



BANKS SCHOOL DISTRICT BOARD OF DIRECTORS
12950 NW Main St. Banks OR 97106
Administration Building
Special Work Session/Board Meeting
Minutes October 1, 2013

SPECIAL SESSION

District Board Room

Call to Order/Flag Salute Chair Kathy Edison called the meeting to order at 7:00 PM. She welcomed everyone to the meeting and led the flag salute.

The following were in attendance:

Board of Directors

Kathy Edison, Chair
Laurie Schlegel
Raymond Mott

Staff/Others

Bob Huston, Superintendent
Joni Spencer, Business Manager
Debra Mott, Pete Edison, Ron Frame, Will Moore
Bill Schlegel, Richard Bowden, Tom Forest
Rick Yeo, Cornerstone Consulting
Scott Rose, DLR Group
Parker Verhaeghe, P&C Const. Project Manager
Shelley Mitchell, Banks Jr. High School Principal/
Student Services Director

Review the Roles and Responsibilities of the BCMC– Rick Yeo

Mr. Yeo asked that everyone sign in as he was going to email out the minutes from the meeting.

1.1 Roles and Responsibilities of the BCMC

Mr. Yeo said the goal of the BCMC is for the committee to be the liaison between community and construction. He said the BCMC will begin work towards the next project. Mr. Yeo discussed the five roles and responsibilities as outlined by the board. He mentioned that during his involvement in bond projects in Yamhill Carlton, the district did not have a committee peer review group. He said a message would be more consistent if delivered by a committee.

1.2 Tour the middle school and high school

The group adjourned to the tour of the middle school. The group returned to the boardroom at 6:47PM.

1.3 Discuss quality control measures

Mr. Yeo said that the district is employing experts to assure a quality project.

- DLR – sub-consultant hired engineers. Come to the job site; issue inspection reports;
- 3rd party district-hired consultants – includes geotechnical engineers – rock/asphalt/soil-related issues and testing;
- exterior envelope engineers – anything on the outside of the building;
- special testing – bolts, concrete, mortar, grout, steel fabrication, welding;
- commissioning agents – test every function of the HVAC system to ensure correct operation;
- hazmat consultants – remove all known asbestos in the buildings. The scope was added to the P&C contract. Once abatement is complete – air samples are taken, reports are issued.

For a certificate of occupancy – special testing ensures all conditions found are corrected, and the final report is given to the county.

1.4 Update BCMC on the project schedule

Mr. Yeo shared the bar graph of the MS project schedule.

Roofing will start Thursday, with the date of 11/18 as the target goal to have the building dry.

Approval from Clean Water Services has been received to put in the gravel road at the elementary.

The schedule for the road has not been finalized, the plan includes using staging rock from the MS.

The project will be completed in the spring.

High school restrooms are scheduled to be finished in November.

Security cameras and security card reader systems are complete in the HS and Elementary, and about a week way from staff access.

Fire systems are being installed in the administration building and barn – it was a condition of occupancy for the high school, and is required by Washington County. This was due to the proximity of the administration building and barn to the high school. This added scope to the project, and added safety.

The high school is operational at this time; and will be complete in two weeks. The punch list is 90% complete.

Maintenance Shed – mower does not fit in the 8 ft. doors.

Landscaping – the city will provide trees. Mr. Huston is hoping to do the work with volunteers.

1.5 DLR Report

Bell Tower

Scott Rose discussed different options for the position of the bell at the middle school; and the plaque. Both the entry and an outside position were discussed. No final decision has been made.

The plaque was discussed, with options of names being included versus service years. No decision was made.

Emergency Generator Loads

The middle school generator will be replaced with a larger one with two transfer switches. It is possible to add more to the switches, perhaps dedicated outlets in pre-determined area. No decision was made.

1.6 Community Participation

P&C strives to use local sub-contractors. Pihl Excavation, 5-star Paving, Red Belt Truss

Manufacturing, Brown Sheet Metal are a few that have been used. The main carpenter for P&C lives in Banks. This has positively effected businesses in the community such as Subway.

Mr. Moore asked about venting for the new sheeting in the grandstands. Mr. Rose said he would look into it.

The wetlands east of the track has to be cleaned up per Clean Water Services. Pacific Habitat has worked with the district getting wetland permits from Clean Water Services. The plan is that the clean up and planting will be done through service projects/volunteers.

1.7 Project Budget update

Mr. Yeo reported the budget has not changed since the last meeting. He said the project has been overspent by \$90,000. Mr. Moore asked for a breakdown of this cost. A discussion followed concerning the contingency amount in the P&C budget, and the fact that the project did not have an owner contingency budgeted. Mrs. Edison said that it is the intent of the board to keep the BCMC informed and updated on changes. She said the changes are reviewed in the OAC meetings every Thursday. She said the district can summarize the big-ticket items in a way that will make it easy for the BCMC to articulate to the public. She said the Board/BCMC meetings will continue on the first Tuesday of the month.

The meeting adjourned at 8:20 PM.