



Bond Oversight Committee meeting notes

October 22, 2018, Cheldelin Middle School Library

Committee members present: Rich Arnold, Amy Crump, Brad Hamlin, Jennifer Richmond, Chris Rochester, Emily Valdez, Gordon Zimmerman

Staff liaisons present: Olivia Meyers Buch, Kim Patten, Brenda Downum

Wenaha Group liaisons present: Dave Fishel, Dale Kuykendall

Absent: School Board liaison Jay Conroy, Superintendent Ryan Noss

Bond Program Materials provided for review

- > Committee Charter
- > Bond Ballot Title and Explanatory Statement
- > Bond Projects Listed by School
- > Bond Proceeds and Additional Sources of Funding
- > Bond Management Plan and organizational chart
- > Preliminary Project Schedule

I. Charter and Role of Facilities Oversight Committee

Facilities Director Kim Patten reviewed the charter of the committee. There was discussion and clarification that a financial audit of the bond program is part of the district's regular annual audit which is conducted after the fiscal year end (June 30.) The School Board receives the final audit report in January and the Bond Oversight Committee will receive it at that time as well.

Committee members requested enrollment and capacity information for all schools. Current bond program materials provide this information for K-5 schools only due to the fact that bond projects will be adding capacity or permanent classroom space only in those schools. Information on enrollment will be prepared by Olivia Meyers Buch and shared with the committee.

Committee members introduced themselves and shared why they are interested in serving on the committee and their professional background in the areas of construction, finance, and accounting.

II. Bond 101

An overview of the bond process is available for committee members and will be sent via email. This information will also be published on the District website. Dave Fishel reviewed the major elements of the bond process.

- > Bond program aligned to the District's core values for educational design

- > Bond program management provides a framework
- > Design Guidance Teams create design standards for all schools
- > Design Advisory Committee work collaboratively with architects through design process
- > Permitting and Procurement is completed before construction begins
- > Construction begins once the design phase is complete, some projects are more visible than others due to the nature of the construction

III. Bond Program Organizational Chart

Kim Patten reviewed the organizational chart developed for the bond program. It emphasizes the District's commitment to equity and sustainability, as well as inviting community participation throughout the life of the bond program. A number of stakeholder groups are included in this process such as parent/guardians, neighborhood associations, City of Corvallis, and the Corvallis Sustainability Coalition.

The District has hired a professional land use consultant and is currently in negotiations with the architect firms who will be part of the project teams. The district will be hiring Pivot Architecture and DLR Group. There are also two Wenaha staff focused on outreach and communications. (1.5 FTE)

- > Design guidance teams have been formed and will meet for the first time on October 24, 2018. They were formed in the following topic areas: Health & Wellness, Operations, Safety, Teaching & Learning.
- > Design advisory groups for Garfield, Lincoln, and Hoover are forming now, deadline for applications is October 26, 2018, other schools, apps are due November 30. We are convening all school teams early in the bond program process to elevate communication and engagement.
- > Lincoln and Hoover Design Advisory Committees will be meeting together for shared visioning. There will be similarities in the projects.

Brenda Downum reviewed that all bond program information will be shared through the district's communication channels including school email lists, website, social media, and local media. Dave Fishel noted that another important success indicator in school bond programs is the information coming back to the school district. All committee members will play an important role in bond communications.

IV. Master Schedule

Dave Fishel, Bond Program Director, reviewed the master schedule document. Projects are color-coded and organized A/B/C.

- > Package A- Lincoln and Hoover Replacements. There are many efficiencies that can be gained by working together on these replacement projects. The two school communities will participate in a collaborative design process that will build relationships. Construction is expected to begin spring 2020.
- > Package B- the remaining work for elementary schools has been scheduled based on equity and needs. As a Title I school with a high level of student need, Garfield was prioritized. Seismic upgrades at Adams, Jefferson, and Wilson will be happening first due to the grant funding timing requirements, then the Garfield project will begin.

- > Package C- the secondary schools. CV and Harding Center are prioritized, Cheldelin and CHS are the second phase of this package.

The construction market is very competitive right now. The project team has tried to structure the schedule to attract contractors. It is designed to be more flexible and there will be some more impacts to school operations. Some of the summer work has been shifted to during the school year.

V. Bond Promise- approved project list

Dale Kuykendall, Bond Program Manager, reviewed the list of voter approved bond projects. It is the basis of all bond program budget work. These estimates were completed in 2014 and, as is the norm, the numbers were then inflated by 35% to better reflect current costs for the bond campaign. The estimates are very rough and are currently being reviewed and adjusted to reflect current costs.

There is also uncertainty in the market. The early projects will be conservatively managed due to the uncertainty of costs for future projects. There is a constant cost review of all bond projects to plan for as much flexibility as possible.

The District is committed to having each school stay within the bond promised amounts. That is how we will manage the finances for each site. Furniture, fixtures, and equipment costs were built into the cost estimates in most cases. Those will be detailed in final cost reporting.

VI. Bond Proceeds and Decision Matrix

Finance and Operations Director Olivia Meyers Buch reviewed the bond proceeds and additional sources of funding. She shared that the total available funds (from all sources) is \$245,161,691. It was pointed out that the district didn't communicate that the OSCIM funds would be applied to Lincoln Elementary in publicity earlier this fall and there may be confusion if Lincoln is receiving additional funds. The grant is an offset to the planned costs and will not be additional funds for that school. In essence, the grant allows funds from the Lincoln budget to be redirected to the bond program reserves.

The budget management controls matrix provides for various roles and responsibilities depending on the budget category. Ultimately, the school board will make the decision on any use of program reserves, scope changes, or new projects from any funding sources. All proceeds run through the capital proceeds fund.

VII. Communications

Communications Coordinator Brenda Downum reviewed the communications channels used by the district. The school board is provided an update on a monthly basis, key bond messages will be shared with stakeholders at that time, the website will be updated on a regular basis as projects get underway.

VIII. Housekeeping

The committee will meet quarterly on Mondays (except third Mondays), 6:00 – 8:00 pm. There was discussion on the possible need for more frequent meetings as bond projects get started.

- > Meeting materials will be emailed at least five working days before the meeting.
- > The name of committee members is public but the committee roster with personal information is not a public document.
- > The committee discussed the duties and time commitment of the chair. Rich Arnold was nominated and accepted the nomination for a one-year term. Rich Arnold was selected by consensus to serve as chairman of the committee. Rich will work with staff liaisons to develop committee meeting agendas and he will be responsible for facilitating committee meetings.
- > A committee representative will provide an update to the School Board on an ad hoc basis. Amy Crump will represent the committee at the November 1, 2018 board meeting.

As an advisory committee, this group makes decisions by consensus. This is not a public meeting but it is open to the public. Committee members will have an opportunity to review the meeting notes for accuracy before they are made public.

BOND PROGRAM KEY MESSAGES

- > The Bond Oversight Committee was convened in October for their first quarterly meeting. The primary role of the committee is to ensure transparency and accountability and careful management of taxpayer dollars.
- > The Bond Program Management Plan provides a framework for the entire bond program. It is available on the web at corvallisbond.org.
- > The District is working to provide timely and thoughtfully prepared information about all aspects of the bond program. Timelines and details for each school site will be shared through the District's communication channels.
- > The District is engaging the community in the design process.
Important upcoming dates:
Design Advisory Committees announced for Garfield, Hoover, Lincoln: November 5
Design Guidance Community Meeting: November 19, 6:30 – 8pm at Lincoln
Design Advisory Committee application deadline for all other schools: November 30
- > When are we breaking ground? Smaller projects will begin this summer including middle and high school track resurfacing, artificial turf installation at CVHS, and CHS softball improvements. Seismic improvements will also be completed with grant funds at Adams, Jefferson, and Wilson. Garfield project will break ground in 2019 (late fall), Lincoln & Hoover will break ground in 2020 (spring).
- > The bond program is not just about buildings. The ultimate purpose of the bond is to improve educational outcomes for all students in all schools.