

**Agenda**  
**Citizens Oversight Committee**  
**February 19, 2018**  
**District Office Board Room**  
**6:00 p.m.**

*Michelle L. Johnstone*  
*Superintendent*

*Debbie MacLean*  
*Director of Fiscal*  
*Services*

*Kevin Montague*  
*Facilities Director*

*Tim Larson*  
*Athletic Director*

**Committee Members**

*Rich McFarland*  
*Chair*

*Bill Blair*

*Matt Forsberg*

*Vonnie Good*

*Sheila Myers*

*Gary Suderman*

*Andrea Wilcoxon*

*Glen Miller*

*Jerry Boudreaux*

*Jonathon Schrock*

**Secretary**  
*Kate Hall*

*Dallas School District*  
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- 1.0 Welcome**
- 2.0 Approval of Minutes – January 17, 2018**
- 3.0 Project Updates**
  - 3.1 Financial**
  - 3.2 Lyle**
    - 3.2.1 We Received an energy rebate of \$6,200
  - 3.3 Oakdale**
  - 3.4 Intercom/paging**
  - 3.5 Whitworth gym seismic RFP results**
- 4.0 CTE master planning discussion**
- 5.0 2<sup>nd</sup> Issuance project list – follow up discussion**
- 6.0 Public Input**
- 7.0 Next Meeting – March 19, 2018**
- 8.0 Adjourn**

**Minutes**  
**Citizens Oversight Committee**  
**January 17, 2018**  
**District Office Board Room**  
**6:00 pm**

**Present:** Rich McFarland, Jerry Boudreaux, Kevin Montague, Andrea Wilcoxon, Matt Forsberg, Gary Suderman, Debbie MacLean, Sheila Myers, Glen Miller

**Guests:** Gordon Gentry, Seth Arnesen

**1.0 Welcome**

**2.0 Approval of Minutes** – A motion was made by Glen Miller to approve the minutes. The motion received a second by Sheila Myers and passed unanimously.

Jerry noted that in the third paragraph of section 5.0, it appears everyone who could be named in the lawsuit was named. PACE and OSBA will not put a cap on their services. The lawsuit could take several years.

**3.0 Project Updates**

**3.1 Financial** – Due to a strong market, we sold our bonds at a premium and were able to receive approximately \$7.9million rather than the \$7.3million anticipated. The timing was perfect because just days before and after the market was not as strong. Debbie and her team were thanked for their hard work in getting everything prepared for the bond sale which helped in getting the additional \$600,000.

As a reminder, bonds had to be sold early to accommodate construction moving much more quickly than anticipated. In addition, construction at Whitworth was not in the original plan. It was added due to the seismic grant award.

You will notice on the report the code “900”. That is to track second issuance expenditures separately from the first issuance.

**3.1.1 Energy Rebate Check** – We did not receive any SB1149 funds for the lighting upgrades at Whitworth because we had done an upgrade several years ago. We could not take advantage of EIP funding because that program ended in December 2017. We did, however, qualify for energy incentives from the Energy Trust of Oregon. Because of the hard work done by our facilities staff, the district was awarded \$16,000 which will be deposited back into bond funds.

There is additional good news moving forward with the other two projects. We were recently notified that there have been some changes to SB1149

which will allow us rebates for upgrading lighting from T8's to LED in the other schools. If you recall, there was a very noticeable difference in lighting quality when looking in the library at Whitworth (T8 lighting) and the hallway just outside the library (LED). Having an additional rebate to upgrade lighting in our other schools is a great opportunity both in the quality of lighting and energy savings.

We received bids to upgrade the lighting in the library, three classrooms and the modular at Whitworth to match the new LEDs. The cost was between \$22k-\$44k. Due to the high cost we looked at purchasing the lights for each of those spaces, with the exception of the library, with our crews doing the installation. The cost of the lights was approximately \$7,000. It took them about four hours to complete installation in one inside classroom (there are two more to complete) and two hours for each classroom in the modular. The new fixtures also have modulators to increase/decrease brightness, which is very useful in the SpEd classes. Fixture count was also reduced. Classrooms had between 19-21 fixtures. Using LED allowed the number to be reduced to only six-to-nine fixtures per classroom.

- 3.2 **Lyle** – The new kitchen will be up and running by the end of January/first of February. The space is “an awesome space!” There have been a few hiccups along the way, but no major problems. Abatement for the old kitchen is scheduled to happen over spring break, with the space being constructed into a storage room over the summer.

It has been too cold and wet to paint the exterior so that will be completed over the summer, as well. Paving is also planned for summer unless there is a break in the weather to allow it to happen sooner. Otherwise, we will bring in gravel to eliminate any tripping or other concerns.

There have been many change orders, as with Whitworth. However, we are currently only \$28,000 over budget (less than 1%). Whitworth went over by approximately \$530k but a lot of extra work was added to the scope.

- 3.3 **Oakdale** – We had to fire the subcontractor's subcontractor doing the polished concrete floors. More than once we found they were not using the correct product and/or processes and not following specifications.

There were also issues at the beginning of the project with the contractor not providing enough labor over the summer to get the job done on time. Their quality is good but we have been disappointed with their timing/scheduling. There were some issues with the drawings and fire code compliance. The job superintendent is very invested and transparent. He has been great to work with. The project manager believes they will be done by the end of February or first of

March. However, we believe it will be closer to spring break (the end of March) at the soonest.

We initially anticipated work would not be complete until summer 2018. So it will be good if they can finish by spring break.

There are still some issues with fire separation code compliance at the kitchen area in which we have been waiting for a solution since October. It appears a solution was finally decided upon this past Tuesday. What was originally engineered was much too expensive in addition to other challenges. There have also been some problems with roofing. Some of these issues go back to the architect, while some go to the contractor.

We are still working through change orders with the contractor. They are currently \$150k over budget per currently requested change orders, but we are not going to approve that much and have returned many for further revisions. Typically change orders run at about 5% with remodels, which this project essentially is.

Jerry shared his appreciation for the hard work of the facilities department, ensuring we get the quality of work we are paying for, making sure all contractors are following specifications and standing our ground when getting push-back. Jerry made a motion to “Officially recognize the efforts above and beyond.” Richard gave a second and the motion passed unanimously.

- 3.4 **Whitworth Wrap-Up** – The kitchen is working at 100%. There were some minor problems which were taken care of over Christmas break. Facilities purchased floor scrubbers specifically for kitchen staff and they seem to really like them. There will be a community tour on February 8, 2018.

The polished concrete was not redone over Christmas break because there was not enough time to do it correctly. As it turned out, the original floor polishing contractor is the same one which had to be fired from Oakdale. There will be a different company completing the repairs over summer. There may be some legal concerns with that subcontractor, but it is not an issue for the district. The floor polishing company was hired by a subcontractor of the general, so it will be worked out through them.

Trash compactors were purchased for Lyle, Whitworth, LaCreole and the high school. The compactor at LaCreole was ready for use at the beginning of September and dumped just before Christmas break at a cost of approximately \$800. We had been spending over \$800 per month with the regular dumpsters.

The initial cost of the compactors new is \$25k. We were able to purchase refurbished units for \$15k to \$25k (15 yard/20 yard). The refurbished units have

the same warranty as new and should pay for themselves in under two years.

- 4.0 2<sup>nd</sup> Issuance Project List** – Kevin shared a project list of the bigger items. There are many more on the complete list. The current bond is due to be paid off by 2021 and we will continue to also complete smaller projects on the list as we can.

We know CTE is already dedicated. Drainage must be done if the boosters raise enough money for the artificial turf field.

The field slopes three feet. The boosters will have to raise it up and put a concrete curb to separate the track. They are supposed to take care of the necessary drainage for the field and provide access to tie in outside the track. The district now will also take care of the long jump pit/area at the north connection since it was decided that was part of the track. The district will not do any part of the drainage/track piece until the year following the completion of the turf project. It is important to keep it separate due to the possible confusion/conflict with BOLI requirements in addition to other concerns. The district is working to make sure there is a complete separation between who is doing what projects; boosters are doing the artificial field and field drainage, the district is doing the track and track drainage and stadium.

The booster club is working with Greg Locke for engineering the project. The district has hired Janet Turner Engineering, LLC. Each engineer is working separately since these are two separate projects. However, they are in communication regarding how connections will be made so nothing is missed. The district has also hired an architect regarding transitions for the stadium and visitors' bleachers. At this time, we do not know if the football drainage will affect the restroom flooding. It could make it better, but it could also make it much worse.

A few years ago the district paid for geotechnical testing. That information has been provided to the boosters and Greg Locke and they have been told what is expected, such as a minimum of 12 inches of compacted gravel.

There was discussion again regarding the overall costs of the artificial turf field. It was mentioned that the booster club fundraising seems to be going well for the field. It was also noted that once the artificial field is installed, and later the new track, it will be important to make sure there is a sufficient budget set-aside for future replacement in 10 to 12 years.

Andrea presented the concern that, with an artificial turf field, we would still have the costs to maintain all the other grounds in the district. Additionally, there would possibly be more wear and tear on those grounds because the district would be more discriminating on which groups could use the new field. Gary presented the concern that, should a new high school be built in the future, the turf field would not "go with it".

Rich commented that Central School District is currently dealing with the controversial

issue of where the money will come from to pay to keep their artificial turf field.

We have been conducting regular soil samples tests at the football field. There is a high organic matter content which is the cause of the smell during heavy rain events. This is being addressed with field amendments and is less and less of a problem each year. It is possible that stadium drainage, itself, can wait. However, the drainage at the Lyle playground is terrible and is on the list to be addressed this summer.

The CTE budget of \$1.5million will not be enough for the 1950's building. With the current configuration it is really difficult to monitor students. Additionally, it will require a lot of work to bring it to current codes, abate, etc., above creating a useful space.

Security and technology at LaCroele is also a high priority. There is currently no working paging system. We are working to include that with the new paging systems at the elementary schools. An intercom system is scheduled for installation summer 2019. LaCreole has never had an intercom system so it will be rewired much like Whitworth to allow future upgrades such as cameras, classroom amplification and access control.

Two-way radios are also on the list to allow immediate contact to first responders and the ability to interface between schools during an event. Privacy-for-All is still in progress and moving forward. Stadium upgrades will likely assume the stand-alone restroom which will help with costs.

HVAC needs are becoming more pressing. There are two units at the high school which are at seven years passed end of life. Building envelope is always an issue with buildings as old as ours. The budget of \$2million will not be enough to finish all the roofs. There are already leaks at the high school as well as wall leaks which are very evident, especially during heavy rains.

These few projects noted will cost approximately \$4.9million with some money left for contingency. Gary inquired why there isn't more focus on future land acquisition rather than looking to over-build at the high school. Jerry commented he appreciated the group looking towards actual fixes and the future rather than putting band-aids on things.

The district has been awarded a facilities assessment grant which will allow us a full assessment. When that assessment is complete we will have a better feel for what should be upgraded and what should just be replaced with new. This information will also help with creating a new Long Range Facilities Plan. The last plan which the district and committee compiled was well done but did not capture the complete long range outlook.

The district is applying for a grant for long range plan development and we are hopeful we will receive the award. This will allow the district to hire a 3<sup>rd</sup> party, which is ODE approved, to create the plan for us. We should know in the next month or so if we have won the award.

Over the next month, please review the list Kevin provided. Bring your thoughts, suggestions, additions, and deletions to the next meeting. Kevin will be looking for a motion to move forward on the list you approve.

We have received four proposals for the CM/GC process for the Whitworth gym seismic project. We are beginning review of those proposals now.

**5.0 Public Comment** – There was no public comment.

**6.0 Next meeting** – The next meeting will be Monday, February 19, 2018

**7.0 Adjourn** – The meeting was adjourned at 8:00 p.m.

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Rich McFarland / Committee Chair

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Date

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Kate Hall / Committee Secretary

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Date

**Bond Projects Financial Report  
GO Series 2015**

RESOURCES (Through Phase III Energy Projects)	4/2014 - 6/2016		2016-17				2017-18				2017-18		All Yrs Combined	
	Prior Yrs	Total YR 3	Oct-17	Nov-17	Dec-17	Jan-18	Total YR 4	Total Actual	Projected	Total Actual + Projected	Total Actual	Projected	Total Actual + Projected	
Interest	\$ 58,284	\$ 63,060	\$ 1,806	\$ 1,856	\$ 841	\$ 540	\$ 19,511	\$ 140,855	\$ 1,500	\$ 142,355				
State Grants	\$ -	\$ 29,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,103	\$ -	\$ 29,103				
Energy Incentives	\$ -	\$ -	\$ -	\$ -	\$ 16,501	\$ -	\$ 16,501	\$ 16,501	\$ -	\$ 16,501			\$ 16,501	
Seismic Grant	\$ -	\$ -	\$ -	\$ 421,869	\$ -	\$ -	\$ 421,869	\$ 421,869	\$ 1,754,106	\$ 2,175,975				
Bond Proceeds	\$ 9,696,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,696,340	\$ -	\$ 9,696,340			\$ 9,696,340	
<b>TOTAL RESOURCES</b>	<b>\$ 9,754,623</b>	<b>\$ 92,163</b>	<b>\$ 1,806</b>	<b>\$ 423,725</b>	<b>\$ 17,342</b>	<b>\$ 540</b>	<b>\$ 457,881</b>	<b>\$ 10,304,667</b>	<b>\$ 1,755,606</b>	<b>\$ 12,060,273</b>				
<b>REQUIREMENTS</b>								<b>Total Expended</b>	<b>Encumbered/Contracted</b>	<b>Total Enc + Exp</b>				
000 - General Bond Management	\$ 241,492	\$ 159,793	\$ 15,831	\$ 16,099	\$ 16,243	\$ 20,343	\$ 122,685	\$ 523,970	\$ 81,805	\$ 605,775				
200 - Parking Lots & Grounds (SubCat = Landscape, Irrigation, Drainage, Concrete, Fencing)	\$ -	\$ 55,119	\$ 9,032	\$ -	\$ 6,952	\$ -	\$ 26,093	\$ 81,212	\$ 44,190	\$ 125,402				
300/400 - Energy Projects (SubCat = Windows, Electrical, HVAC/Boilers, Technology)	\$ 277,665	\$ 88,203	\$ 88,282	\$ 59,094	\$ 5,590	\$ 15,027	\$ 488,522	\$ 854,390	\$ 211,053	\$ 1,065,443				
500 - Roofing & Envelope, Ancillary Bldgs (SubCat = Windows, Athletic Complex, Siding, Gutters)	\$ 2,166,135	\$ 631,194	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,797,329	\$ 55,675	\$ 2,853,004				
600 - Interior Repairs & Renovation (SubCat = Flooring, Paint, Interior Remodel)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
700 - Health & Safety (SubCat = Seismic Grant, Survey, Access Controls, Cameras)	\$ -	\$ 484,560	\$ 23,702	\$ 204,276	\$ 115,227	\$ 108,340	\$ 2,426,797	\$ 2,911,357	\$ 239,462	\$ 3,150,819				
800 - Plumbing (SubCat = Restroom Privacy, Re-piping)	\$ 89,505	\$ 106,744	\$ -	\$ 450	\$ 1,770	\$ 105	\$ 7,125	\$ 203,374	\$ 42,715	\$ 246,089				
900 - New Construction (SubCat = MIPRs, CTE, Kitchen)	\$ 280,320	\$ 890,584	\$ 681,927	\$ 856,062	\$ 435,232	\$ 751,047	\$ 3,473,490	\$ 4,644,394	\$ 1,811,490	\$ 6,455,883				
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,055,117</b>	<b>\$ 2,416,198</b>	<b>\$ 818,773</b>	<b>\$ 1,135,981</b>	<b>\$ 581,014</b>	<b>\$ 894,863</b>	<b>\$ 6,544,712</b>	<b>\$ 12,016,027</b>	<b>\$ 2,486,389</b>	<b>\$ 14,502,416</b>				
<b>ENDING FUND BALANCE</b>	<b>\$ 6,699,506</b>	<b>\$ 4,375,471</b>								<b>\$ (2,442,142)</b>				

Bond Series 2015 (First Issuance)	Amount	% Spend Down
of 36 months	33	91.7%
Par Amount 2015 Issuance	\$ 9,696,340	
Seismic Grant	\$ 2,175,975	
Other	\$ 187,959	
Awards and Issuances	\$ 12,060,273	
Actual Expenditures to Date	\$ 12,016,027	
Move to next Issuance	\$ (2,442,142)	
Committed/Contracted/Encumbered	\$ 2,486,389	
<b>TOTAL Spent/Committed</b>	<b>\$ 12,060,273</b>	<b>124.38%</b>

\* 85% of Issuance must be "substantially" Spent/Committed by April 2018  
MET



<b>Second issuance projects and estimated costs</b>	Next bond 2021	
<b>CTE</b>	\$ 1,500,000.00	
<b>Drainage</b>	\$ 500,000.00	
<b>Security/Technology</b>		
Rewire LMS network (necessary for intercom, access control, cameras and classroom amplification)	\$ 400,000.00	
LMS paging/intercom/cameras	\$ 150,000.00	
Classroom amplification-district wide		\$ 350,000.00
Access control-district wide		\$ 750,000.00
2 way radios district wide	\$75,000	
Technology upgrades set aside (\$100K/yr)	\$300,000	
<b>Stadium upgrades</b>		\$ 1,000,000.00
<b>Privacy for all</b>		
Locker rooms DHS/LMS	\$ 250,000.00	
Other restroom upgrades district wide	\$ 350,000.00	
<b>HVAC units</b>		
Intellipack units-DHS	\$ 250,000.00	
RTU's-Lyle	\$ 75,000.00	
AHU-WW gym		\$ 110,000.00
Theater AHU-DHS		\$ 100,000.00
<b>Roofs</b>		
DHS		\$ 2,000,000.00
Exterior painting of Lyle, DO, DHS, WW, LMS	\$ 350,000.00	
Contingency for change orders on Lyle, OHE and WW project closeouts	\$ 250,000.00	
Contingency for change orders on 2nd issuance projects	\$ 400,000.00	
<b>Subtotal</b>	\$ 4,850,000.00	\$ 4,310,000.00
Estimated available funds from 2nd issuance as of 1/8/18	\$ 4,900,000.00	
<b>Track raise and resurface</b>	\$ 500,000.00	
Set aside available 102 funds for track	\$ 330,000.00	