

Revised
Building Excellence II Levy Oversight Committee
Meeting Notes, September 12, 2003
Stanford Center, Room 2010, 3:30p - 5:30p

ATTENDANCE:

Members Present

David Hudd
Ron Jelaco
Jay Keiper
Karin Nyrop
Ed Peters, Chair
Jim Travis

District Staff

Gary Baldasari
Ron English
Don Gillmore
Julie Krick
Nan Stavnsjoj
John Vacchiery

Heery International Staff

Brian Berard
Charlie Demming
Kathryn Hawkins
Steve Moore
Roxann Robinson
Ralph Rohwer
Mitch Romero
Sean Ryan
Dave Wilson

Members Absent

Joey Ing

Board Member

Nancy Waldman

Guests

Ovid Thompson, City of Seattle
Sid Sidorowicz, City of Seattle

INTRODUCTIONS:

Committee members, District staff, and consultant staff introduced themselves. Nancy Waldman, School Board president, welcomed the Committee and explained that the Board is very appreciative that members have volunteered their time for this important advisory committee. The capital programs have been very successful thanks to John Vacchiery's leadership and the Board recognizes the oversight committee's role in this success.

OVERVIEW OF THE MEETING: John Vacchiery, Executive Director, Facilities, Planning and Enrollment

- This meeting is an orientation for the Committee and an opportunity for the group to select a chair, determine a meeting schedule, and begin to define areas of work.
- John reviewed the makeup of the Committee. Each member represents a perspective important to the capital construction process.
- The Committee will set its own meeting schedule. The Chair is expected to make quarterly reports to the Board.
- The committee was invaluable to the BEX program and much appreciated. Although there are currently credibility problems in some areas of the district, the capital program is well respected.

Purpose of the Committee:

- This Committee's purpose is as an oversight group to review projects, flag issues to the Board, and report to the Board.
- The former committee did not involve itself in actual design decisions, but did comment on project designs based on schematic design presentations at the meetings.
- They did provide an oversight view of budget concerns, schedules, bid processes, problems with general contractors, advice on contracts, and other pertinent areas of concern.
- The former committee also looked at processes. Examples of some issues they worked on are does the architect selection process work well, does the bid

process work well with general contractors, why did something end up in a claim, what is the strategy for resolving the claim, and why was there an overrun on a particular project?

- From a staff perspective the committee provided an outside set of eyes to review projects, give advice, and ask questions that was very helpful.

Monthly Meetings

- The routine at the meetings was to have project updates from District and Heery staff.
- The monthly report document prepared by Heery was developed by the former committee as a tool to track and red-flag projects. It provides information that highlights problems and potential problems. It is a high-level look at all projects and includes an exception report, a budget status report, and schedule status.
- The chair set the agenda and ran the meetings.
- The monthly report, change order report, and other material is mailed before each meeting,

Heery International, Construction Manager

- Don Gillmore and Gary Baldasari, District program managers, have oversight of their projects.
- Heery project managers have the detail of each project. Heery is the arms and legs of the District and provides project management and program documentation.
- Heery also tracks budget expenditures and reconciles project budgets with the District. This has been very successful and provides a back check on the accounting process.

Public Agency

- Ron English, District deputy legal counsel for construction and land use, reminded the group that the District is a public agency and the meetings are occasionally attended by the media and the public. A closed session can be held for specific conversations.
- Written material and e-mails conversations are considered public documents. If there are questions about what is appropriate check with Ron.

SELECTION OF CHAIR:

Each Committee member indicated why they agreed to be on the Committee.

- Jim Travis declined to be chair. He is a retired electrical engineer. He believes an important aspect of the Committee is being a lightning rod for the public when things don't go perfectly.
- Ed Peters has a strong interest in the financial aspects of projects as educational investments, in controlling costs, maximizing value, and in providing learning environments.
- Jay has a strong interest in furthering educational facilities so that students can learn better.
- David has a strong interest in what represents the best value, not necessarily the lowest cost. He is interested in the process of selecting and managing projects and contractors and understanding where the risks are.
- Karin has a child in the District and wants to help the District improve the learning environment. She is interested in legal aspects and appreciates participating in a non-staff role.

- Ron is interested in every aspect of school buildings. He has a daughter in Seattle Schools and believes she is getting the best academic experience possible.

The Committee agreed that Ed would become the chair temporarily. Ed commented that the group really needs a facilitator more than a chair.

NEXT STEPS:

- There are now 12 projects in some aspect of design and construction.
- In order for the Committee to get enough information about the projects a brief overview of each project will be needed. The Committee might want to begin with those projects in the earliest stages. All projects will need to be examined but the greatest opportunity for input is the projects just beginning.
- The monthly report provides current information about each project. Although there are different projects, the same format is used for all, and it is easier to see problems.
- It would be helpful for the Committee to review the standard documents and make comments and suggestions. The Board would appreciate this as well. The GC/CM documents are only 18 months old and should be reviewed.
- A general contractor may need to be added to the Committee. This would be a very valuable view point.

A suggested change to the monthly report is to indicate up front which construction process is used.

MEETING SCHEDULE:

The Committee decided to have monthly meetings on the second Thursday of the month from 7:30a – 9:30a.

AGENDA FOR NEXT MEETING, OCTOBER 9:

- Comments on format and content of the monthly report
- Brief review of all projects
- In-depth presentation of Roosevelt
- Development of capital projects – project budget and scope; how is inflation dealt with and how is it allocated; program reserve
- Bring list of other issues

Adjourned at 5:25p

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