

**Minutes of the School Facilities Commission
Natrona County School District Central Services Facility
Board Room – Casper, Wyoming**

June 16, 2008

Chairman Gilpatrick called the meeting to order at 8:02 a.m.

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

Commissioner Marsh made a motion to move into Executive Session at 8:02 a.m. Commissioner Carrier seconded the motion. Motion passed unanimously.

Commissioner Carrier made a motion to reconvene the regular meeting at 10:03 a.m. Commissioner Goodson seconded the motion. Motion passed unanimously.

Chairman Gilpatrick welcomed Senator Jim Anderson and Representative Ross Diercks.

Approval of Meeting Agenda

Commissioner Marsh made a motion to move agenda item 5. a. - Laramie 1 Request to the end of current business. Commissioner McBride seconded the motion. Motion passed unanimously.

Approval of Previous Meeting Minutes

Commissioner McBride made a motion to approve the previous meeting minutes from the May 19, 2008 meeting as presented. Commissioner Ferris seconded the motion. Motion passed unanimously.

Current Business

Review & Adoption of Design Guidelines

Director Daraie provided information to the Commission on how the initial graphs were developed as a footprint for a particular configuration for a population of students. Director Daraie advised the Commission that after the graphs were put into effect, it was determined that the graphs needed to be formula driven and concise.

Mr. Richard Seder provided the Commission with an overview of how the SFC base data was used for the initial graphs and how the initial graphs were now consistent due to using an excel program. Mr. Seder informed the Commission that all school levels were reviewed and what was being designed within the state was also reviewed. Mr. Seder advised the Commission that the intent was to make a transparent process and consistent no matter the district, project manager or school size needed.

Mr. Seder reviewed the suggested next steps located within the report. Mr. Seder indicated there were changes to all the guidelines except the middle school and the final graphs were located in appendix D.

Mr. Seder further explained the formula used for schools smaller than 19 students and how the decimal is taken out 7 places, which brings consistent and accurate equation of the line.

Commissioner Marsh made a motion to approve the recommended modifications to the guideline graphs and place the guideline graphs found in Appendix D of the guideline report into proposed Chapter 3 of the new SFC Rules and Regulations at Appendix A. Commissioner Goodson seconded the motion. Motion passed unanimously.

Director Daraie commented on the school projects in various stages of design and if recalculated today, the designs may be slightly different. Director Daraie asked if these designs should be based upon the approved motion today or apply the revised allowable square footages going forward.

Commissioner Marsh stated it would depend upon the design phase and the guidelines are very adequate and will be strictly adhered to and any exceptions would be brought before the Commission.

Director Daraie asked if a design was at 35%, should it go forward.

Commissioner Marsh stated if there is an exception it needs to be brought back to the Commission.

Commissioner Goodson stated projects that were arrived at with the design process that was in place at that time should move forward as is.

Adoption of SFC Rules – Permanent Basis

Mrs. Donna Murray informed the Commission of the timeline involved with the emergency rules and the need for staff to move forward with the permanent rule making process and adopt the rules as a matter of policy so the proposed rules could be enforced as the SFC goes through the rule making process.

Mr. Michael O'Donnell provided an overview of the process used to revise the rules and some of the changes made and why. Mr. O'Donnell advised the Commission that the net to gross figure was taken out of our rules as it was being addressed in the value engineering process and having the figure in rule was driving an expectation by the design team.

Discussion was held on the changes made, suggested changes by the Commissioners, the permanent rule making process, the matter of policies and what motion to use.

Commissioner Marsh made a motion to adopt proposed Chapters 1-9 as Commission policy effective June 16, 2008 and further that Chapters 1-9 shall be published as proposed permanent rules of the Commission in accordance with W.S. §21-15-

114(a)(xv) and W.S. §16-3-103. Commissioner Carrier seconded the motion. Motion passed unanimously.

Converse 1 Request

Director Daraie introduced Shannon Stanfill from the Wyoming Business Council and advised the Commission of the relationship between the two groups. Ms. Stanfill thanked the Commission for the opportunity for the relationship.

Director Daraie provided the Commission with background information regarding Converse 1 request for artificial turf. Director Daraie stated the data compelled him to support the request and the staff recommends Commission approval.

Mr. Taner Norton introduced the district representatives – Mr. Dan Espeland, Mr. Lee Igo, Ms. Donna Ricks and Mr. Barry Boyson.

Mr. Dan Espeland provided information to the Commissioners regarding their request for artificial turf.

Commissioner Marsh asked what the comparative difference was between artificial turf and grass.

Mr. Espeland stated there was no difference over time.

Discussion was held on the District's reserves, purchase of city water, wells, and use of the field.

Commissioner Goodson expressed his concern over making a decision today as the primary concern of the Commission is the classroom education and not the football field.

Mr. Espeland indicated they were not the only District with issues regarding types of materials to use and setting a precedent. Mr. Espeland explained how the middle school roof was replaced with a new material and while it set a precedent, it was the best financial solution.

Commissioner Marsh asked if the utilization of major maintenance funds would be appropriate if this was not artificial.

Commissioner Marsh made a motion to approve the request of Converse County School District No. 1 to utilize major maintenance funds for installation of a synthetic surface on the activity field. Commissioner Carrier seconded the motion.

Commissioner Carrier, Commissioner Ferris, Commissioner Marsh and Chairman Gilpatrick voted in favor of the motion. Commissioner Goodson voted against the motion. Commissioner McBride abstained from voting. Commissioner Algier was not present. Motion passed.

At 11:30 p.m. a lunch recess was taken. The regular meeting reconvened at 12:15 p.m.

Laramie 1 Request – Infrastructure Funds

Director Daraie informed the Commission that Laramie County School District Number One was requesting infrastructure funds for several schools and the staff would review each request first and then have the Commission vote on each school request.

Baggs Elementary School

Discussion was held on the estimates provided for Baggs Elementary School and how the SFC would be paying for one-half of the costs.

Rossman Elementary School

Mr. Ken Burnett stated there were no off-site costs needed for Rossman Elementary School and then he reviewed the on-site costs for a total of \$49,600.

Saddle Ridge Elementary School

Mr. Ken Burnett advised the Commission that \$45,526.21 was needed for off-site infrastructure costs to extend the water line to the street adjacent to the school as required by the City for fire code. The on-site costs were \$66,000.

South High School

Mr. Ken Burnett advised the Commission that he was withdrawing the request for South high School and would bring the item to the next meeting with a firm figure.

Director Daraie informed the Commission how the SFC had met with the City staff and with the new administration within the district. Director Daraie advised the Commission that the SFC and District has a renewed working relationship with city and the whole approach with school construction in Cheyenne is changing. Director Daraie indicated the City of Cheyenne has revised their ordinance in regards to landscaping and watering.

Mr. Burnett advised the Commission that the sewer line is 8” and was increased up to 12” and the increase was funded by the City.

Triumph High School

Mr. Burnett indicated the request was for \$142,819 which is one-half the cost of the roundabout and minor improvements to College Road. Mr. Burnett indicated the roundabout was required by the city. Mr. Burnett stated \$127,819 was for one half of the roundabout and \$15,000 was for minor improvements on College

Chairman Gilpatrick questioned if there were studies conducted regarding the roundabout?

Director Daraie indicated there were several meetings and studies which indicated the volume did not dictate a roundabout, but it was a safety issue. Director Daraie informed

the Commission that the certificate of occupancy would depend on the roundabout being constructed.

Director Daraie advised the Commission that further approval would be required by the Commission if the District exceeded the amount presented today.

Commissioner McBride made a motion to approve the request from Laramie County School District No. 1 for off-site infrastructure funds in the amount of \$112,940 for Baggs Elementary School. Commissioner Carrier seconded the motion.

Discussion was held on including the recapture agreement in the documentation when making a motion and a process containing all documentation, including capacity issues and other information as need per statute, being developed for infrastructure requests.

Commissioner McBride and Commissioner Carrier withdraw the original motion.

Baggs Elementary School

Commissioner Goodson made a motion to authorize the expenditure of \$113,000 for off-site development cost for Baggs Elementary School with the direction that council enter into an agreement with the City of Cheyenne for any recapture under the municipal code for \$61,000 for paving of Willis Road. Commissioner Marsh seconded the motion. Motion passed unanimously.

Saddle Ridge Elementary School

Commissioner Marsh made a motion to approve the request from Laramie County School District No. 1 for off-site infrastructure funds in the amount of \$41,526.21 for Saddle Ridge Elementary School. Commissioner Carrier seconded the motion. Motion passed unanimously.

Triumph High School

Commissioner McBride made a motion to authorize the expenditure of \$142,819 for off-site development cost for Triumph High School with the direction that council enter into an agreement with the City of Cheyenne with any recapture under the municipal code. Commissioner Carrier seconded the motion. Motion passed unanimously.

The Commissioners directed the staff to develop a template for motions when there is recapture agreements and a motion for when there was no recapture agreements.

Commissioner Marsh suggested the motions be ratified at the next Commission meeting.

Commission Schedule

Conversation was held regarding utilizing a WEN Video for the July 22 meeting.

Chairman Gilpatrick suggested a retreat in Laramie for September 26 & 27, meeting one day and going to a Wyoming football game the next day.

Conversation was held on the work session scheduled for August 18 and the need to discuss the changes needed to the rules. The regular meeting is scheduled for August 19 in Casper.

Public Comments

Ms. Carole Mark advised the Commission that she had not received a response from the School Facilities Commission regarding the RFQ 0230 for Charrette Services. Ms. Mark commented on the qualifications of the various firms the SFC is contracting with and how some of these firms are not in compliance with Wyoming Law.

Commissioner & Director Comments

Commissioner McBride advised the Commission and School Districts that he had been approached by principals stating there were not funds available for FF&E from the SFC. Commissioner McBride stated he confirmed with the SFC that the funds for FF&E were available and there was a communication gap between the new schools and the administrative offices.

Chairman Gilpatrick expressed his appreciation for those in attendance and for their patience.

Adjournment

Commissioner Carrier made a motion to adjourn the regular meeting at 1:05 p.m. Commissioner McBride seconded the motion. Motion passed unanimously.