

**West Linn / Wilsonville School District**  
**Bond Oversight Committee Meeting**



*Project:* **BOND OVERSIGHT COMMITTEE**

*Date:* July 30, 2015 – 7:00 PM

*Recorded By:* Amy Berger

## **MEETING MINUTES**

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### **ATTENDEES**

*Name*

Tim Woodley  
Gretchen Katko  
Kent Wyatt  
Tom Miller  
Regan Molatare  
R.B. Brandvold  
Amy Berger  
Remo Douglas  
Tony Vandenberg

### **NEW BUSINESS**

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*Mtg - Item*

*Discussion / Action Item*

- 1.0 The meeting started at 7:06
- 1.2 Affirmation of David Lake to act as chair of the Oversight Committee
- 2.0 The Committee Guidelines were reviewed with the group listed on the agenda. The guidelines were created by the School Board.
- 3.0 Each committee member was given a binder of information. Tim walked through each tab in the binder.
  - Meeting Dates: These specific dates were left blank so the committee can discuss and find the best date possible to meet. The Oversight Committee will meet quarterly. The LRPC will also meet quarterly. The Oversight Committee reports to the school board one month after the Oversight Committee Meeting.
  - Quarterly Reports: A draft plan is provided, and will be discussed later in this meeting
  - Bond Management Plan: The management plan is provided as well as a memo about bond purchasing and a memo about district-wide improvements list.
  - 2014 Bond Info: A Bond cash summary is provided that accounts for the funding at the time the bond was sold. The total levy authorization was for the full bond amount and the premium of more than fourteen million dollars. The summary also shows the closing costs involved with bottom line items of how much cash the bond has today. The next form is the bond election flyer, followed by the ballot title measure 3-456. Last in this tab is a list of the 7 bond components (New Middle School at Advance Rd, Sunset Replacement, WLHS 700 Building, WHS Performing Arts, Technology, Safety & Security and District-Wide Improvements) with summaries for each.
  - Charter Info: This tab shows a memo from Tim to Bill regarding the Oversight Committee Guidelines and a memo from Bill to the School Board recommending the assignment of Bond Oversight to the Long Range Planning Committee.
  - Agendas & Meeting Minutes: All agenda and meeting minutes with handouts are filed here.
  - Capital Improvement Plan: A hardcopy of the 2014 Capital Improvement Program.

## NEW BUSINESS

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Mtg - Item

Discussion / Action Item

- 4.0 The Quarterly Report was reviewed. There have been several examples of reporting styles to a school board including what the LRPC did during the 2008 bond. The 2008 bond reporting was primarily financials. This report will be broader with narrative and photos what could tell the whole story better and could then be published to a school board as well as on the bond website. The report included is a template that is not filled out with pertinent data but is open for review and comment.
- 4.1 The Quarterly Report Components are the following:
- Cover letter
  - Table of Contents
  - Program Summary – The budget is broken out between the program budget and the program premium. The program budget includes original budget, approved budget changes, current budget, current commitments, actuals approved, estimate at completion and forecasted over/under.
    - A note to put a chart or graph on this page to highlight totals as we move forward was requested by Kent Wyatt. A footnote is also requested to define the columns.
  - Project Page – Including the project schedule, dollars spent, activities over the time period and activities planned for the next time period. The next page is project photos for that project.
    - A request to have a waterfall chart in the graph to show where you are over and where you are under. Less detail might be better for the audience. Also a thought to show that the amount of money that is being spent out is matching the amount of progress that is being made.
  - The next few pages are repeats of the project pages for the rest of the active projects.

The district staff will work on the quarterly report more and get it pushed out to the committee for more feedback so we can move forward with real time data.

- 4.2 Current progress on projects were shown with photos on the projector. There is a lot of progress being made but not everything might be seen. It has taken some time to go through the process of getting the bond team created and getting consultants all signed up and on board. The bidding climate has been tough with going out for bid and not getting anyone to bid. Contractors are swamped. The district will go out for bids next spring for the next batch of work and we expect to get more interest than with more advance notice already having the bond up and going.
- New Middle School at Advance Rd draft site plan and draft floorplan. The plans for both the middle school and Sunset will be finalized in the fall before we go to the city. Before it goes to the city it will go to the school board for sign off.
  - Sunset Replacement School draft site plan and draft floorplan. Lessons learned after building Trillium & Lowrie were that neither of those schools have cafeteria and while eating in the classrooms works well, a common area was missed for other activities. The new Sunset is being proposed with a large multi-purpose room that can be split to create two classrooms, or used as one large room for any use.
  - WLHS 700 Building site plan. The existing building will be fully renovated with some additional square footage for a new art room. Another art room will be in the building, environmental science rooms, some smaller classrooms, and a larger room for a maker space for STEM, robotics with storage.
  - WHS Performing Arts Addition site plan. The performing arts addition impede the existing parking lot but the parking lot will be reconfigured and not lose any parking spaces.
  - Rosemont Ridge Middle School softball team room site plan and detail plan. This building will support the softball program as well as sit by the track and field. It will include restrooms, storage, lockers, and concessions. City planning approved the plan today.
  - Carpet photos were shown for the new carpet at select schools

## NEW BUSINESS

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Mtg - Item

Discussion / Action Item

- New furniture around the district
- Rosemont Ridge baseball field drainage
- Wilsonville High School sidewalk improvements
- Wilsonville High School robotics renovation. A current shed outside Wilsonville High school stadium is being renovated into a robotics space.
- West Linn & Wilsonville High School Gym Lighting Replacement

There were handouts with the agenda with memos from each of 4 bond team members listing each project they are managing and the status of each broken out by school.

- 5.0 The Long Range Planning Committee and Bond Oversight Committees have an opening due to Tom Miller's resignation. The opening will be posted as school gets started again and we hope to get applicants and make a selection in September.
- 6.0 The committee has decided that Wednesday nights would be best for Committee Meetings. District staff will put together a draft schedule after the board approves the year's board meeting schedule Monday, August 3<sup>rd</sup> and send it out to the committee for approval.

## Handouts

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No.

Item

Dated

1.

Bond Oversight Committee Binder

July 30, 2015



## West Linn – Wilsonville Schools

**2014 Bond Oversight Committee Meeting**  
**Administration Building**  
**22210 SW Stafford Rd, Tualatin, OR 97062**  
**Thursday, July 30, 2015, 7:00 PM**

### Agenda

1. Call to Order
2. Roll Call
3. Affirmation of Election of Officers
  - a. David Lake, Chair
  - b. Gretchen Katko, Vice-Chair
4. Review Committee Guidelines:

The Long Range Planning Committee, in providing 2014 Bond Oversight, will actively monitor and regularly report to the School Board on the progress of the bond program. *Responsibilities include the following:*

  - a. Ensure bond revenues are used for purposes consistent with the Long Range Plan, the voter-approved ballot measure 3-456, and state law.
  - b. Meet at least quarterly to review expenditure reports, project plans, and progress reports. Provide quarterly and annual written reports and presentations of capital bond progress and finances to the Board at a regularly scheduled School Board meeting.
  - c. Communicate key 2014 Capital Bond progress and information to community stakeholders through a variety of methods.
5. Review Member Binder/Information | Provided at meeting
  - a. Cover-Membership
  - b. Meeting Schedule
  - c. Quarterly Reports
  - d. Bond Management Plan
  - e. 2014 Bond Info
  - f. Charter Info
  - g. Agendas and Meeting Minutes
  - h. 2012 Capital Improvement Plan
6. Review "Draft" Quarterly Report
7. Current Progress
  - a. Major Project Design/Permit | See attached Manager Status Reports
  - b. Minor Project/Summer Work
8. Open Position Posting | Tom Miller Vacancy
9. Meeting Schedule | BOC, LRP, Bd Rpt
10. Adjourn



## West Linn – Wilsonville Schools

To: Tim Woodley, Director of Operations

From: Remo Douglas, Project Manager

Date: July 29, 2015

Subject: Status of Projects Summer 2015

Please see below list of projects with a brief description and current status, organized by school.

- Boones Ferry Primary School
  - Carpet Replacement: Replace front office area carpet
    - Demolition begins July 30, complete August 7
- Inza Wood Middle School
  - Carpet Replacement: Replace classroom and corridor carpet
    - Demolition complete, installation underway, complete August 14
- Sunset Primary School
  - Facility Replacement: Construct new facility including full site improvements
    - Spring educational specification process complete
    - Schematic design underway, ed spec committee review in September
    - Public Outreach process begins in August and continues through completion
    - City permit process begins in October and runs through March
- Wilsonville High School
  - Robotics Garage: Route power and networking to existing metal building for after school robotics club
    - Design and bid processes complete
    - Contractor selected, negotiating contract
    - Project to begin in August, complete by November 20
  - Performing Arts Expansion
    - Spring educational specification process complete
    - Schematic design underway, ed spec committee review in September
    - City permit process begins in October and runs through February
- Willamette Primary School
  - Abestos Abatement: Abate tile flooring and mastic below carpet to be replaced
    - Abatement complete, clearances received with zero asbestos detected
  - Carpet Replacement: Replace classroom and corridor carpet
    - Demolition begins August 10, complete August 24





## West Linn – Wilsonville Schools

To: Tim Woodley, Director of Operations

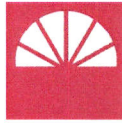
From: Anthony Vandenberg, Program Manager

Date: July 29, 2015

Subject: Status of Projects Summer 2015

Please see below list of projects with a brief description and current status, organized by school.

- Middle School at Advance Road
  - New Facility: Construct new facility including full site improvements and off-site improvements
    - Spring educational specification process complete
    - Schematic design underway, ed spec committee review in September
    - Public Outreach process has started with two meeting July and continues through completion
    - City permit process started and stage 1 documents have been submitted to the City.
      - Stage 1 application includes property annexation, Comprehensive Plan Map Amendment, Zone Map Amendments (SROZ and Base Zone), Stage 1 preliminary plan (Master Plan).
      - Hearing #1 occurred on July 27<sup>th</sup> and the Development Review Panel has approved the application.
      - City Council approval is scheduled for the second hearing on August 17.
    - Discussion with the City of Wilsonville with regards to Right of Way work continues and will lead to a development agreement with the School District.
- West Linn High School
  - 700 Building Renovation
    - Spring educational specification process complete
    - Schematic design underway, ed spec committee review in September
    - City permit process has started with a pre-application meeting. Permit application is planned to occur in October and runs through February.
- Main Gym Lighting Replacement
  - Design completed
  - Procurement completed and contract has been awarded.
  - Installation will occur during August 10-21.
- Wilsonville High School
  - Main Gym Lighting Replacement
    - Design completed
    - Procurement completed and contract has been awarded.



## West Linn – Wilsonville Schools

- Installation will occur during August 10-21.
- Rosemont Ridge Middle School
  - Softball Concession and Restrooms
    - Schematic Design Complete
    - Land Use application submitted and deemed complete.
  - Baseball Field Drainage
    - Design completed
    - Procurement completed and contract has been awarded.
    - Anticipated completion: August 3, 2015
- Play Equipment and drainage upgrades at Stafford, Willamette, Rosemont Ridge.
  - Replace select aging equipment at three schools and correct drainage issues at Rosemont and Stafford.
    - Drawings have been completed
    - Equipment has been ordered and delivered to the District.



## West Linn – Wilsonville Schools

To: Tim Woodley, Director of Operations  
From: Bob Teters, Project Manager  
Date: July 30, 2015  
Subject: Status of Projects Summer 2015

Please see below list of projects with a brief description and current status, organized by school.

- Boones Ferry Primary School
  - Infill four bark filled play areas with concrete: Project is scheduled to be completed along with Wilsonville High School sidewalk replacement project
- Wilsonville High School
  - Remove and replace approximately 3000sf of buckling non ADA compliant sidewalks. Areas being replaced are located to the north of the main and auxiliary gyms and in selected areas around the football field
    - Demolition is in process, and all work is scheduled to be complete by August 14th
  - Install double wrestling mat hoist in the southwest corner of the main gym
    - Permit has been issued by the City of Wilsonville
    - Contract has been issued and contractor is scheduled to start installation of the hoist no later than August 27<sup>th</sup>
    - Three new wrestling mats have been ordered and are scheduled to arrive between the 14<sup>th</sup> and 21<sup>st</sup> of September
- West Linn High School
  - Library
    - Install glass storefront wall at the northwest end of the library
      - Contractor has install plywood backing at head of glass wall
      - Storefront has been ordered and is scheduled to be installed the week of August 3<sup>rd</sup>





## West Linn – Wilsonville Schools

- Performing Art Center
  - Replace contractor's type table saw with Saw Stop table saw
    - complete
  - Clean and re-fire proof stage curtains
    - Curtains have been removed and are off site for cleaning
    - Curtains are scheduled to be reinstalled by the 31<sup>st</sup> of August
  - Replace existing hardboard stage flooring
    - Contractor has completed removal and re-installation of hardboard flooring and is prepping floor for painting, work is scheduled to be complete by August 1<sup>st</sup>
  - Supply 8 Source Four Ellipsoidal lights for use as Rehearsal/Lecture lights
    - Lights have been ordered and are scheduled to arrive by August 31<sup>st</sup>
  - Install 2 new lights back stage to allow for better visibility at stage entrance
    - Contract issued and work is in process
  - Install 2 additional curtain legs to allow for improved masking off of stage equipment and back stage areas from the audience
    - Contract issued and curtains scheduled to be installed by the 31<sup>st</sup> of August
  - Have stage rigging inspected by certified inspection firm to insure rigging equipment is operating properly
    - Complete
  - Purchase twenty four 25' long Roadhog microphone cords, and twelve 50' long Roadhog microphone cords.
    - Complete
  - Install 42" wide door on the northeast side of the stage.



## West Linn – Wilsonville Schools

- Existing door and frame have been removed and new frame is in the process of being installed
- Install building map signage, install Performing Arts Center sign on exterior of building, install backstage hallway signage, install black box studio theatre signage
- Signage has been ordered and is scheduled to be complete by August 31st
- Rosemont Ridge Middle School
  - In four central court areas; remove wall mounted projector screens, install 24' long by 2' wide wall mounted computer counters, extended electrical power along the length of the computer counters, install 24' long by 4' high tack boards, and paint walls in areas where work has occurred
  - Contract has been issued and contractor submittals have been approved.
  - This work is scheduled to be complete by August 31st
  - In two science classrooms install upper cabinets above existing lower cabinets
  - Contractor is scheduled to complete work by end of September with work occurring after school or over a weekend.
- Stafford Primary School
  - Remove existing brick paver at the front entry to the school and install concrete sidewalks in their place. Brick pavers will be installed as a new strip along the northeast side of the existing concrete sidewalk as people enter from the parking lot.
  - Contractor has started work on site and is scheduled to be complete by the 14<sup>th</sup> of August



## West Linn – Wilsonville Schools

To: Tim Woodley, Director of Operations

From: Amy Berger, Capital Construction Office Manager

Date: July 30, 2015

Subject: Status of Projects Summer 2015

Please see below list of furniture purchases organized by school.

- Athey Creek Middle School
  - Library bookcases had casters added to make them mobile
  - 1 classroom set of desks & chairs
- Art Tech High School
  - Steel kitchen counters for the culinary program
- Boeckman Creek Primary School
  - 2 Classroom sets of desks & chairs for 4<sup>th</sup> grade
  - 2 Classroom sets of desks & chairs for 5<sup>th</sup> grade
- Boones Ferry Primary
  - Pre-K kitchen tables & chairs
- Bolton Primary School
  - 1 Classroom set of desks & chairs for 4<sup>th</sup> grade
  - 1 Classroom set of tables & chairs for 2<sup>nd</sup> grade
- Inza Wood Middle School
  - 3 Science classroom stools
  - 1 Science classroom tables
  - Maker Space tables
- Lowrie Primary School
  - 2 New Classroom sets of all furniture
  - 25 Classroom bookcases
  - 10 Library bookcases
- Rosemont Ridge Middle School
  - Porch counters & cabinets
  - 2 Science classroom tables & stools
  - Café tables & stools
  - New mobile bookcases to replace some fixed bookcases to create more flexibility in the space
- Stafford Primary School
  - All cafeteria tables replaced with new tables
  - Science storage shelves

- New Computer lab tables
- Trillium Creek Primary School
  - 2 Classroom sets of desks & chairs
  - 10 Library bookcases
  - 2 Library display cabinets
  - 2 Classroom mobile bookcases
  - Special Ed Room new storage unit
- Wilsonville High School
  - New Student Resource Officer Office furniture
  - 1 Art Classroom adjustable work tables
  - 2 Art Classroom adjustable stools
  - Porch tables & chairs
- West Linn High School
  - Black Box Theater chairs & chair racks
  - Porch Furniture – 4 Couches, new tables in each of the 7 porches
  - Choir Risers
- Willamette Primary School
  - Library table
  - 2 Classroom sets of tables