



**BOND OVERSIGHT COMMITTEE  
MEETING MINUTES  
Thursday, May 14, 2020 12:00 P.M.  
Zoom Teleconference**

**In Attendance:** Samantha Steele, Todd Bennett, Spencer Davenport, Amy Shipley, Steve Ennis, Tina Ely, Jeremy Wright, Cathy Salmon, Bret Moore, Ben Smith, Will Clelland, Jenny Foster, Kay Harrison, Erin Linthorst, Rob Hernandez, and CJ Shipley,

**INTRODUCTIONS**

- Best use of Zoom – Spencer gave a brief overview of virtual meeting format and described how to ask questions and provide feedback during the online meeting.
- COVID-19 Impact to Bond – Spencer described how the design and project management teams are Adjusting and adapting to impact. Scoping meetings scheduled prior to COVID, to adhere to social distancing, local 3D imaging firm hired to scan schools for 3D images to allow for scoping meetings to continue digitally. No significant delays to overall bond schedule at this time. Spencer is working closely with project management staff to determine potential increases in lead times as a result of COVID-19.
- 3-D Images – Spencer and Tina shared images of 3D work. 3D images of Jewett, Hanby, SMS & Patrick shared. Images are intricate enough to take the place of site visits & images will be helpful with future facility maintenance.

**EARLY LEARNING CENTER (ELC)**

- Schedule – Current project schedule was shared. Design phase is underway. Dec 2021 is the current projected move in date, however the team is hoping to gain some ground during construction. Final design will be shared with the Committee when available.
- Budget - Scope will continue to be refined as the overall budget is \$10M. The district is waiting for the first set of cost estimates.
- Other information - Request for Proposal (RFP) is in the drafting process for the Construction Manager/General Contractor (CM/GC) services.

**CONTRACTING UPDATES**

**(Steve and Tina provided updates on the following contracts)**

- Architect/Engineer (A/E) RFP awarded to BBT Architects of Bend; Memo of Understanding (MOU) signed; AIA “Umbrella” contract is in the works
- Mechanical/Electrical/Plumbing (MEP) RFP awarded to ArcSine Engineering of Medford; ArcSine is also working with Sazan Engineerig of Portland; MOU signed; AIA “Umbrella” contract is in the works.
- RFP awarded to S&B James of White City for CM/GC services at four urban schools
- RFP awarded to Vitus Construction of Gold Hill for CM/GC services at three rural schools

- Pacific 3D hired to conduct digital surveys to create current 2D (ACAD) and 3D (Revit or “BIM” models) of all schools
- DayCPM continuing to secure topographical, boundary, private locating and geotechnical surveys. This work is at various stages at various sites across the district.
- Spencer is in discussions with Coleman Creek Consulting for hazardous material testing
- Contract in the works with Delta Connects for district-wide HVAC controls upgrades. Controls will all be digital and accessible remotely.
- *Committee member asked if district was taking advantage of schools that are currently not occupied due to COVID-19 – Spencer answered that the district is looking at all scheduling options and taking advantage of schools not in session. However, there are a lot of unknowns regarding fall and schools in session or not. Determining the scope or work at each school and design take time, therefore while schools are empty now there might not be enough time to really dig into certain projects before students return. Rest-assured the district is look at all opportunities to get a jump on projects.*
- *Committee member asked if students will need to be moved during work? – Spencer answered that their will be information on this subject for Jewett shortly. The need to move students and staff is an ongoing discussion and the district is trying to mitigate this wherever possible. With the exception of Jewett which is further down the process, it is too early to say whether students will need to move during the work.*

**OVERALL PROGRAM SCHEDULE**  
**(Steve and Tina provided updates on schedules)**

- Bond program schedule was shared and reviewed.
- Crater High School site work including parking lot, Patrick and Sams Valley site work scheduled this summer, could be pushed back. View of CHS student parking lot shared. Area between softball fields and ticket booths will be parking, over 400 spaces, dedicated bus parking, bus drop off areas, pole lights, if budget allows, south and north drive ways will be repaved.
- Central Point Elementary boiler work is in progress and will finish up this summer.
- Jewett new construction start this fall and will finish in the summer of 2021 and then remodel, MEP and sitework will start spring of 2022 and finish summer 2022. It was noted that BBT figured out a way of how to avoid having modulars at Jewett, staff and students will not have to be displaced.
- Door hardware replacements at all schools are in the planning stages (i.e. the programing phase-scope of work) and are scheduled for replacement this summer. Hardware replacements will be bid out (i.e. invitation to bid – low bid)
- Other projects staggered over the next three years.

## **PROJECT VISUALS**

### **(Steve and Tina provided visuals and information of various projects)**

- View of Crater High School student parking lot shared. Area between softball fields and ticket booths will be parking, over 400 spaces, dedicated bus parking, bus drop off areas, pole lights, if budget allows, south and north drive ways will be repaved.
- BBT is working on options for new building at Crater High School, principals agreed to location (currently lawn) between PAC and N 3<sup>rd</sup> St. At this time it appears that it may be more economical to go with new building rather than add on to existing structures. Existing buildings often have to be brought to code, including fire code which can be extremely complex and extensive.
- Hanby Middle School options were shared utilizing the 1911 portion. Working with principals and staff at each site for priorities, working w/ cost estimators to stay within budget.
- Concept for new parking lot at Jewett were shared, clearer flow of traffic. Enhancing security with limiting office access. A concept recently presented for new gym allowing entire school, multi-purpose room, maker space, bathroom and office space was also shared.
- At Mae Richardson the area for possible location for new building was shared, existing dirt parking lot will be paved and allow for better flow of traffic. Discussions of specific purpose of new building, what it will be, for example, multipurpose or cafeteria, is an ongoing conversation.
- Concepts at Patrick to convert old classroom space into office space with dedicated health room and adult bathroom space was shared.
- Concepts for remodel of unused bathrooms reconfiguration of office into proper reception area and adult bathroom space at Sams Valley was shared.
- Concepts for parking lot, fencing and additions to Scenic were shared. Conversations of where to remodel and add classroom space is an ongoing discussion.
  - ***Committee member asked what type of activities are occurring in the makerspaces*** – Spencer clarified that makerspaces will be different at each school based on each individual school's program, spaces and programs will be age appropriate to allow for wood working, coding, electronics Etc..
- Virtual meetings are continuing as scheduled, and limited on-site meetings are occurring as necessary
- Weekly meeting with Spencer & DayCPM PM regarding bond management issues
- Weekly meeting with DayCPM executive Joshua Dodson regarding strategic bond issues

- Weekly meeting with Design Team (BBT and ArcSine) since they came on board in February, with CMGCs joining these meetings this month
- Will be conducting “Pull Planning” session with DayCPM, Design Team and CM/GC’s in June

## **BOND BUDGET**

### **(Spencer provided review)**

- The bond budget summary budget summary was presented. \$80.6M is the budget total, however, this figure excludes additional funds in the form of bond premiums from the bond sale. These funds are available for projects, but will be held in contingency to help mitigate risks such as unforeseen conditions, higher than expected costs, delays, economic factors such as inflation, and impacts due to COVID-19.
- It was noted that soft costs are continually reviewed.
- Energy efficiency funds will be utilized when possible.
- The District is waiting for response on Seismic Retrofit grant applications. The District is expecting a response in June.
- Student Investment Act (SIA) funds may not materialize due to COVID-19.

## **QUESTIONS & COMMENTS**

- None – (See questions and answers listed above)

## **NEXT MEETING**

- Future meeting date and time will be sent in the near future. Depending on COVID-19 restrictions the meeting may be conducted virtually.
- Meeting ended at 1:00PM