



## South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

### District Service Center

7362 E. Point Douglas Rd. S.

Cottage Grove, MN 55016

Phone: 651-425-6300 Fax: 651-425-6318

### ADMINISTRATIVE REPORT

TO: Members of the School Board  
Keith Jacobus, Superintendent

FROM: Kwame Ayim, Director of Facilities

DATE: July 17, 2018

TOPIC/PURPOSE OF REPORT: Approve contract with Meridian Consulting Group LLC

REFERENCE TO POLICY/STRATEGIC PLAN: 701 Adoption of Budget

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: July 26, 2018

### REPORT

Law requires Minnesota school districts to be in compliance with many Health and Safety requirements including indoor air quality, lead testing, radon testing, other environmental testing, asbestos inspections and the recordkeeping associated with those.

Administration recommends that the district contract with Meridian Consulting group to perform most of these requirements.

The annual cost of \$32,448 falls within the cost estimate and allocation of the District's Health and Safety budget.

Please approve the attached contract.



16620 61st Avenue North  
Plymouth, MN 55446 • (612) 834-4406

June 28, 2018

Mr. Kwame Ayim  
Director of Facilities  
South Washington County Schools  
7362 East Point Douglas Road South  
Cottage Grove, MN 55016

Dear Kwame,

Thank you for our meeting on Tuesday, and for the opportunity to present this proposal for health and safety consulting services.

**Scope of Work**

Meridian Consulting Group, LLC, will perform health, safety, environmental, and facilities-related tasks as directed by the District. The scope is not limited, and any projects or tasks are covered by this proposal and the rates herein. The project may commence at any time after July 1st, 2018.

Anticipated tasks may include, but are not limited to:

- Regulatory compliance program creation, implementation, and management
- Recordkeeping
- Safety and facilities budget creation and management
- Asbestos six-month periodic inspections and project management
- Employee training
- Inventories and assessments
- Safety committee management
- General safety program management and coordination
- Energy management and consultation
- Facilities planning and consultation
- Indoor air quality management and consultation
- Lead, radon, and other types of environmental testing
- Other activities as directed by the District

Services are anticipated to occur on the District's premises. Occasionally, Meridian staff may conduct work off-site in order to take advantage of resources not available on-site, or to perform work that arises on a day our staff is not scheduled to be on-site.

As we discussed at our meeting, many of our clients elect to outsource the daily management of their safety department to us. In a situation where we are in the District weekly or more often, we can act as your safety manager, freeing up your staff's time from not only the larger tasks that are involved in your program, but also the smaller, sometimes more time-consuming tasks such as communicating with teachers and administrators, and handling the things that come up every day. This can operate at whatever level you are comfortable with, and we can also slide into it slowly if you prefer. I got the sense during our meeting that you understood how this works in our other districts, and how it might work in yours, so I won't provide a lengthy description of it here, but please feel free to follow-up with questions, or requests for references from other districts.

Deliverables will be in the form of hard-copy and/or electronic documents, as specified by the District. All deliverables are the property of South Washington County Schools.

### **Fees for Services**

Fees will be charged on a time-and-materials basis. The rates are dependent on how much time is anticipated to be required by the District:

416 hours, or one day-per-week: \$78 per hour, or \$32,448 annually.

832 hours, or two days-per-week: \$75 per hour, or \$62,400 annually.

1248 hours, or three days-per-week: \$70 per hour, or \$87,360 annually.

There will be no charge for travel time or mileage, equipment rental, quality control, or any other fees. We bill you only for the time spent directly working on your projects.

### **Terms**

Meridian will invoice the District once per month for the hours spent working on your projects that month. Payment terms are net 30 after date of invoice.

### **Disclosure of Information**

Meridian agrees to not disclose private information protected by law. Meridian places no restrictions on the sharing of work produced by Meridian during this project, as the nature of the work is such that it is routinely viewed and/or used by District staff and the public.

### **Insurance**

Meridian maintains, and agrees to maintain for the duration of the project, comprehensive business liability insurance in the amount of \$1,000,000 for each occurrence, and \$2,000,000 general aggregate. Meridian agrees to list South Washington County Schools as a certificate holder on this policy if desired.

**Termination**

South Washington County Schools may terminate the agreement at any time, for any reason, and with no notification period.

Please let me know if you have any questions related to this proposal. If you would like to proceed, you may sign the signature page and return via e-mail to [david@meridianconsult.net](mailto:david@meridianconsult.net).

Thank you for your consideration,

A handwritten signature in blue ink that reads "David Slomkowski". The signature is written in a cursive style with a large, stylized initial "D".

David Slomkowski  
Managing Director

# Signature Page

Project: South Washington County Schools – Health and Safety Services 2018-2019

The project will start on or after July 1st, 2018, and will continue through June 30th, 2019.

Fees:

416 hours, or one day-per-week: \$78 per hour, or \$32,448 annually.

832 hours, or two days-per-week: \$75 per hour, or \$62,400 annually.

1248 hours, or three days-per-week: \$70 per hour, or \$87,360 annually.

The District may add or subtract time from this estimate as desired.

There will be no charge for travel time or mileage.

Terms: Net 30 from date of invoice.

## Certification

To indicate your acceptance and understanding of the terms specified in this proposal, please sign and date below.

Name and Title

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Signature

Date

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This signature page may be mailed to Meridian Consulting Group, LLC, 16620 61st Avenue North, Plymouth, MN 55446, or e-mailed to [david@meridianconsult.net](mailto:david@meridianconsult.net)

## **Meridian Consulting Group, LLC Staff Complement**

David Slomkowski – Managing Director. David has created and managed the safety programs of dozens of Minnesota school districts and industrial clients. He is an expert on K-12 health and safety finance, and specializes in streamlining and organizing the budgeting process. He was the Director of Health, Safety, and Facilities Consulting Services for Minnesota’s largest K-12 consulting firm, where he started in 1994. David is also a nationally-recognized speaker in the field of crisis management.

William Bombardier – Director of Technical Services. Will has a background in facilities, health and safety, and environmental project management, and is a gifted and certified database designer. He specializes in the creation and management of software that significantly streamlines all of Meridian’s services. From facilities management to health and safety to information technology, Will has a lengthy history of solving clients’ process management needs. Will manages Meridian’s Facilitate™ software family, consisting of FacilitateHS™, FacilitateFM™, and FacilitateIT™.

David Stichter – Director of Security Services. David is a law enforcement officer with the City of Minneapolis, where he is currently a Financial crimes investigator, and where he was a patrol officer and supervisor since the late 1990s. He has received training from law enforcement agencies that have responded to catastrophic events in Israel, Russia, India, and the United States. He was an on-site disaster response supervisor for the 35W bridge collapse in Minneapolis for three months, and was a partner with the University of Minnesota Institute for Child Development and the Tubman Family Alliance in creating the Child Development Policing Program. David was also a Master Sergeant in the United States Army Psychological Operations, and during his 22-year career he was deployed to nine different countries, and was extensively trained in counterterrorism. He is available for individual consulting projects, and his experience includes vulnerability and threat assessments for multiple school districts. He provides reasonable and responsible recommendations for implementing realistic security programs.

Jessica Cassens, CSP – Project Manager. Jessica is a Certified Safety Professional with 15 years of health and safety experience involving general industry, construction, and hazardous waste site remediation operations. She is also a Professional Geoscientist. She specializes in Environmental, Health, and Safety (EHS) management, and her experience includes managing the global HSSE program for British Petroleum.

Elizabeth Tomlinson, P.E. – Project Manager. Elizabeth provides engineering consultation to Meridian's clients, particularly in areas where safety, environmental, or facilities issues require integration with mechanical or civil engineering. She is a licensed Professional Engineer and has been a consultant in the mechanical engineering field since 2002.

Caroline Rich—Project Manager. Caroline has worked with government agencies since 1994 and has significant experience with regulations and governmental processes. She assists Meridian’s clients with general health, safety, and facilities consulting.

Ross Henrickson—Project Manager. Ross provides support for facility consulting services in the area of CAD creation and integration. He is also an experienced safety consultant and trainer, has a Masters degree in safety, and has been working in the environmental, safety, and facilities fields since 1995.

Darian Westerlund, EIT—Project Manager. Darian provides support for facility consulting services in the area of CAD creation and integration.

Shanda Jorgenson—Project Manager. Shanda provides services for Meridian's safety consultation clients. She has been a regulatory compliance professional since 2005.

Denise Jorgensen—Project Manager. Denise has been a safety and human resources manager since 1999. She has worked in those fields for local government agencies, manufacturing, and one of the world’s largest retailers over her career. She currently assists Meridian’s clients with general health and safety consulting, return-to-work programs, and integrating safety with human resources.

Wendy German—Project Manager. Wendy provides services for Meridian’s safety consultation clients. She has more than eight years of experience in safety, human resources, and project management. She was also involved in safety management for the Twin Cities region of a large national retail chain.

Richard Slomkowski—Project Manager. Richard has been a contractor, construction superintendent, safety officer, and owner’s representative since beginning his career in 1989. He served as an active-duty United States Marine, and many years in the United States Army Reserve. He assists Meridian’s clients with facility condition assessments, indoor air quality issues, and general facilities consulting.