

**Minutes of the School Facilities Commission  
University of Wyoming Outreach Building  
Casper, Wyoming**

**November 19, 2007**

Chairman Gilpatrick called the meeting to order at 10:00 a.m.

Present: Commissioner Algier, Commissioner Carrier, Commissioner Goodson, Commissioner Marsh, Commissioner McBride, Chairman Gilpatrick and Director Daraie.

**Approval of Meeting Agenda**

*Commissioner Marsh made a motion to approve the meeting agenda with the addition of the following: an Executive Session to discuss personnel issues after Item 2- Approval of Meeting Agenda, Item E – Campbell 1 Request, Item F – Disposal and Land & Building Policy and another Executive Session to discuss possible litigation issues after Commissioner & Director Comments. Commissioner Goodson seconded the motion. Motion passed unanimously.*

*Commissioner McBride made a motion to move into Executive Session at 10:02 am. Commissioner Goodson seconded the motion. Motion passed unanimously.*

*Commissioner Carrier made a motion to reconvene the regular meeting at 10:22 a.m. Commissioner Marsh seconded the motion. Motion passed unanimously.*

**Approval of Previous Meeting Minutes**

*Commissioner Goodson made a motion to approve the previous meeting minutes from the October 16, 2007 meeting as presented. Commissioner Marsh seconded the motion. Motion passed unanimously.*

**Current Business**

**Program Design Review**

Director Daraie commented on the graphs and questions that were developed at the IBS sessions during the summer and how the information was not sufficient for the design process. Director Daraie advised the Commission of the Natrona County School District design charette process used for the CY Middle School.

Director Daraie asked Dr. Lowham and Mr. Jim Coleman to provide their reflection on how the charette process worked and suggestions for improvements going forward to determine if the process should be used in the future.

Dr. Lowham and Mr. Coleman provide their comments on the process to the Commission.

Commissioner Marsh questioned if parameters were given to the charette team.

Director Daraie stated that parameters were given which included the SFC guidelines, number of students, grade configuration and site selection data.

Director Daraie commented that value engineering process should start at the beginning phase of a design. Director Daraie stated the 10% value engineering review is too late due to the concept being sold to the community. He continued that the charette process did drive for a greater value engineering discussion.

Mr. Coleman stated the process made it easy to ask the question “why”.

Commissioner Algier stated this was the vision she had for the IBS steering committee to accomplish.

Commissioner Goodson asked if there was someone looking at the overall education of a building so there was flexibility for the next group of people that moved into the building.

Dr. Lowham responded that the hope was that balance would be incorporated and this was planned to be discussed at the IBS session scheduled for next week on educational suitability assessments.

Dr. Lowham stated that creativeness was not always present during value engineering and that the state is now in a climate to ask the question “why”.

Mr. Maurie Petterson, Mr. Fred Hynek, Ms. Carole Mark and Ms. Julie Carroll provided their reflections on the design charette held in Sheridan 2

*At 11:20 a.m., a 10-minute recess was taken. The regular meeting reconvened at 11:30 a.m.*

### **Crook 1 – Funding for Hulett Bus Maintenance Building**

Ms. Nancy Thomson advised the Commission the recommendation on the summary sheet should have stated the SFC staff was reporting the progression of the project and the information was being reported for Commission consideration.

Mr. Maurie Petterson reviewed the district’s request for additional funding for the bus maintenance building.

Discussion was held on the November 21, 2006 original reprioritization of the bus maintenance facility.

*Commissioner Marsh made a motion to deny funding for the Hulett Bus Maintenance Building for the project cost of \$323,956 and approve the original funding for \$250,000 which included any fees. Commissioner Carrier seconded the motion. Motion passed unanimously.*

## **A&I/Contractor Policy**

Ms. Nancy Thomson stated the SFC staff would like to make the Commission aware of a need to develop a standardized process for selection of an A&E professional, the importance of the project kick-off and charette process, the project close out and A&E evaluation.

Discussion was held on the need for an A&E evaluation on projects.

## **Prototypical Designs**

Director Daraie commented that the original intent of the prototypical designs was to save time and costs and that issues have arisen with the prototype designs and the manner in which A&E teams around the state were implementing them.

Director Daraie stated the SFC has to have boundaries and boundaries have been established, however, he felt the forward thinking could not be accomplished when using a prototypical design especially due to differences in sites. Director Daraie also pointed out that prototypes are basically hybrids of the SFC models.

Commissioner Marsh stated he thought the policy allowed for modifications and changes and though he understood Director Daraie feelings, he hoped there were elements of the policy that still could be used or that the policy could be revised to allow for flexibility.

Mr. Coleman advised the Commission that some prototypes do not work on certain sites and due to the policy; the prototype can not be redesigned. He continued that the basic premises of the buildings were good, but there was a need for flexibility.

Mr. Coleman commented there were certain items that should be prototypical – such as day lighting, heating and cooling systems. These features of the prototypes should not be discarded.

Commissioner McBride suggested the Commission review the policy again and salvage the key points and use both the charette and prototype processes.

***Commissioner Marsh made the motion to table the item and develop a hybrid approach utilizing both processes.***

Commissioner Goodson asked that the Commission withhold the stated motion. Commissioner Goodson questioned if there was a violation of policy with the new processes.

Commissioner Goodson commented on the need for discussion that includes Wyoming Department of Education on the level the state wants to facilitate special education. He asked if we wanted to be a magnet state for special education children. Commissioner Goodson felt the Commission was in a position to have an influence in this area.

Director Daraie stated that it was never intended to not be cost effective or energy efficient as by state statute we have to do all these. He continued that the policy could be

replaced and incorporate the suggestions given. Director Daraie stated the SFC does not want the word prototype to steer us away from imaginative and efficient designs that are within our guidelines.

Chairman Gilpatrick stated that the policy is out-of-date due to the direction that is being taken and there was a need to maintain a policy which fits the needs of where we are going.

Commissioner Carrier agreed with Chairman Gilpatrick that if during IBS sessions good ideas are developed, these should be incorporated into the process and not lost. Commissioner Carrier stated this would provide time savings and cost savings.

Mr. Coleman responded this would be exactly the right approach to use going forward.

Director Daraie stated there was no mystery with what works well within this state and the processes mentioned here today was the next level of detail.

Commissioner Algier suggested the Commission utilize certain components and not mandate the Districts use the prototype designs.

Commissioner Marsh suggested the Commission implement design elements that are deemed to be suitable and this information be provided to the Districts up front.

Mr. Daraie stated that prior to the next A&E contract approval; a meeting would be required and all elements would be discussed and addressed so these elements would not be an issue at the 10% value engineering.

*Commissioner Marsh made a motion to withdraw the Commission's policy adopted on November 21, 2006 that required Districts to use one of six prototypical models when designing an elementary school and further moved the Commission to direct staff to provide a substitute policy for consideration. Commissioner Goodson seconded the motion. Motion passed unanimously.*

### **Campbell 1 Request**

*Commissioner Carrier made a motion to bring the agenda item previously table back to the floor. Commissioner Goodson seconded the motion. Motion passed unanimously.*

Director Daraie stated that during the last value engineering session several items were reviewed and the District would like to share the results.

Mr. Boyd Brown informed the Commission that Stocktrail and Hillcrest Elementary Schools would serve as centers for special student services. Mr. Brown further stated 4,500 additional square feet would be required to meet the needs and there would also be an enhancement of 2,500 square feet for the cafeteria commons.

Mr. Brown advised the Commission that Hillcrest Elementary School would be specified for the profound and disabled students and Stocktrail Elementary School would be specified for developmental delayed kindergarten students.

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Mr. Coleman stated he recommended the District move forward with the designs for these schools.

Director Daraie commented on the special education component and the need for it to be addressed as a policy by Wyoming Department of Education and further stated an IBS session is scheduled for the end of November to address educational suitability.

Commissioner McBride stated the IBS meeting would not just address special education but all components. Commissioner McBride discussed special education within the state today.

Director Daraie advised the Commission that in the event that there was no special allowance made for this project and no WDE policy developed for special education, the District would be willing to pay for the additional costs as there was a timing issue.

Commissioner McBride asked the District to provide his staff with a copy of the design for review.

Mr. Brown advised the Commission of the inflation costs that would be incurred if the process was delayed.

Commissioner Goodson asked what the appropriate action would be for the Commission to take.

Discussion was held regarding the extra square footage, who should pay for it and the possible inconsistencies to other districts.

Mr. Brown stated he was very flexible and willing to work with the direction of the Commission.

Commissioner Carrier stated the flexibility needs to be developed but did not agree with putting the cost of special education on the District.

Mr. Daraie summarized that they would proceed with the design and maintain sufficient flexibility to adjust to the outcome of the educational suitability team. Director Daraie stated the assumption will be that all will work out for everyone's benefit and if not the district could do an enhancement. The SFC will not impede the effort to proceed.

*Commissioner Marsh made a motion to table the agenda item and revisit in January 2008. Commissioner McBride seconded the motion. Motion passed unanimously.*

#### **Item F – Disposal of Land/Buildings**

Ms. Donna Murray provided background information regarding questions that have arisen on the disposal of land and/or buildings by districts. Ms. Murray further stated the districts can not dispose of property without commission approval, but the concern was what the districts have told the communities that want the buildings.

Ms. Murray indicated the SFC would like the Commission's guidance on how to proceed with these type issues.

Mr. Goodson asked if the law supported what was being addressed.

Director Daraie advised the Commission of a process that the SFC has started which collects all data and records of ownership of real property in local court houses and then records the statutory language showing SFC approval required for the sale of the recorded property. Director Daraie stated the statute does clearly state the SFC approval is required prior to a sale.

Commissioner McBride commented on how the state should not be taken advantage of and the need for a type of contingency.

Commissioner Marsh suggested the SFC direct a memo to the title insurance companies within the state regarding the statute.

Commissioner Carrier stated the buildings were bought by locals and all need to be aware of that when a city wishes to purchase the building.

Ms. Murray advised the Commission that the item was for information only and no action was required.

### **Commission Meeting Schedule**

The Commission reviewed the 2008 proposed meeting schedule.

Commissioner McBride suggested the Commission meet every other month and to finalize locations as soon as possible.

Suggestions were made to schedule all the proposed meetings and cancel when not needed.

### **Public Comments**

There was no public comment.

### **Commissioner & Director Comments**

Director Daraie expressed his appreciation to Commissioner McBride and the Wyoming Department of Education for allowing Bill Panell to attend and present at the Natrona CY charette.

Director Daraie expressed his appreciation to Julie Carroll, Sheridan County School District No. 2 and Boyd Brown for their effort.

Chairman Gilpatrick expressed his appreciation for all that attended the meeting and expressed wishes for a Happy Thanksgiving.

*Commissioner Carrier made a motion to move into Executive Session at 1:27 pm.  
Commissioner Algier seconded the motion. Motion passed unanimously.*

*Commissioner McBride made a motion to adjourn the meeting at 2:40 pm.  
Commissioner Marsh seconded the motion. Motion passed unanimously.*