

Bottineau Public School Board

Building, Grounds, and Transportation Committee Meeting - Minutes

Tuesday, October 4, 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 6:01 PM.

- 1) Quotes for Security Cameras – Jason received three quotes from Midwest Investigation. Although Jason will go into more detail, a brief description of each quote is as follows:
 - a. Option 1 – Three additional outdoor and one additional indoor camera at the Middle/High schools = \$3,609.
 - b. Option 2 – This option includes Option #1 plus, software upgrades to the DVRs, and a wireless system to the bus barn with two indoor and three outdoor cameras = \$12,085.
 - c. Option 3 – This option includes Options #1 and #2 plus 4 outdoor and 6 indoor wireless cameras at Central School = \$20,323.The Committee will recommend the Board approve Option #1 if the work can be completed this fall. In addition, the Committee recommends approving Option #3 and adding it to the list of Summer 0217 projects.
- 2) Updates on Summer 2016 project – The Committee reviewed the Summer 2016 project list. All scheduled summer projects were completed except the following
 - a. Middle School roof – Completed, but needs to be inspected. There are some concerns.
 - b. High School roof – Contractors propose to finish during October 2016. If project can't be completed before freeze-up and under good conditions, we will wait until late-Spring or Summer of complete.
 - c. Atomic clocks – There are a few left to install
 - d. Bus shop lights – (installed during October ~~September~~ 2016)
- 3) Update on soil testing on Walmart and Kersten land– The Committee reviewed the report NTI and held discussion. Given the technical nature of the report, the committee will not recommend any action, but requested Jason to invite Tony Francis from NTI to speak to the Board during the October Board meeting.
- 4) AFS updates – Jason provided the following updates on this topic
 - a. Gretchen and Brian (AFS – Minot) will be in Bottineau on Thursday for an inspection. During this time, they will schedule a training session with Tom.
 - b. Jason reported there were still some issues with the CMMS that are being worked through.
 - c. Some discussion was held on the follow through of work orders. It was suggested that AFS perform an audit of the work orders to assure they are completed and completed in a timely manner.

- 5) Liquidation of vehicles and vehicle cleanliness – Jason visited with bus drivers and some coaches regarding expectation on vehicle cleanliness, fueling, maintenance, etc. It was determined that vehicle pre-departure and post-arrival checklists are not needed at this time.

After BPS school receives a bill of sale on the used bus purchased from the Watford City School District, we will advertise the bid letting for one dump truck and two buses.

- 6) HA Thompson and Sons contract and other vendor contracts - The Committee discussed the HA Thompson and Sons contract. The Committee has no recommendations at this time and will wait to see the new contract before recommending any action.
- 7) Demographic Study – Jason received a request for enrollment numbers and other information which he provided to the company conducting the demographic study.
- 8) Work order system and CMMS for transportation – After discussion on the topic, the Committee recommends moving forward with implementation of the CMMS system for transportation. AFS is willing to add transportation to the existing CMMS at no cost. This recommendation should be communicated by the administration to all bus drivers and staff who drive vehicles. An opportunity for training should also be provided to those who want to participate in the CMMS system. For those drivers who do not want to participate in the CMMS system, a work order, in hard copy format, will be made available. The Committee will follow-up with Jason on the implementation of this initiative during the next Committee meeting.
- 9) Construction Management – The committee discussed the pros and cons of hiring a construction manager for future building projects, including renovations and upgrades to existing infrastructure. No recommendation was made.
- 10) Future Summer projects – Jason has started a list of projects for Summer 2017. Windows and lockers for Grades 9-12 students will be on the list. This list will be provided to the Committee at a later date.
- 11) Adjourn - The meeting was adjourned at 7:42 PM.

Respectfully submitted.

Larry Brooks
Building, Grounds & Transportation Committee, Chair