informed Committee she had met with Albert regarding the 2014 EHS Graduation costs. Mr. Tijerina presented updated estimated labor costs to the Committee. Based on the estimate, slightly over $2,000 would be paid in overtime. East High School B&G staff would also work during their regular hours as needed. Added to the overtime cost would be misc. rental items, APD charges, and wood for covering the stadium surface. The Committee agreed to survey the Freshmen, Sophomore and Junior students/parents to get their input as to where they would like to see graduation held (EHS or NIU). Ms. Reyes Childress will contact Ms. Marina Kosak regarding the survey.

Radon Testing

Mr. Tijerina presented the quote from Carnow Conibear in the amount of $2,150.00 for the retesting at Krug Elementary School. After Committee discussion, it was suggested to have Radon Testing of all locations put into next year’s budget with testing taking place in the fall. The Committee will revisit at the next B&G meeting. Mr. Tijerina will consult with the attorney to determine retesting requirements due to prior test results.

Water Testing Update

Mr. Tijerina presented the summary on water testing results. The latest directives on reporting requirements including to the IDPH for all follow-up water testing are to be verified.

Mr. Tijerina informed Committee replacement parts have been ordered for the replacements that will need to take place. Quotes from (3) vendors with the lowest bid at approximately $15,000. Parts should be here by the end of January, installation of parts in February and retesting can take place in March.

Mr. Schubert complimented the Buildings and Grounds Department and Weaver Consultants on a “job well done”.

Resolution for Sale of Personal Property

Mr. Tijerina presented a resolution for disposal of unusable ovens/cooking equipment, unsafe café tables from Dieterich and Brady and unusable student desks from O’Donnell. Committee agreed to move to Board for Jan. 18th approval.

Draft of Facility Assessment

Ms. Reyes Childress presented a matrix with Facility Assessment details. She informed the Committee the matrix was created from the 2015 Facility Condition Assessment Reports and the Districts current 5 year plan. Mr. Tijerina and the B&G staff will create a project priority list along with a rating scale.

Ms. Margo Schmitt will be asked to search for grants and rebates for projects that will be taking place.

New Business

Snowplowing – Mr. Darby requested to speak with Committee regarding snowplowing. Discussion with Committee took place regarding the December 25th snow removal labor costs. Ms. Johnson stated she felt the charges were excessive and suggested getting costs if snow removal was bid out.

Mr. Tijerina will work on a way to reduce labor cost using data from TCP software. Costs can be compared with a 2” snowfall vs a 6” snowfall along with a cost to salt only.

The meeting adjourned at 7:10PM.