

**Minutes of the Meeting of the
Capital Funding Protection Committee
of the Washoe County School District Board of Trustees**

June 29, 2017

1.0 Opening Items

1.01 Call to Order

The meeting of the Capital Funding Protection Committee of the Board of Trustees was called to order at 4:00 p.m. at the Washoe County School District Administration Building, 425 East Ninth Street, Reno, Nevada.

1.02 Roll Call

Chair Mike Cate, David Bobzien, Paul McKenzie, Charlene Bybee, Kristopher Dahir, Jeanne Herman, Tim Rowe, Ted Ohm, and Dave Solaro were present for roll call. Kitty Jung and Scott Evans were absent.

1.03 Public Comment

There was no public comment at this time.

1.04 Action to Adopt the Agenda

On motion by Paul McKenzie and second by Charlene Bybee, **the Capital Funding Protection Committee approved the agenda as presented** (Yea: Mike Cate, David Bobzien, Paul McKenzie, Charlene Bybee, Kristopher Dahir, Jeanne Herman, Tim Rowe, Ted Ohm, and Dave Solaro). Final Resolution: Motion Carries 8-0

2. Discussion, Presentation and Action Items

2.01 Discussion and Possible Approval of the Minutes from the March 2, 2017 Capital Funding Protection Committee Meeting

On motion by Kristopher Dahir and second by a committee member, the **Capital Funding Protection Committee approves the minutes of the March 2, 2017 Oversight Panel for School Facilities meeting.** (Yea: Mike Cate, David Bobzien, Paul McKenzie, Charlene Bybee, Kristopher Dahir, Jeanne Herman, Tim Rowe, Ted Ohm, and Dave Solaro). Final Resolution: Motion Carries 8-0

2.02 Introduction of Reappointed Members Mike Cate as the Construction Project and Finance Representative, Tim Rowe as the General Public

Representative, and Scott Evans as the Gaming Industry Representative for terms beginning July 1, 2017 and ending June 30, 2019, as approved by the WCSD Board of Trustees on June 6, 2017

Mike Cate and Tim Rowe, were welcomed back. Scott Evans was not present.

2.03 Discussion and Possible Action to Select a Committee Chair for the 2017-18 committee year beginning July 1, 2017 and ending June 30, 2018 from the current membership: David Bobzien, Paul McKenzie, Charlene Bybee, Kristopher Dahir, Kitty Jung, Jeanne Herman, Mike Cate, Scott Evans, Tim Rowe, Ted Ohm, and Dave Solaro

On motion by a committee member, seconded by Kristopher Dahir, **Mike Cate was re-elected Chair for the 2017-18 committee year beginning July 1, 2017 and ending June 30, 2018.** (Yea: David Bobzien, Paul McKenzie, Charlene Bybee, Kristopher Dahir, Jeanne Herman, Tim Rowe, Ted Ohm, and Dave Solaro). Final Resolution: Nomination Carries 7-0

2.04 Discussion and Possible Action to Select a Committee Vice Chair for the 2017-18 committee year beginning July 1, 2017 and ending June 30, 2018 from the current membership: David Bobzien, Paul McKenzie, Charlene Bybee, Kristopher Dahir, Kitty Jung, Jeanne Herman, Mike Cate, Scott Evans, Tim Rowe, Ted Ohm, and Dave Solaro

On motion by and second by committee members, **Tim Rowe was elected the Committee vice Chair for the 2017-18 committee year beginning July 1, 2017 and ending June 30, 2018.** (Yea: David Bobzien, Paul McKenzie, Charlene Bybee, Kristopher Dahir, Jeanne Herman, Mike Cate, Ted Ohm, and Dave Solaro). Final Resolution: Nomination Carries 7-0

2.05 Presentation and Discussion on the Construction Manager at Risk (CMAR) Project Delivery Method

Joe Gabica, Interim Chief Facilities Officer, introduced Chris Chimits, Deputy Administrator State Public Works Division, to discuss delivery methods as a whole. Mr. Chimits said a "delivery method" is the process for assigning responsibility for providing design and/or construction services. There are three delivery methods allowed in NRS - Design-Bid-Build which is the traditional method where the design is complete, and a contractor is selected based on price only; the Design Build method where the design team consists of a contractor and design consultant based on the response to the owner's bridging document; and Construction Manager at Risk (CMAR) where the owner hires the designer and selects the construction manager at the same time. Mr. Chimits explained how contractual relationships differ based on the delivery method and

communication structures. He also provided an overview of comparison of selection criteria for Design-Bid-Build, Design-Build, and CM-At-Risk.

The Construction Manager at Risk Model is for projects requiring public transparency, design control with challenging scope, and can't-miss end dates. CMAR offers a way to balance risk and control. Selection is competitive and based on qualifications and provides the most qualified general contractor leading the project and project scope is publicly advertised and competitively bid. Open-book GMP helps ensure transparency, preconstruction preparation helps ensure delivery and accountability, and guaranteed maximum price contingency savings is returned to the owner.

In response to a question regarding where the state comes in on subcontractor selection, Mr. Chimits explained the subcontractor prequalification process needs to be open, honest, and fair with the intent of making people successful. The CMAR's success is wholly on the subcontractors. A committee member also asked what part the State takes when a CMAR is bidding out subcontractors. Mr. Chimits said there is a three bid minimum on projects; that the project manager goes to the bid opening; and that all bids must be delivered in sealed envelopes. Each CMAR is asked to have a spreadsheet and fill in all bids. The CMAR is given 15 days to go through and vet it out against the scope of work. The State does not dictate which subcontractor the CMAR is supposed to use. They do require the project manager bring a hard copy of all bids and the spreadsheet to the office for review. If the low bid is not used, they want to know why. Discussion ensued.

2.06 Presentation and Discussion on the Updated Prototype School Designs for High Schools, Middle Schools, and Elementary Schools

Pete Etchart, Chief Operations Officer, provided an update to the work being done to create prototype designs for the new elementary, middle, and high schools. At the next Capital Funding Protection Committee meeting scheduled for September 28 we anticipate coming before you with a funding recommendation for the first three schools using these designs – the South Meadows elementary in the Bella Vista subdivision, the middle school in Sun Valley, and the Spanish Springs middle school in the Kiley North development. The only negative item we have had in moving forward with these projects is the increasing cost of construction. We are looking at the school cost issue on many fronts and at the September 28 meeting we are going to provide you with a detailed analysis of five items in that regard: 1) what is being added to our schools, 2) what is being value engineered out of our schools, 3) individual site construction development costs, 4) analysis of the construction inflation costs, and 5) update to the revenues we are receiving.

HIGH SCHOOL

Tami Zimmerman, Planning Manager, said the District began working with Cunningham Group Architecture in the spring of 2017 on the development of the new high school educational specifications. A steering group comprised of central office administrators and department heads was created to help steer that committee. A workshop group consisting of high school staff, administrators, teachers, and community members was also created. The Cunningham Group will work with both groups in developing the educational specifications. A programming meeting was held on June 22 where we met with Curriculum and Instruction to determine classroom and band room sizes and also met with housekeeping. The first workshop group was to create Facility Principles and Vision Principles to guide the group. Those principles are very similar to what you saw in the elementary and middle school specs.

In response to a question from a committee member, Mrs. Zimmerman said the District is working with Cunningham Group in doing the educational specifications and they have partnered with a local architect to do the actual schematic design, construction documents, and design development.

MIDDLE SCHOOLS

Tami Zimmerman introduced Brad VanWoert and Angela Bigotti from VanWoert & Bigotti Architects who are doing the schematic design for the two new middle schools which will be finished for the 2019 academic year. They are working on both schools simultaneously. Mr. VanWoert gave an overview of progress made on both schools. The Sun Valley middle school will be built on an 80 acre site. The school is tied in with the master plan that will include a future elementary school and perhaps a pre-K center. The floor plan is based on Depoali Middle School. The Spanish Springs middle school sits on the Kiley Ranch just south of the Lazy Five library on a 32 acre site. About two-thirds of the site is being used. It is also being developed as a master plan to hold a future elementary school so it has a lot of shared functions like parking, access and egress, fields, and things of that nature. The floor plan echoes the Depoali Middle School plan with few exceptions. The ed spec changes have not had a profound effect on the floor plan and there are a number of the changes we are incorporating into the floor plan. There are no more stand-alone computer rooms so computers will be in the classrooms. That space has been replaced by the hub. The hub is a teacher student collaborative space. There are also small group rooms for counselors to meet with students and or parents one-on-one. We are also introducing gender neutral restrooms. The library is taking on a little different character having a media center with 3-D printers. A lot of work has been done to enhance the security at the schools including more CCTV and less vision glass throughout the public areas of the school.

In response to a question from a committee member regarding security, Mr. VanWoert said there will be a single point entry. Additionally, all the outside entrance and exit doors are key card controlled.

A committee member asked why the Depoali Middle School design is being used for the new schools, have other designs that may be less expensive been explored, and what are we doing in regards to design process to minimize cost and expense and improve efficiency? Mr. VanWoert responded that Depoali Middle School was built for one of the lowest prices per square foot for almost any middle school anywhere in the country so it became a marker and over the past eight years it has performed admirably not only educationally but its physical plant. Per capita it is the most energy efficient school so it became our marker. At that time we did explore other things, but when the ed spec was done, it basically matched Depoali Middle School by 90%. To do both schools at the same time and using Depoali as a marker seemed the logical thing to do.

ELEMENTARY SCHOOLS

Tami Zimmerman introduced Jeff Klippenstein and Jeff Current from H & K Architects who gave an update on where we are on the elementary design. They provided an overview of the site plan stating because there are two street frontages we are able to separate entrances for parents, staff and busses. The service and delivery area is off the east end of the project. The three separate playground areas are basically AC paving, concrete, and a lot of DG. The two story school has a single point entry, 14 classrooms, administration, multi-purpose room, kitchen, and two hub areas on the first floor. The second floor has 14 classrooms surrounded by one hub. The school also has elevator access.

2.07 Presentation and Discussion regarding an update to Land Acquisition Activities for Future Elementary Schools in the proposed areas of Northern Spanish Springs, Northwest Reno, Double Diamond Ranch, Damonte Ranch, Wingfield, Cold Springs, and the west side of Spanish Springs; Middle Schools in the proposed areas of Sun Valley, Arrowcreek, Central Spanish Springs, and the West Side of Spanish Springs; High Schools in the proposed areas of Butler Ranch, Wildcreek Golf Course, Sparks High School Perimeter, and Cold Springs; and Support Services in a location still to be determined

Pete Etchart, Chief Operating Officer, provided an update regarding land acquisition activities.

HIGH SCHOOLS

Butler Ranch – Received the initial layout so we are trying to see if the land we identified will work for us.

Stonegate – We have been working with this developer for some time; the developer is at the Reno Planning Commission this evening; and if the development goes forward, we go forward if not we don't.

Sparks High School Perimeter – In our ten year out plan we want to expand Sparks High School to a full size comprehensive high school. There are 17 property owners

who have been contacted by our real estate agent to buy these properties as they become available.

Wildcreek Area – Based on the approved Letter of Intent that was signed by the City of Reno, City of Sparks, Washoe County, Reno/Sparks Convention and Visitors Authority, and Washoe County School District Board of Trustees, our Board of Trustees approved a contract with Wood Rogers on June 6 to start the due diligence on this site. We are going to address all the issues and concerns. The Ed Spec committee is meeting, we are starting to see more solicitations, and anticipate taking that CMAR selection to the Board of Trustees on October 24. Mr. Etchart provided the following information on the Wildcreek/Hug target timeline. Due diligence began June 2017, break ground for Wildcreek high school December 2018, begin Hug High School remodel August 2021, and open Career & Technical Academy in August 2022.

What happens if the timeline doesn't go as planned? We will delay. We will not close Hug High School until we know we are going to be building the new high school at Wildcreek. We do have plans B, C, D, and E but none of them meet the opportunity that exists at the Wildcreek Golf Course. Yes, we do have other plans and we are pursuing them to see what would happen if we find during due diligence that the site is not going to work for us. We are not at liberty today to talk about plans B and C.

MIDDLE SCHOOLS

Kiley North – Last Tuesday the Board approved the purchase of our first parcel. That's a middle school and elementary school site. The purchase price was \$8,128,340. It's a fantastic parcel, flat, has great soil, and a great location.

BLM Sun Valley – The environmental assessment was submitted, and is now under review with a target date of November to acquire that BLM Sun Valley site.

USFS Arrowcreek – Proceeding with environmental field work.

Vista at Los Altos – We are discussing disposal of this 29 acre property now that we have the Kiley North property.

ELEMENTARY SCHOOLS

Bella Vista (Corona-Cyan) – This is a new elementary school site. We are working with the developer to prepare for construction.

Rio Wrangler – Another south meadows elementary school. We are working with the developer. We own 8 acres but need an additional 3.59 acres and are working with DiLoreto to acquire. We are also working on the offsite improvements.

Stonegate – The developer is at the Reno Planning Commission this evening.

Kiley North – Is part of the \$8,000,000 purchase.

Sky Vista – We actually own a 7 acre parcel on 395 that is across from the North Transportation yard near the North Valleys Regional Park. The site is not very conducive to an elementary school but it's a great development site so we are looking

at a land swap for an 8 acre site. We are in preliminary discussions, but it looks like it is a real opportunity for us to move to a better site through an exchange.

North Valleys Transportation Yard – We have had some failed attempts in getting more land for transportation sites but we think we have a fantastic one that we are in discussions with now with Panattoni Development for a 4.25 acre site next to the North Transportation Center. We just got our first appraisal for \$390,000. They are interested in working with us. We are actively trying to find land for the Sparks yard and the South Yard.

In response to a question about the Northgate Golf Course, Adam Searcy said we have an overcrowding enrollment need in that region and we briefly approached City of Reno staff about the feasibility of modifying the boundaries essentially exploring the idea of repurposing the land where the club house currently exists potentially into an elementary school. It works well for us from an enrollment zoning standpoint, it does have some site challenges but City and County Parks and Recreation staff were very open to the idea. We don't see it coming to fruition for several years in the future.

2.08 Presentation, Discussion and Update on the activities associated with the 2017/2018 'A' Major Projects Program in the Amount of \$55,000,000 which was previously heard and approved by the Capital Funding Protection Committee on December 15, 2016, the 2017/18 'B' Major Projects Program in the Amount of \$15,000,000 which was heard and previously approved by the Capital Funding Protection Committee on March 2, 2017, and the Summary 2018 'A' Capital Renewal Program in the approximate Amount of \$21,000,000 which was previously heard and approved by the Capital Funding Protection Committee on December 15, 2016

Joe Gabica gave an overview of the \$20,000,000 approved for school repairs and we are in the process of getting those schools designed. The 2017 allocation projects are being bid and many of them are being constructed. Some will have to be deferred because we are not getting bids. We put out eight roofing bids and received bids for two. He also said the addition to Damonte Ranch High School is going well. For South McCarran/Butler Ranch, we just got a concept plan and are starting discussions. The only money spent on Wildcreek was to Rogers for the due diligence studies.

An RFQ for the Repurposing of Hug High School will be sent out as soon as we get caught up with some of the outstanding RFQs. We received an update on Sun Valley. We have done a little master planning to provide some basic information to the Forest Service for the Arrowcreek area middle school site. We are in the process of purchasing the Spanish Springs area middle school site. We received an update from H & K on the South Meadows area elementary school. We are still working on sites for the North Valleys/Spanish Springs area elementary school. We still have to do ed specs for Core School Investments. The Nutrition Services expansion is in design. For Transportation Yards expansion, we are still dealing with site acquisition. Inflation escalation, was not

added in but next time we talk it probably will be. Initially we were trying to replace the Grounds building replacement in the same general vicinity. There is no reason we need to have our grounds people at our Transportation Center so in working with our insurance folks and FEMA they said should we build it out there they weren't going to help fund it so we are going to move it. We are looking around the Brown Center for space to put the grounds building. We are waiting on a proposal from the architect. Mr. Gabica also reviewed the Infrastructure Plan.

Adam Searcy discussed the infrastructure plan stating projects and timelines are based on the WC-1 ballot measure, project order and location is subject to revision dictated by future enrollment growth, and school repair projects are prioritized by periodic evaluation of greatest need/worst condition. He also said Core Schools Investments is an additional \$50 million investment in upgrades to older schools. Mr. Searcy also presented a high level milestone summary highlighting the middle schools at Kiley North and Sun Valley and the Bella Vista elementary school. All three schools are scheduled to be open for the 2019 school year.

Pete Etchart said we have 15 schools to build and right now our plan is to have the prototype design schools done under the CMAR process. Our goal is to have elementary schools 4, 6, 8, 9 all be done under the design bid build because the goal is to have these design plans to be as tight as we can make them. Unless we have scheduling issues that are specific to a site, we plan on bidding those schools. We anticipate using CMAR for the core school investments. Scheduling is definitely going to be an issue at existing schools we are adding to. When it comes to building new schools Design-Bid-Build is our goal. We will be back with every single school talking about delivery methods.

3. Closing Items

3.01 Announcement of Next Meeting

The next meeting is scheduled for September 28, 2017 at 4:30 p.m. in the Administration Building Board Room.

3.02 Public Comment

There was no public comment at this time.

3.03 Adjourn Meeting

There being no further business the meeting was adjourned at 5:50 p.m.

Mike Cate, Chair

DRAFT

**OVERSIGHT PANEL FOR SCHOOL FACILITIES
&
CAPITAL PROTECTION FUNDING COMMITTEE -
ADVISORY COMMITTEES
OF THE WASHOE COUNTY SCHOOL DISTRICT
BOARD OF TRUSTEES**

BYLAWS

Authority

Oversight Panel for School Facilities

- Through action of the Board of Trustees and in accordance with Nevada state law (NRS 393.092), the Board of Trustees does hereby establish the Oversight Panel for School Facilities (OSFC) as a standing advisory committee of the Board of Trustees ("Board") of the Washoe County School District ("District").

Capital Funding Protection Committee

- In accordance with Board Policy 9405, Capital Funding/Bond Oversight, the Board of Trustees does hereby establish the Capital Funding Protection Committee (CFPC) as a standing advisory committee of the Board of Trustees ("Board") of the Washoe County School District ("District").

Mission

The Oversight Panel for School Facilities functions as a committee of the Board of Trustees related to renovation and construction of school facilities. The Committee operates in accordance with Nevada Revised Statutes (NRS) 393.092 - 393.097, School Buildings and Facilities, and 350.020, Use of general obligation only for stated purpose; submission to electors of proposal to issue general obligations; restrictions on special elections; issuance of general obligations secured by pledge of revenues and issuance of special or medium-term obligations without election; issuance of certain general obligation bonds by board of trustees of school district.

The Capital Funding Protection Committee is delegated the duties and responsibilities consistent with NRS 393.096, which include but are not limited to:

1. Working cooperatively with the Board of Trustees to ensure the program of school construction and renovation is responsive to the educational needs of students within the District, adopt plans for construction and renovation, and recommend those plans to the Board of Trustees;
2. Review of the three-year plan for the renovation of school facilities and the five-year plan for the construction of new school facilities submitted by the District and

make recommendations to the Board of Trustees for any necessary revisions to the plans; and

3. Make recommendations for the management of construction and renovation of school facilities within the District in a manner that ensures effective and efficient expenditure of public money.

Reporting Structure

1. Recommendations from the OPSF and/or CFPC shall be made to either the Board of Trustees or the Superintendent.
2. The Superintendent, through appropriate staff, shall:
 - a. Ensure Committee proposals are feasible: operationally, financially and academically.
 - b. Determine whether action should be taken by the Superintendent or the Board of Trustees.
3. For those matters that require the approval of the Board of Trustees, the Superintendent shall have the option to:
 - a. Return any recommendation of the Committee back to the Committee with suggested changes; or
 - b. Forward any recommendation of the Committee to the Board of Trustees, with the Superintendent's Alternate Recommended Action;
 - c. Forward any recommendation of the Committee to the Board of Trustees, as proposed by the Committee.
4. For those matters delegated to the Superintendent by Board policy or previous action of the Board of Trustees, the Superintendent shall have the option to:
 - a. Approve the Committee's recommendation;
 - b. Deny the Committee's recommendation; or
 - c. Return any recommendation of the Committee back to the Committee with suggested changes.

Composition

1. Appointments and Vacancy

- a. Members of the Oversight Panel for School Facilities and Capital Funding Protection Committee shall be the same.
- b. Members shall either be recommended by local government agencies and approved by staff, or following an advertised application period, be selected in accordance with the application and review process established by the District's Committee Operating Procedures Manual.
 - i. A selection group to include the committee's staff liaison shall meet to review the applications. The group may include the Board Services representative. It shall not include any current member of CFPC/OPSF.
 1. Any application(s) deemed to not meet the criteria of open positions on the committees shall be set aside but may be considered in the future.
 - ii. All members shall be considered and approved by the Board of Trustees. The Committee may review recommended appointments. However, final approval of all selections shall rest with the Board of Trustees.

2. Voting Membership

- a. Voting membership shall consist of eleven (11) voting members, as follows:
 - i. Local Government Representatives (6), as selected by the individual governing body:
 1. Two (2) members of the Washoe County Board of County Commissioners
 2. Two (2) members of the Reno City Council
 3. Two (2) members of the Sparks City Council
 - ii. Members appointed by the District's Board of Trustees (5):
 1. One (1) member with experience in structural or civil engineering
 2. One (1) member with experience in the construction of public works projects
 3. One (1) member with experience in the financing of estimation of cost of construction projects

4. One (1) member to represent the gaming industry
5. One (1) member to represent the general public

3. Term of Service

- a. A term of membership shall be two (2) years, with terms commencing on July 1st and ending June 30th of the second year.

MEMBER	CATEGORY	TERM ENDS
A	Reno City Council	Elected Official Term
B	Reno City Council	Elected Official Term
C	Sparks City Council	Elected Official Term
D	Sparks City Council	Elected Official Term
E	Washoe County Board of County Commissioners	Elected Official Term
F	Washoe County Board of County Commissioners	Elected Official Term
G	Construction Projects & Finance Representative	June 30 of Odd-Numbered Years
H	Gaming Industry Representative	June 30 of Odd-Numbered Years
I	General Public Representative	June 30 of Odd-Numbered Years
J	Public Works Construction Representative	June 30 of Even-Numbered Years
K	Structural/Civil Engineer Representative	June 30 of Even-Numbered Years

- b. A member who cannot complete his/her term should submit a letter of resignation to the Committee Chair. Upon acceptance of the letter of resignation, the position shall be opened using the District's application process.
 - i. A member who is appointed to fulfill the term of a member who has resigned or been removed, shall complete the term of the vacating member.
- c. Members shall serve no more than five (5) terms without a break in service of at least one (1) year.

4. Vacancy

- a. A vacancy in the membership of the Committee must be filled in the same manner as the original appointment for the remainder of the unexpired term.

5. Officers

- a. Officers consist of a Chairperson and Vice-Chairperson who are voting members of the committee.

- b. Officer Duties and Responsibilities

- i. The Chairperson shall:

- 1. be responsible for the general planning for and supervising of activities of the Committee;
 - 2. approve the agendas of the meetings of the Committee in collaboration with the Staff Liaison; and
 - 3. preside over all meetings of the Committee.

- ii. The Vice-Chairperson shall:

- 1. preside in the absence of the Chairperson;
 - 2. discharge any duties delegated by the Chairperson or as directed by the Committee; and
 - 3. succeed to Chairperson in the event that the Chairperson is unable to serve.

- c. Officer Nomination and Election

- i. Officers shall be current voting members and be elected by majority vote of the current members.

- ii. All nominees shall be present at the scheduled meeting to accept the nomination.
 - iii. The term of office shall be from July 1st to June 30th and shall be for one (1) year. Officers may be re-elected.
 - d. Removal of Officers
 - i. An officer may be removed for cause at any time by a two-thirds (2/3) vote of the Committee.
 - ii. A vacancy in an officer's position, due to resignation or removal, shall be filled using the normal District's protocol for the election of officers.
- 6. District Staff Liaison
 - a. The District shall provide a Staff Liaison, who shall serve in a non-voting capacity, and administrative support to the committee. That individual shall work with staff of the Board Services Department to:
 - i. In conjunction with the Committee Chair, set the meeting agendas and meeting schedule;
 - ii. Advise the committee on the goals of the Board of Trustees and Superintendent;
 - iii. Advise the committee on information in the District that concern the Committee;
 - iv. Report to the Superintendent the happenings of the Committee.
- 7. The membership of the Committee shall strive to be representative of the diverse nature of the District.

Procedural Responsibilities

1. The Committee shall comply with state laws and regulations, and specifically Nevada's Open Meeting Law, Nevada Revised Statutes (NRS) Chapter 241, Meetings of State and Local Agencies.
2. The Committee shall comply with the policies, regulations and procedures of the District, to include Board Policy 7100, Capital Projects and Facilities Management, Board Policy 9405, Capital Funding & Bond Oversight, and the District's Administrative Manual on Committee Operating Procedures.

3. The Board of Trustees may not delegate the responsibility for final decisions to a committee, because such decisions must, by state law, rest with the Board of Trustees. Committees are not empowered to perform management functions.
4. A committee may be dissolved upon completion of its charge or by action of the Board of Trustees.

Requisite Skills

1. General

- a. The Oversight Panel for School Facilities shall review and approve or disapprove a request by the Board for the issuance of general obligation bonds pursuant to NRS 350.020(4).
- b. Members shall be familiar and ensure compliance with District policy, laws, regulations, and ethics.
- c. All members of the Committee shall be residents of Washoe County, unless such member is also a District employee.
- d. The Committee members collectively should possess general knowledge of District issues and concerns.
- e. Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the District with such care as a generally prudent person in a similar position would use under similar circumstances.
- f. Each member shall serve without compensation.

2. Member Protocol

- a. Only the committee as a whole has the authority to act.
 - i. Individual committee members do not have the authority to direct staff, students, volunteers, and/or parents/guardians
 - ii. Individual committee members may not, in the name of the committee, conduct site visits or otherwise engage with staff outside of properly noticed meetings unless otherwise authorized by District policy, regulation or procedures.
- b. Committee members shall review and understand guidance provided in the Procedural Manual for Advisory Committees to the Board of Trustees.

3. Community Input

- a. Each member of the committee will be responsible for meeting with or otherwise getting input from their group type to bring to the committee meetings for discussion.

4. Confidentiality

- a. During the exercise of duties and responsibilities, the Committee members may have access to confidential information. The Committee shall have an obligation to the District to maintain the confidentiality of such information.

Meetings

1. Schedule

- a. The Panel shall meet as needed but not less than twice per year.
- b. Meetings shall be called at the discretion of the Chair, in conjunction with the District's staff liaison.
- c. Special meetings may be called at the discretion of the Chair, in conjunction with the District's staff liaison.

2. Attendance

- a. Attendance records of all committee members shall be reviewed by the chairperson on a regular basis.
- b. The Chairperson may recommend to the full membership the removal of any member having two (2) absences during one (1) year or for failure to participate on a committee.
- c. Recommendation to remove a member shall be by majority vote of the committee, with final action required by the Board of Trustees.

Reporting Requirements

- 1. The Panel has the duty and responsibility to report its activities to the Board of Trustees as needed but not less than annually.

Review and Revision

- 1. The Board Services Department, in conjunction with the OPFS / CPFC, shall assess and review the adequacy of these bylaws no less than annually or as necessary. Modifications shall be presented to the Board of Trustees in writing for their review and action.

Date	Revision	Modification
TBA	1.0	Adopted

DRAFT

ATTACHMENT A

**WCSD Capital Improvement Program
Summer 2019 'B' Capital Renewal Program**

Project Type	General Description	Location	Specific Project Description	Estimated Budget	Proposed Allocation	Capital Renewal	Regulatory/ Other	Phase 'A' information	Phase 'A' Costs	Phase 'B' Information	Phase 'B' Costs
Safety/Security	S/S Upgrade Projects			\$1,400,000	\$1,400,000		\$1,400,000		\$480,000		\$920,000
		Districtwide	ES, MS, HS SHSC Prioritized Projects	\$1,000,000				Design/permitting costs	\$200,000	Construction	\$800,000
		Trans Centers	SS Fall Protection Restraints	\$150,000				Design/permitting costs	\$30,000	Construction	\$120,000
		Districtwide	ES,MS,HS Seismic Analysis - 9 sites	\$250,000				Engineering Analysis	\$250,000		
ADA	ADA Compliance			\$700,000	\$700,000		\$700,000		\$700,000		
		Piccolo	ES Restroom Upgrades	\$700,000				All costs	\$700,000		
Asbestos/Lead	Abatement			\$300,000	\$300,000		\$300,000		\$220,000		
		Districtwide	ES Asbestos Islands	\$200,000				All costs	\$200,000		
		O'Brien	MS Transite Panel Abatement	\$100,000				Design/permitting costs	\$20,000		
Backflow	Backflow Compliance			\$120,000	\$120,000		\$120,000		\$24,000		
		Billinghurst	MS Backflow upgrade	\$40,000				Design/permitting costs	\$8,000		
		Incline	MS Interior Backflow upgrade	\$40,000				Design/permitting costs	\$8,000		
		Incline	HS Interior Backflow upgrade	\$40,000				Design/permitting costs	\$8,000		
IT Infrastructure	FCIS equip. refresh			\$1,000,000	\$1,000,000	\$1,000,000			\$1,000,000		
		Winnemucca	ES MDF Equipment Upgrades	\$200,000				All costs	\$200,000		
		Depoali	MS MDF Equipment Upgrades	\$325,000				All costs	\$325,000		
		Gerlach	HS MDF Equipment Upgrades	\$75,000				All costs	\$75,000		
		Maxwell	ES MDF Equipment Upgrades	\$200,000				All costs	\$200,000		
		Lincoln Park	ES MDF Equipment Upgrades	\$200,000				All costs	\$200,000		
Underground Tanks	Tanks Replacement			\$200,000	\$200,000	\$200,000			\$200,000		
		Diedrichsen	ES Remove UG Storage Tank	\$50,000				All costs	\$50,000		
		Dodson	ES Remove UG Storage Tank	\$50,000				All costs	\$50,000		
		Dunn	ES Remove UG Storage Tank	\$50,000				All costs	\$50,000		
		Palmer	ES Remove UG Storage Tank	\$50,000				All costs	\$50,000		
Carpentry	FCIS repairs			\$600,000	\$600,000	\$600,000			\$120,000		\$400,000
		O'Brien	MS Recaulk Panels & Wdws	\$100,000				Design/permitting costs	\$20,000		
		North Valleys	HS Repair Leak-Window frames	\$200,000				Design/permitting costs	\$40,000	Construction	\$160,000
		Sparks	MS Replace existing soffits	\$300,000				Design/permitting costs	\$60,000	Construction	\$240,000

Project Type	General Description	Location	Specific Project Description		Estimated Budget	Proposed Allocation	Capital Renewal	Regulatory/ Other	Phase 'A' information	Phase 'A' Costs	Phase 'B' Information	Phase 'B' Costs
Electrical	FCIS repairs				\$400,000	\$400,000	\$400,000			\$80,000		
		Wooster	HS	Repl. Intermediate panels	\$75,000				Design/permitting costs	\$15,000		
		Sparks	MS	Repl. Intermediate panels	\$35,000				Design/permitting costs	\$7,000		
		Swope	MS	Repl. Intermediate panels	\$35,000				Design/permitting costs	\$7,000		
		Traner	MS	Repl. Intermediate panels	\$35,000				Design/permitting costs	\$7,000		
		Dilworth	MS	Repl. Intermediate panels	\$35,000				Design/permitting costs	\$7,000		
		Vaughn	MS	Repl. Intermediate panels	\$35,000				Design/permitting costs	\$7,000		
		Sparks	HS	Repl. Theater lights	\$120,000				Design/permitting costs	\$24,000		
		Billingshurst	MS	Repl. Emergency Lights	\$30,000				Design/permitting costs	\$6,000		
Electronics	FCIS repairs				\$500,000	\$500,000	\$500,000			\$100,000		
		Winnemucca	ES	Replace Fire Alarm System	\$175,000				Design/permitting costs	\$35,000		
		Bennett	ES	Replace Fire Alarm System	\$175,000				Design/permitting costs	\$35,000		
		Swope	MS	Replace PA System	\$150,000				Design/permitting costs	\$30,000		
Flooring	FCIS repairs				\$500,000	\$500,000	\$500,000			\$100,000		
		Hug	HS	Worst Areas	\$86,666				Design/permitting costs	\$17,333		
		Sparks	HS	Worst Areas	\$86,666				Design/permitting costs	\$17,333		
		Galena	HS	Worst Areas	\$86,667				Design/permitting costs	\$17,334		
		Beasley	ES	Recarpet classrooms	\$240,000				Design/permitting costs	\$48,000		
Grounds	FCIS repairs				\$900,000	\$900,000	\$900,000			\$180,000		
		Districtwide	ES,MS,HS	Concrete/Railings Repairs	\$100,000				Design/permitting costs	\$20,000		
		Damonte Ranch	HS	Replace synthetic turf field	\$750,000				Design/permitting costs	\$150,000		
		Hug	HS	Replace Walk & Columns	\$50,000				Design/permitting costs	\$10,000		
HVAC	FCIS repairs				\$4,000,000	\$4,000,000	\$4,000,000			\$2,200,000		
		Piccolo	ES	Boilers, Pool Sys, HP Repl.	\$1,750,000				All costs	\$1,750,000		
		Palmer	ES	Replace Coolers, Fan coils	\$2,200,000				Design/permitting costs	\$440,000		
		Stead	ES	Replace obsolete tuxes	\$50,000				Design/permitting costs	\$10,000		
Irrigation	FCIS repairs				\$80,000	\$80,000	\$80,000			\$16,000		
		O'Brien	MS	Replace Main irrigation line	\$45,000				Design/permitting costs	\$9,000		
		Spanish Springs	ES	Repl. Irrig. For back field	\$35,000				Design/permitting costs	\$7,000		
Locks	FCIS repairs				\$200,000	\$200,000	\$200,000			\$40,000		\$160,000
		Reed	HS	Replace exterior hardware	\$200,000				Design/permitting costs	\$40,000	Construction	\$160,000
Mobiles	FCIS repairs				\$250,000	\$250,000	\$250,000			\$170,000		
		Mobiles 634, 610, 618, 646	4 older units	ES,MS,HS	Residing/Repainting	\$100,000			Design/permitting costs	\$20,000		
		Mobiles 638, 681, 687 & 622	4 older units	ES,MS,HS	Replace Steel Ramp/Stairs	\$150,000			All costs	\$150,000		

Project Type	General Description	Location	Specific Project Description	Estimated Budget	Proposed Allocation	Capital Renewal	Regulatory/ Other	Phase 'A' information	Phase 'A' Costs	Phase 'B' Information	Phase 'B' Costs
Painting	FCIS repairs			\$300,000	\$300,000	\$300,000			\$60,000		
		Traner	MS	Paint Exterior	\$225,000			Design/permitting costs	\$45,000		
		Dodson	ES	Paint & Seal Exterior	\$75,000			Design/permitting costs	\$15,000		
Paving	Safety Projects			\$500,000	\$500,000	\$500,000			\$100,000		
		Districtwide	ES,MS,HS	Extend Useful life	\$500,000			Design/permitting costs	\$100,000		
Plumbing	FCIS repairs			\$100,000	\$100,000	\$100,000			\$20,000		
		Reno	HS	Replace water heater	\$25,000			Design/permitting costs	\$5,000		
		Elmcrest	ES	Replace B Bldg Sewer Line	\$50,000			Design/permitting costs	\$10,000		
		Dodson	ES	Replace Floor drain & P trap	\$25,000			Design/permitting costs	\$5,000		
Roofing	FCIS repairs			\$2,000,000	\$2,000,000	\$2,000,000			\$400,000		
		Mendive	MS	Roofing Replacement	\$1,000,000			Design/permitting costs	\$200,000		
		Kate Smith A,C	ES	Roofing Replacement	\$375,000			Design/permitting costs	\$75,000		
		Districtwide	ES,MS,HS	Repairs	\$225,000			Design/permitting costs	\$45,000		
		Districtwide	ES,MS,HS	Roofing - Coatings	\$250,000			Design/permitting costs	\$50,000		
		Districtwide	ES,MS,HS	One Third Assessment	\$150,000			Design/permitting costs	\$30,000		
Windows	FCIS repairs			\$600,000	\$600,000	\$600,000			\$120,000		
		O'Brien	MS	Window replacement	\$600,000			Design/permitting costs	\$120,000		
Under 25K	FCIS repairs			\$250,000	\$250,000	\$250,000			\$250,000		
		Districtwide	ES,MS,HS	Safety Projects	\$250,000			All costs	\$250,000		
Energy	Conservation- FCIS			\$11,342,374	\$11,342,374		\$11,342,374		\$11,342,374		
One Third of the District		Districtwide	ES,MS,HS	Energy Perform. Contract	\$11,342,374			All costs	\$11,342,374		
Const. Mgmt. Support	Capital Program			\$500,000	\$500,000		\$500,000	20 percent	\$100,000		
Program Contingency	Capital Program			\$500,000	\$500,000		\$500,000	20 percent	\$100,000	Added cont.	\$30,000
Sub-total					\$27,242,374	\$ 12,380,000	\$14,862,374				

Program Administrative Costs

Project Type	General Description	Location	Specific Project Description	Estimated Budget	Proposed Allocation	Capital Renewal	Regulatory/ Other	Phase information			
Vehicle Replacement	Capital Program			\$50,000	\$50,000		\$50,000	20 percent	\$10,000	Vehicles	\$50,000
Program Administration	Capital Program			\$2,600,000	\$2,600,000		\$2,600,000	20 percent	\$520,000		
Sub-total					\$2,650,000		\$2,650,000				

Totals

\$29,892,374

Capital Renewal	\$12,380,000
Regulatory/ Other	\$17,512,374

\$18,652,374

\$1,560,000

WCSD Capital Improvement Program (2017 - 2025)

WC-1 Projects (Public Schools Overcrowding & Repair Needs Committee) 3-16-18

	<u>Summer 2019 'B' Cap. Renewal Program;</u> <u>2017/18 'E' Major Project Program</u>	<u>TOTAL</u>
• School Repairs (\$20 M/yr)	\$1.56 M	\$40.21 M
• Additions to Damonte Ranch HS		\$12.93 M ✓
• Cold Springs HS		
• South McCarran/Butler Ranch Area HS		\$0.55 M - Master Planning
• Wildcreek Area HS to replace Hug HS	\$0.8 M - Powerline Design & Relocation	\$11.45 M - Ed. Specs, Design, CMAR
• Repurposing of existing Hug HS		\$0.25 M - Master Planning
• Strategic purchase of Sparks HS properties		--- - utilize Site Acquisition Fund
• Sun Valley Area MS		\$89.9 M ✓
• Arrow Creek Area MS		\$3.62 M - Master Planning, Design
• Spanish Springs Area MS		\$84.1 M ✓
• South Meadows Area ES		\$37.25 M ✓
• Spanish Springs Area ES	\$2.2 M - Design	\$2.2 M - Design
• Seven ESs - Growth Dependent		\$0.1 M - Master Planning
• Core Schools Investments		\$0.5 M - Analysis
• Nutrition Services Expansion		\$3.39 M
• Transportation Yard Expansion		\$2.75 M - Site Acq, Utilities
• Site Acquisition Fund to be used for all school sites	\$4.25 M	\$20.27 M
• Grounds Building Replacement *	\$0.5 M	\$1.1 M ✓
TOTAL:	\$9.31 M **	\$310.57 M

* Project added since original WC-1 ballot list of projects

** Recommended funding of \$9.31 M of unallocated funds from previous bond sales (Bond Premium)

✓ Project is fully funded