

BEX/BTA Capital Programs Oversight Committee

July 12, 2019 8:30 – 10:30 a.m.

Conference Room 2750, John Stanford Center

2445 3rd Avenue South, Seattle, WA 98134

Minutes

Call to Order (John Palewicz)

1. Steve Goldblatt called the meeting to order at 8:30.
2. Guests introduced themselves around the room.
3. Roll Call:
 - A. Committee Members Present: John Palewicz, Steve Goldblatt, Kyle Wang, Steve Tatge, Duncan Griffin, Janet Donelson, Sherry Edquid
 - B. Committee Members Absent: Freeman Fong, Rob Stephenson, Warren Johnson, Daniel Williams
 - C. Board Attendees Present: None
 - D. Staff Present: Mike Skutack, Eric Becker, Becky Asencio, Frank Griffin, Bruce Skowyra, Richard Best, Fred Podesta
5. Approval of Agenda – Steve Goldblatt made a motion to accept the agenda. Steve Tatge seconded, and the motion passed unanimously.
6. Approval of Minutes from June 14, 2019 – Steve Goldblatt made a motion to accept the minutes. Kyle Wang seconded, and the motion passed unanimously.

Employee Recognition (Fred Podesta)

1. Fred Podesta announced Bruce Skowyra's resignation to accept a similar position with Northshore School District. He noted his last day will be July 16, 2019. Frank Griffin will be filling-in until the position is permanently filled.

Budget Update (Richard Best)

1. Richard Best reviewed the BEX IV Program Cost Summary and explained that Genesee Hill ES, Hazel Wolf K-8 and Jane Addams MS had incidental expenses the past month as recent work order charges had been charged to each project.
2. Mr. Best noted that he continues to stress the importance of prompt Project Closeout and Board Approval to staff. He indicated that he is trying to get staff to focus on that milestone.
3. Mr. Best indicated that all 20 major BEX IV projects were either under construction, had achieved Substantial Completion or had been accepted by the Board.
4. Mr. Best reviewed the BEX IV Other Facilities Projects to be completed summer 2019.
 - A. He noted that Seattle Public Schools is struggling to get contractors/subcontractors to bid summer projects.
 - B. He noted that some projects will have construction activities continue summer 2020.

5. Richard Best reviewed the BTA IV Program Cost Summary and noted that Roxhill Elementary at EC Hughes School Final Acceptance was approved at the Wednesday, June 10, 2019, Board Meeting.
6. Mr. Best mentioned that Magnolia Elementary School and Ingraham High School are scheduled to open Fall 2019.
7. He mentioned the work being accomplished by the Facilities Department by Frank Griffin and in-house personnel.
8. Mr. Best noted the end of the fiscal year is August 31, 2019 and that both the BEX IV and BTA IV Capital Levies would see significant expenditures during the summer for furniture, technology and curriculum acquisition.
9. He also noted that he anticipates the BEX IV Technology Fund would be totally spent at the end of the fiscal year.

Project Status Reports (Richard Best)

1. Mr. Best noted that the District remains engaged in conversations about downtown schools. He indicated that they are seeking properties with is more to follow.
2. Richard Best highlighted Arbor Heights which opened Fall 2016.
 - A. He explained that there have been issues with the playfield since the school opened. He noted that there were repairs implemented during the last three years. He explained that the contractors were directed to replace the topsoil and hydroseed this summer. He noted that Bayley Construction is taking this action.
 - B. He noted that there could be a potential claim/litigation and he wanted to highlight that this matter.
3. Richard Best mentioned that both Magnolia Elementary School and Lincoln High School are nearing completion with most significant issues concerning installation of controls and commissioning.
4. Mr. Best went indicated that Queen Anne Elementary School is close to achieving Substantial Completion and that they should meet their July 26, 2019 contractual date. Janet Donelson inquired about the type of flooring in the gymnasium and Mr. Best noted that it was Maple wood floor per the District technical standards.
5. Mr. Best noted that construction activities had commenced at Wing Luke Elementary with contractor focused on installation of underground utilities.
6. Mr. Best explained that eight portables had been relocated out of the way allowing Lydig Construction to begin work at Daniel Bagley Elementary School. Mr. Best continue to explain that the portables were sent from Daniel Bagley Elementary School to Jane Addams Middle School and Robert Eagle Staff Middle School. He further noted that there are now seven portables at Robert Eagle Staff Middle School. He specified that Lydig has one year to complete construction activities. He added that Daniel Bagley Elementary School has been relocated to John Marshall School.
7. Mr. Best reviewed the status of construction activities at Ingraham High School noting Cornerstone Contractor had to complete the additions, implement seismic improvements in the

existing 100 Building and complete the reroof on the Auxiliary Gymnasium. He noted that there were approximately 17 brace-frames to be installed in the 100 Building.

8. Richard Best completed the project update noting construction activities had begun at Webster School.

BEX V Capital Levy Draft Implementation Plan (Becky Asencio)

1. Becky Asencio referred the BEX V Capital Levy Draft Implementation Plan
2. Richard Best explained how this document is important to the school board in understanding when schools open and how it relates to the cashflow document. He added that from a levy standpoint, the department had to make sure funds were available to implement the plan accordingly.
3. Mr. Best added that the District's fiscal year begins on September 1st and ends on August 31st.
4. Richard Best opened the discussion for questions.
 - A. Janet Donelson touched on the fact that there are other factors that affect this cash-flow; Not only are there levy grants, but there are other monies that go into this funding. She questioned as to whether there are other sources or funds factored into this document's cash-flow timeline?
 1. Richard Best explained that out of the 1.4 billion dollars, we get \$30 million dollars from the State of Washington, which is a relatively small percentage of the total. He continued that it is also a slow process and comes at the end of the project, which is why it is not represented in this timeline. He said that Distressed-School Grants are not usually anticipated and that those specific projects are fund-as-you-go. He explained that you will not see a DSG project listed unless the governor signed the bill allocating those funds.
 - B. Steve Tatge inquired as to how often are projects consistent to this cash flow.
 1. Richard Best explained that Becky Asencio's team worked closely with the Capital Financial Controls Department to plan out the cash flow using cash flow information from previous levies.
 - C. Steve Tatge inquired as to whether the District does enhanced commissioning.
 1. Richard explained that the District takes a very active role with general contractors regarding commissioning. He noted that Mike McBee and Mike Kennedy lead this effort.
 2. Mike McBee explained that the District's MEP Coordinators are truly there from the very beginning of the project and their input is sought throughout the entire process. Mr. McBee continued in adding that there were two retro-commissioning teams that are very knowledgeable and that those teams have a big workload. He suggested that it would be better to retro-commission newer schools sooner than the five-years that is required.
 3. John Palewicz explained that getting the retro-commissioning teams in there to re-assess the new buildings' operation would make for a better improvement in efficiency.

- D. John Palewicz mentioned that SPS has received the proposals back for the BEX V project management consultants and asked how those chosen consultants would integrate with new staff of Seattle Public School's Capital Department and how the overlap in the levies between BEX IV and BEX V is being approached. He questioned how the Capital Department staff plan on working together going forward.
1. Richard Best explained that the staffing plan is not fully developed yet. He noted that Eric Becker and Mike Skutack's team plans are more fully developed than Lucy Morello's plan is not. He added that these are 6 years staffing plans and show the staffing plans for the duration of the BEX V capital levy. Mr. Best clarified that it does not mean staff may not be assigned additional projects throughout the years. He continued with the example of Jeanette Imanishi, a project manager who plans to retire. Projects are assigned to her that she will be able to complete in her time here. He continued by saying that for the relocation team, there are similar documents. Lastly, he added that with the staffing plan the department will know where there is capacity so that if there is a last-minute distressed school grant, the department will know who can implement it.
 2. Mr. Best continued in stating that the department is reaching out to the Oversight Committee for volunteers with the 2020 Construction Management selection process, noting that the department is about to engage in the process with interviews possibly being hosted in early August 2019.
 - a. The Committee nominated Steve Goldblatt to aid in the District's 2020 Construction Management interviews selection process.
- E. Magnolia—ended up as a two-phase project because of the timing of the grant funding availability for the second phase.
- F. Lincoln HS is a little different —BEX V funding in 2022 & 2023 will be used to make seismic improvements and some mechanical improvements in the east buildings that were not part of the original project.
- G. West Woodland Elementary - Richard Best explained that Mike Skutack and Paul Wight brought it to his attention that SPS needs to have an interim school site for this project to relocate the school for the safety of students and staff.
- H. Capital was also asked if the Montlake Elementary School Modernization and Addition project could happen sooner, but it was determined that there was not an interim site available to accommodate this request. In addition, cash flow was another concern.
- F. Duncan Griffin questioned on whether North Queen Anne Elementary School is a BEX V project.
1. Becky Asencio confirmed that it is.
 2. Mr. Griffin inquired as to whether it is a SPS school.
 3. Mr. Best clarified that North Queen Anne houses the Cascade Parent Partnership Program and is an SPS service school. He explained that the school is not one of the BEX and BTA program major construction projects but rather has significant systems identified for repairs that necessitate the relocation of students.

- G. Janet Donelson probed as to whether the District is being pressured into doing some projects sooner than later.
 1. Mr. Best added that Rainier Beach High School community has requested that their project be done sooner; Capital Projects and Planning is currently reviewing this request however, he did note that as a comparison, the Lincoln High School project has taken 5 years from design through construction.
 2. John Palewicz noted that the Committee would help, if needed, to confirm the timeline needed for a project of this size and complexity.

Oversight Committee Recommendations

1. John Palewicz introduced the thought that the Committee does not currently have any formalized recommendations to the Board. He went on to explain that the Board is requesting a formalized system for Committee recommendations. Mr. Palewicz asked the committee their thoughts on the matter.
 - A. Steve Tatge suggested that synthesizing the group's thinking is probably a good idea.
 - B. Duncan Griffin added they should stick to recommendations that fit within their charter.
 - C. Mr. Palewicz added that he would hate to see any recommendation be a 5-page essay, and suggested that it should be short, to the point, and clear.
 - D. Duncan Griffin explained that it would be a good idea to state the current conditions.
 1. Steve Tatge added to Mr. Griffin's previous comment in saying that background information will be useful.
 - E. Fred Podesta recommended speaking to the Board members regarding any policy change to request further direction; to see whether recommendations will be unsolicited or not; and to determine how the recommendations are going to be provided to the Board. He added that although making this communication with the superintendent would be a good idea, making this another step may have other unintended consequences.
 1. John Palewicz agreed with Mr. Podesta's remarks in making this step to be a beneficial one for the District.

Meeting Re-Cap and Next Meeting Agenda Items (Richard Best/John Palewicz)

1. Northgate Elementary School and portables are still topics for Oversight Committee meetings.
2. Richard Best highlighted ribbon cuttings.
3. The next meeting will be September 13, 2019, as there is no meeting in August.

Adjournment

The meeting adjourned at 10:30 AM.