

Board Special Meeting

Operations Committee

November 7, 2019, 4:30 – 6:30

Board Office Conference Room, John Stanford Center

2445 – 3rd Avenue South, Seattle WA 98134



Minutes

Call to Order

1. This meeting was called to order at 4:30PM. Directors Mack, DeWolf, and Hersey were present. This meeting was staffed by Chief Operations Officer Fred Podesta.
2. Director DeWolf moved to approve the agenda. Director Hersey seconded. This motion passed unanimously.
3. Director DeWolf moved to approve the September 5, 2019, meeting minutes. Director Mack seconded. This motion passed unanimously.

Director Hersey moved to approve the October 3, 2019, meeting minutes. Director Mack seconded. This motion passed unanimously.

Standing Agenda Items

1. 2019 Committee Work Plan, Draft 2020 Committee Work Plan, and Facility Capital Projects BAR Management Schedule
 - a. Director Mack highlighted that the 2020 Committee Work Plan had been started and referred to the draft document.
 - b. Director DeWolf suggested that the Special Attention Item for March 2, 2020, “Enrollment and Capacity Process Planning” be a Board Work Session, instead.
 - c. Director DeWolf requested that the Green Resolution Update be delivered earlier in 2020, so that it might help inform the district’s legislative agenda.
 - d. Director Mack reminded the Committee that the membership will be changing in 2020 with the new Board members.
 - e. Mr. Podesta requested that the BARs for Policies 6900 and 6901 be rescheduled from December 5, 2019 to a future date. Director Mack committed to providing K-12 Planning Coordinator Becky Asencio with revisions early in the next week, in hopes of keeping the December 5th date.
2. Capital and Operations Community Engagement
 - a. Mr. Podesta referred to the list of events provided at the end of the Committee’s meeting agenda. He committed to revising the process for soliciting information to include in the list.
 - b. Senior Project Manager Mike Skutack informed the Committee that a SEPA Hearing for Coe Elementary had been scheduled for December 6, 2019, due to an appeal.

- c. Senior Project Manager Eric Becker added that the school principal, student mail, and flyers at local institutions are employed to engage neighbors about community meeting at the end of an SDAT process.
 - d. Ms. Asencio conveyed that an SDAT processes update will be included in the December 4, 2019 Board Work Session on the BEX V Implementation Plan. Director Mack requested that the Committee revisit the topic after that presentation.
 - e. Director Mack identified a gap in boundaries process regarding engaging neighbors of a school.
3. Design Modification/Construction Change Order Review/Director Geary's Replacement
- a. Mr. Becker presented the list of projects with change orders, which were reviewed on Friday, October 11, 2019, with Director Geary.
 - b. He confirmed that additional projects are in process, but these are the only ones with change orders at the \$250K threshold.
 - c. Director Mack recognized a new Board director will need to fill this role going forward.

Special Attention Items

1. BEX/BTA Oversight Committee Semi-Annual Report
- a. BEX/BTA Oversight Committee Chair, John Palewicz, referred to the report and provided an overview of the committee's responsibilities and actions.
 - b. He highlighted that the committee addresses the issues or challenges faced in the projects as well as the monthly budget reports.
 - c. He reported on the significant topics addresses at the committee's meetings in May 2019 – September 2019. They included:
 - i. Portables
 - ii. Agency certification
 - iii. Site visit at Magnolia
 - iv. Initial review of BEX V planning – emphasized the value of keeping the plan intact as much as possible
 - v. Community workforce agreements – outside the committee's expertise
 - vi. Celebrated the completion of four Major Projects
 - d. Mr. Podesta inquired about how Board Directors are assigned to serve to on the BEX/BTA Oversight Committee. Director Mack asked Jen Lincoln to verify the process with the Board Office. She indicated a preference for the Change Order reviewer to also serve on the Oversight Committee.
 - e. Mr. Palewicz highlighted a new function of the Oversight Committee, which is providing recommendations to the Board. He conveyed three recommendations:
 - i. Delegated Authority
 - 1. Increase the contract threshold for Capital Projects to \$5M to facilitate prompt payment of invoices and better position the district's projects with bidders and vendors. Allow budget increases up to 10%. Increase the change orders threshold to \$500K.
 - 2. Another benefit of the \$5M threshold would be reducing the time Board Meetings commit to reviewing many smaller contracts. That time could be refocused on matters of policy of current issues in the district.
 - 3. Director Mack recommended that the Board approve the levy and the implementation plan, rather than individual contracts.
 - 4. Mr. Podesta indicated that this change would reduce the contracts going to the Board by 80%.

5. Mr Podesta confirmed that the higher threshold would be specific to construction contracts.
 6. Director Mack reported that the threshold at other districts is \$250K.
 7. Director DeWolf agreed that trust has been established with the Capital Projects team and he is interested in freeing up time for staff and directors. Director Hersey concurred.
 8. Mr. Podesta noted that increasing the threshold and referencing the oversight of the committee would provide greater transparency to the public about internal processes and internal controls.
- ii. Alternative Project Delivery
 1. Consider General Contractor/Construction Manager (GC/CM), Design-Build (DB), and Job Order Contracting (JOC) for project procurement.
 2. Director DeWolf inquired about the impacts of a new threshold and GC/CM certification on community workforce agreements. Mr. Palewicz explained that GC/CM is new to school districts but are being considered in light of the increasing complexity of school buildings. Mr. Podesta added that GC/CM might be helpful in managing the CWA by engaging a contractor to manage the relationship.
 - iii. Agency Certification
 1. Facilitate complex, time-sensitive projects via an internal authorization process for GC/CM and DB with oversight from the BEX/BTA Oversight Committee.

Board Action Reports (Discussion and/or Action)

1. January 2020 – August 2021 City of Seattle grant to Expand the Fresh Fruit and Vegetable Program
 - a. Director of Nutrition Services Aaron Smith and Hannah Hill from the City of Seattle explained that this BAR is for a grant from the City of Seattle, which accesses a federally funded program to supply produce to schools with a high Free and Reduced Lunch (FRL) program.
 - b. The BAR extends an existing grant, which is scheduled to expire in December 2019.
 - c. The District currently has funding for seven schools with high FRL usage. The grant from the City can expand the program to an additional 18-20 schools.
 - d. Director Mack confirmed that the process has two parts. First, the City grants the funds to the district. Then the district allocates the funds to cover contracts with its produce suppliers.
 - e. Director Mack asked staff to confirm with Legal that the language is appropriate for accepting grant funds. Mr. Podesta agreed to follow up.

Director DeWolf made a motion to move this item forward to the full Board with a recommendation for consideration (with clarified language from Legal). Director Hersey seconded. This motion passed unanimously.

Mr. Podesta recommended processing the Final Acceptance BARs all as one action.

2. BEX IV: Resolution 2019/20-11: Acceptance of the Building Commissioning Report for the Cascadia Elementary, Robert Eagle Staff Middle and Licton Springs K-8 Schools (formerly Wilson Pacific) project
 - a. Mr. Becker reiterated the purpose of the BAR and referenced OSPI and form D-11.

- b. Director Mack inquired about the impact of moving Licton Springs out of Robert Eagle Staff into Webster, on the naming of the school inside Robert Eagle Staff. Mr. Podesta agreed that the matter will need to be addressed when the school is moved.

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

3. BEX V, SCAP & Distressed School Grant: Resolution 2019/20-18 New-in-Lieu Replacement Option for the Kimball Elementary School, Northgate Elementary School and Viewlands Elementary School replacement projects
 - a. Director Mack asked for the acronym “SCAP” to be written out as State Construction Assistance Program.
 - b. Mr. Skutack reported that this action would address the start of three BEXV projects, such that the schools would be demolished and not remodeled.
 - c. He explained that SCAP funding comes through at the end of the project following the building commissioning, D-11 form, and release of funds.
 - d. Mack – Viewlands gets Distressed School grant not SCAP? Mr. Skutack explained that Viewlands Elementary will receive both SCAP and Distressed School funds. Ms. Asencio added that the Distressed School grant was accepted last year.
 - e. Director Mack requested that the D-Form process outline be distributed to the new Board Directors.

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

4. BEX V: Award Architectural & Engineering Contract P1627 to NAC Architecture for the Kimball Elementary School project
 - a. Mr. Skutack reported that this action is for a contract with NAC Architecture for a K-5 school.
 - b. He noted that the SDAT process has started, under an interim contract.
 - c. The construction of this new school is due to complete in Fall 2023.

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

5. BEX V and K-3 Class Size Reduction Grant: Award Architectural & Engineering Contract P1666 to Miller Hayashi Architects for the West Seattle Elementary School Addition project
 - a. Mr. Skutack reported that this action is for two related actions:
 - i. Entering a contract with Miller Hayashi
 - ii. Transferring funds from the K-3 grant into the project, to cover additional K-3 classrooms.
 - b. He clarified that the BEX V levy provided eight classrooms and the K-3 funds provide an additional four.
 - c. The SDAT process has started with school tours.
 - d. The construction for this project is due to complete in 2022.

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

Mr. Podesta reiterated the request for one motion for all eight Final Acceptances.

Director Mack highlighted the positive impact of the smaller projects, like seismic, at refreshing a school.

Director DeWolf asked about the use of schools that have received seismic improvements as gathering spaces for the public in the event of an earthquake. Mr. Podesta reported that the district is processing agreements with Red Cross, now.

Director Hersey inquired about whether or not families know if a given school has been retrofitted. Ms. Asencio explained that the Seattle Public Schools (SPS) website includes a page listing the retrofitted schools.

The following Final Acceptances were addressed in one motion. Director DeWolf moved that all of the Final Acceptance BARs be forwarded to the Board for Approval. Director Hersey seconded. The motion passed unanimously.

6. BEX IV: Final Acceptance of Contract P5047 with R.C. Zeigler Company, Inc., for the Jane Addams Middle School Elevator Upgrade project
7. BTA III: Final Acceptance of Contract K5065 with Iliad, Inc., for the Green Energy Geothermal Wells at Leschi Elementary School project
8. BTA IV/BEX IV: Final Acceptance of Contract K5095 with Bayley Construction, LP, for the Leschi and Lowell Elementary Schools Seismic Improvements and Exterior Door Replacement project
9. BTA III: Final Acceptance of Contract K5063 with Design Air, Ltd., for the Green Energy Mechanical Upgrades at John Muir Elementary School project
10. BEX IV: Final Acceptance of Contract P5095 with Coast to Coast Turf, Inc., for the Eckstein Middle School Athletic Field and Jogging Track Improvements project
11. BEX IV: Final Acceptance of Contract P1556 with King County Directors' Association (KCDA) for the Memorial Stadium Scoreboard Replacement project
12. BEX IV: Resolution 2019/20-9, Final Acceptance of Contract P5067 with Bayley Construction for the Arbor Heights Elementary School Phase II project
13. BTA III & IV: Resolution 2019/20-1, Final Acceptance of Contract K5097 with King County Director's Association (KCDA) and Field Turf for the Chief Sealth High School (Southwest Athletic Complex) Track and Field Improvement project

Board Policies and Procedures

1. Green Resolution Update
 - a. Resource Conservation Managers Graham Goodman, Rina Fa'amoe Cross, and Ian Brown joined the meeting to present the update and answer questions.
 - b. Ms. Fa'amoe-Cross provided an overview of the four documents that govern the district's work in regard to the natural environment.
 - i. Policy 6810 and corresponding Superintendent Procedure 6810SP details how the district performs resource conservation through specifics like heating and cooling set points.
 - ii. The Green Resolution from 2012 focuses on new construction.

- iii. The Climate Change resolution from 2006 indicates greenhouse gas reductions but does not include procedures or acknowledge the complexity of reporting required to follow through on the resolution's stated intentions.
- c. Ms. Fa'amoe-Cross referred to a list of questions about the Green Resolution, which she received from Director DeWolf prior to the meeting. Her answers to the questions clarified the scope and actions that the resolution entails.
 - i. A building tune-up report is produced annually.
 - ii. New school buildings must be solar ready and some sites have solar panels installed. Solar panels are funded through a grant.
 - iii. Occupant engagement is significant to the energy efficiency of a building. Training is scheduled every September to educate school staff on how to use the building and why certain procedures or rules are required.
 - iv. School buses are not included in the Green Resolution. They are indicated in the Climate Change resolution; however it does not address fossil fuels. Mr. Podesta added that conversations about electric buses have begun with First Student and the City of Seattle's Department of Sustainability.
 - v. All new schools are built to high energy efficiency standards and are moving towards net zero.
 - vi. New construction includes landscaping. The district landscapes with drought resistant plants and mitigates impervious surfaces at new buildings.
 - vii. Bike parking is required.
 - viii. Greener food and food justice are not within the scope of the Green Resolution.

2. H13.00 Capacity Management Update

- a. K-12 Planning Coordinator, Rebecca Asencio, reported that the Capacity BAR will be presented to the Committee at the December 5 meeting.
- b. She provided an overview of the current capacity status, which included enrollment projections and actuals, and operational capacity throughout the district.
- c. Ms. Asencio outlined the process for assessing capacity. October actuals feed into 5-year projections, both short and long-term views.
- d. She reported that Capital Projects is still completing work for Fall adjustments. This year included five or six new classrooms above the typical Fall adjustments.
- e. Ms. Asencio conveyed that the district is watching several capacity "hot spots," such as John Hay, B F Day, Bryant, Coe, Green Lake, Broadview Thomson, Hamilton, Jane Addams, and Eckstein.
- f. Director Mack expressed concern that Queen Anne Elementary is under-enrolled, after receiving a new addition. Ms. Asencio added that that part of the city is adding kindergartens, right now, which might affect enrollment at Queen Anne as those students move through the system.
- g. Director DeWolf highlighted that none of the schools want a Highly Capable cohort at their site.
- h. Ms. Asencio conveyed that Capacity Planning will receive the five-year projections from Enrollment Planning in two weeks. The Capacity BAR will be drafted based on that data. The BAR outlines the work for Summer 2020 to address capacity needs for Fall 2020.
- i. Director DeWolf highlighted the decrease in enrollment at NOVA. Staff did not have a reason for the decline.

Special Attention Items

- 1. Capital Projects Semi-Annual Report, as per Policy 1010

- a. Director Mack reiterated her request for the dollar amount in the program underspend, outstanding levy commitments, and the list of critical items that didn't make it into a levy, as well.
 - b. Director Mack indicated that she is uncomfortable with Capital dollars going to Technology Professional Development PD while unmet building needs remain in the district.
2. Update on CEAFFMP Advisory Committee and SCWA Task Force
- a. Ms. Podesta introduced Nancy Locke, the Project Manager for the Student and Community Workforce Agreement (SCWA) Task Force.
 - b. Director Mack asked that the task force meetings be added to the list of meetings on the Operations Committee agenda. She emphasized the significance of the agenda as a public document where constituents can locate a list of community meetings.
 - c. Ms. Locke reported that the task force has been seated with fifteen members, as per the charter. Two meetings have been held. Future meetings will include educational topics such as defining a Priority Labor Agreement (PLA), an overview on unions, and introduction to apprenticeship training.
 - d. Mr. Podesta and Executive Assistant Jen Lincoln provided an update on the Capacity, Enrollment, and Facilities Master Planning (CEAFMP) Advisory Committee.
 - e. The Request for Proposal (RFP) for a facilitator received four responses. The proposals will be reviewed on Tuesday, 11/12/19.
 - f. The draft application received additional suggestions for revision from Chief of Student Supports Dr. Pedroza and Director of Enrollment Planning Ashley Davies. Ms. Lincoln will provide the new draft to Director Mack for review.

Adjourn

This meeting adjourned at 6:40 PM.