

Minutes
Citizens Oversight Committee
September 21, 2022
District Office Board Room
5:30 pm

Present: Bob Archer, Steve Spencer, Marlene Gillis, Jerry Boudreaux, Glen Miller, Ed Dressel, Jen Reinhardt, Tara Townley, Clara Woolsey, Bill Masei, Candy Posey, David McKay, Paul Chamberlin, Sean Johnson, Tami Montague

Absent: Lee Schlenker, Deena Loughary, Tommy White, Steve Earl

1.0 Welcome

1.1 Introductions –

Bob Archer – Dallas SD Facilities Director

Steve Spencer – Superintendent Dallas SD

Marlene Gillis – Soderstrom Architects

Jerry Boudreaux – Retired Substitute Teacher

Glen Miller – Director Chemeketa Community College Polk Center

Ed Dressel – Local Business Owner

Jen Reinhardt – PE Teacher, LaCreole Middle School

Clara Woolsey – Junior, Dallas High School

Bill Masei – Dallas High School, Career/College Coordinator

Candy Posey – OSAA, Community Member

David McKay – HMK Company, Owner

Paul Chamberlin – HMK Company, Project Manager

Sean Johnson – Dallas School District, Technology

ABSENT:

Lee Schlenker – Community Member

Deena Loughary – Community Member

Tommy White – Community Member

Steve Earl – HMK Company

2.0 Committee Selection of Chair/Vice Chair

2.1 Jerry Boudreaux nominated as Chair – Motion seconded

2.2 Glen Miller nominated as Vice Chair – Motion seconded

3.0 Review the Charge of the Citizen Oversight committee

3.1 **Discuss Purpose –**

- To ensure bond proceeds are used for purposes consistent with voter approved bond, it's also state law.
- To monitor project expenditures and progress of projects to ensure public transparency

- To Serve as a communicator of information related to the bond

3.0B Discuss Ballot Title

Bonds to improve facilities and allows for matching grant from the state. Shall DSD issue \$28 million in principal amount of bonds, receive a \$4 million grant, if the bonds are approved they will be payable from taxes on property or property ownership, that are not subject to limits of sections 11.11b article 11 of the Oregon Constitution. This is what was proposed to the voters of the City of Dallas and they affirmed it. This bond was crafted with the long-range facility planning committee and it piggy backs and aligns with the end of the last bond and continues along the same path. Seven bullets in the summary –

- To create space
- Provide upgrades
- Improve safety
- Construct & upgrade instructional space
- Modernize schools
- Upgrade technology
- Pay bond issuance

4.0 First Issuance Funding Sources

4.1 Bond sales, OSCIM Grant Business Oregon Seismic Grant, ETO/ODE (SB1149) funding

- \$14 million amount that was issued, ended up with a premium, so only paying back \$12.765 million. Interest rate not as good on sale as hoped, sitting at 2.768% all in interest cost. \$14 million deposited in bank on September 1st. In the spring of 2023 an additional \$4 million from the state will be received for a matching grant. \$18 million from bond proceeds and matching grant for the first phase of the projects.
- Seismic grant has been received from Business Oregon for DHS gymnasium in the amount of \$2.49 million.
- Utilize Energy Trust and Department of Energy's savings measures, SB1149, allows us to gain some additional funds.
- Question – How many projects will get some additional funding through Energy Trust? Having a meeting regarding building a new gym at LaCreole gave us \$1500. Once scopes are defined they trigger SB 1149 funds. We put project together, bring ETO in at the beginning, once we get through commissioning we will typically receive the money. All lighting projects we make sure that they're approved fixtures. Lighting project last summer, we received funding back from Energy Trust and ODE, they were paid for 100% at no cost to the district. "Early Design Assistance" Energy Trust wants to meet before we get started on the design and they can steer us in the right direction, they pay for that as well.

5.0 Project Priorities

5.1 Dallas High School Gym Seismic rehabilitation has to be completed next Spring/Summer. This will trigger several maintenance upgrades affecting the buildings envelope and HVAC Systems.

5.1.1 Seismic funded through Business of Oregon. If HVAC upgrades can't be incorporated into the scope of the project, other funding such as bond funding or something else. Similar to LaCreole some things have been left open so that it can be done with bond work. Showers were ripped out and seismic funds couldn't be used so bond funds were utilized to replumb the showers and put in new fixtures. Seismic grants are limited, they're not matching and they're very specific that you can't use them for renovation, all of the scope has to be directed at the seismic retrofit.

5.2 Safety Upgrades District wide. All buildings will be affected in some capacity. DHS, LMS and Lyle Elementary are scheduled to have entry modifications.

5.2.1 Secure vestibules will be completed for DHS, LMS and Lyle Elementary next summer. Will implement card access controls, cameras, plumbing upgrades, network infrastructure upgrades, roofing and HVAC. HVAC at LMS and DHS, a lot of units that need replacing. Old CTE space at the high school will be modernized to enhance CTE programs. DSD received a \$25,000 tap grant for hazardous material assessment from ODE for doing asbestos testing and trainings that will be taken advantage of and utilized.

6.0 Bond Proceeds for Project Management Services

6.1 The district has secured HMK Co for project management services. (Community discussion) -

6.1.1 Bob explained why the project isn't managed with existing staff. Everyone's plates are full, stipends and staffing were looked at and a decision was made to seek professional services. HMK was selected out of five firms by scoring through a diverse team of district employees. HMK provided a contract to develop the initial scopes of projects, once completed a larger contract will be entered. DSD is still going to do maintenance upgrades and smaller things that we can handle.

6.1.2 HMK was asked why it's good for the district to have them here.

6.1.2.1 David from HMK – You have an independent third party that is contracted by the school to represent the school district in all matters on the project, only interested in doing what is best for the school district. HMK manages all of the contracts that the school district enters into, they are responsible for holding those accountable to accomplish the scope of work with in the associated costs. Responsible for managing budgets, will produce a budget on every project, every month. Close out of projects, receiving accurate O&M manuals, one of the hardest things to do is to close out the last piece of a project. Tells contractor how “Substantial

Completion” is defined. On move in date, beneficial occupancy is assumed but all documents have to be delivered, reviewed and approved by the design team. All of the Operation and Maintenance Manuals have to be submitted. The biggest element that HMK does is commissioning has to be completed. Commissioning is the independent third-party verification that all systems function and perform as designed.

7.0 Project Design Update (Soderstrom)

- 7.1 \$32 million in scope identified. \$14 million targeted construction cost in first phase. Construction market exploded, tried to accommodate and anticipate as much as possible but we need to be realistic with the budgets and numbers and still “bite off” what is a safely reasonable expectation of what can be done in the first phase. \$18 million aligns with the project costs, \$4.6 is “soft costs” which are costs in addition to what you pay the contractor. Administrative costs are design fees, bond issuance cost, legal review of contracts, permits, system development charges, prevailing wage fees, project management fees. First phase priority across the board are systems upgrades, mechanical, plumbing and security vestibules. Intent with vestibules is to create a safe space to evaluate visitors and make sure that they get checked out before they get access to the school. Technology upgrades at all of the schools, working with Sean figuring out exactly what needs to be done. Technology upgrades are going to be done in Phase 1 for the Middle School, it is not planned for the other schools yet, it may change depending on pricing.
- 7.1.1 Lyle Elementary**– add interior walls and doors to add a vestibule. Move card reader. Additional scope of steam line replacement and boiler room work.
- 7.1.2 Oakdale Heights Elementary**– Has the least amount of needs that were identified. Just needs some system upgrades, already has a secure vestibule. Looking at adding hardware for lockdown and card readers. Not a lot of visible difference, mechanical and plumbing systems will be worked on.
- 7.1.3 Whitworth Elementary** – Want to defer the work to phase 2 because it has a controlled entry and does function safely. Focus for this round is just mechanical, domestic water piping and card access. West door is occupied with staff in the morning, once the school day starts it’s locked down, everyone is directed to the main entrance.
- 7.1.4 LaCreole Middle School** – Has the most scope relative to Phase 2. Phase 1 looking at adding the entry vestibule, looking at adding square footage to the outside. In addition to the systems scope (mechanical, domestic water pipes) the roof replacement at the gyms. Two options with vestibule; Option 1 – move entire administration to the other side of the corridor. In order to keep some costs down keeping some of the administrative space in place & reallocating functions. Addition on the other side of the corridor would be smaller. Option 2 – Keeping everything to one side &

creating a large vestibule that would act as a waiting area, parents would wait in vestibule with a “bank teller” approach. More of a linear approach, vestibule is smaller but space for office area runs along entire corridor.

7.1.5 Dallas High School – Mechanical, plumbing, technology upgrades are slated for Phase 1. Secure vestibule, adding interior wall, not adding square footage. Important to get CTE renovation done in the first phase because of the bond promise. Conceptually we will take the existing four sets of double doors, adding another version of them far enough back to get people into the office before they get into the school. The idea is to only have the set of the double doors closest to the office being active during the day. Also looking at adding visibility for the office to the entry. Renovation of the existing CTE – Talk of relocating district IT (Tech). Current discussion on how the CTE classroom spaces will be used. Current plan shows Nursing Assistant Program, Robotics, an electronics lab, construction, two computer labs and a shared space. Main goal is to create space that will enhance whatever programs come up in the future. Auto teacher from McKay and Rick Young, Owner of the Car Doctor, took a walk through, room labeled construction lab and the fenced in area is not enough room to have a program, would need space from the computer lab for lifts and storage. Automotive is the most expensive CTE program, could be a limiting factor and would it be sustainable. Looking for support space for district commodities ex: dry goods, freezer. Would be able to larger deliveries, would be a more centralized location and would be able to better accommodate.

7.1.6 Morrison/District Office – Bond called for secure entries for the Morrison entrance and the District Office entry, have prioritized the student entry. Will be creating vestibule in existing space. Building gets systems upgrades as well as accessible bathroom upgrades. Phase two will be moving IT out and the District Office to their space and creating a secure vestibule.

8.0 Priority Maintenance Updates

- HVAC – Every building has some, if not all equipment beyond useful life, there will be a big focus in both phases
- Roofing Projects – Substantial amount to complete at the high school, a few of them in district are in good shape. An updated Roof Audit was completed last spring
- Siding Replacement – Will be adding metal around remaining pieces of deteriorating T111 at High School.
- These Items Will Need to Be Defined and Contracts in place by early January 2023 – Equipment needs to be ordered by December/January if it’s going to be in place next summer. Opportunity to develop standards, meaning any project is done the same way across the entire district. Helps reduce maintenance cost by buying one brand/one part, training staff on one part and maintain less inventory.

9.0 Building Tour Options

9.1 Meetings can be scheduled at individual buildings and provide tours to that committee can get a visual to accompany the conceptual designs provided.

- Committee agreed that it's a good idea. Next meeting will be held on October 4, 2022 starting at LaCreole Middle School, Dallas High School and Lyle Elementary School.
- An interim meeting will be held October 19, 2022 at 5:30 pm in the Boardroom at the District Office
- Regular Meetings will be held the first Tuesday of every month beginning on 11/1/22, the time remains 5:30 pm

10.0 Public Input – N/A

11.0 Next Meeting October 19, 2022 @ 5:30

12.0 Meeting Adjourn

Committee Chair Jerry Boudreaux

Date

Committee Secretary Natalie Castillo

Date