



DRAFT Meeting Minutes – April 11, 2024

Call to Order:

Chair Edward Kasemeyer called the video-conference meeting of the Interagency Commission on School Construction to order at 9:00 a.m.

Members in Attendance:

Edward Kasemeyer, Appointee of the President of the Senate, Chair
Linda Eberhart, Appointee of the Speaker of the House, Vice-chair
Courtney League as Designee for Secretary Atif Chaudhry, Maryland Department of General Services
Michael Darenberg, Appointee of the Governor
Brian Gibbons, Appointee of the Speaker of the House
Gloria Lawlah, Appointee of the President of the Senate
Jill Lemke as Designee for Secretary Rebecca Flora, Maryland Department of Planning
Dr. Carey M. Wright, Interim State Superintendent of Schools

Members Not in Attendance:

None.

Revisions to the Agenda:

None.

Public Comment:

There was no public comment.

IAC Correspondence:

None.

1. Executive Director's Report – [Informational Only]

Executive Director Alex Donahue gave a report on two items. His first item detailed information regarding the 2024 Legislative session that was coming to a close. Executive Director Donahue informed the IAC that a number of bills are on Governor Moore's Desk for signature, and IAC staff was awaiting confirmation of their contents upon their enrollment and signature by the Governor. Executive Director Donahue also provided an update regarding the continuing discussions with Worcester County regarding the Buckingham Elementary project. He stated that IAC staff shared four scenarios that they believe could address urgent needs in Worcester County and obtain IAC funding participation, and that IAC staff is continuing to discuss the possibilities with the LEA.

2. Consent Agenda – [Motion Carried]

Upon a motion by Mr. Gibbons, seconded by Ms. Lemke, the IAC voted unanimously to approve the consent agenda. Ms. Lawlah was absent.

a. December 14, 2023 Meeting Minutes

To approve the draft March 14, 2024 IAC Meeting Minutes, as presented.

b. Contract Awards

To approve contract procurement as presented.

c. Easement

To approve the conveyance of the easement as presented.

3. Healthy School Facility Fund Administrative Procedures Guide and FY 2025 Application Schedule – [Motion Carried]

Deputy Director Cassandra Viscarra presented the proposed changes to the Healthy Schools Facility Fund (HSFF) Administrative Procedures Guide (APG) and the application schedule for the program for Fiscal Year 2025. Ms. Viscarra also noted that the primary changes to the HSFF APG were technical and are designed to clarify the use of the IAC's new Business Management System platform for application purposes.

Upon a motion by Ms. Lemke, seconded by Mr. League, the IAC voted unanimously to approve the FY 2025 Healthy School Facility Fund (HSFF) Administrative Procedures Guide (APG) as shown in the presented draft document and to authorize IAC staff to solicit applications from LEAs and the Maryland School for the Blind for projects that will improve the health of school facilities and to evaluate project requests based on a competitive application process. IAC staff are authorized to make non-substantive edits as necessary. Ms. Lawlah was absent for this vote.

4. Aging Schools Program Administrative Procedures Guide and FY 2025 Application Schedule– [Motion Carried]

Deputy Director Cassandra Viscarra presented the proposed changes to the Aging Schools Program (ASP) APG and the application schedule for the program for Fiscal Year 2025. She noted that changes to the ASP APG were similar to the changes in the HSFF APG and included minor formatting changes and edits to COMAR references.

Chair Kasemeyer clarified that the amount of money in total in the program has not changed over the years, which Ms. Viscarra confirmed. Mr. Darenberg asked why authority to approve projects under the program is delegated to IAC staff, as opposed to projects being brought to the IAC for approval. Ms. Viscarra stated that there are two programs for which the IAC has historically delegated approval authority to staff, because the LEA level allocations are pre-determined and approved by the IAC, so staff authority for approval extends only to confirming project eligibility rather than to approving funding.

Upon a motion by Vice-chair Eberhart, seconded by Mr. Gibbons, the IAC voted unanimously to;

1. Approve the Aging Schools Program (ASP) Administrative Procedures Guide, and to authorize IAC staff to make non substantive edits as needed;
2. To open the FY 2025 ASP application period and direct staff to solicit ASP projects from LEAs with a maximum total allocation of \$6,109,000 in accordance with, and contingent upon passage of, the FY 2025 State budget; and,
3. To delegate authority to approve eligible projects within each total LEA allocation to IAC staff and Designees, with a report of project allocations submitted to the IAC periodically at regularly scheduled meetings.

Ms. Lawlah was absent for this vote.

5. Maximum State Allocation Increase and Award of Reserve Funds – Washington County Public Schools – Williamsport High School (PSC 21.031) Electrical Replacement Project – [Motion Carried]

Capital Projects Manager Lisa Vaughn presented a request for a Maximum State Allocation increase and award of reserve funds for the Washington County Public Schools (WCPS) Williamsport High School electrical replacement project. Ms. Vaughn informed the IAC that WCPS indicated that the bids received by the LEA were higher than anticipated, and that market increases largely affected the budget of this project.

Upon a motion by Mr. Darenberg, seconded by Vice-chair Eberhart, the IAC voted unanimously to increase the Maximum State Allocation for the Washington County Williamsport High School (PSC 21.031) Electrical Distribution Replacement project from \$377,000 to \$592,500 in accordance with COMAR 14.39.02.07 and to transfer \$215,500 from the LEA's reserve funds to the FY 2023 Capital Improvement Program (CIP) project. Ms. Lawlah was absent for this vote.

6. Gross Area Baseline Variance – Calvert County Public Schools – Northern Middle School (PSC 04.006) Replacement Project – [Motion Carried]

Ms. Vaughn also presented the request for a Gross Area Baseline (GAB) adjustment for Calvert County Public Schools (CCPS) for the Northern Middle School Replacement project. Ms. Vaughn indicated that IAC Staff supported the request for additional square footage due to middle schools utilizing a team-based structure for education, the lower number of students attending the school resulting in a lower than typical utilization rate, and classrooms which require equipment that is needed at all middle schools regardless of size.

Mr. Darenberg inquired as to whether or not this was a specialty middle school, or if the facility just required standard equipment for particular 'specials' such as art, music, etc. Ms. Vaughn informed the IAC that this was not a specialty middle school and that the equipment is typically needed for these particular subjects in middle schools. Executive Director Donahue added that while GABs are built on more of a traditional education approach, similar to high schools, some middle schools observe more of a team-based approach similar to that of elementary schools which requires more space and reduces full utilization of all spaces.

Upon a motion by Mr. Darenberg, seconded by Mr. League, the IAC voted unanimously to approve a Gross Area Baseline (GAB) variance for an additional 3,857 gross square feet (GSF) at Calvert County's Northern Middle School (PSC 04.006) which increases the eligible building area from 101,219 to 105,076 GSF based upon an eligible enrollment of 692 students.

7. Built to Learn Funding Request – Calvert County Public Schools – Northern Middle School (PSC 04.006) Replacement Project – [Motion Carried]

Funding Programs Assistant Deterrion Sims presented the request from CCPS asking that all \$13.5 million of the Built to Learn (BTL) allocation for CCPS be applied to the Northern Middle School Replacement project. Ms. Sims also indicated that staff was also recommending the Northern Middle Replacement Project for funding under the Capital Improvement Program (CIP) for FY 2025 during the May 9, 2024 IAC Meeting.

Chair Kasemeyer asked how this project came to be requested by the LEA, to which Ms. Sims indicated that the LEA had previously wanted to fund another project, but that this project was more pressing to CCPS. Executive Director Donahue added that the Built to Learn Program is a multi-year

program in which each LEA receives a total earmarked amount which they could choose to put toward a number of projects. Some LEAs have requested approval to spend all of this money already, however, others, such as CCPS, have not yet used all funds. IAC Staff has been working with these LEAs to use this remaining funding to fund the most pressing projects.

Upon a motion by Ms. Lemke, seconded by Vice-chair Eberhart, the IAC voted unanimously to approve Calvert County Public Schools' (CCPS) request for Built to Learn (BTL) construction funding for the Northern Middle School replacement project totaling \$13,566,212.

8. Gross Area Baseline Variance – Garrett County Public Schools – Broad Ford Elementary/Southern Middle School (PSC 11.008) – [Motion Carried]

Lead Capital Projects Manager Eugene Shanholtz presented the request for a GAB variance from Garrett County Public Schools (GCPS) for their Southern Middle School/Broad Ford Elementary School project. Mr. Shanholtz indicated that the two schools are located on the same plot of land, and the requested project proposes to demolish the current elementary building and modify the current middle school to be a PreK-6 facility. Modifications to decrease the size of these spaces would be cost prohibitive. Additionally, GCPS has established an alternative education program, the Students Taking Active Responsibility for Success (STARS) which will be housed in the renovated building. This square footage allocation for alternative education is not accounted for in existing GAB methodology.

Upon a motion by Dr. Wright, seconded by Mr. League, the IAC voted unanimously to approve a Gross Area Baseline (GAB) variance for an additional 5,527 gross square feet (GSF) at Garrett County's Broad Ford Elementary/Southern Middle School (PSC 11.008) renovation and addition project. This increases the eligible building area from 100,661 to 106,188 gross square feet based upon an eligible enrollment of 774 students.

9. Built to Learn Funding Request – Garrett County Public Schools – Broad Ford Elementary/Southern Middle School (PSC 11.008) – [Motion Carried]

Ms. Sims presented the request from GCPS asking that all \$3.1 million of their Built to Learn (BTL) allocation be applied to the Southern Middle School/Broad Ford Elementary project. Ms. Sims also indicated that staff will likely recommend the project for funding under the CIP for FY 2025 during the May 9, 2024 IAC Meeting.

Upon a motion by Mr. League, seconded by Mr. Gibbons, the IAC voted unanimously to approve Garrett County Public Schools' (GCPS) request for Built to Learn (BTL) construction funding for the Broad Ford Elementary/Southern Middle School renovation and addition project totaling \$3,162,862.

10. Built to Learn Funding Request – Talbot County Public Schools – Chapel District Elementary School (PSC 20.006) Renovation/Addition Project – [Motion Carried]

Funding Programs and Finance Assistant Tatyana Tate presented the request from Talbot County Public Schools (TCPS) that the entirety of their BTL funding, totalling approximately \$3.8 million, be applied to the Chapel District Elementary School Renovation/Addition project. Ms. Tate also indicated that staff will likely recommend additional funding through the CIP for FY 2025 during the May 9, 2024 IAC Meeting.

Upon a motion by Dr. Wright, seconded by Ms. Lemke, the IAC voted unanimously to approve Talbot County Public Schools' (TCPS) request for Built to Learn (BTL) construction funding for the Chapel District Elementary School (PSC 20.006) renovation/addition project totaling \$3,878,801.

11. FY 2024 Healthy Schools Facility Fund Realignment and Reversion Request – Carroll County Public Schools – [Motion Carried]

Ms. Sims presented a request from Carroll County Public Schools to rescind the \$2,240,000 FY 2024 HSFF award for the window replacement project at Westminster High School, and to reallocate this funding to two other projects. Ms. Sims also notes that since the HSFF program is a competitive grant program, that the remaining money not being reallocated to other projects is recommended by IAC Staff to be reverted back to the HSFF Reserve Account for reallocation at a future date.

Upon a motion by Mr. Darenberg, seconded by Mr. League, the IAC voted unanimously to

1. Cancel the FY 2024 Healthy School Facility Fund (HSFF) Carroll County Public Schools (CCPS) Westminster High School Window project, totaling \$2,240,000, and to;
2. Reallocate \$1,435,000 to the FY 2023 HSFF Oklahoma Road Middle School
3. HVAC project;
4. Reallocate \$211,996 to the FY 2023 HSFF North Carroll Middle School Roof Replacement project; and
5. Rescind the remaining \$593,004 to the Statewide Healthy School Facility reserve fund for reallocation.

12. Disposal of State-Owned Relocatable Unit #533-08 and Funding for Demolition – St. Mary's County Public Schools – [Motion Carried]

Mr. Shanholtz presented the request for approval of the disposal of state owned relocatable #533-08, currently in the possession of St. Mary's County, and to provide partial funding contingent with the State Cost Share totalling \$30,333 to dispose of the unit. Mr. Shanholtz indicated that the LEA had the unit inspected, and given the extensive repairs required, the most affordable course of action is demolition. Additionally, since the unit was built initially in January of 1987, the unit is well past its expected useful life.

Mr. Darenberg expressed concern over the cost of disposal, indicating that he remembered a past disposal of a relocatable being significantly less. Mr. Shanholtz indicated that the higher cost was largely due to the presence of asbestos-containing material, which has to be disposed of in a particular way to prevent hazards to both workers and those around the site of demolition. Mr. Darenberg also inquired about how many units were currently left in the state, and Executive Director Donahue informed the IAC that the state inventory is currently around 100 units, and that the average age is quite high, with the cost to demolish being significantly less than repurposing the units or repairing them. Ms. Lemke inquired as to what the average expected useful life is for a relocatable unit, to which Executive Director Donahue indicated that the IAC's guideline is 15 years for a relocatable unit and 20 years for a modular unit.

Upon a motion by Dr. Wright, seconded by Mr. Gibbons, the IAC heard the motion to;

1. Approve the disposal of State-Owned Relocatable Unit #533-08 stationed at the Department of Supporting Services Campus behind Benjamin Banneker Elementary School in St. Mary's County Public Schools (SMCPS) for the purposes of demolition; and,
2. To, upon approval of the disposal of the unit by the Department of General Services (DGS), provide demolition funding totalling \$30,333 from the Statewide Relocatable Repair Fund, a subset of the Statewide reserves

The motion was passed, with all members voting in the affirmative except Mr. Darenberg, who voted in the negative.

Announcements:

None.

Adjournment:

Upon a motion by Mr. Darenberg, seconded by Vice-chair Eberhart, the IAC voted unanimously to adjourn the meeting at 9:45 am.

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