



To: Flagstaff Academy Board of Directors
From: Wayne Granger
RE: Facilities Committee Report
Date: October 30, 2009

Owning our new building brings new responsibilities to the Board of Directors. These responsibilities include ensuring stringent Bond Requirements are met, the facility is properly maintained, and long term facilities and capital projects are funded. The Facilities Committee should be a standing committee as many of these tasks span multiple years, including the 30-year bond repayment. This will require an amendment to the bylaws to add the Facilities Committee as a standing committee. It will operate as an Ad Hoc committee until the approval of the bylaws amendment.

Facilities Committee Design

The Facilities Committee will be chaired by a Board Member. The Facilities Committee will have representation from the Building Corporation to ensure oversight for the Bond Requirements and that any capital projects are in coordination with the facility design and needs. In addition, the Business Manager and Administrator will have positions on the Facilities Committee. Two teachers would provide valuable insight to the Facilities Committee. As a method of cost savings, additional parent volunteers will be recruited to assist with general building maintenance projects that do not require a contractor. The number of these volunteers may vary depending on the scope of the projects. The Facilities Committee will meet monthly.

October 30, 2009 Planning Meeting

On 10/30/09, Sandra Weckerly and I met with Leonard Arnold to discuss the prospective duties and responsibilities of a Facilities Committee. Leonard provided us with various lists of tasks that must be completed as a condition of the bond repayment. These tasks had various recurrence periods ranging from quarterly tasks, to those only needing completion every five years. A summary of these tasks, along with a draft schedule for their completion is included with this report. (Flagstaff Academy Bond Requirements)

We were also informed of several annual tasks that are required. These three tasks are annual certifications related to the building itself. They are the Asbestos Free Building Certification, the annual Radon test results, and the City of Longmont backflow preventer test. These tests have been conducted for 2009 and are in the process of being filed with the appropriate agency. The tests must be repeated annually.

The final major task discussed at the meeting was related to facility maintenance issues. With a renovated building comes immediate and ongoing maintenance needs. These needs are not covered under the bond issuance or the building warranty. These items must be handled by an annual maintenance budget. Some of the tasks, such as minor paint touch ups, furniture assembly, and yard work may be conducted by members of the Facilities Committee without the expense of a contractor. Other tasks such as those dealing with mechanical equipment, electrical systems, or the building structure will require the expertise and expense of a contractor. The condition of the facility must constantly be monitored in order to minimize the deterioration of the building due to poor maintenance and general use.

We will need to consider a facilities budget that accounts for major expenses that are required well into the future. The best course of action is to plan for these expenses in advance, and even conduct projects in phases to minimize the annual expense. For example, the twenty air handler units will need to be replaced at some point in the future. Approximately half of them were purchased new with the renovation. The other half were existing units on the building which are in various conditions of wear. We should plan on replacing one air handler each year, starting with the used units. With a 20-year life expectancy for a new unit, if one unit is purchased annually, each unit will be replaced on a schedule at the end of their life. Additional items include roof maintenance, refinishing the gym floor, replacing flooring, and parking lot maintenance. All of these tasks are high dollar tasks that should be phased in to reduce the annual outlay of expenses. A draft document showing sample long term facility maintenance items is included with this report. (Flagstaff Academy Long Term Facility Maintenance Budget) This document is an example of the type of long term budgeting that is necessary to address our facility needs and further justifies the need for the Facilities Committee to be a standing committee.

Action Items:

- Submit proposed amendment to bylaws for Facilities Committee
- Recruitment of Facilities Committee members
- Development of Bond Requirement calendar
- Development of Long Term Facility Maintenance Needs and Budget
- Establishment of short term maintenance needs and schedule work day