

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
AGENDA STATEMENT**

No. 11b

MEETING OF: April 23, 2025

Item Title: Amended MOA between Ketchikan Gateway Borough School District (KGBSD) and Ketchikan Gateway Borough (KGB)

<b>CONSENT CALENDAR:</b>	Reviewed by:
Motion to approve Amendment No. 2 to the MOA between KGBSD and KGB as approved by KGB at their April 7, 2025 meeting	<input checked="" type="checkbox"/> Superintendent <input checked="" type="checkbox"/> Finance

SUBMITTED BY Daniel Schuler, Business Manager, 907 247 2116

SUBMITTED FOR APPROVAL: Michael Robbins, Superintendent

SUMMARY STATEMENT: KGBSD and KGB have had a long-standing relationship that exists to maintain and improve existing KGBSD facilities. This amendment no 2 to the MOA is for a change order for work to be performed at Houghtaling Elementary School (gym floor). KGB passed this amendment at their April 7, 2025 meeting.

ISSUE & BACKGROUND: KGBSD is the oversight authority for school district facilities and property owned by the Ketchikan Gateway Borough as well as the regular maintenance and building repairs that do not rise to the level of major maintenance. It is imperative that any facilities projects under the umbrella of KGBSD have parameters with KGB reduced to writing.

**RECOMMENDATION:**

Approval of the amended MOA between KGBSD and KGB for the FY2024-2025 as the intent is for this project to be completed during this fiscal year.

FISCAL NOTE\*: \$48,421 (will be paid for from CIP funds from KGB)

**ATTACHMENTS**

- Amended MOA approved by the KGB Assembly at their April 7, 2025 meeting
- April 7, 2025 KGB Agenda Statement for the Amended MOA

**RECOMMENDED ACTION (If not approved in the Consent Calendar)**

“I hereby move that the Board of Education approve the Amended MOA between KGBSD and KGB for FY2024-2025 project at Houghtaling Elementary School.”

**AMENDMENT NO. 2  
TO THE MEMORANDUM OF AGREEMENT  
REGARDING MANAGEMENT AND FUNDING FOR REPLACEMENT  
OF THE HIGH SCHOOL STAGE RIGGING AND HOUGHTALING  
ELEMENTARY SCHOOL VINYL GYMNASIUM FLOORING**

This Agreement is made by and between the Ketchikan Gateway Borough (Borough) and the Ketchikan Gateway Borough School District (District), as Amended by the Assembly at its meeting of September 3, 2024.

As provided in the Memorandum of Agreement for the above stated project is hereby amended as follows:

**<< AMEND >>**

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**SECTION 1. PURPOSE:**

This Amendment to the Memorandum of Agreement outlines additional compensation under which the Borough agrees to authorize the School District to manage all aspects of the Replacement of the Houghtaling Elementary School Vinyl Gymnasium Flooring as described as:

New work under this amendment will consist of overlaying the existing rolled vinyl flooring and sub-straight with new subfloor material and new vinyl flooring in the Houghtaling Elementary School Gymnasium. All other projects in the original MOA remains the same.

Therefore, the Borough shall provide the District with \$158,421 to complete the project.

**<< End of Amendment >>**

Except as specifically amended herein, all the terms, conditions and provisions of said original agreement shall remain in full force and effect.

DATED the day and year last written below.

Date: \_\_\_\_\_

Ketchikan Gateway Borough

By: \_\_\_\_\_  
Ruben Duran  
Manager

Attest

By: \_\_\_\_\_  
Kacie Paxton  
Borough Clerk

Certified Funds Available

By: \_\_\_\_\_  
Charlanne Thomas  
Finance Director

Approved as to Form

By: \_\_\_\_\_  
Glenn Brown  
Borough Attorney

Ketchikan Gateway  
Borough School District

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Michael Robbins  
Superintendent



## Assembly - Regular

7. h.

**Meeting Date:** 04/07/2025

**Responsible Staff:** Amy Briggs, Procurement Officer

**Department:** Finance

**Approved for Submittal:** Charlanne Thomas, Finance Director

**Approved as to form:** Glenn Brown,  
Borough Attorney

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### Information

#### TITLE

Amendment No. 2 to the Agreement with the Ketchikan Gateway Borough School District for the Houghtaling Gym Floor Replacement

#### RECOMMENDED ACTION

"I move to authorize an Amendment No. 2 to the agreement with the Ketchikan Gateway Borough School District for the Houghtaling Gym Floor Replacement."

#### SUMMARY OF ISSUE

At its August 5 meeting, the Assembly authorized a Memorandum of Agreement (MOA) with the Ketchikan Gateway Borough School District for the Houghtaling Gym Floor Replacement (\$60,000). At that time, the School District had an Invitation for Bids out for the Houghtaling Gym Floor Replacement.

Upon the August 9 closing, one bid was received in the amount of \$99,907, \$39,907 above the authorized amount. In order for the District to move forward with awarding the contract, an amendment to the MOA is necessary to increase the total authorized cost to \$99,907 for the project. Therefore, staff brought an amendment to the Assembly at its [September 3, 2024 meeting](#) authorizing the additional expenditure.

While the crew began demolition work during the week of spring break, they discovered 9x9 VLC tile still present. It is highly likely the tile contains asbestos. The expected cost to abate the tile is estimated to cost over \$150,000, according to the District Maintenance Director. Therefore, he is recommending overlaying the existing floor with the new subfloor material. This will leave the old vinyl floor and the 9x9 VLC tiles undisturbed, making an abatement plan unnecessary for this project.

The cost to supply and install new 3/8" 4'x8' underlayment is \$48,421. This cost does not include demo, protection of finished floors and final cleaning, furniture moving, self-leveling or underlayment, or moisture mitigation. Consequently, the District is requesting an additional \$10,000 for contingency to complete the project, for a total change order amount of \$58,421.

The work is scheduled to begin again on June 3rd, once school is out for the year.

AS 14.14.060(f) calls for the Borough Assembly, through the Borough Manager, to provide for all major rehabilitation, all construction and major repair of school buildings, and AS 14.14.060(i) authorizes the Borough Assembly and the School Board to agree to alter the assignment of responsibilities under AS

14.14.060(e) and (f). This Memorandum of Agreement outlines the terms under which the Borough agrees to authorize the School District to manage all aspects of the projects, and designates the District as having primary responsibility.

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### **Fiscal Impact**

**Amount Budgeted:** \$4,495,787

**Expenditure Required:** \$158,421

**Appropriation Required:** N/A

**Additional Fiscal Information:**

The Assembly approved \$4,495,787 in funding in the School Bond CIP Fund for FY2025. Included in that budget was \$100,000 for unallocated major maintenance needs or emergencies. Those funds were used towards this project. The additional \$58,421 required to complete this project will be paid for with excess funds that were budgeted for projects that will not be completed this fiscal year.

As of the submittal of this item, approximately \$2.5M has been spent and/or obligated to date. Therefore, there are more than sufficient funds to cover the cost of this Change Order.

NOTE: No Local Education Funds will be used to fund this project and capital expenses do not apply to "the cap". The School Bond CIP account is funded through revenue received by the vote approved and dedicated 1/2 cent sales tax collection.

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### **Attachments**

Amendment No. 2 to the MOA for the Houghtaling Gym Floor

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