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## PROJECT ADVOCATES

*Your Project. Our Passion.*

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**MEETING AGENDA:** WCS Bond Oversight Bond Oversight Committee

**MEETING DATE:** October 6, 2015

### INFORMATION

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#### Bond Oversight Committee Meeting Agenda

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##### Meeting Attendees:

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| <input type="checkbox"/> Blane McCann-Westside Community Schools | <input type="checkbox"/> Rob Zimmerman - Project Advocates   |
| <input type="checkbox"/> Bob Zagozda-Westside Community Schools  | <input type="checkbox"/> Joel McWilliams - Project Advocates |
| <input type="checkbox"/> John Hughes – Magnum Development        | <input type="checkbox"/> John Taylor - Project Advocates     |
| <input type="checkbox"/> David Cota – First National Bank        | <input type="checkbox"/> Alan Kennedy – Project Advocates    |
| <input type="checkbox"/> Kris Karnes – Kutak Rock                | <input type="checkbox"/> Peggy Rupprecht – Westside CS       |
| <input type="checkbox"/> Adam Yale – Red Cedar Capital           | <input type="checkbox"/> Allison McGinn – Westside CS        |
| <input type="checkbox"/> Mike Williams – Williams-Deras          |  |

### DISCUSSION

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- 1 Nebraska Open Meeting Statement
- 2 Approve Meeting Minutes from previous Meeting
- 3 Review BOC Mission
- 4 Program Update
  - 4.1 Overall Program Schedule
  - 4.2 District-Wide Procurement
    - 4.2.1 AV/Technology
    - 4.2.2 Traffic Studies
    - 4.2.3 Security Consultant
  - 4.3 Current Projects Updates
    - 4.3.1 High Priority Projects
    - 4.3.2 CCC/Swing School
    - 4.3.3 Westside Middle School
    - 4.3.4 Oakdale Elementary
  - 4.4 Bond Status
  - 4.5 Communications Planning and Efforts
- 5 Comments/Closing





of the funds based on the approved Capital Facilities Bond Phase I. Mr. Hughes also stated the Committee members are active and open communicators in the community and are excited about the program.

### **Program Update**

Mr. Zimmerman reviewed the Facilities Master Plan Phase I Implementation Monthly Report and provided updates to the following projects: (A copy of the monthly report with updates is attached to these meeting minutes.)

- Oakdale Elementary
- Westside Middle School
- CCC/Swing School
- High Priority Projects

Mr. Zimmerman identified that there will be challenges with entrance vestibule design and integration at Westbrook Elementary and Rockbrook Elementary.

Ms. Rupprecht stated that she and her team will be creating a communication plan for the bond implementation similar to the previous bond issue communication plan.

Dr. McCann, Ms. Rupprecht, and Project Advocates met with a few concerned parents of Oakdale Elementary on the utilization of the CCC as a swing school. One of the concerns was the proximity of the older learners to the younger learners. During the meeting and walk through of the facility, Dr. McCann was able to address this and other concerns. Dr. McCann felt that the parents left the meeting with a better understanding of the plan and were satisfied.

### **Workflows**

Mr. Zimmerman presented and reviewed the updated New Facility and Extensive Renovation Project Design Process and Project Consultant Selection Process workflows. (A copy of both of these workflows are attached to these meeting minutes.)

### **Procurement**

Dr. McCann referenced that DLR was selected as the designer for the high priority projects and CCC/Swing School and the contract will be taken to the Board of Education on September 8. Mr. Zimmerman also stated that RFQs for Architectural Design and Engineering services for Oakdale Elementary will be issued on September 21, 2015, with a goal to contract by November 3. The RFQ for Westside Middle School Architectural Design and Engineering Services will be issued September 8, with a projected contract date of October 19. The Westside Middle School is to be evaluated with different design solutions to address the programming challenges. Additionally, the WMS will be conducted in three phases, with phase 1 being completed over the summer/fall 2016. Mr. Zimmerman recommended to the BOC to utilize the Construction Manager at Risk (CMAR) process for WMS, CCC/Swing School, and High Priority Projects.



Dr. McCann commented that the Project Design Advisory Committees could be made up of the affected school's Community Club President, Principal, Task Force members, informed community members, and District personnel. These committees will be made up of 8-10 members. The CCC/Swing School committee will be assembled the coming weeks. Mr. Hughes and the Bond Oversight Committee reiterated the importance of assembling the Project Design Advisory Committees as soon as possible even if work is not to commence for 2-3 years.

Post cards will be mailed with information to allow the public to see when community input meetings will be conducted for each project school.

### **Bond Status**

Dr. McCann and Project Advocates provided a recommendation that if the cost of work is less than specified for the high priority items 1 and 2 at each high priority project, then the savings may be utilized to address additional high priority items at that project school first. If these items have been completed and funds still remain from original budget that these funds may be rolled into another high priority project/facility in order to complete high priority 1 and 2 items in those projects. If funds are moved from one high priority project to another, the request would go to the Bond Oversight Committee first and then to the Board of Education for approval. This request will be accompanied by a cost analysis on the high priority items that the funds will be utilized for. The Bond Oversight Committee confirmed that the process is acceptable.

Mr. Zagozda and Mr. Zimmerman reviewed cash flow projection analysis. It indicated that the cumulative cost amount intersects the bond expenditure requirements near the statutory required time period for compliance with bond timelines. The Bond Oversight Committee reiterated that putting work in place and appropriately utilizing the bond funds within the timelines required is of the utmost importance.

A discussion on the use of EZ-Net pay for payment processing on bond funds was led by Mr. Zagozda.

### **Closing Comments**

Dr. McCann stated that Ken Baldwin, former District Facilities Director, will return to temporarily assist the District while Larry Ware, current District Facilities Director, is away serving in the Armed Forces Reserves. Dr. McCann also stated that the Board of Education is aware of the Bond Oversight Committee agenda and meeting minutes.

The Bond Oversight Committee members introduced themselves to the community members who were present. Mr. Hughes asked for comments from the two community members in attendance. Comments from the community members were:

- Rockbrook resident:
  - Has a keen interest of what is happening



- Stated that the project team is well organized
- Parent of Sunset Hills
  - Community Member “wanted to know how the district is going acquire work” and how it was formatted to assist on work
  - Additionally, stated he was in an advisory role at OPS on economic inclusion.

Mr. Hughes adjourned the meeting.

