INTERLAKE SCHOOL DIVISION

MINUTES OF THE MAINTENANCE COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION HELD ON TUESDAY, MARCH 24TH, 2015 AT THE TRANSPORTATION MAINTENANCE TECHNOLOGY FACILITY, STONEWALL, MANITOBA.

COMMITTEE MEMBERS PRESENT:
SHARON BAKER (CHAIRPERSON), SALLY COOK, FRAN FREDERICKSON, ALAN CAMPBELL

ADMINISTRATION PRESENT:
MAINTENANCE SUPERVISOR, CAMERON DAHL

THE MEETING COMMENCED AT 5:35 P.M.

AGENDA ITEMS:

1. **COMPLETED PROJECTS**
   THE COMMITTEE WAS PROVIDED WITH AN OVERVIEW OF RECENTLY COMPLETELY MAINTENANCE PROJECTS:
   - THE ARGYLE KITCHEN PROJECT HAS BEEN COMPLETED AND CURRENTLY IN USE.
   - THE WARREN COLLEGIATE WASHROOM PROJECT HAS BEEN COMPLETED AND IS CURRENTLY IN USE. THE MAINTENANCE COMMITTEE WAS SHOWN PHOTOGRAPHS OF THE DEMOLITION AND CONSTRUCTION PROGRESS.
   - THE R.W. BEND PORTABLE IS CURRENTLY IN USE WITH SEASONAL DEFICIENCIES LEFT TO COMPLETE (STAIRS AND RAILINGS). TEMPORARY STAIRS AND RAILINGS ARE IN PLACE.

2. **ONGOING MAINTENANCE PROJECTS**
   THE COMMITTEE WAS PROVIDED WITH AN UPDATE ON THE PROGRESS OF THE FOLLOWING PROJECTS:
   - THE STONY MOUNTAIN SCHOOL FIRE ALARM SYSTEM REPLACEMENT IS UNDERWAY. THE EXISTING SYSTEM WILL REMAIN UNTIL THE NEW ONE IS COMPLETE.
   - THE LED LIGHTING UPGRADES AT ROSSER AND GROSSE ISLE ARE UNDERWAY. POWER MONITORING DEVICES HAVE BEEN INSTALLED ON THE LIGHTING CIRCIUTS TO MONITOR CONSUMPTION AND PROVIDE A BASELINE TO DETERMINE POST RETROFIT SAVINGS.
   - THE MAINTENANCE SUPERVISOR IS CURRENTY DESIGNING DDC CONTROL SYSTEMS TO REPLACE THE ANTIQUATED ELECTRIC CONTROL SYSTEMS AT ROSSER, GROSSE ISLE AND BALMORAL. INSTALLATION WILL BE DONE IN HOUSE, WITH PROGRAMMING AND SUPPLY OF MATERIALS BY AN OUTSIDE VENDOR THROUGH AN INVITED RFP PROCESS. IT IS EXPECTED TO EXPAND TO OTHER SCHOOLS AS BUDGET ALLOWS. THIS PROJECT HAS BEEN DEFERRED TO THE NEXT BUDGET YEAR AND WILL BE INCLUDED IN THE NEXT 5 YEAR CAPITAL PLAN.
   - AN EXISTING STORAGE ROOM AT R.W. BEND SCHOOL HAS BEEN EXTENSIVELY RENOVATED TO HOUSE THE PHOTOCOPIERS. UPGRADED POWER, LIGHTING, VENTILATION AND STORAGE HAVE BEEN COMPLETED.
   - PAINTING PROJECTS WILL CONTINUE DIVISION WIDE, WITH LARGER SCALE PROJECTS (TEULON COLLEGIATE GYM, BALMORAL SCHOOL EXTERIOR, ETC.) SCHEDULED FOR THE SUMMER BREAK.

3. **PSFB FUNDED PROJECTS**
   THE COMMITTEE WAS PROVIDED AN UPDATE ON THE FOLLOWING CURRENT PFSB PROJECTS:
   - THE FIRST STAGE OF THE CENTENNIAL ROOF REPLACEMENT IS COMPLETE. WORK WILL CONTINUE IN SPRING.
   - THE GLULAM BEAM REMEDIATION PROJECT AT TEULON ELEMENTARY IS COMPLETE. A NEW GYM ROOF IS SLATED FOR SPRING.
   - THERE HAS BEEN NO FURTHER DEVELOPMENTS WITH RESPECT TO THE BOILER REPLACEMENT AT STONEWALL COLLEGIATE. THIS PROJECT IS IN FOR REVIEW BY PSFB. A MEETING HAS BEEN SET WITH PSFB FOR EARLY MAY.

4. **FIVE YEAR CAPITAL PLAN**
   THE COMMITTEE WAS INFORMED THAT THE FIVE YEAR CAPITAL PLAN IS IN FOR REVIEW BY PSFB WITH NO FURTHER UPDATES AVAILABLE. THE 2015/2016 CAPITAL PLAN IS DUE APRIL 30TH AND IS CURRENTLY BEING COMPLETED.

5. **GRASS CUTTING**
   GRASS CUTTING EQUIPMENT HAS BEEN PURCHASED AND RESUMES FOR SEASONAL STAFF HAVE BEEN RECEIVED. INTERVIEWS WILL COMMENCE THE WEEK OF APRIL 6TH. IT IS EXPECTED THAT 4 PEOPLE WILL BE HIRED. THE MAINTENANCE DEPARTMENT WILL BE APPLYING FOR GRANT FUNDING TO OFFSET THE LABOUR COSTS.

6. **2015 PESTICIDE APPLICATION**
   CHANGES TO LEGISLATION REGARDING THE USE OF CERTAIN PESTICIDES HAS MEANT THAT ONLY ENVIRONMENTALLY FRIENDLY PRODUCTS SHALL BE USED. THE COST
   INCREASE IS SIGNIFICANT, THEREFORE WE WILL BE TREATING WEED REMOVAL WITH MORE LABOUR INTENSIVE AND LESS COSTLY MEANS, REDUCING AND/OR ELIMINATING THE AMOUNT OF ANY CHEMICAL USED AS PER OUR DRAFT INTEGRATED PEST MANAGEMENT PLAN.

7. **NEW PLANNED PROJECTS**
   AN OVERVIEW OF PLANNED PROJECTS FOR THE UPCOMING MONTHS WAS SHARED WITH THE MAINTENANCE COMMITTEE. THEY CONSISTED OF WASHROOM UPGRADES, PAINTING PROJECTS, GRADING AT STONY MOUNTAIN, AND DEMOLITION OF THE OLD STORAGE BUILDING AT WARREN ELEMENTARY. RENOVATIONS AND UPGRADES TO THE HIGH SCHOOL SHOPS EQUIPMENT WAS DISCUSSED. THE COMMITTEE DISCUSSED THAT FUNDING THESE UPGRADES SHOULD NOT COME FROM CAPITAL ‘D’ FUNDS. FURTHER ESTIMATION OF PROJECT SCOPE AND PROJECT COSTS IS REQUIRED. WORK HAS ALREADY BEGUN AT TEULON COLLEGIATE.

8. **HVAC/BOILER TECHNICIAN**
   THE COMMITTEE WAS INFORMED THAT THE DIVISION WILL BE HIRING A NEW HVAC TECHNICIAN TO START MAY 1ST, 2015.

9. **VEHICLES**
   THE COMMITTEE WAS INFORMED THAT A NEW (PRE OWNED) VEHICLE WILL BE PURCHASED FOR THE HVAC TECHNICIAN.

10. **BUDGET HIGHLIGHTS**
    THE COMMITTEE WAS INFORMED THAT THE MAINTENANCE DEPARTMENT IS CURRENTLY UNDER BUDGET.

11. **WOODLANDS SCHOOL**
    THE COMMITTEE WAS GIVEN AN UPDATE ON THE CONSTRUCTION PROGRESS OF THE NEW WOODLANDS SCHOOL. PHOTOS WERE SHARED.

THE MEETING WAS ADJOURNED AT 7:20P.M.

_____
COMMITTEE CHAIRPERSON

_____
SECRETARY-TREASURER