

**Board Special Meeting**  
**Operations Committee**  
May 6, 2021, 8:00 a.m.  
*Meeting held remotely*



**Minutes**

**Call to Order**

1. Director DeWolf called the meeting to order at 8:01 a.m. Directors Rankin and Rivera-Smith participated with Microsoft Teams or by phone. This meeting was staffed by Chief Operations Office Fred Podesta, Capital Projects Finance Manager Melissa Coan, Executive Director of Technology Carlos del Valle, Director of Capital Projects and Planning Richard Best, Self-Help Manager Colleen Weinstein, Director of Facilities Operations Frank Griffin, K-12 Planning Manager Becky Asencio.

2. Approval of agenda

Director Rankin moved to approve the agenda. Director Rivera-Smith seconded. This motion passed unanimously.

3. Approval of meeting minutes

Director Rankin moved to approve the April 1, 2021 meeting minutes. Director Rivera-Smith seconded. This motion passed unanimously. Director Rivera-Smith abstained as she was absent from the meeting

**Standing Agenda Items**

1. 2020-21 Committee Work Plan

Director DeWolf reviewed the highlights of the workplan. Several items were requested to be added to the plan.:

- a) Clean Energy Task Force updates
- b) Strategic Plan Operations Goals as a bi-monthly or quarterly update starting in June 2021.
- c) Long-range vision for operating district buildings and transitioning from current Covid-19 set up as a Special Attention Item for the June 3, 2021 meeting.

2. Capital Financial Budget Report

Ms. Coan reported on the Capital budget through February 28, 2021. She highlighted that 36% of the budget was committed and that unearmarked funds in the amount of \$9.5M remain available. She reminded the committee that the April 1<sup>st</sup> meeting included a draft of the Capital budget for fiscal year 22 and an update would be provided later in the meeting. She noted that a final version of the Capital budget was scheduled for presentation at the June 9, 2021 Board Work Session.

3. Capital and Operations Community Engagement

Mr. Podesta referred to the list of events at the bottom of the meeting agenda. He highlighted the Rainier Beach High School webinar, scheduled for the evening of May 6<sup>th</sup>. He also noted the upcoming Board Work Sessions on June 7<sup>th</sup> and 9<sup>th</sup>.

#### 4. Design Modification/Construction Change Order Review

Mr. Best referred to the Change Order Log of items reviewed with Director Rivera-Smith on April 9, 2021. There were no significant issues to report.

### **Board Action Reports (Discussion and/or Action)**

#### 1. RFP122045 Wireless Network Upgrade Project for Secondary Schools

Mr. del Valle provided background on the contract with Intervision to install a new wi-fi solution at 27 secondary schools in the district. He clarified that the current system, installed in 2014, was approaching end of life. He highlighted that this purchase was E-Rate eligible for up to 50% and those funds could be applied to develop support for K-8 schools.

The committee and staff discussed the estimated lifespan of the new system and implications for refreshing student devices. Mr. del Valle committed to providing the names of the identified secondary schools and updating the background section of the BAR with more detail about why this purchase is required now. He clarified that the purchase of the new system was a BEX V project and funded through that levy.

Director Rivera-Smith made a motion to move this item forward to the full Board with a recommendation for approval. Director DeWolf seconded. This motion passed unanimously.

#### 2. Walt Hundley Playfield at West Seattle Elementary Property Exchange with City of Seattle Parks

Ms. Asencio provided background on the reason for the property exchange, the location of the two plots, and the district's plans for the land. She highlighted that staff would receive comments about the exchange from the public via Let's Talk through May 10, 2021. The committee did not have any questions for this item.

Director Rankin made a motion to move this item forward to the full Board with a recommendation for approval. Director Rivera-Smith seconded. This motion passed unanimously.

#### 3. Green Lake Elementary Acceptance of Gift of Playground Improvements

Ms. Weinstein provided background on the gift of funds from the Green Lake Elementary School PTA for a project to increase the accessibility to the lower playground for the benefit of the school's Medically Fragile population. She highlighted that the new construction would complement the recent replacement of a 30-year-old playground structure, which was funded through BEX V.

The committee and staff recognized the additional funding sources for the gift, such as grants and foundations, beyond the donations of parents and the community. Ms. Weinstein confirmed for the committee that sight-lines, for playground supervision, were considered in the design of the playground revisions.

Director Rivera-Smith made a motion to move this item forward to the full Board with a recommendation for approval. Director Rankin seconded. This motion passed unanimously.

4. BEX V: Approval of the site-specific Educational Specifications for the Van Asselt School Addition project

Mr. Best reminded the committee that Board confirmation of site-specific Educational Specifications were part of the OSPI form D-5 submittal. He described the unique challenges of developing specifications for an interim site that will serve elementary and middle schools. He referred to a visual graphic, included with the BAR, that illustrates how the new construction will address middle school needs.

The committee and staff discussed the timing of which schools will occupy the interim site. Mr. Best confirmed for the committee that this and all BEX V projects will address gender neutral restrooms.

Director Rivera-Smith made a motion to move this item forward to the full Board with a recommendation for approval. Director Rankin seconded. This motion passed unanimously.

5. BEX V: Approval of the Site-Specific Educational Specifications for the Rainier Beach High School Replacement project

Mr. Best reiterated the OSPI requirement noted above. He conveyed that the high school educational specifications were developed in 2016 with broad community outreach and were adapted for Rainier Beach High School with the participation of building administrators and the design team. He highlighted that the standard educational specification called for 40 classrooms, but this site-specific version had 35 with and additional five that were designated as curriculum specific.

The committee and staff discussed the implications of designating five rooms specifically for Special Education and English Language Learners. Mr. Best clarified that the rooms could be repurposed for General Education in the future, as programmatic needs and offerings at the school changed.

Director Rankin made a motion to move this item forward to the full Board with a recommendation for approval. Director Rivera-Smith seconded. This motion passed unanimously.

6. BEX V: Approval of the Value Engineering Report for the Van Asselt School Addition project

Mr. Best explained that approval of the report was required for OSPI form D-7. He highlighted that the report identified 41 measures for potential cost savings and achieved a savings of \$770K. The committee did not have any questions about the report.

Director Rivera-Smith made a motion to move this item forward to the full Board with a recommendation for approval. Director Rankin seconded. This motion passed unanimously.

7. BEX V, School Construction Assistance Program (SCAP) & Distressed School Grant: Approval of the Constructability Report for Kimball Elementary School Replacement, Northgate Elementary School Replacement and Viewlands Elementary School replacement projects

Mr. Best explained that approval of this report was required for OSPI form D-9. He provided background on the document, which provides quality assurance that a third party has reviewed the project reports. The committee did not have any questions.

Director Rankin made a motion to move this item forward to the full Board with a recommendation for approval. Director Rivera-Smith seconded. This motion passed unanimously.

### **Special Attention Items**

#### 1. Bid Strategy Summer 2021

Mr. Best presented a strategy for addressing Board approvals and project schedules for projects at Viewlands and Kimball elementary schools, over the summer. He requested bringing the projects' contract BARs to the committee in June with blanks for the contractor names and bid prices. After the bids open in July, he would bring the BARs for Board Action in August with complete information. Mr. Best cited the justification for this process was maintaining the project start dates in August, to align the work with the drier weather. The committee acknowledged the benefits of this strategy and expressed support for it.

#### 2. Policy 6220: Project Approvals and Budget Transfers (Best/Coan) (20 min.)

Mr. Best referred to the recent revision of Board Policy 6220, which raised the purchasing thresholds requiring Board approval. He asked the committee if the documents that are currently provided by Capital Projects, such as the resolution authorizing the BEX V Levy and project list and the annual fiscal update, met the Board's needs to demonstrate project approval. Ms. Wilson-Jones further clarified that the amendment to Policy 6220 specifically requires project approval in order for the new thresholds to apply. The committee agreed that the documents that Capital Projects already provides are sufficient.

Mr. Best asked the committee to clarify the intentions of the Policy 6220 regarding budget transfers. He reported that past practice treated budget transfers like modifications, and as such were subject to a threshold of \$250K. The committee confirmed that budget transfers were now subject to the new threshold of \$500K. Ms. Coan added that budget transfers are also recorded in a budget transfer log.

#### 3. Postponing the Facilities Master Plan Update

Ms. Asencio reminded the committee that Board Policy 6900 advises that the Facilities Master Plan provide a 10-year view of the district and be updated every three years. She explained that while an update was scheduled for now, due to the pandemic some of the data that informs the plan was incomplete or unavailable. She suggested that a light update be completed and submitted for approval in August 2021. Then, in 2022, staff could perform the full 10-year plan, to include census data.

The committee confirmed that this approach was reasonable and recommended sharing this strategy with the full Board, perhaps at the work session in June 2021. The committee expressed appreciation for a light version of the update, which would include building conditions and seismic status.

#### 4. BEX/BTA Oversight Committee Membership Update (Best) (5 min.)

Mr. Best reported that he and Ms. Lincoln met to finalize the invitation to apply and application form. He highlighted that he had contacted Monisha Harrell and several others for suggestions about where to advertise the opportunity to invite voices not typically heard in this committee. He noted that the selection process would occur in June 2021. Mr. Best and Director DeWolf agreed to connect regarding additional suggestions for disseminating the opportunity.

## **Adjourn**

This meeting adjourned at 9:41 a.m.

*This meeting was held remotely per the Governor's proclamation allowing public agencies to conduct meetings subject to the Open Public Meetings Act remotely to curtail the spread of COVID-19. Public access was provided remotely online and by teleconference.*

### **Minutes submitted by:**

*The Office of Chief Operations Officer Fred Podesta*