



**BEX/BTA Capital Programs Oversight Committee Meeting
John Stanford Center of Educational Excellence
2445 3rd Avenue South, Seattle
Friday, February 09, 2018; 8:30 -10:30 am**

Minutes

Call to order (John Palewicz)

1. Chair John Palewicz called the meeting to order at 8:32 am.
2. Roll Call:
 - a. Committee members present: Freeman Fong, Steve Goldblatt, Duncan Griffin, John Palewicz, Ed Schwartz, Rob Stephenson, Steve Tatge, Daniel Williams
 - b. Committee member absent: Richard Prentke
 - c. Board attendees present: Directors Rick Burke and Betty Patu
 - d. Board Director absent: Jill Geary
 - e. Staff present: Becky Asencio, Christine Bath, Richard Best, Eric Becker, Flip Herndon, Allen Murdock, Mike McBee, Mike Skutack, Tom Redman
 - f. Staff absent: Lucy Morello
 - g. Guests of the BEX Oversight Committee meeting introduced themselves.
3. Committee members unanimously accepted the proposed agenda.
4. The January 12, 2018 BEX Oversight minutes were unanimously approved.

Budget Update (Melissa Coan/Richard Best)

1. The *BEX IV Program Cost Summary –December 2017 (Activity through December 31, 2017)* was reviewed.
 - a. Ms. Coan reviewed the formatting of the document, pointing out the original budget approved by voters and the expenditures.
 - b. There was discussion around various aspects of the spreadsheet format, the budget, the BEX reserves and the transfer log.
 - c. Richard Best stated that he is directing staff to put more of an emphasis on getting the projects closed out in a timelier manner; that once projects are closed out any remaining dollars can be used for other projects.
 - d. In managing the budget, Dr. Herndon stated that effort is made to not move the money back and forth. We try to try to complete a project charging as much as appropriate to the capital budget.
 - e. Richard Best noted as staff move into the building he will make minor facility modifications, however after the first year he views facility requests much differently.
 - f. John Palewicz indicated that Seattle Public Schools should aspire to close out projects within a year and recommended all senior capital management keep

highlighting this objective. He stated that this is a common problem with a lot of agencies, however one-year seems like a very appropriate amount of time.

- g. Steve Tatge indicated that the forecast column continues not to look like a forecast. He emphasized that the forecast column is not a real forecast, but a current budget and is a little misleading.
- h. John Palewicz stated that the purpose of the document is to bring all those awarenesses in one spot, the more you can do it better.

Project Update (Richard Best)

1. Richard Best reviewed BEX IV projects including modernizations and additions to Lincoln High School and Loyal Heights Elementary School and a lunchroom addition to McGilvra Elementary School. He also reviewed the BTA IV modernizations of E.C. Hughes Elementary School and Magnolia Elementary School.

BEX/BTA Capital Programs Oversight Committee Charter Review (John Palewicz)

1. John Palewicz reviewed the BEX/BTA Capital Programs Oversight Committee Charter, noting:
 - a. Highlighted the name of the committee has been changed to BEX/BTA Capital Programs Oversight Committee.
 - b. Stated that the Committee reports to the Board.
 - c. Added more of a role in recommendations regarding levies.
 - d. Comprised of 11 members and noted that a couple members dropped out.
 - e. 6 members must be present to meet the requirements of a quorum. He indicated that if the committee is less that we can still meet but take no formal action.
 - f. Terms are for 4-year period. 4 current members started in 2007 with 6 members added in 2011; everyone has gone beyond their 4-year term. Those members who started in 2007 will go for two years more to get in this cycle and the members who started in 2011 will be on a 4- year term;
 - g. Committee members should include:
 1. Architects – several currently serve on the committee
 2. Construction Managers -
 3. Contractors - we need more contractors and/or subcontractors
 4. Parents – many us are parents of those in school or have been
 5. We need to look for contractors who would be interested in joining the committee and are not doing projects for SPS. Particularly large contractors.
 6. Have more diversity on the committee: people of color and women.
2. Daniel William expressed his interest in energy design. To do this and work more for more accountability for the economic aspects of the projects. He noted that he struggles as to where the money is going. I would like to see different language. I don't feel this committee can take on more responsibility than it is now.
3. John Palewicz noted that the charge is to the whole committee, not to each individual. To me it is less individual responsibility and more the whole committee. No single person can know the whole thing.
4. Rick Burke agreed noting each brings something unique – the Green Resolution came via Daniel and Duncan. As for the budget part, this committee can inform on construction best practices. It isn't for the minutia, but are we effectively dealing with the budget,

i.e., close out time. If we limited to just one group, we'd end up with a certain bias. This group brings a compilation.

5. Daniel noted that committee membership selection should include someone on it from the landmark committee and another would be urban planners that deal with transportation and future growth of the area.
6. John Palewicz noted we need two more members. They will need to apply to the Board. There will be a time frame and they will apply and we will review. We need to talk to people and generate some interest. John stressed the importance of having a balanced representation on the committee is important.
7. Duncan Griffin noted committee members need to be able to focus on capital programs. One of our things was eliminating portables. I don't know how we can think about it differently. Would be nice to review what our opportunities are. There is the timing of it. I think this committee scratches the surface on some issues.
8. Steve Goldblatt agreed that the committee is too late to some conversations.
9. Rick Burke requested the committee review the Facilities Master Plan (Richard – will add to the agenda for July 2018).
10. John Palewicz noted that is we are all pretty much comfortable with this. I would like our members to make a commitment to be present.
11. Rick Burke noted that one of the most complex conversation to have is around the ethics piece. Public perception of who is guarding the henhouse. He wanted to make sure everyone is cognizant of that requirements. No direct or indirect conflict of interest. Remote interest is okay. Richard Best noted that this language had been reviewed by our in-house legal counsel, Noel Treat and no concerns were expressed with current members activities.

BTA III and BTA IV Capital Levy Review (Richard Best/Melissa Coan)

1. Melissa Coan reviewed the BTA IV Program Cost Summary – December 2017 (Activity through December 31, 2017) noting:
 - A. We will have this document at each meeting going forward. Top part is building projects. Then go into facility projects and then into technology and then the academic and athletics. The information will be presented more granularly on a quarterly basis.
 - B. Reviewed the document format.
2. Richard Best reviewed BTA III noting we are at end of program. Shows completed programs and program reserve. Shows original project budget, the transfers that occurred. Managed to current budget.

Meeting Re-cap and Next Meeting Agenda Items (John Palewicz)

1. BEX/BTA Charter Review; BTA III and BTA IV Financial and Project Updates (February 2018)
2. Energy Use Index Update (March 2018)

Adjournment (John Palewicz)

1. The meeting adjourned at 10:34 am.