

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION FACILITY COMMITTEE MEETING**

Wednesday, June 28, 2017

4:30 PM

District Administration & Maintenance Center  
905 Bethel Circle  
Waunakee, Wisconsin 53597

**AGENDA**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **APPROVE AGENDA**
- IV. **PUBLIC COMMENTS**
- V. **STRATEGIC PLANNING - FACILITIES MAINTENANCE PLANNING PROCESS**

The purpose of this agenda item is to review the facility maintenance planning process. I have attached a Maintenance Plan proposal from Findorff as well as a sample 15 year maintenance plan for your review.

Administration is seeking feedback on how to proceed with the maintenance plan from the Facility Committee. As we have researched other public school district maintenance plans, we have realized that the strategic planning vision discussed by the Facility Committee does not exist in any existing public school maintenance plan that we are aware of. This is a similar situation to the long range facility plan from several years ago, and now our long range facility plan is viewed as a "best practice" plan in the State of WI. Our goal is to create a similar "best practice" plan for facility maintenance. After researching various options on how to proceed, administration is recommending that we contract with Findorff to establish a 15 to 20 year facility maintenance plan. One of the key reasons for this recommendation is the necessity to have a partner provide costing services for all the maintenance projects that are identified in the plan and to identify the best options to address various maintenance projects. If you agree with this direction, the first step that we plan to take is to draft facility maintenance plan "parameters" for review at the next Facility Committee meeting. These parameters will establish a definition of what is included and what is not included in the plan, and the timeline/process that will be followed. Please let me know if you have any questions on this agenda item. You can contact me via email at [ssummers@waunakee.k12.wi.us](mailto:ssummers@waunakee.k12.wi.us) or via phone at 849-2491. Thanks.

- VI. **NORTH AMERICAN MECHANICAL, INC (NAMI) AGREEMENT**

The purpose of this agenda item is to review the North American Mechanical (NAMI) Agreement. The district has a contract with NAMI that expires on September 30th, 2017. This contract period was for October 1st, 2012 to September 30th, 2017. The current contract with NAMI is the second contract of this type between the parties, with a total time of 10 years. I have attached the following three documents for your review:

- The 2015-16 Energy Report, which provides in depth information on the energy management services provided by NAMI
- The contract amendment document for Heritage Elementary School, which provides detailed information on what is included in the overall agreement between the district and NAMI, specifically focusing on the changes as a result of the Heritage remodeling project
- The complete contract between the district and NAMI, which provides detailed information about this unique program

NAMI has proposed both 1 and 5 year extensions of this contract. The proposals included a rate freeze for either term. The current rate is \$272,286 per year, after the addition of the new square footage. The terms of the NAMI contract are quite extensive and complicated. A broad overview includes HVAC energy management, integration with the district School Dude system, controls maintenance, HVAC equipment maintenance, HVAC preventative maintenance, and HVAC equipment replacement. The Facility Committee requested proposals from HVAC contractors before selecting a HVAC partner for the 2014 referendum. As you know, NAMI was selected as the HVAC referendum partner for the 2014 referendum. In addition, Westphal was selected as the electrical referendum partner for the 2014 referendum.

Since 2014, more changes have occurred to the district HVAC systems. We constructed our first geothermal system at the new Intermediate School. This system has been operating for less than a full year at this point. We have implemented shared control systems management at the new Intermediate School between Westphal and NAMI. We have been introduced to AkitaBox, a new facility maintenance program that integrates with the electrical and HVAC designs at the new Intermediate School. We are also beginning to work on electrical energy conservation projects at other schools, and many of these projects could result in further integration between the NAMI and Westphal systems.

NAMI has been a long term partner of the district. Given that we have a goal to develop a "best practice" facility maintenance plan, we will need participation in this process from all of our key partners. Administration is requesting a 1 year extension,

at the proposed rate freeze, to allow the district to develop this facility maintenance plan and reevaluate this topic by the conclusion of the 1 year extension.

Please let me know if you have any questions on the agreement. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2491. Thanks.

VII. **FUTURE MEETINGS**

VIII. **ADJOURN**

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”