



BEX Oversight Committee

March 10, 2017, 8:30 -10:30 am
 Conference Room 2750, John Stanford Center
 2445 3rd Avenue South, Seattle, WA 98134

Minutes:

1. Call to order: Chair John Palewicz called the meeting to order at 8:33 am.
 - Guests introduced themselves.
 - The agenda was approved without change.

Committee Attendees:	Present	Absent	Staff	Present	Absent
Fong, Freeman		X	Bath, Chris	X	
Goldblatt, Steve	X		Becker, Eric	X	
Williams, Daniel	X		Best, Richard	X	
Griffin, Duncan	X		Coan, Melissa	X	
Palewicz, John	X		Herndon, Flip		X
Prentke, Richard		X	Kennedy, Mike	X	
Schwartz, Ed	X		Kokx, Sherri	X	
Stephenson, Robert		X	Mardock, Allen	X	
Tatge, Steve		X	McBee, Mike	X	
			Moore, Steve	X	
Board Attendees:			Morello, Lucy		X
Rick Burke	X		Skutack, Mike	X	
Jill Geary		X			

2. Approval of Minutes (John Palewicz)
 The February 10, 2017 minutes were unanimously approved.
3. Budget Update (Melissa Coan)
 - The *BEX IV Program Cost Summary –February 2017 (Activity through January 31, 2017)* was reviewed.
 - The length of time for closing out a project was discussed. If there is a claim, as was the case with Nathan Hale, project closeout can extend to a period of five years, which is very problematic, as staff knowledgeable about the project may have departed the organization. SPS contract documents identify a specific closeout process. Today the closeout process generally takes more than one year.

Small charges continue to come in during the first operational year. Melissa Coan stated that the financial books are kept open for a period of two-years with minor costs being tracked. Richard Best stated that the Senior Project Management team will review internally about how to facilitate the closeout process with the contractors working on district projects. The committee suggested that including the closeout process in future lessons learned presentations would be a good idea.

- Mr. Best reviewed the Budget Pressures document.
4. Project Status Reports/Board Item Reviews (Richard Best)
 - Project pictures, renderings and data are available on the BEX IV website: [BEX IV Reports](#)
 - A brief update of the status of Olympic Hills, Cascadia, Robert Eagle Staff and Meany Middle School was provided by Mr. Best.
 5. Lessons Learned Projects Opening Fall 2016 (Senior Project Managers)
 - Mike Skutack continued his presentation on the subject of lessons learned, positive and negative. Below are additional items discussed at this meeting:
 - Insufficient time was budgeted towards granular and site specific planning.
 - An educational specification needs to be developed for small schools, capacity of 300 students. Richard Best questioned whether the educational specification should not operational be costed to determine appropriate/efficient size of a school. He noted that other market sectors approach project development in this manner.
 - Issues surrounding timeliness of payments were discussed.
 - The process of paying invoices in a timely manner needs to be refined with the district business office. Contractor payments presently take minimum of 30 days to process with subcontractor's not receiving payment for 45 to 60 days after invoice has been approved by the architect.
 - District change order approval process for change orders >\$250,000 is very cumbersome because of the eight-week process for board approval.
 - Authority levels of signatures should be evaluated.
 - Director Burke stated that best practices should be the driver of the authority level for signatures.
 - Policies which have been in place for years, are interpreted differently by staff, e.g., sixteen years ago when the signature authority level of \$250,000 was set-up it did not include sales tax, presently it is being interpreted that it does include the tax.
 - Mr. Best stated that he intends to bring forward this issue at the next Operations committee meeting.
 6. Hazel Wolf K-8 Recognition – DJC Building of the Year (Richard Best)
 - Hazel Wolf K-8, NAC and Lydig personnel were recognized for their participation in the design and construction of Hazel Wolf K-8 Project.

7. Status of Wing Luke Elementary School Planning (NAC Architecture)
 - NAC Architecture presented preliminary plans for the Wing Luke Elementary School. Comments are summarized below:
 - Have you analyzed the initial and operational costs associated with substantial amount of exterior wall proposed for the project? The amount of exterior wall looks like a challenge from a budget perspective.
 - Can the proposed design allow flexibility for changing capacity needs?
 - Have passive design principals been considered in public areas of the building (i.e. Library – south wall would be better as circulation space).
 - Attendees questioned proposed location of the gym and the commons and whether they should be flipped allow the gym to link to the field?
 - Skylighting at the main entrance could provide a brighter welcoming entryway
8. Meeting Re-cap and Next Meeting Agenda Items (John Palewicz)
 - Next meeting agenda will include presentation of Ingraham High School and the completion of the topic on lessons learned/best practices.
9. Adjournment
 - The meeting adjourned at 10:35 am.