

BOARD STUDY SESSION MEETING MINUTES

October 11, 2022

Call to Order

Vice President Williams called the Study Session of the Shoreline Board of Directors to order via Zoom at 6:15 p.m. on October 11, 2022.

Roll Call

Present: Emily Williams, Vice President; Sara Betnel, Director; Sarah Cohen, Director; Meghan Jernigan, Director; Helen Murphy, Shorewood Student Representative

Absent: Rebeca Rivera, President; Luke Smith, Shorecrest Student Representative

The following topics were discussed:

Review of Commissioning Reports

- **Parkwood Elementary School**
- **Einstein Middle School**
- **Kelloqg Middle School**

Presenters:

Jennifer A. Farmer, Assistant Superintendent, Business & Operations

Dan Stevens, Director of Maintenance, Operations & Capital Projects

Tim O'Neill, Welsh Commissioning Group

Ms. Farmer thanked the Board and introduced Tim O'Neill from Welsh Commissioning Group, which is a division of Performance Validation, Inc. Mr. O'Neill was tasked for the commissioning of the three above-mentioned 2017 bond projects. He was the project manager for all three projects.

Superintendent Reyes introduced Dan Stevens to the group. Mr. Stevens thanked the Board for the opportunity to go through the process of the commissioning reports and stated he would like to give some context and background on how the District got to building these schools. In 2015 the District had a study and survey on all district buildings. With the result, the District created a panel from the public, staff, administrators, consultants and students to begin conversations around what to do with the challenges in the buildings presented in the survey.

The direction of the team brought together was comprised of three options:

1. Replace elementary schools
2. Build additional schools
3. Consider changing the grade band of middle schools

The end recommendation the Board was changing the grade band of middle schools from grades 7-8 to a grade band of 6-8, to relieve crowding in elementary schools.

A Bond Committee was formed to look at funding and it was determined the District would replace the Early Learning Center, Parkwood Elementary and the two middle schools, which proposed a \$250 million bond.

Mr. O'Neill presented the following bullet points that would be discussed.

Commissioning of 2017 Bond Projects

Form D-11 – Application to Release Retainage to General Contractor

- Request to OSPI to allow release of retainage to General Contractor
- WAC 392-344-165
- Ten line items on the form, one of which is:
 - School board resolution accepting commissioning report

What is Building Commissioning?

Broken down into four phases:

1. Pre-Design Phase
 - Help develop Owner's Project Requirements document which is a summary of the functional requirements for the facility
2. Design Phase
 - Owner's Project Requirements document handed to design team and this represents the box within which the team needs to keep their design in.
3. Construction Phase
4. Occupancy and Operations Phase

Washington Sustainable Schools Protocol

- Criteria for High-Performance Schools
- Main driver for commissioning scope for K-12 schools in Washington (along with energy code compliance)
- Commissioning is required for certification

Commissioning Scope of Work

- Breadth
 - Systems we commission included in scope of work
 - Energy consuming systems
- Depth
 - Pre-design, construction and occupancy and operation discussed above

Review of each individual school:

Parkwood Elementary School

Einstein Middle School

Kellogg Middle School

***Edwin Pratt Early Learning Center** (Not Included in this discussion)

State funding was not received; therefore, the Board is not being asked to approve commissioning for that project

Mr. Stevens shared some details on the bond funded projects. Edwin Pratt Early Learning Center demolition began in September 2017, BNB Construction was contracted with in October 2017. The total cost was \$37,461,000, just under budget. Site was occupied in December 2018.

Parkwood Elementary School demolition began June 2018; Allied Construction was contracted with in June 2018. The total cost was \$46,727,000 which met the goal to stay under budget. Site was occupied in September 2019.

Einstein Middle School demolition began July 2018, Hoffman Construction was contracted May 2018. The total cost was \$102,032,000, again under budget. The site was occupied in September 2020.

Kellogg Middle School demolition began May 2018, Hoffman Construction was contracted May 2018. The total cost was \$102,227,000 which was under authorized budget, and occupied in September 2020.

Three of these projects had state match and we are currently in excess of \$40,000,000 of state match. This is funding we counted on. These successes are due to the Capital Projects Team and the processes in place which worked marvelously. Pretty impressive at the end of the day!

Resolutions for these projects will be brought to the Board on October 18, 2022. Parkwood's final acceptance will be brought to the Board at the November 1, 2022 meeting. We then will wait for the final invoicing for the middle schools, and proceed with the same process.

Mr. Stevens gave praise to Tim and the team in working on these projects successfully. Especially staying in budget with a tight timeline, and during COVID. The District is proud of this job well done, reflecting nicely on the public funding received through the bond.

Vice President Williams appreciates the thorough process presented and noted she's been in some of these schools and thankful for the spaces provided for students and educators.

Thanking the presenters, Director Betnel asked Mr. O'Neill if she was understanding correctly that what is happening in the commissioning is the review and validation of the specific systems outlined that are defined in the WSSP (Washington State Schools Protocol).

Mr. O'Neill confirmed yes, that is correct. WSSP dictates what systems are looked at and the focus historically has been on improving energy efficiency. Modern HVAC systems and lighting control systems are complicated and it takes focus and teamwork to get them successfully up and running. Other systems, i.e.: fire and safety systems, are more digital than analog and other entities, such as the City of Shoreline and the Shoreline Fire Department, keep an eye on these to help assure the systems are running correctly.

Director Jernigan commented on the impressive project management that clearly was in play and agreed with colleagues on the beauty and inviting culture for learning at these sites.

Student Rep Murphy appreciated all the updates and had the opportunity to visit Einstein Middle School and agreed it is very beautiful and appreciates the updates.

Director Betnel asked about the warranty period for the systems and when warranties start. Mr. O'Neill explained there's the overall building warranty which essentially is the warranty from the contractors for items such as leaky windows or roof. There also are warranties from subcontractors, e.g., the mechanical contractor for things like issues with a boiler at a school. That is essentially warranting their work. Then there are the equipment specific warranties which vary as to when the warranty begins. The maintenance manual package from the contractor will have all the warranty information.

Director Betnel asked about building review reports for Shorewood and Shorecrest brought to the Board in the past and if that is because they received state match. Will these three buildings that received state match in turn be part of that annual review process? Mr. Stevens confirmed, yes, that is correct, these three buildings will fall into that category. There is a little bit of lag time, but eventually we will have five of them to pass along.

Director Betnel asked how this information get communicated to the community, or does it? Mr. Stevens explained this is a process needed to ‘check the box’ for the state. It is a big deal in our world, but not sure if it is for others. Getting this far in the process takes a lot of time and not sure it necessarily is a big deal in the public’s world. Opening schools and occupying the school is celebrated by the public and community.

In conclusion, Mr. O’Neill expressed gratitude to Mr. Stevens and his team. Mr. Stevens echoed the sentiments back and acknowledged the importance of the commissioning agent and how well Mr. O’Neill’s team worked with the District.

Ms. Farmer thanked the presenters and the Board for their time and participation and is looking forward to approval for these at the next board meeting so we can continue through the process.

Superintendent Reyes thanked everyone and clarified to the Board they will see the resolutions and requests for approval on the Board meeting agenda.

Adjournment: 6:46 p.m.

Rebeca Rivera, School Board President

Attest: November 1, 2022

Dr. Susana Reyes, Secretary
Shoreline Board of Directors

All documents referenced in the minutes may be viewed in the Superintendent’s Office during normal business hours.