

CENTRAL BUCKS SCHOOL DISTRICT

Operations Committee Meeting
February 28, 2018

Committee Members Present

Mrs. Tracy Suits, Chairperson
Mr. John Gamble, Member
Mrs. Sharon Collopy, Member
Dr. Nicole Young, Member

Mr. Robert Kleimenhagen, Jr., CFM, SFP
Director of Facilities & Energy Management Operations

Others in Attendance

Mr. Glenn Schloeffel, Board President
Mrs. Jodi Schwartz, Board Member
Mrs. Beth Darcy, Board Member
Dr. John Kopicki, Superintendent
Dr. David Bolton, Assistant Superintendent
Mr. Dave Matyas, Business Administrator

Mr. Wayne Birster, District Facilities Manager
Mr. Dorien Couch, Capital Projects Manager
Mrs. Suzanne Moffat, District Operations Coordinator
Mrs. Luisa Isernia, Facilities Use Specialist

The meeting was called to order at 6:04 p.m. by Mrs. Suits.

PUBLIC COMMENT

There was no public comment.

REVIEW OF MEETING NOTES

The January 24, 2018 Operations Committee Meeting Minutes were reviewed and approved.

Mr. Kleimenhagen introduced Mr. Dorien Couch, newly hired Capital Projects Manager.

PRESENTATION: Unami Middle School Auxiliary Gym/Library Renovations – KCBA Architects

Mr. Mike Kelly from KCBA Architects presented results of a feasibility study at Unami Middle School regarding options for the reallocation of space after the removal of the modular classrooms. The recommended options also incorporate items that were identified in the district-wide feasibility study done last year. Mr. Kelly noted that current computer labs were potential space that could be utilized to absorb a portion of the four classrooms from the modular units. Alterations to the library and auxiliary gym were detailed. Those alterations would provide additional classroom space while maintaining current use requirements, including the creation of a STEM center, a media center and a storage area. Mrs. Collopy asked if the alterations to the auxiliary gym would allow for the needs of the Unami wrestling team, Mr. Kelly indicated that they would. Mr. Gamble asked if consideration was given to utilizing a portion of the courtyard rather than reducing library space. Mr. Kelly noted that the current proposal could be completed early this fall, alleviating the need for students to work in temporary spaces for all but a small portion of the coming school year. A courtyard project would very complex and construction would not be able to begin until summer 2019. Mr. Gamble expressed concern that library space was being compromised, Mr. Kelly noted that the Unami librarian had been very involved in the study and was excited about the proposed changes. Mr. Kleimenhagen commented that Principal Lang and many Unami staff members had given a lot of input during the study. The proposed changes reallocate under-utilized areas and better meet the needs of students without adding square footage to the building. Dr. Young commented that the proposal addressed repurposing and best utilization of existing space. She asked about sound proofing between the STEM space and the auxiliary gym, Mr. Kelly detailed the plan in place to address that situation. Mr. Kleimenhagen noted that Unami staff will be engaged in the design process when it comes to furnishing needs for the new spaces. Mr.

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Kleimenhagen stated that the timeline for the project was tight. Bid results would be presented at the April Operations Committee meeting, with anticipation of Board approval on May 8. That timeline would allow the project to begin as soon as school ends in June. Mr. Schloeffel asked if final plans could be presented to the Board members before the meeting so they could have time to review. Mr. Kleimenhagen noted all updates would be given to Dr. Kopicki for distribution to the Board. Mrs. Suits remarked that as a Unami parent she was very happy to see the modular classrooms being removed. She also encouraged student involvement in the design for the library and STEM spaces. Mr. Kleimenhagen indicated he would work with Principal Lang on that idea.

ITEMS FOR COMMITTEE/BOARD ACTION:

Lawncare Contract – Bid Results: The FEMO Department issued an RFP for a single lawncare provider to provide grass cutting and lawncare services at our 15 elementary schools and 4 administrative/support locations. The proposed term will be a one-year period (7/1/18-6/30/19) with the option to mutually renew a successor agreement annually for an additional four years. FEMO Grounds staff will handle lawncare at all CB secondary buildings. Bids were submitted on February 27. Mr. Birster noted the lowest bid of \$163,836 was from Green Ridge Landscaping and included the alternate for completing the 2017-2018 school year. Lawncare services for the 2018-2019 school year would be \$115,128 and any agreed upon yearly renewals would be at a \$0 increase. Mr. Schloeffel asked if new equipment would need to be purchased for FEMO Grounds staff maintaining the secondary schools. Mr. Birster indicated that he had worked with the staff to ensure that district equipment was ready for use. He noted that there would be a need to purchase equipment in the future. Mr. Gamble asked if district expectations were clearly delineated in the RFP so that the vendor would be completely apprised. Mr. Birster noted that guidelines and restrictions were in the RFP and were explained in detail at the pre-bid meeting. He expressed some concern that the low bidder completely understood the expectations. He plans to meet with them before an agreement is signed to ensure there is no question about district requirements, the Committee will be notified if there are any issues.

CB East High School Pool/Chiller/Trainers Room Renovations – Bid Results: Mr. Kleimenhagen presented bid results for the project and is asking for Committee approval to move bid awards forward for full Board approval. The sum of the base bid and alternates is \$503,480.00. This project is Phase II of the East Natatorium renovations. Mrs. Suits asked what the Phase I project costs were, Mr. Kleimenhagen noted he would get her that information. Mr. Gamble asked where the storefront will be relocated during renovations. Mr. Kleimenhagen indicated Mrs. Lichter, Aquatics Manager, Mr. Hayes, East House Principal and Mr. Reading, East Athletic Director had been involved in the process and were aware of the proposed changes. Mr. Gamble asked if ATI had been notified of the changes, Mr. Kleimenhagen will check with Mrs. Lichter to see if she had spoken with them.

Groveland Elementary Cooling Tower Piping – Bid Results: A leak in the cooling tower at Groveland was identified by FEMO staff. A consultant was brought in to provide details. Mr. Kleimenhagen noted the low bid for sleeve installation to repair the leak was submitted by Five Star Mechanical at \$59,700. Mr. Gamble asked how long the sleeve repair would last compared to replacing the pipe. Mr. Kleimenhagen stated the consultant identified the sleeve repair as the most cost-effective method. He believes the repair will last 15-20 years.

Facility Use Waivers: Mr. Kleimenhagen commented on the extensive facility use program at the district. Mrs. Luisa Isernia runs the program, and Mr. Kleimenhagen noted the fantastic job she does handling so many requests. Fifteen specific items were presented to the Committee, representing past waivers which have been “grandfathered” with no fee charged to the outside group. The FEMO Department requested Committee direction on how to handle those requests in the future. Discussion was held regarding costs to the district for those 15 waivers. Dr. Kopicki encouraged the Committee to

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continue to waive the fees, he believes the waivers promote good community partnerships. The Committee agrees that the fees to those 15 outside groups should continue to be waived. Mr. Schloeffel suggested that the full Board officially vote to continue to waive those specific fees. Mr. Garton concurred that it was a good idea, and indicated that the entire facility use program should be further considered during Policy discussions. Mr. Kleimenhagen stated the FEMO Department would welcome a more specific policy.

Mr. Kleimenhagen presented a new facility waiver request from the Bucks County Suicide Prevention Taskforce. The Taskforce would like to host a fundraising walk at CB South on Sunday, April 29. Details regarding the facility use request were presented. Cost to the district varies depending on staffing requirements and could range from \$660 to \$990. Mrs. Collopy expressed concern over cherry-picking which fund raiser would be offered a waiver. She indicated she was not in favor of granting this waiver because she did not want to decide which charities should receive taxpayer monies in the form of fee waivers. Mrs. Darcy agreed, noting the district receives many requests for fundraising walks for a myriad of excellent causes that are extremely important to the school district. Approving all fee waivers would create significant cost to the district. Mr. Garton noted that the fee charged by the district is to cover costs, not actually a fee for facility use. He remarked that a change in how those costs are presented could be made so that it doesn't appear the district is making money from charitable organizations. Mr. Kleimenhagen noted that the FEMO Department has been following the previously expressed wishes of the Committee – the facility use fee is charged to each outside group to cover district costs. He remarked that he is presenting the request at the meeting only when an outside group specifically requests the Committee be approached for a waiver.

CAPITAL PROJECTS UPDATES:

- **CB High School West – Phase 2 War Memorial Stadium Improvements:** Site work is continuing, underground plumbing and electrical work is proceeding. Foundations for new structures are 95% complete. Due to extreme weather the schedule has been delayed about 8 days.
- **Coach Pettine Brick Paver Memorial:** The FEMO Department is working to incorporate the final design for a brick paver memorial outside the fieldhouse at War Memorial Field. Mr. Gamble will send a link to board members regarding purchase of the pavers.
- **Educational Services Center HVAC Improvements:** Ceilings for about 90% of the lower level and 40% of the upper level have been removed and contractors continue to proceed about one month ahead of schedule.
- **CB High School West Athletic Field Improvements:** Planning Commission approval for the project has been obtained and the project is scheduled for action by the Doylestown Township Board of Supervisors on March 6. The project was advertised on February 21 with a pre-bid meeting scheduled for March 6. Bids will be opened March 13 and will be presented to the Committee at the March meeting.
- **CB High School East – Patriot Stadium Lighting:** The FEMO Department has contacted the lighting consultant that assisted with the CB West Memorial Field lighting upgrade project. Additional research regarding the township ordinance and pending modifications is required.
- **Buckingham Elementary – HVAC Duct Installation:** Design work is nearly complete, and the project will be put out for bid in the next several weeks.
- **Tohickon Middle School – Tennis Courts:** Core sampling of the tennis courts has been completed and engineers are currently working on design documents. The project will be out for bid in the next several weeks.

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- **Paving – Lenape, Holicong, Unami, Kutz, Warwick and Groveland:** Core sampling of the existing parking areas has been completed and engineers are currently working on design documents. The project will be out for bid in the next several weeks.

INFORMATION:

Mr. Kleimenhagen noted Items C and D on the agenda would be tabled for the next meeting.

CB East – Patriots Stadium Arch: Mr. Birster presented a photo of the completed arch, which has been received by the district and is scheduled to be installed next week. Patterson Iron Works have received their payment, totaling \$4,252 for the project. The original quote for the project was for \$45,000-\$55,000. Mr. Gamble commended Mr. Birster for his efforts on the project.

District Auction of Surplus Items: Mr. Birster provided details regarding the auction, held on February 17. Total net profits for the auction should near \$50,000. Mr. Kleimenhagen noted that the figure is double the anticipated amount. The FEMO Department will continue to work with principals identifying items that are no longer useful to the district, and plan to hold auctions on a yearly or bi-yearly basis.

FUTURE MEETING SCHEDULE

The next scheduled meeting is Wednesday, March 28, 2018.

ADJOURNMENT

The meeting was adjourned at 7:20 p.m.