

Council Rock School District

Facilities Committee Meeting Minutes

Meeting Date: Thursday, October 6, 2016
Meeting Time: Start-6:30pm Finish-7:20pm
Next Meeting Date: Thursday, November 3, 2016 **Location:** Chancellor Center

ATTENDEES

Board of Director Attendees:

Jery Grupp, Denise Brooks, Mark Byelich, Mike Thorwart, Andy Block, Bill Foster

CRSD Administration Attendees:

Dr. Robert Fraser, Matt Frederickson, Doug Taylor

CRSD School District Attendees:

Gary Papazian

Public Attendees:

Chris English

Professional Consultants/Guest Attendees:

No attendees

*Indicates partial attendance

Notes:

1. This FACCOT Meeting was presented in PowerPoint and posted to YouTube. To see the video go to www.crsd.org and click on the 'School Board' Tab.

SUMMARY OF MEETING

Capital Projects Update

1. The Capital Improvements Plan (Version v.5) was presented. Information included, but was not limited to the following:
 - a. An overview of what the CIP plan is.
 - b. A review of its purpose.
 - c. The benefits.
 - d. How the plan works.
 - e. General parameters of the plan
 - f. A review of the introductory sections.
 - g. Master planning component.
 - h. Logic matrix and other criteria used to score CIP items.

Council Rock School District

Facilities Committee Meeting Minutes

Meeting Date: Thursday, October 6, 2016

Meeting Time: Start-6:30pm Finish-7:20pm

Next Meeting Date: Thursday, November 3, 2016 **Location:** Chancellor Center

- i. Analysis process.
 - j. Summary of facilities.
 - k. Roof reports for all facilities.
 - l. Summary of completed CIP's.
 - m. Miscellaneous building information.
 - n.
2. The projected 5-Year Capital Improvements Projects, non-renewal projects and respective budgets were presented (Tab 31). Considerations for formulating a 5-Year plan were presented, including but not limited to the following:
- a. PlanCon requirements
 - b. Enrolment considerations
 - c. Program needs
 - d. Phasing implementation
 - e. Timelines
 - f. Funding
 - g. Feasibility and cost savings
 - h. Master planning process
3. The budget numbers are adjusted annually based on the construction cost index. This year the increase is 4%.
4. No major improvements have been recommended for facilities subject to the master planning process. Those facilities include:
- | | | |
|-----------------|---------------------|---------------------|
| a. Richboro MS | c. Richboro ES | e. Sol Feinstone ES |
| b. Hillcrest ES | d. Rolling Hills ES | f. Wrightstown ES |
5. The budgets and formulas for routine maintenance and capital renewal projects were reviewed. In addition, the formulas used to establish the CIP budget were revisited. Both the APPA and CRSD formulas were reviewed. The CRSD formula recommends \$3.6 to \$7.2M annually towards CIP (construction costs, excluding soft costs and non-renewal projects).
6. The history of CIP projects was reviewed, including, renewal, non-renewal, and deferred projects. Deferred maintenance should be avoided at all costs. Postponing project can add significant costs over time.

Council Rock School District

Facilities Committee Meeting Minutes

Meeting Date: Thursday, October 6, 2016

Meeting Time: Start-6:30pm Finish-7:20pm

Next Meeting Date: Thursday, November 3, 2016 **Location:** Chancellor Center

7. A DRAFT 5-Year Plan was presented. The overall costs per year are as follows:

- | | |
|------------|---------|
| a. 2016-17 | \$6.5M |
| b. 2017-18 | \$6.5M |
| c. 2018-19 | \$6.6M |
| d. 2019-20 | \$7.8M |
| e. 2020-21 | \$10.6M |

The final plan, aligning with the board approved budget, will be presented at the November FACCOM.

8. Non-renewal projects were presented.

9. The CIP schedule was reviewed. The board's approval of the budget amount is requested at the November FACCOM. This will allow the physical investigations of the work prior to the onset of winter weather. *Post meeting note: A budget amount of \$5.2M is planned for as discussed at the 06OCT16 FINCOM Meeting.*

10. Mark Byelich requested the projected project costs if the proposed list of projects were deferred. *Post meeting note: The CIP 5-Year Master Plan spreadsheet was expanded to include the requested projection estimate to defer the costs. Reference Version 4.3.1, Deferred Cost Impact, dated 12OCT16 and emailed to the Board the same day.*

Public Comments:

1. No Comments

The meeting adjourned at 7:25pm.

Anyone taking exception to the statements in these minutes, including omissions, shall notify the CRSD in writing within three (3) business days of receipt.

Respectfully Submitted,
Council Rock School District

Douglas Taylor

Doug Taylor, Assoc. AIA, AVS
Director of Operational Services

Distribution: Post to CRSD website & See YouTube Video at crsd.org website

Council Rock School District
Facilities Committee Meeting Minutes

Meeting Date: Thursday, October 6, 2016
Meeting Time: Start-6:30pm Finish-7:20pm
Next Meeting Date: Thursday, November 3, 2016 **Location:** Chancellor Center

L:\Facilities\FACCOM\FACCOM 2015-16\FACCOM 2015-2016 MEETING MINUTES\Facilities Committee Minutes 10-06-16