Commitment, Excellence, Community

SCHOOL BOARD MEETING

MINUTES

Wednesday, September 3, 2014, 7:00 p.m.

1.0 CALL TO ORDER
The special meeting of the Pleasant Hill School Board was called to order by Chair Oldham at 7:00 p.m. Other board members in attendance were Vice Chair Kevin Parrish, Wylda Caffera, Curt Offenbacher and Barbara Orre. Staff in attendance were Tony Scurto, Superintendent, and Caroline Passerotti, Business Manager.

Kevin Parrish read the Mission Statement aloud.

2.0 INTRODUCTION OF THE AUDIENCE
Bruce Patterson, District Maintenance Lead, and Rick Rainone from Cornerstone Management Group introduced themselves.

3.0 ADDITIONS OR DELETIONS TO THE AGENDA - There were no changes to the agenda.

4.0 REPORTS & DISCUSSION ITEMS
4.1 Superintendent Scurto gave a progress report on the capital improvement program. He reported that since the last Board meeting, the District hired Cornerstone Management Group for project management services. Rick Rainone would be the lead on the design phase, and John Abel would serve as lead during the construction phase.

Superintendent Scurto, Board member Offenbacher and Business Manager Passerotti had met the previous week with Jim Robertson and Dave Guadagni from RSA and Rick Rainone from Cornerstone before asking RSA to produce a fee proposal. In that meeting, Mr. Rainone indicated the importance of targeting an early bid date in order to starting construction as soon as school is out and complete projects within budget. Although he considered February to be the best time to bid, he believed a March or April bid date was still reasonable. RSA’s initial timeline was a little longer than this, as it accommodated an estimated 150-day wait to get permits approved by Lane County. Mr. Rainone recommended truncating the calendar where possible and asked RSA to produce a financial proposal based on a shorter timeframe.

Mr. Scurto described a structure for design and oversight, recommending two design teams – one for each school – which would operate simultaneously. Each team would include staff members, the administrator, community members, the Maintenance Lead, and the Superintendent. They would be overseen by a management team which includes principals, board members, the Superintendent, Maintenance Lead, Business
Manager and Project Manager. A citizen’s oversight committee would also be formed. Mr. Scurto said he was in the process of investigating how other districts organized and used citizen oversight groups. He acknowledged that the timeline for the design process was really quick, with teams scheduled to begin the week of September 15.

Mr. Scurto provided copies of the fee estimate from RSA and explained that the fee was broken into two parts: a maximum not-to-exceed cost of $107,000 for Phase 1 based on specific activities and a maximum not-to-exceed cost of $1,548,000 for Phase 2. Board members expressed concern that the district was being asked to pay for RSA to do work that was already performed by DLR Group. Mr. Scurto clarified that the work proposed by RSA represented a different level of specificity, moving from concept to design, that was not a part of DLR Group’s scope. Mr. Scurto also indicated that RSA will have a better notion of the price for Phase 2 once Phase I is complete.

For comparison purposes, the Superintendent also distributed copies of a budget worksheet provided by DLR Group. It was observed that RSA’s estimate appeared to be higher than that indicated by DLR Group. Mr. Offenbacher explained that the design was being proposed in two phases due to the number of unknown factors and that the Phase 2 number could come down once the scope was more specifically defined. He also stressed the need to get the process started soon.

Mr. Parrish reviewed elements of the scope identified in the planning with DLR Group and emphasized the importance of completing the work as represented in the bond election campaign. He expressed reservations about paying more than budgeted to the architect and also about proceeding too quickly.

Mr. Scurto assured the Board that we would not be duplicating efforts with RSA, but we need to make sure our initial steps are right. He also indicated that we would do all the work we said we would do. He added that we also need to make sure that what we build aligns with our master plan and that the firm providing design services is involved in the process. He also stressed the importance of strong program oversight and regular communication, noting that some project budgets were tight and some had extra funding.

Mr. Rainone addressed the Board, stating that he has worked on 23 bonds and had great success getting to the right price in fee negotiations with architects. He had worked on 30 to 40 projects with Mahlum and spoke to the importance in including them in the process so that what they designed was what we wanted and what we could afford. Mr. Rainone reviewed the four step process set forth in the RSA fee proposal, explaining the importance of each and identifying costs associated with activities such as land use and code analyses that were not included in DLR Group’s fee estimate.

Mr. Oldham expressed concern that a not-to-exceed maximum could become the price for architectural services and there might not be enough money to complete the projects. Mr. Rainone assured the Board that no projects would fall off the list and said his goal was to spend less than what DLR Group estimated for architectural fees.

Mr. Rainone provided additional perspective on the process, explaining the importance of bid day on budget management. He said the earlier you bid, the greater the chance of success. He wanted the design phase to work so we could go to bid in April. He
believes that higher than expected architectural fees can be made up as long as you
make the bid date and get good construction prices.

In response to a question from Mr. Parrish about the appropriate level of contingency,
Mr. Rainone recommended a 5% contingency for new construction or 8% for
renovations plus an owner's contingency to cover unforeseen conditions of 2% to 3%.
He added that the district's budget was tight relative to the scope of work.

Board members discussed various aspects of the process and the importance of building
what we can afford and what the staff and community need. They also discussed the
best ways to involve community members and staff.

5.0 PUBLIC FORUM – No members of the audience addressed the board.

6.0 BOARD ACTION ITEMS
   6.1 Approve Contract for Architectural Services
   In response to a question from Chair Oldham, Superintendent Scurto clarified that the
   action being requested was approval of Phase 1 of the contract with Robertson-
   Sherwood/Mahlum. There was some discussion as to why Phase 2 wasn't being
   approved as well. Mr. Rainone emphasized the importance of negotiating Phase 2
   separately, noting that a not-to-exceed maximum price was stated in the letter and that a
   lower cost might be negotiated after the conceptual design was completed.

   Mr. Offenbacher shared with the Board that he had represented their willingness to hold
   more board meetings if needed to expedite the process. Board members agreed.

   Curt Offenbacher moved to approve the contract with Robertson-Sherwood/Mahlum for Phase 1 for
   $107,000. Barbara Orre seconded the motion. The motion passed unanimously.

7.0 FUTURE BOARD MEETINGS
   Chair Oldham stated that the next Board meeting will be held on Monday, September 15, and a
   Board work session will be held on Monday, September 29.

8.0 ANNOUNCEMENTS/OTHER
   Mr. Scurto reported that enrollment was coming in a little over projections, with high school
   enrollment up by 11 and elementary enrollment up about 6. He noted that the number of inter-
   district transfers was much higher and was rivaling open enrollment numbers. In response to a
   question, he indicated students were coming from Lowell, Springfield, Creswell and 4J.

   He said high school schedules were still in flux, and that we were watching the numbers
closely. Elementary 4th grade classes had over 25 students in each class.

   He also noted that we had received our new school buses.

9.0 ADJOURNMENT – 8:18 p.m

Signed: ____________________________, this 22 day of Sept., 2014.
   John Oldham, Board Chair

Pleasant Hill School District No. 1 is an equal opportunity educator and employer.