

# West Linn – Wilsonville School District

Long Range Planning Committee Meeting

Administration Building

22210 SW Stafford Rd – Tualatin, OR 97062



*Project:* LONG RANGE PLANNING COMMITTEE

*Date:* January 27, 2015 – 7:00 PM

*Recorded by:* Remo Douglas

## **Meeting Minutes**

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<i>Attendees:</i>	Tim Woodley	Gretchen Katko
	Keith Liden	Superintendent Bill Rhoades
	Kent Wyatt	WLWV School Board Member:
	David Lake	Regan Molatore
	Mike Jones	

## **New Business**

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*Mtg – Item*      *Discussion/Action Item*

1.      Check-In: Tim Woodley called the meeting to order at 7:09 pm.

2.      Roll Call

3.      General:

Jerri Bohard recently announced her resignation from the Long Range Planning Committee. The group applauded her many years of excellent service to the committee and district. The Board is expected to announce the vacancy at the next regular board meeting.

4.      2014 Bond Information:

The website for the 2014 bond will play a key role in transparency. It will hold various documents regarding processes and the management plan. It will also provide project and procurement information and updates.

The management plan is coming together, describing the roles of the Board, LRPC, administration and the bond management team itself.

Consultant selection processes are under way. Firms used in the past must compete with others within public procurement process. There will be a number of RFPs for various consultants over the next couple months.

The construction management RFP process is nearing completion. Four firms competed and the selection committee is recommending that the Board empower the superintendent to execute an agreement with Heery International, Inc.

The RFP for Architectural and Engineering services is currently being advertised. This will ultimately result in the selection of an architect. The team of consulting engineers working under the architect will be brought on board through the architect agreement.

It was noted that a new license has been purchased in order to utilize e-Builder for the 2014 bond. This will be very similar in function to the 2008 bond, but will be separated to ensure clean reporting.

5. Bond Oversight:

The group held a lengthy discussion on what the role of the LRPC as a bond oversight committee was.

It was agreed that specific time should be set aside for bond oversight business during the LRPC meetings, and that minutes should be taken of the oversight discussion.

A list of potential oversight committee responsibilities was discussed in the January board study session. This list was brought to the LRPC for discussion. The committee reviewed each item on two pages and boiled them down to four key areas. The acceptance of these four points was general in nature, and the group agreed that there would need to be discussion regarding the exact wording, details of how to accomplish these tasks, and how frequently they will happen. The group agreed that the final wording of these four items should have a positive tone.

1. Ensuring bond revenues are used for the purposes consistent with the voter-approved bond measure ballot and consistent with state law.
2. Communicating key information related to the bond to stakeholders.
3. Providing annual reports to the Board at a regularly scheduled meeting.
4. Reviewing quarterly reports produced by the District each year in order to assess general compliance with the bond program approved by voters.

6. Frog Pond Master Plan:

It was noted that the city is expected to adopt a master plan by the end of the year.

7. 2014 Bond Planning:

A meeting has been set with each city to discuss the planning, permitting and construction of the major projects. These early meetings have a significant benefit to both the District and cities as each party attempts to understand what their roles will be and what will be required of them moving forward with these significant public improvement projects. Coordination with city staffs will be key to success on these projects and expectations are high.

At Wilsonville the discussion will be centered around the new middle school at Advance Road and the performing arts expansion at Wilsonville High School. The Advance Road project will be particularly complex with the need to divide the 40 acre site between the City and District. It will also include significant infrastructure improvements such as utilities and streets. It has long been held that the adjacency of the school grounds and city park space should be utilized to the benefit of the community. This partnership will need to be ironed out over the course of permitting and annexing the site. The safe-routes-to-school initiative will also be a major discussion point. The Wilsonville High School project will also be complex with it's impacts to the existing facility and parking lot.

In West Linn the discussion will include the replacement of Sunset Primary School, the remodeling and expansion of the 700-building at West Linn High School, and the new women's softball restroom/concession at Rosemont Ridge Middle School. Sunset will have many of the same layers as the new middle school, with the addition of the deconstructing of the existing facility and operating in a well established neighborhood. The West Linn High School Project will have to be fit in a tightly constrained site. The Rosemont Ridge Middle School Project will have substantial utilities requirements.

*Next  
Meeting:*

February 24, 2015



## **West Linn – Wilsonville Schools**

LONG RANGE PLANNING COMMITTEE

# **AGENDA**

January 27, 2015

7:00 pm, District Administration Building-Board Room

1. Check-In
2. Roll Call
3. LRPC Vacancy
4. 2014 Bond Program
  - a. Bond Management Plan
  - b. Purchasing Guidelines
  - c. Bond Team
    - i. Construction Management (Board Action)
    - ii. Architect RFP
  - d. Program Management Software
  - e. Bond Web Site
5. Roll of LRPC in 2015 Bond Oversight [handout]
  - a. Inform the public
  - b. Review expenditures
  - c. Regular reporting to Board
6. Frog Pond/Advance Road Planning discussion:
7. 2014/15 Meeting Schedule                      Next meeting February 24th



## West Linn – Wilsonville Schools

### MEMO

DATE: January 13, 2015

TO: Bill Rhoades

FROM: Tim Woodley

RE: Bond Oversight: Long Range Planning Committee Guidelines

It is considered good practice for School Districts and Boards to assign a committee of appointed citizens to meet regularly for the purpose of providing oversight of Capital Bond Management. The West Linn - Wilsonville School District Board has appointed a Long Range Planning Committee to advise them regarding long range facilities planning and capital improvement project planning. It is recommended that the Long Range Planning Committee be formally assigned the duties of the Citizen's Bond Oversight Committee. APPROVED 1/5/15

At the January 5th School Board Meeting, the Board assigned 2014 Bond Citizen's Oversight to the District Long Range Planning Committee, and, asked staff to draft a set of responsibilities for the Board to consider as guidance for the Long Range Planning Committee in this role. The following guidelines are representative of those used by other districts and are presented here as examples of guidelines the Board might consider:

The Long Range Planning Committee in providing Bond Oversight will actively monitor and regularly report to the School Board on the progress of the bond program. Responsibilities include the following:

- a • Ensuring bond revenues are used for the purposes consistent with the voter-approved bond measure ballot and consistent with state law.
- b • Reviewing strategies for reducing long-term maintenance and construction costs and for improving efficiency, longevity, and the use of innovative practices.
- c • Communicating key information related to the bond to stakeholders.
- d • Reviewing bond program performance and financial audits.
- e • Reviewing quarterly reports produced by the District each year in order to assess general compliance with the bond program approved by voters.
- f • Ensuring activities align with the 2014 Long Range Plan approved by the School Board and with Board Policies.
- g • Meeting at least once a quarter during the year to review expenditures
- h • Providing an annual report to the Board at a regularly scheduled meeting.
- i • Considering or recommending program modifications intended to account for changes in actual project costs.
- j • Reviewing bond management plans and bond project progress reports.
- k • Communicating at least quarterly on key information related to the bond with the School Board.
- l • Providing feedback on certain design related functions, such as development of educational specifications and site design teams.

Department of Operations  
503-673-7995 Fax 503-638-9143 • [www.wlww.k12.or.us](http://www.wlww.k12.or.us)  
Location: 2755 SW Borland Road, Tualatin, Oregon 97062



- 32 X<sup>1</sup> Ensuring that all expenditures are consistent with the Long Range Plan, Board Policies, State Law, and the ballot measure.
2. Regularly reviewing bond management plans and project progress reports, taking special care to address irregularities that may put critical projects at risk of failing to complete on time, according to specification, or at budget.
  3. Ensuring to the extent possible that taxpayer funds are expended in a prudent and reasonable manner.
  4. Reviewing the Bond financial audits.
  - 32 X<sup>5</sup> 5. Assuring that information related to the performance of the bond program is communicated in a clear and timely manner to the public.
  6. Reporting in a timely manner to the Board any material discrepancies in Board-assigned areas of responsibility.
  7. Reporting to the Board on a quarterly basis on the status, trend, and compliance aspects of the Bond execution.

- Oversight report as part of a hel meeting.

From Board Study  
Session 1-20-15



Updated 01-27-15

**West Linn/Wilsonville School District**  
**LONG RANGE PLANNING COMMITTEE**  
**2014-15 MEETING DATES**

September	9	7:00 PM	District Administration 22210 SW Stafford Rd
October	7	7:00 PM	District Administration 22210 SW Stafford Rd
November	18	7:00 PM	District Administration 22210 SW Stafford Rd

**NO MEETING in December**

January	27	7:00 PM	District Administration 22210 SW Stafford Rd
February	24	7:00 PM	District Administration 22210 SW Stafford Rd
March	31	7:00 PM	District Administration 22210 SW Stafford Rd
April	29	7:00 PM	District Administration 22210 SW Stafford Rd

**NO MEETING in May**

June	2	7:00 PM	22210 SW Stafford Rd District Administration 22210 SW Stafford Rd
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