

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

May 19, 2008

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

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

Approval of Meeting Agenda

Commissioner McBride made a motion to approve the meeting agenda with the addition of Laramie 2 Request. Commissioner Algier seconded the motion. Motion passed unanimously.

Director Daraie commented that the request by Laramie 2 should be an action item.

Approval of Previous Meeting Minutes

Commissioner Goodson made a motion to approve the previous meeting minutes from the April 21, 2008 meeting as presented. Commissioner McBride seconded the motion. Motion passed unanimously.

Current Business

Policy on On-Site Infrastructure (Final)

Director Daraie reviewed the changes that were made to the policy since the last Commission meeting.

Commissioner McBride made a comment regarding 50% of the utilities being paid for by the State of Wyoming and the SLIB Board.

Commissioner Algier made a motion to approve the policy on On-Site Infrastructure as presented. Commissioner Carrier seconded the motion. Motion passed unanimously.

Policy on Prioritized Project Budgets (Final)

Commissioner Goodson asked where the emergency rules and policies were on the web site. Ms. Donna Murray informed the Commission that the rules and policies would be posted to the web site as soon as possible.

Commissioner Goodson asked what the need for the prioritized project budget policy was and suggested the last paragraph be revised.

Director Daraie stated the policy was an attempt to address the over-budget projects while preserving the priority of each project.

Mrs. Teresa Kunkel stated the policy was also needed for auditing requirements and to keep procedures consistent for the Districts.

Commissioner Marsh made a motion to approve the policy on Prioritized Project Budgets as presented today with a change to paragraph E, section 6 to read as follows:

Reallocation of funding on the prioritized list of projects from those with a lower Needs Index number to those with a higher number. Changes may be made by the Commission upon a demonstration of extraordinary circumstances.

Commissioner Carrier seconded the motion. Motion passed unanimously.

Policy on FF&E (Final)

Commissioner Carrier made a motion to approve the policy on FF&E as presented here today. Commissioner Marsh seconded the motion.

Commissioner Goodson asked for a clarification as to what section was the policy and what section was the reference material contained in the meeting packet.

Mrs. Donna Murray advised the Commission that the policy was the first paragraph and everything below the black line was reference material.

Commissioner Marsh suggested reference material be referenced within the policy and not included in the policy.

Motion passed unanimously.

Converse 2 – Building Mothball Request

Mr. Taner Norton presented the background information regarding the mothball request from Converse County School District No. 2.

Commissioner Carrier made a motion to approve the request from Converse County School District No. 2 to mothball Boxelder Elementary School. Commissioner Marsh seconded the motion. Motion passed unanimously.

Big Horn 3 Request – Off-site Infrastructure Funds

Director Daraie provided the Commission with the background information surrounding the request by Big Horn County School District No. 3 for off-site infrastructure funds and how the Town of Greybull had provided funding in excess of its share.

Discussion was held on what portion was being funded by the SFC and the timing of the fire line improvements.

Commissioner Algier made a motion to approve the use of \$67,552.65 in off-site infrastructure funds for paving and infrastructure expenses associated with the Greybull Elementary School project. Commissioner Carrier seconded the motion.

Commissioner Algier, Commissioner Carrier, Commissioner Ferris, Commissioner Goodson, Commissioner McBride and Chairman Gilpatrick voted in favor of the motion and Commissioner Marsh voted against the motion. Motion passed.

Big Horn 3 Request – Disposition of Old Elementary School

Director Daraie advised the Commission of a potential title issue on the land where the District and SFC had built the new elementary school. Director Daraie stated the land purchase/land trade executed with the town and the district included a statement that Commission approval was required for the transfer of the property upon demolition of the old elementary school. Director Daraie stated this approval was not obtained and was needed to complete the transaction in its entirety and avoid any title issue in the future.

Discussion was held on the need to provide all the information regarding the request and if the old school was an historic building.

Chairman Gilpatrick requested the staff to bring the request back to the Commission in the next several months with all pertinent information regarding the transaction and provide information on whether the building was considered historic or not.

Casualty Insurance on Facilities

Director Daraie informed the Commission of a concern raised by Sheridan County School District No. 2 regarding the appropriate level of insurance coverage for buildings. Director Daraie stated there was a possibility that coverage would be lowered due to pressure on districts to manage budgets. Director Daraie questioned if there were implications for the SFC and the State of Wyoming if coverage was not sufficient,

Discussion was held on the sufficient coverage, ownership of the buildings, self insurance implications and funding for insurance from the funding model.

Commissioner Marsh made a motion to move into Executive Session at 11:10 a.m. Commissioner McBride seconded the motion. Motion passed unanimously.

Commissioner Carrier made a motion to reconvene the regular meeting at 1:15 p.m. Commissioner McBride seconded the motion. Motion passed unanimously.

SFC Contract Templates

Mr. Michael O'Donnell provided information regarding the ConsensusDocs offered by the Associated Contractors Association. Mr. O'Donnell informed the Commission that the ConsensusDocs were compared against the current AIA documents used by the SFC and indicated that the results were positive.

Mr. O'Donnell stated the SFC was looking for guidance on moving forward and engaging districts to see if ConsesusDocs would work in the future.

Commissioner Algier asked who the stakeholders were that would use the ConsesusDocs.

Mr. O'Donnell stated the stakeholders would be architects, contractors, districts and the SFC.

Commissioner Goodson asked if the documents were widely used.

Mr. O'Donnell stated the documents were adopted in the last year and had gained acceptance quickly. Mr. O'Donnell stated the documents did not have the contract litigation history as the AIA documents.

Commissioner Goodson commented that it was better to utilize documents that fit the SFC needs; however, he offered caution with using a new set of documents that the contractors and architects were not familiar with.

Commissioner Marsh asked how the documents compared with the documents utilized by the SFC.

Mr. O'Donnell stated they went through great lengths to insert the role of the SFC into the contracting process and provide accountability for all stakeholders in the SFC documents, and the new documents would do the same with less effort.

Mr. Dennis Bay advised the Commission that more protection was needed from the owner's perspective and the ConsesusDocs were more owner oriented. Mr. Bay agreed with the change.

Discussion was held on the need for additional information regarding the documents and the CMAR delivery method, the need to define it and how these documents would address issues with CMAR.

Alternative High School Learning Environments

Director Daraie advised the Commission that there were alternative high schools that had a high priority on the project list. Director Daraie indicated that as of today, the SFC had no alternative specific guidelines, but is working in collaboration with the Wyoming Department of Education (WDE) and the districts to develop guidelines by addressing programs, features, etc.

Director Daraie advised the Commission that a meeting is being held on May 20 & 21, 2008 with the WDE and districts to address this subject.

Commissioner McBride expressed his concern with this subject and over districts requesting stand alone buildings for alternative schools. Commissioner McBride stated his analysis of data, so far, showed that stand alone buildings were not successful. Commissioner McBride stated he supported the alternative learning approaches but not the stand alone buildings.

Commissioner Goodson indicated he would like to see an analysis of current schools with success rates and see if it is working, whether it is a stand alone building or not. Commissioner Goodson indicated that not all districts needed an alternative high school.

Commissioner Carrier stated there was a great deal of benefit with a separate environment. Commissioner Carrier commented on the need to define what an alternative school and education is, as it is being used in various ways. Commissioner Carrier indicated some children needed a separate facility and there may not be a uniform definition that would fit all needs. Commissioner Carrier commented on the need of the function before the form.

Mr. Jim Lowham stated he agreed with Commissioner Carrier that a definition was needed which may be anything that is not a traditional high school. Mr. Lowham stated what is meant by “success” needed to be defined.

Mr. Dennis Wilson stated there is no one size fits all definition and each district needs to address their at risk students. Mr. Wilson indicated his district has a program being used in the current facility; however the facility does not meet standard code. Mr. Wilson advised the Commission that a plan needs to be in place by September 1, 2008 to address code issues in order for the Fire Marshall to grant continued occupancy.

Mr. Wilson stated the determination of what student needs are and if students should be in a stand alone building should be up to each district.

Commissioner Marsh stated the perception that exists is that the state resources are unlimited. Commissioner Marsh stated the gifted and talented students in Wyoming are not treated great and there are not alternative work environments. Commissioner Marsh commented on how the State of Wyoming cannot afford to stretch resources to fund every at-risk population with a building and the need to be cautious.

Commissioner McBride stated he did not support the construction of charter schools. Commissioner McBride also stated the State of Wyoming does not want to lose a child and the solution is different in every building, but does not require a stand alone building.

Additional discussion was held on various options for at-risk students.

Commissioner Goodson commented on how the SFC could justify an additional building for an alternative school and stay within guidelines when a district had excessive square footage.

Review & Adoption of Design Guidelines

Director Daraie stated the IBS session last summer led to the adoption of a set of curves that were adopted by the Commission as square footage guidelines. Director Daraie indicated the curves were being used as definite figures and in order to use the curves effectively, he needed to apply mathematical calculations to the figures.

Commissioner Marsh asked if the guidelines adopted provided sufficient square footage.

Director Daraie answered yes, he believed so.

Commissioner Marsh suggested the Commission use the adopted guidelines and not deviate.

Director Daraie explained the issue with the elementary school graph with student count below 114. Director Daraie indicated there were approximately 50 schools under the 114, but a number of these were one room schools. Director Daraie indicated these could be treated on a case by case basis; however, his desire was to have a guideline that eliminated the need to debate the square footage as long as the guideline was reasonable and to avoid the conversation every time a small school was addressed. Director Daraie stated this would assure consistency.

Commissioner Algier stated architects should build to the square footage provided and not exceed.

Director Daraie indicated the final set of guidelines would be incorporated into the SFC Rules and Regulations and all exceptions would be brought before the Commission for action.

Chairman Gilpatrick expressed his concern with the consistency and how the current guidelines were presented and agreed upon. Chairman Gilpatrick suggested the Commission wait a while longer before any adjustments were made.

Director Daraie stated the issue was with the timing due to adopting the permanent rules and technical corrections that were needed.

Mr. Rich Seder advised the Commission that changing the blue line to the red line would not be a technical correction. Mr. Seder indicated this change would be a whole harmless policy to adopt.

Discussion was held on how the decision would impact budgeting surrounding major maintenance and the manual effort involved if a decision was not reached that day by the Commission.

Director Daraie advised the Commission that every school approved to be built was not in conflict with the red or dashed line on the revised graphs.

Commissioner Algier made a motion to table the item and meet again within three weeks either via phone or in person. Commissioner Algier further moved that a comparison of the allowable square footage for all three scenarios be included in the meeting materials. Commissioner Marsh seconded the motion. Motion passed unanimously.

At 3:20 p.m. and a 10-minute recess was taken. The regular meeting reconvened at 3:40 p.m.

Adoption of SFC Rules – Permanent Basis

Ms. Donna Murray informed the Commission that the rules were not ready and no action would be taken.

Laramie 2 Request

Director Daraie advised the Commission that the current elementary school houses a kitchen that serves the elementary and high school and a new elementary school was funded and being designed. Director Daraie indicated a decision was made to include the kitchen in the new elementary school and also serve the elementary and high school.

Director Daraie indicated the district request was for an additional 6,500 square feet taken from the high school and utilized in the new elementary school for a kitchen and multi purpose room.

Director Daraie advised the Commission that by guidelines the 7-12 high school would be allowed 77,500 square feet and only has 71,500 square feet. Director Daraie indicated the elementary school design is for 318 students at 53,000 square feet.

Commissioner McBride made a motion to approve the addition of 6,500 square feet for the cafeteria and multi-purpose room for Laramie County School District No. 2 elementary school in Burns. Commissioner Carrier seconded the motion.

Commissioner Algier, Commissioner Carrier, Commissioner Ferris, Commissioner Goodson, Commissioner McBride and Chairman Gilpatrick voted in favor of the motion and Commissioner Marsh voted against the motion. Motion passed.

Director Daraie asked the Commission to indicate the 6,500 square feet was taken from the high school and added to the elementary school.

Commissioner Carrier made a motion that the addition of 6,500 square feet for the cafeteria and multi-purpose room for Laramie County School District No. 2 elementary school in Burns was taken from the high school and added to the elementary school design. Commissioner Algier seconded the motion. Motion passed unanimously.

Commission Meeting Schedule

Discussion was held regarding the next Commission meeting scheduled for June 16 in Casper at 10:00 a.m., scheduling a retreat for the Commission in July or August and the Educational Suitability Meeting scheduled for June 9-11, 2008 in Casper.

Public Comments

Mr. Blaine Blonquest, a teacher from Evanston, stated as a classroom teacher he does witness the success and performance of students and asked the Commission for consideration in obtaining better facilities for their alternative high school.

Mr. Dan Espeland advised the Commission that repairs to football field and track were needed and Converse County School District No. 1 would like to use major maintenance funds to re-surface the field with artificial turf due to water issues.

Chairman Gilpatrick stated he did receive the letter from Mr. Espeland and expressed his appreciation for the detail.

Director Daraie commented on the use of major maintenance for new construction and how it would be allowable effective July 1, 2008. Director Daraie commented on the current IBS group that was addressing support facilities and how to fund, categorize and prioritize these types of facilities. He further stated the artificial turf was unusual and not permissible and needed Commission approval.

Director Daraie advised the Commission that these types of repairs are only permissible after major maintenance component scores of 1 & 2 were addressed.

Commissioner & Director Comments

Director Daraie informed the Commission that Cheryl Cole had accepted other employment and Allen Nuss was hired to replace her as a Financial Specialist.

Director Daraie informed the Commission that Maurie Petterson had resigned as a project manager and upon replacement; would join his family in Billings, Montana.

Director Daraie commented on the joint meeting with the SFC project managers and the Wyoming Business Council project managers scheduled for June 6, 2008 in Saratoga.

Chairman Gilpatrick expressed his appreciation to all that attended and participated in the meeting.

Adjournment

Commissioner Carrier made a motion to adjourn the regular meeting at 4:28 p.m. Commissioner Algier seconded the motion. Motion passed unanimously.