

**Meeting Minutes:** Planning Committee – District Office Board Room

**Date/Time:** June 20, 2023 – 7:30 a.m.

**Start:** 7:30 a.m.

**End:** 7:44 a.m.

**Committee Members Present:** Jim Johnson, Katie Christensen, Nyamal Dei, Seth Holden, and Tracie Newman

**Committee Members Absent:**

**Board Members Present:**

**Staff Members Present:** Tara Brandner, Dr. Rupak Gandhi, Jackie Gapp, Dr. Robert Grosz, Bill Westrick

**Guests:** James Hand

**Recorder:** Amy Patterson

Agenda Item	Discussion – Conclusion	Recommendations/Actions
<b>Approval of Meeting Minutes</b>	The Committee reviewed and approved the minutes of the June 6, 2023 meeting.	Minutes will be posted on the Board's section of the public website.
<b>State Fee Philosophy</b>	Jackie Gapp shared that we need to discuss the District's philosophy around extending internal benefits to students who qualify for state free and reduced. For students on free and reduced lunch, we typically waive other fees at times for those students. Discussion was had on the District also waiving other fees and costs for this new category as well. The consensus was that yes, the District will waive fees for this category as well.	The District's philosophy will be to waive fees for students in these categories.
<b>Long Range Planning</b>	<p>James Hand reported on the Long-Range Planning Request for Proposals (RFP) that was put out and is due July 6, 2023. The Facility Condition Assessment is similar but will look at the physical, brick and mortar, energy audit, air quality, etc. This RFP is to take the information and merge it with needs that we know we have that have been part of past long-range plans and combine them with new issues.</p> <p>It will put together different scenarios for comparison of different options (potential combined campuses, different sites, renovation of a building, remodel, addition, or replacement). It will provide different options for roll-out and phases. This will ensure that we are very diligent in how we plan and execute on capital planning and improvements.</p> <p>We will do interviews and evaluations before selecting a vendor. The selection will be brought to the Board at the August 8 Board Meeting. There should be a preview of some good preliminary data by workshop time.</p>	
<b>City of Fargo Tax Increment Financing</b>	The District received notices of Tax Increment Financing applications. One is for the Community Theater project. The other is for the tear-down of an apartment building to build townhomes. As is customary for the Board, there will be no protest on these.	
<b>Update on the Progress of the Facility Condition</b>	James Hand delivered a brief update on the Facility Condition Assessment which is in full swing. Phase I has a large scope of work. We are in the data gathering phase. Consultants were on site last week interviewing employees and reviewing data. The Facility Condition	

Agenda Item	Discussion – Conclusion	Recommendations/Actions
<b>Assessment Study</b>	Index Study will kick off in July. Three teams will be evaluating all of our buildings. The Energy Audit will kick off about the same time. They will help us with the CMMS software implementation.	
<b>Next Meeting: July 18, 2023 at 7:30 a.m.</b>		