

**Building Excellence (BEX) Programs Oversight Committee
Meeting Notes, August 10, 2007
Stanford Center, Room 2772 - 2774, 8:30a - 10:30a**

ATTENDANCE:

Members Present

Steve Goldblatt
Karin Nyrop
Ed Peters, Chair
Ed Schwartz
Craig Smith
Pete Wall

District Staff

Ron English
Don Gillmore
Kathy Johnson
Julie Krick
Fred Stephens
Eleanor Trainor
Paul Wozniak

Heery International Staff

Mike Finnegan
Roxann Robinson
Michael Romero

DKA Staff

Donald King
Martha Turnbull

Members Absent

Freeman Fong
Mark Melroy
John Palewicz

Board Representative

None

MINUTES APPROVAL FOR JULY 13 MEETING

- The minutes were approved.

COMMUNICATION PLAN, ELEANOR

- Eleanor reviewed the handout, which is a draft proposal. One of the key components is communication to this Committee. She asked the Committee to provide feedback on the plan.
- This is a proactive plan to keep all stakeholders informed. The plan should also create key communicators so that people are well-enough informed to speak knowledgeably. The plan should create an expectation that people will be informed.

Discussion/comments:

- Add an overview up front that explains the purpose and goals.
- It's important to know what's coming up, not what happened in the past. The web site should be kept current. Eleanor explained that the web site is being improved and will be updated in time for the next meeting.
- Craig will share communications plans that his organization is working on.

PROJECTS UPDATE, DON, MIKE, DONALD, PROJECT MANAGERS

BEX II, Mike

Cleveland:

- An aerial view as of July 31 was distributed.
- School administration has moved into their first-floor offices in the new classroom building. The complete move from Boren will take place August 13 – 15. Teachers will be in on the 27th. Students arrive September 5.
- Construction is almost complete. Most of the furniture is in. Mechanical is going through preliminary commissioning.
- The temporary occupancy permit is on time
- Absher has been extremely cooperative. This project is a real success story.
- Karin inquired if a contingency plan was needed. Don responded that he has been working with the city inspectors, the fire marshall, and other inspectors. All are familiar with the project and none of them have indicated any reason to delay the opening.

Garfield

- Construction is 50% complete.

- The project is going great. There are no issues.

South Lake High School

- Footings are being completed. Everything is going fine.

BEX III

Denny/Sealth, Hale, and Ingraham, Donald

- All these projects are in the same place:
 - A/E contracts were approved by the Board on August 15.
 - Soils testing is being done.
 - SEPA checklists are in process. In Seattle almost every SEPA is appealed. The District is the lead agency. The MUP process runs concurrent with the SEPA process. Other public processes are Landmarks review, and the departure process.
 - Street improvements at Ingraham have been reduced. DPD will have to decide the extent of the improvements based on SDOTs recommendations.
- A discussion took place on escalation and the variables that make Seattle escalation so high. Factors are markups by vendors and subs, and a depleted work force. Contractors don't want to work in Seattle because of traffic, parking, tight sites, etc., so they mark up their costs.

South Shore K-8, Martha

- A handout was distributed on the steel bid package. The purpose of the steel-bid package was to save time on a tight construction schedule and hedge against price changes.
 - This package is for the major steel pieces. The pieces will be sized but not dimensioned. The contractor can choose to erect the steel in a different sequence.
 - The architect is now using a 3-D drawing software, which provides a better presentation of how things will actually fit.
 - Karin again asked for a review of contract language to ensure that all risk is clearly articulated and a review of insurance coverage.
- Asbestos abatement will be finished Thursday of next week. The runoff system had to be changed to use something that didn't raise PH. DOE unexpectedly initiated use of new regulations. The new system won't cost more.
- Demolition should start in the next 10 days.
- The contractor has gotten several organizations interested in using the beams. The organizations have to move the beams and store them.

Hamilton, Michael Romero

- It appears that City departments are now in agreement on the lot boundary adjustment and that Parks will support the ground-source heat pump.
- City Council has to vote on the lot boundary adjustment. Five votes in agreement are needed. David Della is in support and Richard Conlin is against.
- A revised set of MUP drawings was turned in and were approved very quickly by DPD. The drawings show a white space north of the new lot line because Parks will design that part.
- The well field and the lot line are two separate processes and we could do one without the other. The architect is planning for all options.
- Most people are in favor of the well field. The lot boundary adjustment is the real contentious issue. The opponents opportunistically use whichever issue provides the most leverage to stop the project.

- By the next BEX Oversight Committee meeting the District will have made its decisions about the lot line and gym size with or without the City decision. The decision about the wells may take longer for the City.

QUARTERLY REPORT TO THE BOARD, ED P

- This is a report made by the Committee Chair. Ed P. would like as many members present as possible. 7:15p is the earliest time for the presentation. It is part of the COO's report and should be no longer than five minutes.
- Julie will prepare bios and circulate them to members for approval. These should be sent to the Board before the presentation.
- Fred would like to focus on what the Committee has contributed. Some suggestions:
 - GCCM buyouts
 - BEX III passed with 68% voter approval based on success of BEX II.
 - Communication Plan
 - The idea that Facilities matters should be vetted with a small focused group of Board members; i.e. Operation Committee.
 - Challenges that the Committee has presented to the District, i.e. the Committee is not a rubber stamp.
- A more extensive report will be prepared of what the Oversight Committee does to present to the Operations Committee.
- Eleanor will prepare a handout that provides information about the Committee.
- Ed S. raised the issue of the allocation of levy funds, i.e. infrastructure improvements vs. renovations. Kathy responded that BTA levies address infrastructure issues. The planning for BTA III is already underway. The funds now in BEX dealing with water and air issues are intended as a stopgap until the next BTA levy is passed. Staff will provide more information on this issue.

BEX III BUDGET DEVELOPMENT, MIKE

Mike reviewed the handouts. This is the first phase of the discussion and will provide an overview for further discussions. Today Mike addressed how projects are budgeted.

- Project Budget Breakdown
 - Using Hale as model, the handout reviewed how construction costs, professional services, and owner costs are determined.
 - Revenue is tracked monthly and is shown on Program Budget Projection provided in the monthly report.
 - Steve would like to see the documents that show how the estimate is refined into the actual cost.
- Project Cost Summary (Cleveland) this report is reviewed on a weekly basis with project managers.
- Project Reconciliation Report (Cleveland) – This reconciles the CM information with the District information. The MICS (Management Information Control System) manager gets a report from the District so that information can be captured by the CM system. Thirty (30) days is the longest that an expense would exist in the District system before being picked up by the CM database.
- This report was begun in BEX II after the problem was highlighted in BEX I.
 - Ed P. would like an explanation of the differences between the Project Cost Summary and the Project Reconciliation Report.
- Project Budget Transfer Summary (Cleveland)
- Budget Transfer Form (Cleveland)
- Invoice Register (Cleveland)
- All the forms are tied together in a database.

EXECUTIVE SESSION

- None scheduled.

NEXT AGENDA, SEPTEMBER 14

- Report on BEX III infrastructure projects.
- Eleanor will bring a communications matrix.
- The budget development report continues with a discussion of levy formation.

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