



The “Tool Box” for Educational Facility Management Professionals

Take the time to attend 2018 MASMS Conference  
Your chance to learn and network!



Wednesday Events  
October 3, 2018

Scholarship Golf Event

Wapicada Golf Course  
Sauk Rapids, MN  
Tee Off at 10:00 AM

At the St. Cloud Holiday Inn & Suites  
5-8:00 pm Conference Registration

7:30 pm Business Member Appreciation

*Business and Educational  
Members are ALL Invited to Attend!*

Reception & Entertainment

Jared Sherlock  
Illusionist & Comic Magician



Thursday Events ~ October 4, 2018  
**CONFERENCE KICKOFF!**

7:00 am Registration /Continental Breakfast  
7:00 am MASMS Mentor Program, 1st Time Attendee  
7:50 am Presentation of the Flag  
8:00 am **Keynote Speaker,**  
**Kim Ratz**



**“Playing Nice in the Sandbox”**

In people-intensive industry, sometimes lines get crossed, toes feel stepped on, and people’s buttons get pushed. Learn about ways to flex your own style so difference with other styles are more manageable, and your “sandbox” is a great place to work!

Thursday Morning ~ 23 Educational Sessions

See Page 7 for a Full Listing of Thursday Morning Options

INSIDE THIS ISSUE:

2018 Conference Schedule	1
Message from the Executive Board	2
\$1000 Grant Info	2
Health & Safety	3
Facilities Degree	3
Executive Board Members	4
Boot Camp July 2018	5
Vendor Note	6
Thursday Conference Education Line	7
Friday Conference Education Line	8
5 Reasons you should attend the conference.	8
Memo Board	9

Thursday Afternoon Events

**12:15 pm Lunch & Business Meeting**

**1:00 pm Trade Show & Drawings for Grants**

Drawings for **TWELVE** \$500 Building and Grounds Grants to be used for a B & G project of the school’s choosing! If you registered for the conference, you are automatically in the drawing! A name will be drawn every 15 minutes starting at 1:15 PM on the trade show floor. **Must be present on the expo floor to win!**

Thursday Evening Events

**5:45 pm President’s Reception**

**6:15 pm MASMS Banquet & Awards**

**8:15 pm Play & win a Building and Grounds \$500 Grants for your school!**  
**Las Vegas Casino—Blackjack, Beat the House, Texas Hold’Em, and more!**  
**NEW THIS YEAR—CORN HOLE GAMES!**

Friday Morning Events ~ October 5, 2018

Start the morning with breakfast and Friday morning chapter chats.  
16 Educational Sessions/Roundtable Discussions finish out the day!

See Page 8 for a Full Listing of Friday Morning Options





**Chris Wirz, Metro Chapter Director**

Wow, another summer is quickly coming to an end. Projects in school buildings are starting to wrap up, fall sports practices are getting ready to start and we all are about to launch ourselves into a brand new school year.

Along with a new school year comes a brand new year for MASMS. Up first is the 2018 MASMS Conference being held October 3-5 in St. Cloud. The Dollars for Scholars golf event on Wednesday is a wonderful way to raise funds for scholarships we offer to students of MASMS members. If you haven't participated in this event in the past, please consider doing so, it is a great fundraiser. All golfing abilities are welcome and encouraged to participate. On Thursday and Friday, we are excited once again to be bringing you extremely high quality educational sessions. The variety of topics will fit the needs of first time attendees and seasoned veterans. The trade show on Thursday is a sight to see and is a great place to visit with vendors and see new equipment.

Most importantly, this conference gives you the opportunity to network and build relationships with peers from all areas of the state. The knowledge you can gain from the experience of others is invaluable, and all are willing to share to help you succeed. We are all in this for the same purpose...to educate students in safe and healthy facilities.

Get your registration in early as the conference is filling up. We hope to see you in October!

**Don't miss out -  
Register for the 2018 Conference Today!**

## WELCOME EDUCATIONAL MEMBERS

Javilyn Jodsaas, Prior Lake Savage Schools  
Bridgett Phimister, St. Louis Park Schools  
Daniel Powers, Lakeville Schools  
Dominic Valentia, Stillwater Schools  
Sharon Griffiths, So. Washington Cty Schools  
Chris Iseminger, Morris Area Schools  
Mike Kaster, Alexandria Schools  
Timothy Berteand, Adrian Schools  
Bruce Grunzke, Janesville, Waldorf Pemberton Schools  
Shannon Vick, Owatonna Schools  
Theresa Bell, Owatonna Schools  
Dorothy Cohan, Northfield Schools  
GiGi Pehrson, Grand Rapids Schools  
Tim Buttweiler, Fridley Schools  
Mike Hoag, Eveleth-Gilbert Schools

## WELCOME NEW BUSINESS MEMBERS

Mike Huey, Finish Line Floors  
Mike Freeman, Wold Architects & Engineers  
Joe Matlock, Wold Architects & Engineers  
Kathleen Donovan, McKinstry  
Nancy LaBissoniere, ATS & R Planners/Architects/Engineers  
Joel Cleveland, Mulcahy  
Randy Beach, Ancom Communications & Technical Center  
Thomas Howlett, Center for Energy & Environment  
Jason Murphy, Kenwood/WS Communications  
Terry Thone, Roof Spec Inc.  
Cal Brastad, Battery Wholesale, Inc.  
Todd Hoffmaster, AkitaBox  
Tommy Tushaus, AkitaBox  
Kim Brinkman, Brothers Fire & Security  
Stephanie Halseth, AJB Sales  
Bob Lium, Idea Service Inc.  
Beth Drobnick, Shaw Contract  
Nick Herman, Webber Recreational Design, Inc.  
Lisa Clark, Summit Companies  
Jason Metzgar, Mulcahy Co.  
Todd Gohman, Johnson Controls, Inc.  
Jerry Larsen, Jaytech Inc.  
Mike Carlson, Jaytech Inc.  
Kraig Ketola, Jaytech Inc.  
Colleen Hogenson, Summit Companies  
Eric Yost, Mulcahy  
Cody Gustafson, Minnesota Sodding Company  
Lori Dorn, Brin Glass Service

### Last notice for this year!

## \$1,000 MASMS Grant to be Awarded to 2 MASMS Member School Districts

MASMS will be awarding two school districts who are MASMS members a grant for \$1,000. The project theme this year is "getting students involved in a facility and/or grounds project". This grant will be awarded Thursday October 4, 2018 at the MASMS conference banquet. This grant is to be used in your school for a project that involves students. The project will need to be submitted to MASMS by August 15, 2018. All applications are reviewed by the MASMS Executive Board and a winner will be chosen from the submissions.

**If you are interested in this opportunity please complete the following steps:**

1. Identify the project—Provide MASMS with an overview of the project. (Suggestions ~ landscaping, nature center area, garden, recycling/waste reduction, field trips, building project—try to get students involved!)
2. Provide MASMS with a timeline for the project.
3. Email this information to [ruth@masms.org](mailto:ruth@masms.org) before August 15, 2017

**We look forward to receiving your project ideas and to awarding this to one of our member schools this fall!**



## HEALTH & Safety Section



The MASMS Health & Safety Committee supplies information for this section each month. If you have a specific topic you would like to see covered, just let the MASMS office know.

### How to Avoid Slips, Trips and Falls ~ What's at Stake

Slips happen when there's not enough friction or traction between your feet (shoes) and the surface you're walking or working on. Trips happen when your foot or lower leg hits an object and your upper body keeps on going, causing you to lose balance. Falls happen when you slip, or trip and you're thrown too far off balance. The danger is amped up because slip, trip, and fall hazards are found in just about every work environment you can think of.

#### 7 Ways to Prevent Slips, Trips and Falls

1. Slow down - It's not a race, there is no prize for being first.
2. Watch out - Watch for hazards and report issues immediately.
3. Clothing is not optional - Wear well fitting clothing.
4. Keep your hands free - Keep your hands free when you walk, to help you catch your balance if you start to fall.
5. Move it - Don't leave equipment, tools or material out.
6. Keep it shut - Close drawers, cans, bottles and other containers to prevent contents from spilling creating hazards.
7. Stay alert - The chances for a accident are greater if you're distracted.

#### IMPACT OF SLIPS, TRIPS & FALLS



#### Final Word

Slips, Trips and Falls are a leading causes of workplace injury and death. They also cause a great deal of pain and suffering. Take slip, trip and fall hazards seriously, and don't let them trip you up.

*Safety tip compliments of: Bongrade*

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### Dunwoody College of Technology announced a new degree for Facilities Management in Minneapolis, MN

It is a two-year degree in Facilities Operations and Management to provide comprehensive education, preparation, and accreditation for individuals headed into the Facilities field.

Some highlights:

- The entire Dunwoody campus will be used as a learning laboratory. With a blend of old to modern facilities on campus, including a multi-million dollar renovation of a former gymnasium space that opens in September, students will benefit from a holistic approach to managing buildings.
- Software systems are now crucial to the operation of modern facilities. Students will graduate with the ability to work with a variety of software programs, including computerized maintenance management systems (CMMS), REVIT and SketchUp for computer-aided design, integrated workforce management systems (IWMS), and building monitoring systems.

Dunwoody's program has been designed to be consistent with the International Facilities Management Association's (IFMA) Facilities Management Accreditation Commission (FMAC) associate degree program standards and will seek program accreditation.

If you would like further information or to speak to someone from Dunwoody, please contact **Sarah Kemp**, Assistant Account Executive [sarahk@cschuler.com](mailto:sarahk@cschuler.com) or 612-206-0291.

*Each year MASMS adds one person to the Executive Board as the “President Elect”.*

***Reasons to serve on the MASMS Executive Board.*** The primary reason you would want to serve on the MASMS executive board is that you want to make the world of building and grounds a better place. Serving on the MASMS Executive board and bringing your knowledge, energy, and expertise to the table is something that can not only benefit the organization but you as well.

It may sound a little self-serving, but it's an easy way to advance your career and get networked, while you're also doing good for others. For those starting out in their careers, or perhaps wanting to get to the next level, serving on the MASMS Executive board gives you the chance to meet and network with others in your profession. The experience of working with senior building and ground directors brings a unique experience that you might not get for years.

***Build Your Network and Contacts.*** We all know you have a better chance to get ahead in your career if you have a good network of people and contacts. Since your fellow board members will personally know you, they will be open to brainstorming ideas with you or even making introductions if and when you're looking for other opportunities.

**Diplomacy.** You will have the opportunity to learn about dealing with others as it relates to issues of leadership, finance, and other business areas. This experience of working with others in different areas will teach you about diplomacy and how to navigate situations. When you serve on a nonprofit board, you will gain another career skill, and that's learning how to have a productive meeting with people who do not report to you.

*If you'd like to find out more, visit with one of the current officers (contact info is listed below). If serving on the MASMS Executive Board is of interest to you, just contact the MASMS office!*

**President** Heather Nosan, Rosemount-Apple Valley-Eagan ISD#196, Phone: (651) 423-7742, Email: [heather.nosan@district196.org](mailto:heather.nosan@district196.org)

**Past President** Maureen Mullen, Prior Lake-Savage Schools, Phone: (952) 226-0027; Email: [mmullen@priorlake-savage.k12.mn.us](mailto:mmullen@priorlake-savage.k12.mn.us)

**Vice President** Don Hanson, Mankato Schools, Phone: (507) 345-5311; Email: dhanso1@isd77.k12.mn.us

**President Elect** Jim Leuer, Rockford Schools, Phone: (612) 708-2000; Email: [leuerj@rockford.k12.mn.us](mailto:leuerj@rockford.k12.mn.us)

**Secretary** Kain Smith, Faribault Schools. Phone: (507) 333-6027; Email: [ksmith@faribault.k12.mn.us](mailto:ksmith@faribault.k12.mn.us)

**Treasurer** Kevin Hildebrandt, ISG, Phone: (507) 323-4322; Email: [Kevin.Hildebrandt@is-grp.com](mailto:Kevin.Hildebrandt@is-grp.com)

**Vendor Director** Mike Remington, Inspec, Phone: (763) 546-3434; Email: [mremington@inspec.com](mailto:mremington@inspec.com)

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## Boot Camp ~ July 2018

20 MASMS Members attended MASMS Boot Camp on July 25th & 26th. Great Group!

**Brighten Up an August day—  
before everyone is back in school!**

- ✿ S'mores Day is August 10th!
- ✿ Remember Creamsicles?  
Creamsicle Day is August 14th
- ✿ Laughs anyone? Tell A Joke Day August 16th
- ✿ Make a treat with honey on "World Honey Bee Day" on August 20th.

### Looking for a Mentor?

Options Include:

- Meet once a month with your MASMS Mentor
- Phone contact only—Contact only when issues arise or when you need advice

Contact the MASMS office at [ruth@masms.org](mailto:ruth@masms.org) if you would like to find a MASMS mentor!

### MINNESOTA STATE FAIR

August 23, 2018—September 3, 2018

#### NEW FOOD!

**Ahi Tuna Poke Bowl** ~ Ahi tuna, avocado, mango and pico de gallo tossed in a Hawaiian ginger-soy sauce served cold over rice with a fried wonton.

**Bananas Foster French Toast** ~ Cinnamon swirl French toast topped with slices of fresh bananas in an orange-rum-flavored caramel sauce and finished with a dollop of whipped cream.

**BBQ Split** ~ Scoops of BBQ pulled pork, mac & cheese and coleslaw served side-by-side with a pickle spear.



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# Vendor Corner

Mike Remington, Inspec  
MASMS Vendor Representative



## MASMS's Focus on Improving State Meetings Results in Huge Growth!

MASMS put a lot of thought and effort over the last couple years to try to increase attendance at the State Meetings and that focus has resulted in huge growth in the number of attendees!

For example, at the State Meetings in May of 2015 and 2016 there were about 90 attendees. However at the May of 2017 and 2018 meetings attendance rose to about 170 attendees, that is almost a 90% increase in attendance! School members make up about half of the attendees typically, with business members being the other half.

Being on the Executive Board for years now, I can personally tell you that MASMS as a whole greatly values the vendor members of the organization and we are continually trying to find ways to improve attendance at all MASMS events. These efforts and results provide us vendor members with increased opportunities and value. If you ever have any ideas please do not hesitate to contact myself or Ruth. Thanks to MASMS for their efforts and these great results!

## Newsletter Articles

MASMS is accepting articles for the MASMS Newsletters. Articles received before the 20th of each month will be considered for the following months publication. If we have too many articles, they will be held and used in an upcoming month.

Please email them to: [ruth@masms.org](mailto:ruth@masms.org)



## 24 HOUR EMERGENCY SERVICE

- |  |   |
|--|---|
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| <input checked="" type="checkbox"/> Storm Damage                 | <input checked="" type="checkbox"/> Thermal Imaging                   |
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**When you see a question that a MASMS member sends out to other members—ever wish you could see the answers? Now you can!**

**Now, when a member sends out a question to membership, the answers will be posted to the MASMS website!**

### Instructions:

- Go to: [www.masms.org](http://www.masms.org)
- Look to the left hand side of the windows under "Quicklinks"
- Click on "Questions and Answers from MASMS Member" Button
- Select the question you would like to see the answers from!

**If you would like to submit a question, just email the MASMS office with your question, and we will take it from there!**



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## 2018 MASMS Conference Thursday Educational Opportunities!

### 9:00 am Sessions (Pick 1 of 8)

**New OSHA Requirements for Walking/Working Surfaces**

Lee Wendel & John Issakson, SFM Mutual

**Healthy Turfgrass—Healthy Waters**

Carolyn Dindorf, Fortin Consulting Inc.

**Be Aware of the latest changes in LEDs**

Jeff Boumeester, Graybar Electric

**Interim & Restorative Maintenance for Textile Composite Flooring and Carpet**

Jim Burnett, J & J Flooring Group

**IAQ Benefits of Displacement Ventilation Systems**

Kevin Cash, TROX USA

**Boiler Controls 101**

Howard Berny, MN Dept of Labor & Industry

**Budgeting for Facility Maintenance & Operations**

John Carlson, Rochester Schools

**Building Code Changes to Reduce Construction Costs**

Mike Boland, ISD 622 & Troy Miller, LHB

### 10:00 am Sessions (Pick 1 of 8)

**People Don't Leave Jobs—They Leave Bosses**

Kim Ratz

**Salting Best Practices**

Brooke Asleson, MPCA

**Getting Started with B3 Benchmarking**

Rick Carter & Kevin Holm, LHB

**ADA "Top 10"**

Julee Quarve-Peterson & Mara Peterson,

Julee Quarve-Peterson, Inc.

**The next big thing in cleaning—Lean!**

Michael Parks, Veritiv

**Fire Suppression Systems 101**

Brian Kelley, TKDA

**School Insurance Limits & Deductibles—What's In Your Policies?**

Kerry Leider, Marsh & McLennan Agency

**Leveraging your Building's BAS for Energy Savings and Capitol Planning**

Don Horkey & Ben Talbot, DLR Group

### 11:00 am Sessions (Pick 1 of 8)

**Trees—Emerald Ash Border (EBA)**

Jeff Hafner, Rainbow Treecare

**Insights Regarding Diversity on our Workforce & Student Populations**

Islamic Resource Group

**Facility Staff's Role in Observing & Improving IAQ**

Daniel Tranter, MN Department of Health

**Taking Your Keys to the Next Level: Patented Key Protection**

John Rohling & Bob Karrer,  
Doyle Security Products

**Fenestrations in the Building Envelope 101**

Garrity Gerber, Heartland Glass

**Can Liners 101**

Dean Gatzmer, Veritiv

**How to make you automation system work for you.**

Mike Elledge & Todd Kuglin,  
Architect Mechanical



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## 5 Reasons You Should Attend a Conference in Your Field

1. **Educational opportunities.** No matter how experienced you are, everyone can learn. The educational aspect of a conference can expose you to new ways and help you discover how to be more productive.
2. **Networking with peers.** Industry conferences provide a great opportunity to network. Most people can help each other uncover ideas and spark inspiration when they get to know each other on a personal level.
3. **Encounter new vendors and suppliers.** Too often people shy away from the trade show exhibit hall at conferences. They fear that they will have to talk to salespeople, but these industry suppliers are some of the best people for you to get to know if you want to learn more about the current business climate. Discovering innovative products and services is necessary. Invest time with the exhibitors at the event and turn them into your friends and allies.
4. **Position yourself as an expert.** When you are active in your industry, you can develop a reputation as an expert to your peers and your school.
5. **Have fun.** Your work should be rewarding and fun. All work and no play can get old fast. Conferences can add a layer of enjoyment to managing your career growth by mixing a social aspect into your learning. Never underestimate the power of a little fun mixed with some interesting people!

Many falsely believe that since they can now access information via the Internet that the days of the live meeting are gone.

The truth is, meetings are more important than ever. The value in meetings comes from the human-to-human connections that occur. Often people cite the serendipitous "hallway conversations" that they have with other attendees as the most valuable parts of attending an event.

While these are not on the agenda, or mentioned in the breakout sessions learning objectives, **when two or more people begin to discuss topics on a deeper and personal level, the success of the event to those involved becomes irreplaceable.**

**It is the people that bring the value to your time at a conference.**

## 2018 MASMS Conference Friday Educational Opportunities!

### 8:15 am Session Friday Morning Chapter Chats Roundtables After Breakfast

### 9:15 am Sessions (Pick 1 of 7)

**Cooperative Purchasing for Construction**  
Kellie Erickson, Gordian, and a representative of the Duluth Schools

**School Safety & Security**  
Kevin Braaten, Allegion

**Entry Systems: Enhance a Building's First Impression**  
Dan Sparks, Milliken Industries

**Evacuation Procedures for Mobility**  
John Swanson, Deputy State Fire Marshal

**Roberts Rules of Order/  
How to Run a Meeting**  
Kevin Hildebrandt, ISG & MASMS Executive Board Member

**Safety First! ANSI Z358.1**  
Michelle Clements, Supplyworks

**PERA**  
Amy Collings, MN PERA

### 10:25 am Sessions (Pick 1 of 7)

**Elevators**  
Ryan Rognlie, MN Elevator Inc.

**Long-Term Facilities Maintenance**  
Sarah Miller, Department of Education

**Tennis Courts and Athletic Tracks:  
Common Problems and Solutions**  
Mike Remington, Inspec

**The Future of Campus Video Surveillance**  
Mark Blonde, Parallel Technologies

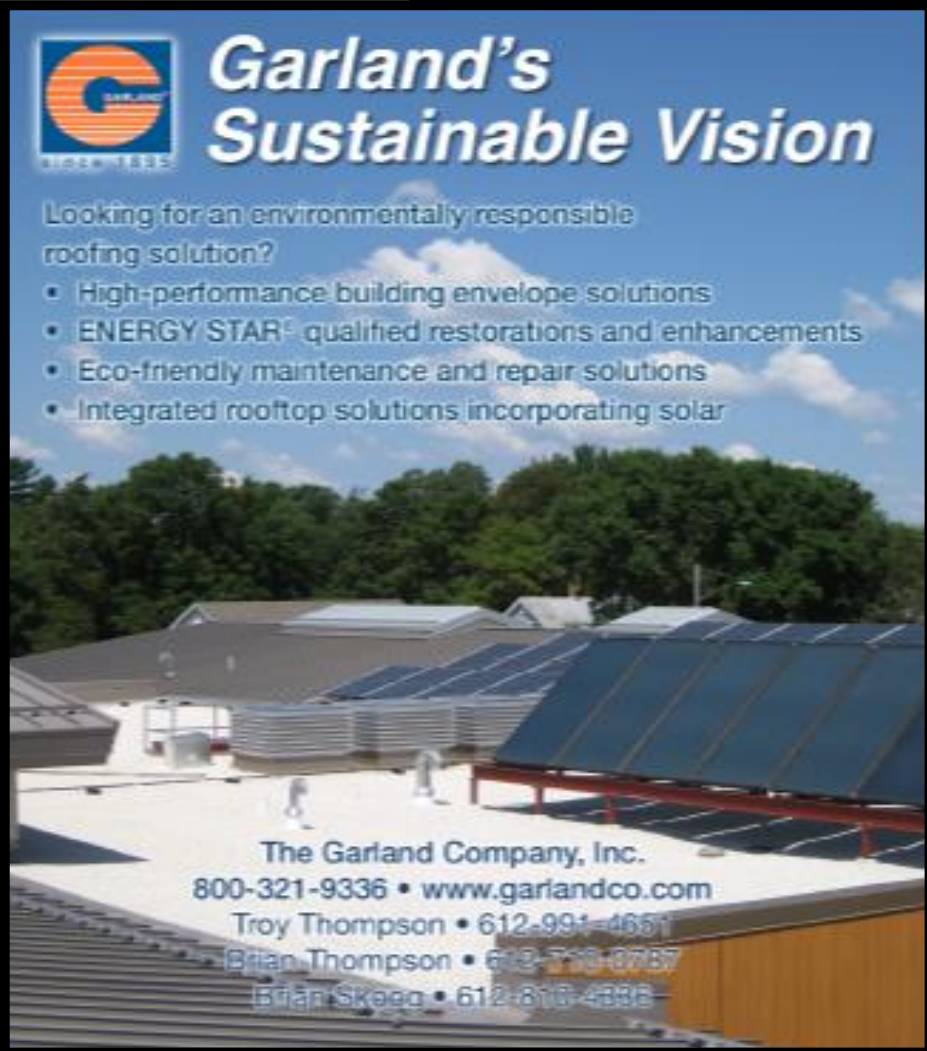
**What To Do About Sexual Harassment**  
Michelle Kenney, Knutson, Flynn & Deans P.A.

**Employer Electrical Licensing/  
Registering required by the Minnesota  
Electrical Act**

Steve Dudley & Sheldon Monson,  
Minnesota Department of Labor

**PERA**  
Amy Collings, MN PERA

**11:15 am Capstone Session**  
**There is always something...**  
Kim Ratz



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Ruth Kraemer, Executive Administrator  
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**This article was published in an earlier newsletter with errors; this is the corrected version.**

## St. Paul Public Schools: On a path to reduce energy use by 10 percent

*Submitted by Shari Kelley, Xcel Energy*

With more than 70 buildings and seven million square feet of space, St. Paul Public Schools (SPPS) set an aggressive goal of saving 10 percent of its energy use by 2019. The district has long been committed to minimizing environmental impact and saving money through energy efficiency projects and practices. There was a lot of work to do but many ways to get to the goal.

### Starting with Steam boilers

Angela Vreeland is the District's Indoor Air Quality Coordinator. Her job is to monitor the entire district's energy use. Heating was an obvious place to start. Over half of the schools at SPPS are heated by steam boilers, and in 2015, the district began a pilot program to replace all steam traps in schools with especially high natural gas use and a high incidence of trap failures. The work quickly proved to be a cost-effective way to save energy and prolong equipment service life. All 35 projects in a 4-year time span would save roughly 42,347 dekatherms. But they weren't done yet. In 2017, Vreeland's team replaced the steam traps in six buildings and expanded the program to include the replacement of faulty thermostats and steam control valves, which also directly affect the efficiency of a steam heating system.

### A Better Boiler

One of the high schools received a boiler plant upgrade to improve efficiency and equipment reliability. That project included a burner replacement, outdoor reset controls, combustion air controls, and exhaust damper controls. The project was funded by an internal revolving energy efficiency fund and also covered some of the lighting projects. SPPS manages the fund which carries over from one fiscal year to the next to provide capital for projects that reduce operational costs and environmental impact. "We track the savings and replenish the fund for the next round of energy efficiency investments to establish a sustainable funding cycle," Vreeland explains.

That goes for major construction projects, like renovations, additions and new schools, too. For those programs, they build energy efficiency into the project from the ground up, and use energy modeling to determine how much can be saved by a variety of measures.

### Lighting

SPPS also targeted lighting as a good opportunity for energy savings. In 2017, they replaced exterior lighting at 13 schools with LED lighting. The new lamps saved energy, increased safety through improved visibility and also required less maintenance. In 2017, SPPS completed seven interior LED lighting retrofit projects, including in the pool, cafeteria, and gymnasium. SPPS is now systematically replacing T8 fluorescent lamps with LED lamps. Before making their lamp and bulb decisions, they tested a variety of lamp brands, wattages, and color factors to most closely match current T8 lamps to avoid uneven light levels during the upgrade.

Vreeland says teachers and students have voiced their appreciation for the transparency and the efforts undertaken to reduce the District's environmental impact.

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