

RIVER RIDGE SCHOOL DISTRICT
BUILDINGS AND GROUNDS/FINANCE COMMITTEE MEETING
March 17, 2016

The Buildings and Grounds/Finance Committee was held Thursday, March 17, 2016 in the Multi-Purpose Room of the Patch Grove School located at 11165 County Highway P, P.O. Box 78, Patch Grove, WI.

- I. Randy Martin called the meeting to order at 6:01 pm.
- II. The following board members were present: Randy Martin, Ken Nies, and Cory Raisbeck. Also present were Dr. Athey, Carol Harris, and Troy Marshall from the school district. Trenton Smith (McKinstry) and Ryan Johnson (Allen Roofing) were also in attendance.
- III. Ken Nies stated that the meeting was properly called and proper notice given pursuant to WIS. Stat.secs, 19.84 and 120.11 (2). The agenda for this meeting was posted March 11, 2016 at noon. A motion to accept this action was made by Randy Martin and seconded by Ken Nies. The motion carried by voice vote.
- IV. **Building/Grounds**
 - A. **Construction Update** - Trenton Smith (McKinstry) presented the following information:
 - There is about 2-3 weeks of electrical work to get to be done in Bloomington.
 - Once the firewall work has been completed, we'll need letters of compliance from the state.
 - At Patch Grove, there is still a need for some demo work in the attic, the clean-up of some wiring, and blowing in some insulation to help with heat retention.
 - HVAC upgrades are now complete. (McKinstry will continue to monitor the univents and their parts in Bloomington. This can be done remotely).
 - Total amount unexpended to date: \$136,882.04. Of that number, \$67,842.00 is electrical savings. That leaves a remaining balance of \$69,040.04. Of that number, \$16,408.00 is what is left of the originally specified contingency funds. With the savings in the electrical budget, the contingency funds have grown to \$84,250.00. This leaves \$52,632.04 left to be spent out of the original project budget.
 - Trenton Smith (McKinstry) said that balancing has been done at both sites. Carol Harris noted that our insurance carrier, EMC, is scheduled to do air quality testing on April 5' 2016. (The last time Tricor EMC tested air quality in Patch Grove was April 29, 2014).
 - i. **LED Lighting Update** -Trenton Smith said that their lighting contractor will be at our district on March 23 to retro fit LED lighting in Jill Faurote's 4k room, Kris Petrowitz's 5th grade room, and Nicole Bailey's high school Science room.
 - ii. **Mailing to District Residents Regarding Building Improvements** - Randy Martin said that he would like to see a mailing go out to all box holders in the district to let them know how district funds were used to bring both school buildings up to code compliance. Carol Harris noted it would cost the district roughly \$250 in postage to send the approximately 1,400 pieces of mail. Committee members discussed the

timing of such a mailing and whether to wait until after project completion and air quality testing.

- B. **Roof Repair Update** -Ryan (Allen Roofing) has supplied additional information to Carol Harris in adjusting the estimate of what it will cost to repair the section of roof in Patch Grove. C. Harris provided the Buildings & Grounds Committee and full Board with a copy of the contract for this project. The contract was developed by the school district's attorney, Eileen Brownlee. The cost of the project was adjusted from \$43,100 to \$44,250. We're still under the prevailing wage limit of \$48,000; but, since this project is over \$10,000, we need to have a performance bond. The contract needs to be approved by the Board and signed by the Board President and Board Clerk. The Buildings and Grounds Committee will recommend to the full board that the project start March 21 and be completed by June 8th. A 30% down payment is due up front. The final payment will be sent upon completion of the project.
- C. **Maintenance Update** - Troy Marshall provided the Committee with a maintenance update:
- **Upper Elementary Entrance** - Similar to what was done in the Guidance Office in Bloomington, insulation was pulled down and wiring done. Troy said he will have Denny LaMere do spray foaming. Then, some drywall work needs to be done for fire barriers. He thought the work needing to be done we'll be under \$2,000. The cost will come out of project contingency funds.
 - **Water Heater at the Upper Elementary** - Troy said that the water heater in the kitchen was down six years ago when a water valve was shut down. Since it isn't needed now, Troy recommended that he just get rid of it.
 - **Patching Smoke Walls in Patch Grove** - Troy said he would like to start work on this project once Rick Traxler (Westphal Electric) is done with his work.
 - **Readying Outdoor Equipment for Mowing Season** - Troy reported that he and the custodial staff have been readying mowing equipment for the upcoming mowing season.
 - **Bids for Fire Alarm Monitoring** -Troy reported contracting Simplex and CEC for bids on fire alarms being able to call 911 when they go off. A representative from CEC will be in the district on March 22nd.
 - **UE Boiler Update** - Kenny Nies asked Troy to provide an update on the boiler at the Upper Elementary. Prior to the winter recess, custodians discovered a leak in the boiler in Bloomington. PBBS (Madison) was contacted and found a 10" crack in the fire tube. The boiler was drained, they had to grind/weld the crack several times, then firebrick had to put back in. A state inspector was out to approve the work that was done. The cost for fixing this boiler was \$10,603. Troy told the Buildings & Grounds Committee that the district has no back-up should something happen to this boiler again.
- D. **Date for Building & Grounds Committee Meeting to tour RRSB School Facilities** - Board policy dictates the Building and Grounds Committee meet in the spring to tour the

school facilities for the purpose of determining what work needs to be done in the summer time and help in planning the maintenance budget for 2016-17. Since three state inspectors will be touring our facilities on March 29th, the Committee agreed to meet on March 29 to tour the Patch Grove site beginning at 9:00 am, then accompany the state inspectors on tour of both buildings, and, finally, tour the Bloomington building to develop a project list. This meeting will be posted as a Building & Grounds Committee Meeting.

V. **Financial Reports**

- A. Review of Financial Statements, Receipts and Expenditures** - Carol Harris reviewed the financial statements, receipts, and expenditures for the past month and the current month to date.
- B. Insurance Premium Holiday for April 2016** – C. Harris recommended the Board approve a premium holiday for April 2016 to keep the self-insurance fund within budgeted parameters. The premium holiday means a total of \$110,256.09 will remain in the budget for allocation to other 2015/16 expenses.

VI. **Member Suggestions and Recommendations for Future Items**

- Cory Raisbeck said that once the LED lighting mock-ups are installed he would like to get feedback from the teachers in the affected rooms (Jill Faurote, Kris Petrowitz, and Nicole Bailey). Dr. Athey and Troy Marshall will have this feedback for the April 13th Buildings & Grounds/Finance Committee meeting.
- Randy Martin asked to have water tested at both buildings before the next Buildings & Grounds/Finance Committee meeting.

The next 2 meetings of the Buildings & Grounds/Finance Committee will be:

VII. Next Meeting Date/Time:

- March 29 at 9:00 AM – Patch Grove (Special Meeting – re: Building Inspections)
- April 13 at 5:00 pm — Patch Grove (prior to the regular April Board meeting)

VIII. Adjournment - Randy Martin moved to adjourn the meeting. The meeting adjourned at 7:03pm.