

Bottineau Public School Board

Building, Grounds, and Transportation Committee Meeting - Minutes

Thursday, August 25, 2016

Committee members present: Stuart Coleman, Jeremy Kittleson, and Larry Brooks (chair)

Guests present: Jason Kersten

Larry called the meeting of the Building, Grounds & Transportation Committee (Committee) to order at 6:08 PM.

- 1) Review of Committee Roles and Responsibilities – The Committee reviewed its roles and responsibilities. No revisions were made.
- 2) Additional Security Cameras – Jason explained options for additional cameras and upgrades to the security camera system. Jason will provide the Committee with quotes for the various options from Midwest Investigation during the next Committee meeting.
- 3) Summer Project List – The Committee reviewed the Summer 2016 project list. All scheduled summer projects were completed except the following
 - a. Painting the band room (moved to Summer 2017)
 - b. Painting the kitchen storeroom walls (moved to Summer 2017)
 - c. Auditorium brick (will be completed during Aug. 29th – Sept. 2nd)
 - d. Atomic clocks – some have been installed; other will be installed this year
 - e. Bus shop lights – (installed during September 2016)
 - f. Staining FB field bleachers (in progress)
- 4) Soil boring and testing – The Committee discussed the value of conducting soils bore testing and the options of contracting with a company in Minot for this service on the City of Bottineau land next to Walmart and the Kersten land. Consensus was reached by the Committee to collect four bores from each of the two sites at a total cost of \$4,200 - \$4,500. Jason will work with Doug Larson, JLG, to select a company to perform this service and to determine specific locations at each site.
- 5) AFS updates – Jason provided the following updates on this topic
 - a. Gretchen and Brian (AFS – Minot) will be in Bottineau next week to work with Tom.
 - b. Tom will attend training at MiSU. Jason said he is still waiting for an agenda before scheduling the training date. Based on the agenda, Jason said he may send some other custodial staff with Tom.
 - c. Overall the CMMR system is working well for most staff. All staff were asked to send a test work order to Tom. Although 80 test work orders were successfully received, there are still a few staff who are not able to successfully submit work orders. Jason contacted Ricky (AFS) and provided him with information on which accounts were not working. Tom is still having issues receiving work orders on his phone on a consistent basis. Jason has requested the addition of few more locations to the CMMS system.

- 6) SW parking lot upgrades/paving – No action will be taken on paving the SW parking lot this year. The City of Bottineau will be starting a paving project next year and Jason will work with Matt Johnson, Wold Engineering, to get an estimate for the parking lot. Discussion was also held on the need to install fencing around the parking lot.
- 7) Vehicle Inventory – Jason provide the Committee with a list of all vehicles owned by the District. After reviewing this list, the Committee will recommend to the Board during the September 2016 Board meeting to liquidate the 1952 dump truck and one of the spare school buses. Jason will get a quote from Watford City on the cost of a used school bus. If the Board agrees to purchase a used bus from Watford City, the Committee will recommend liquidating one more spare school bus. All liquidated vehicles will be placed on bid. The Committee discussed vehicle safety inspections. Jason reported every vehicle is inspected each year. The ND Highway Patrol recently conducted safety inspections of route buses. The ND DOT will also be conducting safety inspections of other vehicles. Finally, vehicle cleanliness was discussed. According to Jason, assuring that trash is removed from the vehicles is the responsibility of the person driving the vehicle. Coaches are also responsible assisting with the clean-up of trash. Jason will communicate this expectation to bus drivers and coaches. Routine cleaning, such as vacuuming floors and washing vehicles, is the responsibility of the Transportation Supervisor.
- 8) Review history and options for building project – Jason provide the Committee with a summary of the two building project referendums that were defeated. Discussion was held and the Committee reached consensus to consider all building project options. Although discussion will continue on this item, no action is planned until after the soil bore testing and demographic study results are received.
- 9) Date of next meeting - The date/time for the next Committee meeting will be scheduled after the September Board meeting.
- 10) Adjourn - The meeting was adjourned at 7:54 PM.

Respectfully submitted.

Larry Brooks
Building, Grounds & Transportation Committee, Chair