

## **Business Office Update January 7, 2019 Meeting**

### **Summer Projects**

- An update on the projects completed in Summer 2018 and the projects planned for Summer 2019 and beyond is included as an attachment to the agenda. We do have asbestos floor tile under the carpet in the area we would like to convert to a STEM lab. We will need to contract separately with an Environmental Consulting Firm for this work due to the laws relating to asbestos removal. The consulting firm will assist us with the bid for the asbestos removal. The estimated cost of the asbestos removal and consultant is estimated to be between \$22,000 to \$25,000.
- The schedule for the major summer projects and Life Safety work is listed below:
  - Design Meetings & Field Verification January, 2019
  - Issue Bid Documents February 18, 2019
  - Pre-Bid Walk-Through for Contractors February 21, 2019
  - Bid Opening March 11, 2019
  - Award Contract (Board Action) March 18, 2019
  - Substantial Completion August 9, 2019

### **Boiler Update**

- The changes requested by the architect and engineer to the boiler installation have been completed.
- North Shore Gas is in the process of issuing a check to the district for \$22,470. This represents around 20% of the cost of the project.
- Johnson Controls has started installing the controls for the new boiler and the areas it serves. I am hopeful that we will be able to get some money from the utility companies to help defray the cost of the controls.

### **CLIC Property, Liability and Workers Comp Insurance Renewal**

- I am in the process of completing the paperwork for our insurance renewal.

### **Upcoming Bids, Request for Proposal (RFP) & Request for Qualifications (RFQ)**

- Construction – As described above, bids will go out on February 18, 2018 for our summer projects and Life Safety work to be completed this summer.
- Copiers – Our copier maintenance agreement will end this summer. I will be sending out an RFP for copiers and a maintenance agreement. We will look at purchasing and/or leasing copiers for the next 5 years.
- Elevator Maintenance – Our Elevator maintenance contract is expiring. I will be sending out an RFP in the near future for this work.
- Auditor – I will be sending out an RFQ for audit services in the near future.
- Bus Lease – Our four-year bus lease ends this summer. I will be sending out an RFP for both new and one-year old buses. We will get pricing on both diesel and gas vehicles. We will also be looking at camera systems as well as GPS technology for the buses.

### **Audit Update**

- I am working with the auditor to verify their recommended journal adjustments.
- Once we finish this process, I will receive a draft copy of the audit to review for errors prior to the auditor's finalizing the audit.
- Once the audit is finalized, a board presentation will be scheduled.

### **ComEd Facility Assessments**

- Terry Miller and I will be meeting with a representative from ComEd to begin the facility assessment. Specifically, the ComEd representative will be looking for cost-saving measures we can implement to reduce our electricity usage.
- Our last assessment was done by the Smart Energy Design Assistance Center (SEDAC) in the 2012-13 school year.

### **Activities**

- November 16-18, 2018 – I attended the Triple I Conference in Chicago.
- November 26, 2018 – Elizabeth Keefe and I attended the Housing Subcommittee Meeting at SEDOL. This group is looking at the credit for district classrooms used for SEDOL programs and recommend any necessary adjustments to the amounts. SEDOL is using Millburn's expenditure data in the calculations for the committee to review.
- On November 29, 2018, Dr. Lind, Mrs. Hanna, Mr. Gurley, and I met with a vendor to give us some pricing on replacing the MES phone system and linking it with the MMS phone system.
- On November 28, 2018, Dr. Lind, Mike Zelek (Grayslake HS Business Manager) and I met with representatives from the petitioners of the proposed Briargate Subdivision.
- November 30, 2018 – I met with the Grayslake High School and Woodland Business Managers to discuss the proposed Briargate housing development in Lindenhurst.
- December 5, 2018 – I attended the Plan Commission Meeting for the public hearing and consideration of a petition to rezone and issue a "Special Use Permit" for the proposed Briargate subdivision. The Lindenhurst Plan Commission recommended that both be approved and sent to the Village Board for their approval. A public hearing for the Village Board is anticipate in January or February, 2019.
- December 7, 2018 – I participated in a walk-through for camera locations with our two Principals, Doug Danielson from Computer Power Systems and Kirsta Ehmke from WOLD architects. We learned that we had a few areas where can reposition existing cameras. This will let us focus the additional cameras on other areas. I anticipate making a recommendation for the camera work
- December 20, 2018. Gary White and I participated in a webinar for the changes to the Employee Information System for 2019.
- December 11 & 12, 2018 - Dr. Lind and I met with potential retirees to review the changes in the Millburn retirement plan incentives.
- December 14, 2018 – I attended the Volcano meeting in Deerfield, IL. We reviewed the district surveys the group has planned for this year. We also learned about some new features in the Forecast 5 software.
- December 17, 2018 – Elizabeth Keefe and I attended the Housing Subcommittee meeting at SEDOL.