

## **Meeting Minutes For Facilities & Operations**

**Date: June 1, 2023**

**Time: 4:00pm**

### **Attendees:**

- **Nick Markarian** (Superintendent)
- **Jim Rollo** (Business Administrator)
- **Larry Rascio** (Chair/Board Member)
- **Bill Larkin** (Facilities Manager)
- **Nimish Amin** (Board Member)
- **Kirsten Light** (Board Member)
- **Jen White** (Board Member)

### **Update on Work Order Analysis**

- Jim Rollo presented the findings of the analysis on the original number of work orders.
  - It was discovered that the original number of 1,169 work orders was likely closer to 900 after removing duplicates.
  - The breakdown of the work orders is as follows:
    - April 13- 1169 Open Work Orders: 317 PM / 396 HVAC / Open Corrective 456
    - May 31, 2023- 849 Open Work Orders: 93 PM / 514 HVAC / Open Corrective 242
- Aramark will just miss their self set target of 228 Open Corrective by June 5th

### **Target for Open Work Orders**

- The team discussed the need to address open work orders that exceed 90 days.
- It was agreed that the target going forward would be to have no open work orders exceeding 90 days.
- The team acknowledged the solid progress made at most schools, especially WAMS and Ridge.

### **Staffing and Resource Updates**

- Two contractors are working full-time at Ridge.
- The number of rooms without AC increased from 31 to 40, but it was noted that this is still a relatively small fraction considering the district-wide number of units.
- Jim Rollo met with Dave Cooney, our Aramark manager, to address staffing concerns.
- [REDACTED]
- The team discussed [REDACTED] reducing excess maintenance inventory, which likely stemmed from a time when Aramark had improprieties with their facilities directors. This sometimes led to denied or delayed requests for supplies, causing staff morale to suffer.
- Efforts are being made to correct the imbalance and restore staff morale.
- Kirsten Light has been sharing her experience heading up a technology integration division in the private sector to provide assistance to the district in considering new asset management software,.

### **Aged Reports and Contract Considerations**

- The team discussed setting new goals by running aged reports on work orders to prioritize the oldest ones for a prompt response.
- Consideration was given to including a "minimum" wage rate in the next Aramark contract to attract qualified candidates.

- [REDACTED]

### **Addressing Sewage Backups in Athletic Locker Rooms**

- Multiple occurrences of sewage backing up into the athletic locker rooms were addressed.
- It was determined that heavy usage during athletic events alone couldn't be the sole cause, as this hadn't happened before.
- The issue was identified as a downline blockage and was being scoped and handled shortly after the meeting.

### **Resolution of Contractor Billing Issue -**

- negotiating terms of a change order to get the project completely closed out.

### **Repair of WAMS Circle and Road**

- It was noted that the WAMS circle requires repair, involving excavation and tearing up the old surface.
- The road leading up to the circle was determined to be in good shape.
- Due to time constraints, it was projected that the repair work would be completed in the summer of 2024, before the start of the next school year.