

Minutes of the School Facilities Commission
1920 Thomes Avenue
Cheyenne, Wyoming

September 29, 2006

Chairman Marsh called the meeting to order at 8:39 a.m.

Present: Commissioner Algier, Commissioner Carrier, Commissioner Ferris, Commissioner Gilpatrick, Fred Hansen representing Commissioner McBride and Chairman Marsh.

Commissioner Gilpatrick made a motion to convene into Executive Session. Commissioner Ferris seconded the motion. Motion passed unanimously.

Regular meeting reconvened at 9:44 a.m.

Approval of Meeting Agenda

Chairman Marsh removed Agenda Item 4 – Approval of Previous Meeting Minutes, Item 6 a. – Report on Select Committee Meeting, Item 7 c. Carbon 2 – Plan for Elk Mountain, Hanna and Medicine Bow ES and Item 7 d. Maximus Update.

Chairman Marsh added Facility Plan Review and Alternative Delivery Method as continued discussion items from the previous day's work session.

Commissioner Gilpatrick made a motion to approve the meeting agenda as amended. Commissioner Carrier seconded the motion. Motion passed unanimously.

Facility Plan Review

(Continued from Work Session)

Natrona 1

Mr. Mark Antrim provided a presentation on the District's reasons for their request to open the Facility Plan, main one being property acquisition.

Park 6

Mr. Bryan Monteith and Mr. Dave LaPlante stated the reasons why Park 6 would like to open their Facility Plan and make modifications. Mr. Monteith distributed a memo to the Commission.

Sheridan 1

Mr. Dave LaPlante presented for Sue Belish and referenced a memo contained in the meeting packet which stated the District's request.

Additional conversation was held regarding these projects and whether these projects were a matter of health and safety.

Chairman Marsh requested that this agenda item be moved to an action item at the next Commission Meeting. He further stated that opening the facility plans is not necessarily an approval of the projects, but that it is an opportunity to revisit the Facility Plans as needs may have changed.

Alternate Delivery Method

(Continued from Work Session)

Conversations were held regarding the need to create a committee to review aspects of Alternate Delivery Methods and when and how it should be implemented. Chairman Marsh requested that the committee be formed prior to the next Commission Meeting.

Directors Report

Director Shivler introduced Cheryl Cole who moved from Oklahoma to work within the Finance Group. He also introduced Carol Norris who is the new receptionist for the SFC.

The Director informed the Commission that the SFC has hired another project manager, Richard Hardt and that he would begin in the next couple of weeks. Director Shivler commented that all project manager positions were now filled.

Building Assessments

- Director Shivler advised the Commission of the progress of the building assessments, the training received by FEA and the efforts the project managers have made.

Select Committee Meeting

- Director Shivler provided an overview of the Select Committee Meeting held on September 19, 2006 in Cody. FEA made a presentation to the Select Committee members of the building assessment process.
- Director Shivler stated the SFC staff provided a report on the Kindergarten Capacity Study.
- Director Shivler also reported the SFC supplemental budget was presented to the Committee. The SFC recommendation was for \$129 million.

Carbon 2 Update

Director Shivler provided an update on Carbon 2 and what the District has planned and/or completed since the August 30, 2006 meeting. Mr. Bob Gates was in attendance.

- Medicine Bow Elementary School – the District will do a soft mothball of this school which will reduce the square footage from 77,000 to approximately 19,000 square feet. The District plans to install a fire wall to increase safety.
- Elk Mountain Elementary School – the SFC has recommended the District close the older section which has issues with access. The District will remodel the existing 9,000 square feet. Part of the remodel is to replace asbestos tile, replace the old HVAC system and install a gas system and new windows and doors.
- Hanna Elementary School – community meetings are under way regarding mothballing the junior high gym. A great deal of progress has been made.

Commissioner Algier asked what type of condition the SFC would anticipate in a 10 year period for the mothball sections.

Director Shivler answered the building and roof is sound and the condition would be adequate.

Commissioner Algier asked if there was a need for a group to monitor the building for water leaks etc.

Director Shivler stated the water and all utilities were turned off and the building is being monitored by the District.

Chairman Marsh asked Director Shivler to address the budget further to ensure all know that there are serious concerns regarding the amount of available funds.

Director Shivler stated there were serious concerns with the budget and how much will be received. Director Shivler is scheduled to meet with the governor in October to discuss the SFC budget request. The JAC is concerned about the amount the SFC asked for considering the amount of funds that have not been expended as of today.

New Business

Teton 1 – Request to use Alternative Delivery Method

Mr. Ken Burnett reviewed the background information provided in the meeting packet. He then advised the Commission the SFC staff recommendation was to deny the District's request to utilize a CMAR for this project. He believed the design, bid, build process would be sufficient for the District's project.

Chairman Marsh asked for specific reasons why a CMAR would not be feasible for the project.

Mr. Burnett stated the examples provided by the District were not outside a normal project. He felt the biggest advantage for this project would have been a construction manager involved in the early stages of the project.

There was a discussion held regarding the time sensitivity of this project and the delay by the Community in determining if 4 or 8 sections were needed for Kindergarten. Ms. Pam Shea indicated the District is moving forward with the design and the District could proceed with the selection process as Advisory No. 2 is being developed.

Commissioner Algier asked that the District ensure a competitive process is used for this process.

Commissioner Carrier made a motion to approve the District's request to utilize an alternate delivery method for planning and construction of the Davy Jackson Elementary School with

the incorporation of the guidelines outlined in Advisory #1 at this time. Commissioner Ferris seconded the motion. Motion passed unanimously.

Fremont 25 – Request to use Alternate Delivery Method

Mr. Craig Beck and Mr. Dave LaPlante provided the background information regarding the District's request.

Mr. Fred Hansen made a motion to approve the District's request to utilize an alternate delivery method for the planning and construction/renovation of the Riverton High School with the incorporation of the guidelines outlined in Advisory #1 at this time. Commission Gilpatrick seconded the motion. Motion passed unanimously.

Sublette 9 – Request to use Alternate Delivery Method

Ms. Amy Anschutz and Mr. Lance Johnson provided the background information regarding the District's request.

Mr. Fred Hansen made a motion to approve the District's request to utilize an alternate delivery method for the planning and construction of LaBarge Elementary School with the incorporation of the guidelines outlined in Advisory #1 at this time. Commission Carrier seconded the motion.

Commissioner Algier commented that the CMAR process would not solve the District's issue regarding the lack of work force in LaBarge.

Ms. Anschutz replied that the ability to get the CMAR contacts outside the area would provide a large pool of contacts verses just utilizing the local paper.

Commissioner Algier questioned the issue of housing for the contractors.

Ms. Anschutz stated there would be cost overruns with housing and from a scheduling standpoint; a CMAR will be valuable in assisting with these costs.

Motion passed unanimously.

Fremont 6 – Request to use Alternate Delivery Method

Ms Diana Clapp and Mr. Jeff Locker were in attendance for Fremont County School District No. 6. Mr. Dave LaPlante presented the background information regarding the request and Mr. LaPlante stated he does support the CMAR process for this project.

Chairman Marsh stated the Commission Meeting process is set up so that differences of opinions can be discussed and the process is healthy for the Commission, Staff and Districts. He continued this process provides avenues to explore ultimately what is in the best interest for all.

Director Shivler stated the denial was based on conversations that the district was prepared to go to bid within a few weeks during the WEN Video meeting held on August 8, 2006.

Commissioner Gilpatrick made a motion to approve the District's request to utilize an alternate delivery method for the planning and construction of the Wind River Elementary school with the incorporation of the guidelines outlined in Advisory #1 at this time. Commissioner Ferris seconded the motion.

Chairman Marsh stated he understood why the Director made the denial recommendation based on the project being ready to bid. However, he applauded the District for waiting to move forward until the selection process in Advisory #1 was established.

The motion passed 4-2 - Commissioner Carrier, Commissioner Ferris, Commissioner Gilpatrick and Mr. Fred Hansen voted in favor while Commissioner Algier and Chairman Marsh voted in opposition of the motion. Motion passed.

Carbon 2 - Request for Review and Analysis Account Funds

Taner Norton stated the Saratoga High School track project bid opening was on August 31, 2006. The project was divided into six packages. The apparent low bid, which included all packages and Alternate #1 was \$618,670 and including all soft costs for a total of \$638,100.

Currently, the SFC has a contract with the Carbon County School District No. 2 in the amount of \$445,230. At this time, the District would like to award packages 1, 2 and 3 and Alternate #1 for a total of \$363,000. The District has requested enhancements to the track and the SFC does have a memo of understanding stating the District is responsible for all enhancements.

The funding needed to complete this project is \$244,340. This budget shortfall will be supplemented using funds from the inflation account, pending approval of the Commission.

Commissioner Carrier made a motion to approve the use of \$244,340 from the Review and Analysis Account to support construction of Carbon County School District No. 2 - High School Track. Mr. Fred Hansen seconded the motion. Motion passed unanimously.

At 11:40 a.m., a lunch recess was taken. The regular meeting reconvened at 1:04 p.m.

Commissioner McBride joined the meeting.

Reprioritizations

Crook 1 – Hulett Maintenance Building

Mr. Larry Coleman distributed a handout to the Commission.

Mr. Coleman stated in the approved Facility Plan, Crook County School District No. 1 had requested funding for design and construction of a new maintenance building. He stated he realized the SFC was still developing guidelines, but have been doing so for the past three years.

The new school project requires the existing structure be removed as part of the demolition work next spring although the approved project was not funded.

He continued that there are no facilities in Hulett to rent for maintenance or upkeep of the Hulett buses. The only other option would be to transport all buses to either Sundance or Moorcroft which are at least 30 miles away for any and all repairs or routine maintenance. This would result in added wear and costs to transport buses to and from other towns.

The District requests funds be made available for immediate design work and construction to begin this year to both avoid disruption to the District's operations next year and to take advantage of the resources currently on-site constructing the new school.

Chairman Marsh asked if an estimate was obtained for the structure.

Mr. Ken Burnett stated the District did receive an estimate based on some preliminary guidelines the SFC provided to Mr. Coleman.

Chairman Marsh stated \$600,000 is extremely high for a maintenance facility and provided an example in Torrington that Mr. Coleman could possibly investigate.

Director Shivler advised that a civil engineer can perform the site work and an engineer can perform the drawings and there would be no need for an architect for this project.

Additional conversation was held regarding the high cost of the facility and other possible options.

Commissioner Carrier made a motion to approve the reprioritization of the Hulett Maintenance Building project and not the funding for Crook County School District No. 1. The funding must be re-evaluated and brought back to the Commission for final approval. Commissioner Gilpatrick seconded the motion. Motion passed unanimously.

Carbon 1 – Design for New K-2 and 3-5 Elementary School

Mr. Ken Burnett and Mr. Brad Oberg advised the Commission that the District was choosing to build two elementary schools instead of the three that were originally on the District's Facility Plan. The District would like to design a K-2 and 3-5 elementary school. The District request was for design funds only.

Commissioner McBride asked what the enrollment figures were for this year.

Mr. Oberg stated there has been a significant enrollment increase as modulars (2 classrooms) were added to each school this past year.

Mr. Burnett stated the enrollments increased by 90 children.

Mr. Oberg also advised the Commission that two of the schools were built in the late 40's and early 50's. The schools have been maintained, look nice and the educational suitability is fair. However, the plumbing, electrical and technology aspects of the schools have not been improved. He continued with the third school and how it is 30 years old. The school is very poor educationally and classrooms are small. He stated the SFC advised the District that the school be replaced due to being educationally unsuitable.

Additional conversations were held regarding the need to look at prototypical design and the high cost of the designs for the subject projects.

Commissioner Carrier made a motion to approve the reprioritization of the design for New K-2 and 3-5 Elementary School projects and not the funding for Carbon County School District No. 1. The funding must be re-evaluated and brought back to the Commission for final approval. Commissioner Gilpatrick seconded the motion.

Chairman Marsh encouraged the District to look at prototypical designs.

Motion passed unanimously.

Carbon 1 – Middle School Design

Commissioner Carrier made a motion to approve the reprioritization of \$730,096 for design of Carbon 1- Middle School Remodel project. Commissioner Gilpatrick seconded the motion. Motion passed unanimously.

Carbon 1 – Middle School Partial Remodel

Commissioner Carrier made a motion to approve the reprioritization of \$1,500,000 for Carbon 1- Middle School Remodel project. Commissioner Gilpatrick seconded the motion.

Commissioner Algier questioned what would happen if the construction starts and the funds are not available to complete the project.

Mr. Oberg answered the project would be broken up into phases with the greatest needs being completed first. He would allow for a clean break of each phase if funds are not available to finish the whole project.

Motion passed unanimously.

Laramie 2 – Demo of Old Albin High School

Mr. Merle Smith informed the Commission the school is not used but it is deteriorating. This school is close to the elementary school and playground and could be considered a health and safety issue.

Commissioner McBride asked that the Commission review the other requests from Laramie 2 and then review this request at the end.

Laramie 2 – Demo of Pine Bluffs Elementary School

Mr. Smith advised the Commission this demolition project needs to occur prior to the new school being constructed as the same site is being used.

Commissioner Gilpatrick made a motion to approve the reprioritization of \$360,500 for Laramie 2 – Pine Bluffs Elementary School demolition project. Commissioner McBride seconded the motion.

Commissioner Algier questioned where the children would attend school during construction of the new school.

Mr. Smith stated the children would be moved into space in the high school and elementary school in phases during construction.

Motion passed unanimously.

Laramie 2 – West Elementary School

Chairman Marsh noted the error on the meeting packet summary sheet for West Elementary School. The first paragraph should be deleted from the summary sheet as it does not apply to this project.

Commissioner Carrier made a motion to approve the reprioritization of \$901,886 for Laramie 2 – West Elementary School Upgrade project. Commissioner Gilpatrick seconded the motion. Motion passed unanimously.

Laramie 2 – Demo of Old Albin High School

Commissioner McBride made a motion to do this project as number three of the three projects presented today if funds are available. Commissioner Gilpatrick seconded the motion.

Mr. Smith advised the Commission that there was interest in the building by the Historic Society and the possibility of a transaction with the town.

Commissioner McBride and Commission Gilpatrick withdrew the original motion.

Commissioner McBride made a motion to table the item until the January, 2007 Commission Meeting. Commissioner Gilpatrick seconded the motion. Motion passed unanimously.

Natrona 1 – Land Acquisition for CY Junior High School

Mr. Ken Burnett stated the land purchase was overlooked during the original reprioritization process. The design and construction of this project was reprioritized to a 1(i) project. The design of this facility can not begin until the land has been secured

Commissioner Algier made a motion to approve the reprioritization of \$900,000 for Natrona 1 – CY Junior High School Land Acquisition project. Commissioner Gilpatrick seconded the motion. Motion passed unanimously.

Teton 1 – Rent for District Offices

Mr. Kevin Thibeault stated the District has made an effort to utilize other options to place staff members in various areas within the District. However, the District is still in need of space for nine (9) staff members. These members are the superintendent, superintendent's administrative assistant, secretary, personnel specialist and five staff members for the Finance Department. Nine (9) other staff members were placed in office space throughout the District. The original cost for this rental space is \$444,906.

Mr. Thibeault continued that since the last Commission meeting the District has looked at different options, i.e. lease/buy modulars, rent or lease real estate. He then explained the items on the spreadsheet contained in the meeting packet.

Mr. Thibeault stated the District's preference would be to rent/lease the Sotheby's building and then design and build an administration building next to the Davy Jackson Elementary School.

Additional discussions were held regarding the use of the second floor of the new elementary school for these offices.

Commissioner Carrier made a motion to approve the reprioritization for lease of the Sotheby's Building for Teton 1 Administration Offices. Commissioner Gilpatrick seconded the motion. Motion passed unanimously.

Chairman Marsh asked that the District look at utilizing the second floor of the elementary school for the District's administration offices. He also asked Director Shivler to provide the Commission with preliminarily information regarding this request at the next meeting.

Commissioner Ferris departed the meeting at 2:28 pm.

Big Horn 1 – Administration Building Design

Mr. David LaPlante and Mr. Kevin Mitchell advised the Commission that the district has requested funds for design of a new administration building which is in the District's approved Facility Plan. The current administration facility is housed in a private residence located in Cowley with personnel also located in Deaver and Byron. The Districts intent is to secure design funds to look at a new facility in Cowley and to look at an existing historic structure in Cowley. The District needs the design team to look at both options before a final recommendation is made

Commissioner Carrier questioned if the \$106,000 listed on the summary sheet is for the assessment of what location to use and the design costs of the project.

Mr. LaPlante answered the funds were for the complete scope of the project including the decision between sites and the construction and/or remodel documents to move the District to the construction phase.

There was a discussion held regarding the need for guidelines for administration buildings and utilizing a standardized design much like the track process and what personnel should be located in an administration office.

Chairman Marsh stated Commissioner Algier, Commissioner McBride and Commissioner Carrier will work with Commission Staff to formulate guidelines for administration buildings. Chairman Marsh also asked that a meeting with Dave Teater be arranged to provide his expertise in this process within the next 4-6 weeks.

Commissioner Carrier made a motion to approve the reprioritization of the design for an administration building project and not the funding for Big Horn County School District No. 1. The funding must be re-evaluated and brought back to the Commission for final approval. Commissioner McBride seconded the motion. Motion passed unanimously.

Mr. LaPlante advised the Commission that a small amount of major maintenance funds would be used to determine if a remodel is needed or a new building.

Washakie 1 – Southside Elementary School

Commissioner Gilpatrick made a motion to approve the reprioritization of \$224,062 for Washakie 1 – Design of Southside Elementary School Renovation project. Commissioner McBride seconded the motion. Motion passed unanimously.

Goshen 1 – Remodel, Addition and Site Improvements for Middle and High School

Mr. Taner Norton and Mr. Ray Schulte stated the District's request was for design of the Middle School and High School renovation projects. The District would like to have their architect design this project along with the elementary school as a packaged project. The elementary school design was already funded. The funding value is null as the funds are reallocated from other projects that are not needed.

Commissioner Carrier made a motion to approve the reprioritization of Goshen 1 – Planning and Design for Addition, Remodel and Site Improvements for the Middle and High School project. Commissioner McBride seconded the motion. Motion passed unanimously.

At 2:50 p.m., a 10-minute recess was taken. The regular meeting reconvened at 3:01 p.m.

Director Shivler departed the meeting at 3:01 p.m.

Leased Facility Notification Forms

Mr. Ken Burnett provided an overview of the statute relating to the processing of the Leased Facility Notification Forms.

Chairman Marsh questioned the 13 modulars on the leased facility forms for Natrona 1. He stated that at the meeting held on May 15, 2006 the district only requested 7 modulars.

Mr. Mark Antrim stated the other 6 modules are leased prior to the 7 leased for the McKinley/Westwood project.

Chairman Marsh questioned the form for Albany 1 – University Laboratory School K-9. He questioned who was leasing the facility and was the College being reimbursed.

Commissioner Gilpatrick made a motion to approve the Leased Facility Notification Forms presented to the Commission today with the exclusion of Albany 1 – University Laboratory School K-9. Commissioner Carrier seconded the motion. Motion passed unanimously.

Chairman Marsh requested the staff obtain a copy of the lease and determine if major maintenance funds are being distributed twice, to the District and to the College. He requested this information be brought to the next meeting.

Laramie 1 – Reallocations

Mr. Ken Burnett advised the Commission that Laramie County School District No. 1 was not requesting additional funds just reallocate existing funds from the South High School to East HS, Central HS and Anderson ES projects.

Chairman Marsh asked Mr. Tom Rooney and/or Mr. Dennis Auker if any consideration was given to utilizing the prototypical designs for Anderson.

Mr. Auker replied that the Anderson Elementary School project was a renovation.

Chairman Marsh asked for an approximate cost of the renovation and stated the \$1 million for design was high.

Mr. Auker replied the project is approximately \$3 million dollars and the \$1 million does include construction.

Mr. Tom Rooney stated the project is a two-year construction phase project and the amount indicated on the reallocation form is not all design and includes construction.

Commissioner Algier questioned why Anderson Elementary School needed to be renovated.

Mr. Auker replied the school needs to be updated as it is 25 years old. The mechanical, electrical and lighting systems needed to be updated as well as finishes and technology items.

Commissioner Algier asked where the children will be housed during construction.

Mr. Auker stated that most of the construction will be done during the summer months as there was no place to house the children.

Ms. Donna Murray explained the need to expand the scope of the project due to the different biennium budgets for the projects.

Chairman Marsh questioned the District's ratios for children in the classrooms (K-2 not to exceed 23, and 4-6 not to exceed 26) and where was the District's priority in addressing the overcrowding at the elementary level.

Mr. Rooney stated the projects on the reallocation were started over a year ago. The District's intent was to group these projects together and utilize one contractor.

He continued the District requested funds for three elementary schools and only received funding for one school from the SFC. The District requested funding for four elementary schools in the next budget.

Chairman Marsh questioned why the District had four elementary school projects with four different designs.

Mr. Rooney answered that the school on 12th and Taft is a prototypical model and the District is using the Freedom model for Saddle Ridge and Hobbs.

Commissioner Carrier made a motion to approve the reallocations as listed in the meeting packet under Tab I and as requested by Laramie County School District No. 1 and expand the scope of the projects to include renovation construction for Anderson Elementary School, East High School and Central High School. Commissioner Gilpatrick seconded the motion. Motion passed unanimously.

Public Comments

Mr. Mark Antrim of Natrona County School District No. 1 expressed his appreciation to Ken Burnett, Nancy Thomson, Donna Murray, Director Shivler and Chairman Marsh over last two months regarding the Program Management Services the District is looking at. Mr. Antrim stated he was looking for a contract by the end of next week with SFC.

Conversations were held regarding the budget and when it would be finalized and made available to the public.

Mr. Antrim also expressed his thanks to Nancy Thomson for the information she provided on the school conference in Washington. It was very beneficial to the District.

Mr. Antrim also expressed his appreciation for the invitation to help with the guideline process.

Commissioner Comments

Commissioner Carrier stated he was anxious to see feedback from the Districts that had projects approved under the alternative delivery method. The Commission would like to know what worked and what didn't work with this process.

Commissioner Gilpatrick stated that CMAR is not the answer to every project. He is still uncomfortable and will pursue what should be used for guidelines

Commissioner McBride commented that after their experience with Carbon 2, the Commission needs to address the legislature about small schools in small towns and the direction the Commission should take.

Commissioner Algier commented that K-12 schools are a good idea and she wished the districts would consider K-12 schools in the smaller communities.

Chairman Marsh expressed is gratitude to the staff and Districts.

Adjournment

Commissioner Carrier made a motion to adjourn the regular meeting at 3:46 p.m.; Commissioner Gilpatrick seconded the motion; motion passed unanimously.