

**PHYSICAL PLANTS AND FACILITIES COMMITTEE
MINUTES
MARCH 30, 2009; FOLLOWING CIT
WARREN COUNTY CAREER CENTER, LARGE CONFERENCE ROOM**

COMMITTEE MEMBERS PRESENT:

Mrs. Donna Zariczny, Committee Chairperson
Mr. J. F. Lockett, Committee Member Pro Tem

Mr. Tom Knapp, Committee Member
Dr. Norbert Kennerknecht, Director of
Buildings and Grounds Services

COMMITTEE MEMBERS ABSENT:

Mr. David Wortman, Committee Member

OTHERS PRESENT:

Mrs. Kimberly Angove, Board President
Mrs. Kirsten Turfitt, Board Member
Dr. Robert Terrill, Superintendent
Mrs. Rosemarie Green, Administrator
Mrs. Amy Stewart, Administrator
Mr. Matt Jones, Administrator
Mr. Brian Collopy, Administrator
Mr. Justin Tech, ARAMARK
Mr. Howard Lester, WCCC Advisory Committee
Members of the Public

Mrs. Katherine Oudinot, Board Member
Dr. Jack Martin, Board Member
Mrs. Diane Martin, Administrator
Ms. Amanda Hetrick, Administrator
Mr. Petter Turnquist, Administrator
Mr. Kimio Nelson, Administrator
Mr. Marty Mahan, ARAMARK
Mr. Nate McNett, Teacher
Mrs. Melissa McLean, Recording Secretary

1. Opening Activities

1.1 Call to Order

Meeting called to order at 8:45 p.m. by Chairperson Zariczny. Mr. J.F. Lockett asked to fill-in for absent committee member.

1.2 Public Comment

None

2. Old Business

2.1 Policy 6120: Building Utilization & Transportation Information (Mr. Kimio Nelso)

Discussion:

Mr. Kimio Nelson presented the transportation data that was available for this report.
Committee accepted completed 6120 reports for all buildings.

Action:

None.

Motion:

None.

Attachments:

- 2.1a – Board Policy 6120 Building Utilization – Adobe
- 2.1d – Transportation Report – Average Mileage per School by Vehicle – Excel
- 2.1e – Transportation Report – Average Mileage per School by Vehicle – Adobe
- 2.1f – Building Utilization Annual Review – Adobe

2.2 Discussion: WCCC Welding Shop Upgrades (WCSD Project No. 0902)

Discussion:

Administration is investigating using a type of booth which has a self-contained filtering system. Bid documents can not be completed until a decision is made regarding the filtration system for the revised shop.

Action:

Welding instructor, Nate McNett; Director of Secondary Programs, Amanda Hetrick; and members of the WCCC Advisory Committee to visit the Tri-Rivers Career Center prior to April 13, 2009 Board meeting and provide recommendation regarding filtration system.

Motion:

None.

Attachments:

- Welding Shop I - Adobe

2.3 Discussion/Update: Work Orders for SGES, SSEL C & SES Fire Alarm Upgrades (WCSD Project No. 0905); and District-wide Interior Lighting Upgrades (WCSD Project No. 0904)

Discussion:

The original motions for these projects specified an architect. A general motion is needed for both projects, to give the District the flexibility to negotiate the best price for the architectural/engineering work on the projects.

Action:

Forward motions to April 13, 2009 Board meeting.

Motion 1:

That the Board of School Directors approves a work order in an amount not to exceed the DGS fee schedule for drawings, specifications, and contract management necessary to upgrade fire alarms at Sugar Grove Elementary School, Sheffield Elementary School, and South Street Early Learning Center.

Motion 2:

That the Board of School Directors approves a work order in an amount not to exceed the DGS fee schedule for drawings and specifications necessary to replace and upgrade lighting fixtures at Beaty Warren Middle School gymnasium and auxiliary gymnasium; Eisenhower Middle High School gymnasium; Sheffield Area Middle High School gymnasium and auxiliary gymnasium; Sheffield Elementary School multipurpose room; Sugar Grove Elementary School multipurpose room; South Street Early Learning Center multipurpose room; Youngsville High School gymnasium and auxiliary gymnasium; and Warren Area High School gymnasium, 2 (two) auxiliary gymnasiums, wrestling room, and cafeteria.

Attachments:

None

2.4 Update: Sale of Used Textbooks

Discussion:

None.

Action:

Forward motion to April 13, 2009 Board meeting.

Motion:

That the Board of School Directors approves the sale of textbooks previously declared unused and unnecessary to Budgettext Corporation for \$713.30 and to Follett Education Services for \$164.75.

Attachments:

- 2.4a – Textbook Bid Tab Sheet

3. New Business

3.1 SGES Boiler Project (WCSD Project No. 0907)

Discussion:

A window project at SGES will help to conserve energy; a new boiler would make SGES one of the more energy efficient schools.

Action:

Forward motion to April 13, 2009 Board meeting.

Motion:

That the Board of School Directors approves a work order in an amount not to exceed the DGS fee schedule for drawings, specifications, and contract management necessary to replace boilers at Sugar Grove Elementary School.

Attachments:

- FederalStimulusRMellow_BOD – Adobe

3.2 Discussion: VoTech Auto Shop Project

Discussion:

District will be awarded stimulus money to use for the Auto Shop at the WCCC. The future project might require services of an architect / engineer.

Action:

None.

Motion:

None.

Attachments:

None

4. Informational Items

4.1 Project Timeline Reports

Attachments:

- 4.1a – Project Timelines – 03-25-09 – Excel
- 4.1b – Project Timelines – 03-25-09 – Adobe

4.2 Work Order Report

Attachments:

- 4.2a – Work Order Report – February 2009 – Excel (Public)
- 4.2b – Work Order Report – February 2009 – Adobe (Public)
- 4.2c – Work Order Report – Summary – February 2009 – Word (Public)
- 4.2d – Work Order Report – Summary – February 2009 – Adobe (Public)

4.3 Disposal of items at PTES (Water Pumps, EMHS Band Uniforms)

Discussion:

Water pumps and EMHS Band Uniforms are currently housed at Pleasant Township Elementary and earmarked for disposal. Selling these items separately from an auction might garner a higher price.

Action:

Administration to try and sell items separately from an auction.

Attachments:

None

4.4 Update: EMHS & YHS Track Resurfacing

Discussion:

New material was added to the EMHS & YHS tracks in preparation for the spring track season. Buildings and Grounds is still working on finishing these surfaces.

Action:

None.

Attachments:

None

4.5 Architectural Fees for Projects

Discussion:

Attachment depicts the architect/engineer fees on past WCSD projects. The WCSD hires project professionals at, or below, the recommend DGS Fee for the project, thereby frequently resulting in a cost savings to the district.

Action:

None.

Attachments:

- 4.8c – Architect Fee and Contract – Excel
- 4.8d – Architect Fee and Contract – Adobe
- Fee Schedule
- 4.5a – Work Orders and Contract Amounts – revised – Excel
- 4.5b – Work Orders and Contract Amounts – revised – Adobe

4.6 Utilities Reports

Attachments:

- 4.1a – Gas Report – January 2009 – Chart & Graph – Excel (Public)
- 4.1b – Gas Report – January 2009 – Chart – Adobe (Public)
- 4.1c – Gas Report – January 2009 – Graph – Adobe (Public)
- 4.1d – Electric Report – January 2009 – Chart & Graph – Excel (Public)
- 4.1e – Electric Report – January 2009 – Chart – Adobe (Public)
- 4.1f – Electric Report – January 2009 – Graph – Adobe (Public)

4.7 Capital Reserve

Attachments

- Capital Project 2009.03.31.09 – Adobe
- Capital Project Reserve 2009.03.31.09 - Excel

5. Other

5.1 Methane Digester Follow-up

Discussion:

Committee would like administration to inquire about the status of a previously investigated methane digester project.

Action:

Administration to follow-up on methane digester project and report to future PP&F Committee meeting.

Attachments:

None

6. Closing Activities

6.1 Next Meeting

April 27, 2009; 6:00 p.m.; at Warren County Career Center

6.2 Adjournment

Meeting adjourned at 9:06 p.m.