



## Board of Trustees – Facilities & Maintenance Committee Meeting

Monday, October 4, 2021 – 12:00pm

Microsoft Teams

**Notice:** All attendees are encouraged to attend the meeting via Microsoft Teams and/or email your public comment to [boardoftrustees@helenaschools.org](mailto:boardoftrustees@helenaschools.org) prior to the start of the meeting.

Members of the public are able to attend remotely by clicking here:

<https://teams.microsoft.com/l/meetup-join>

We ask that all participants mute their microphone until called upon by the Board Chair for general and/or specific public comments. Upon completing public comment, please ensure that your microphone is again muted.

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### AGENDA

- I. CALL TO ORDER/INTRODUCTIONS
- II. REVIEW OF AGENDA
- III. **GENERAL PUBLIC COMMENT:** *This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.*
- IV. REVIEW OF SEPTEMBER 15, 2021, FACILITY COMMITTEE MEETING MINUTES
- V. NEW BUSINESS
  - A. May Butler Center
  - B. Deferred Maintenance Plan
  - C. Facilities Master Plan
- VI. BOARD COMMENTS
- VII. ADJOURNMENT



*The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.*

## Board of Trustees – Facilities & Maintenance Committee

May Butler Campus and via Microsoft Teams  
Wednesday, September 15th, 2021 – 12:00 pm

# MINUTES-DRAFT

### ATTENDEES

*Trustees: Others:*

Siobhan Hathorn, Committee Chair	Rex Wertz, Superintendent
Libby Goldes, Committee Member	Brian Cummings, Assistant Superintendent
Terry Beaver, Committee Member	Stacy Collette, Human Resources Director
	Josh McKay, Assistant Superintendent
	Rob Brewer, Maintenance Manager
	Gary Myers, Director of Educational Technology
	Neal Murray, Custodial Services Director
	Barb Ridgway, Chief of Staff
	Jane Shawn, HEA President
	Luke Muszkiewicz, Board Chair
	Janelle Mickelson, Business Manager
	Shane Swandall, Hulteng Representative
	Rich Whitney, Hulteng Representative

#### I. CALL TO ORDER

Committee Chairperson, Siobhan Hathorn, called the meeting to order at 12:00 pm.

#### II. GENERAL PUBLIC COMMENT

No comments were offered.

#### III. REVIEW OF AGENDA

No changes were made to the agenda.

#### IV. REVIEW OF MINUTES

Minutes from the 08.02.21 committee meeting were reviewed and approved.

## V. NEW BUSINESS

### A. Bond Close Out Activities

The Facilities team has been working with the Budget and Finance Director, Janelle Mickelson, to come up with the final spend on the bond. They have been working with bond counsel discussing what money is left in the account. They have also started to reconcile the language of what remaining money can be spent on, and reconciling with Hulteng, the owner's representative for the bond, and determining final calculations as they move towards the end of the year.

Because the bond was issued in two segments, the deadline to spend in December of 2022. It is in the best interest of the district to close out that bond as soon as possible. The bond money must be spent according to the bond language or debt can be paid down.

The committee then discussed unencumbered bond monies, and procedures and directives that would be discussed with a future bond, as well as applying what was learned from the last bond.

The representative from Hulteng then discussed the different services that they would be able to offer the district. Hulteng provides owner representatives services for large capital projects. They start from the very beginning when districts are trying to find out what size schools they want to build. They work with districts in bringing on the architects, the contractors, budgeting appropriately and making sure there is enough money in the bond and putting in systems to make sure they are delivering those projects. They oversee the projects and make sure they are delivered and closed out. They also make sure there are warranties, and everything is in place before it is handed over to maintenance and facilities. Lastly, they close out of the bond and make sure bond dollars were spent on bond projects and that it met the language and requirements. Their current 54-month contract with the district ends in December of this year.

The committee discussed that at some point they would review the accounting numbers for the new schools, safety and security, and facilities. The committee discussed they would like the analysis of all the financials done by the first week of October. They have an assessment of what their priorities would be with an understanding of how much money is left to spend, including the understanding of what the obligation to Hulteng would be as they close out this project so they can accurately account for that. They also need to decide what the priorities are for the buildings as it relates to the bond language, and then spend the money.

**B. Facilities Master Plan Review: Discuss scope and interest for the 2021-2022 School Year**

The committee discussed that they have been working on constructing a facilities documentation with the help of Hulteng. For example, we have a 2021 roofing assessment that has been done for every one of our buildings with an understanding of when these roofs need to be replaced.

Hulteng discussed their approach to building a facilities master plan. They shared an example with the committee of the Billings Public Schools Deferred Maintenance Summary from 2009 that they created. Information included in the summary is each building, what grades are housed in the building, year built/age, additions, square feet, and a breakdown of costs for each category: windows and doors, energy management systems, lighting retrofit, mechanical equipment replacement, roof replacement, building envelope repair, electric system replacement service upgrade, electric system replacement special systems, plumbing fixture replacement, parking, playground and sidewalk repair, ADA upgrade, and a grand total of deferred maintenance cost. They said this is not everything included in the facilities master plan, but it is a snapshot of what would be currently owned and what the deferred maintenance on that looks like. Hulteng estimates that it would take 8 weeks to create this document for the district.

The committee discussed that this document is critical for getting the building reserve levy to pass because you are going to lay out to the taxpayers where the needs are and show them. It is also important to identify what the priorities are. For example, do we know what roofs need to be replaced and when does it need to be done, and how much is that estimated to cost? We can also effectively manage our building reserve as well as we start to plan out the succession of events based on priorities and dates for renewal. The committee discussed that this document coupled with the other pieces that we need to gather from our curriculum team, teaching and learning team as well as our overall goals and objectives of the district along with our demographics of our community will help us see what we have so that we can begin to prioritize those next steps.

**VI. BOARD COMMENT**

Committee Chair Siobhan Hathhorn commented that it is important to decide if buildings meet the educational needs of the students and teachers. Ms. Hathhorn also determined that in the section

V. New Business, Item C: MBC would be reviewed at the next meeting in the interest of time. Ms. Hathhorn noted three important items from the meeting: demographics, educational consultant, and deferred maintenance.

Committee member Libby Goldes commented. This is an important document to have, and we do need to hear from the teaching and learning committee about where they see us going educationally. What about COVID? What if we need extra space to isolate if needed? There are many issues we need to keep in mind as we look to the future. What is the right size high school and what can we best afford?

Committee member Terry Beaver commented that we need to see future costs for estimated building repairs, not just what something would cost today. We need to see inflation costs.

Mr. Whitney commented. This is just a summary page that is provided for a global look. There is a tab for each one of these schools that has a formula that every year you can go in there and review, that it is a living document.

Superintendent Rex Weltz commented. I want to make sure there are no hidden costs and no hidden agenda and the that the work being performed is our work. So even if we choose not to use you for the work, this is still our document and we own it?

Mr. Swandall responded, yes absolutely.

That concludes the meeting.

## **VII. ADJOURNMENT**

Ms. Hathorn adjourned the meeting at 1:16 pm.