

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

December 5, 2019

**1. OPENING ITEMS**

**1.01 Call to Order**

The meeting of the Capital Funding Protection Committee (CFPC) of the Board of Trustees was called to order at 4:00 p.m. at the Washoe County School District (WCSD) Administrative Building, 425 East 9<sup>th</sup> Street, Board Room, Reno, Nevada 89512.

**1.02 Roll Call**

Vice Chair Dave Solaro and Members Oscar Delgado, Charlene Bybee, Paul Anderson, Justin Ivory, and Ben Hutchins were present for roll call. Member Devon Reese, Jeanne Herman, Andrew Diss and Tim Rowe were absent.

Bob Lucey arrived at 4:27 pm. Oscar Delgado left the meeting at 5:25 pm.

Pete Etchart, WCSD Chief Operating Officer, informed the CFPC that due to an unforeseen health issue Tim Rowe had stepped down as the Chairman and as a member of the of the CFPC and the Oversight Panel for School Facilities.

**1.03 Public Comment**

- Jeff Church presented a handout, made comments regarding WCSD personnel, and requested an investigation of alleged misuses of WC-1 funds.

**2. DISCUSSION, PRESENTATION, AND ACTION ITEMS**

**2.01 ACTION TO ADOPT THE AGENDA**

**On motion by Charlene Bybee, second by Paul Anderson, the Capital Funding Protection Committee approved the agenda as presented** (Yea: Oscar Delgado, Charlene Bybee, Paul Anderson, Justin Ivory, Ben Hutchins and Dave Solaro) Final Resolution: Motion Carries 6-0

**2.02 DISCUSSION AND POSSIBLE ACTION TO APPROVE THE MINUTES FROM THE OCTOBER 3, 2019 CAPITAL FUNDING PROTECTION COMMITTEE MEETING (FOR POSSIBLE ACTION)**

**On motion by Charlene Bybee, second by Paul Anderson, the Capital Funding Protection Committee approved the Minutes of the October 3, 2019 meeting**

(Yea: Oscar Delgado, Charlene Bybee, Paul Anderson, Justin Ivory, Ben Hutchins and Dave Solaro) Final Resolution: Motion Carries 6-0

**2.03 PRESENTATION, DISCUSSION AND POSSIBLE ACTION TO RECOMMEND AND FORWARD TO THE WASHOE COUNTY SCHOOL DISTRICT BOARD OF TRUSTEES THE 2019 CAPITAL IMPROVEMENT PROGRAM ANNUAL EVALUATION REPORT. THE REPORT INCLUDES A SUMMARY OF THE CURRENT STATUS OF COMPLETION AND THE FINANCIAL BUDGET AND EXPENDITURES FOR THE PREVIOUSLY APPROVED CONSTRUCTION, RENOVATION, AND REPAIR PROJECTS WITHIN THE WASHOE COUNTY SCHOOL DISTRICT (FOR POSSIBLE ACTION)**

Adam Searcy, WCSD Chief Facilities Management Officer, presented the Capital Improvement Program Evaluation Report which also included a handout and video.

The 2018 Capital Renewal Program (\$21,000,000) is substantially complete. The 2019 Capital Renewal Program (\$29,900,000) is approximately 80% complete. All of the projects in these Capital Renewal Programs are either in design, construction, or have been deferred for various reasons. The 2020 Capital Renewal Program (\$40,600,000) is approximately 50% complete with the Phase 2 Energy Projects (\$12,100,000) being substantially complete. Over \$160,000,000 has been committed to the Major Projects Program and three new schools opened in 2019 all of which were on-time and under-budget. All Capital Renewal contracts over \$100,000 include a Force Account not to exceed 15% of the base bid. For Fiscal Year 2019, the total actual usage of the Force Account (and Change Orders) accounted for 4.13% of the base bid amount based on \$17.1 million of total contracts/purchase orders closed in Fiscal Year 2019. For Fiscal Year 2018, the total was 3.2%.

Charlene Bybee asked what Core School Investments entails? Adam Searcy replied it is a specific line item from the WC-1 ballot measure, intended to partially address facility deficiencies in existing schools regarding the District's current facilities educational specifications. The Capital Renewal Plan is largely driven by existing facility condition needs and is primarily a quantitative driven program that addresses the most pressing building and facility system needs first. The Major Projects Program is largely driven by capacity issues.

Justin Ivory asked who manages this portion of work, project managers or construction managers, and what percentage of the contract award for the work was done under CMAR, hard bid? Adam Searcy replied the capital renewal projects are predominantly managed by in-house staff. In certain instances the work is outsourced. Capital Renewal work has predominantly been hard bid.

Oscar Delgado asked if the \$1,250,000 was all of the allocation for Hug or just part of it? Adam Searcy replied that this funding is for preliminary design. Capital Projects will develop the scope for the design, then come back to the CFPC committee to request additional design funding and ultimately construction funding.

Ben Hutchins asked who prepared the report. Adam Searcy replied that it was prepared by internal school district staff. There was discussion on having this report be part of the external audit services in the future.

### **Public Comment**

- Jeff Church gave public comment regarding transparency.

**On motion by Bob Lucey, second by Justin Ivory, the Capital Funding Protection Committee Recommended Forwarding the 2019 Capital Annual Evaluation Report to the WCSD Board of Trustees.** (Yea: Charlene Bybee, Paul Anderson, Jeanne Herman, Justin Ivory, Ben Hutchins, Dave Solaro and Bob Lucey)  
Final Resolution: Motion Carries 7-0

### **2.04 PRESENTATION, UPDATE AND DISCUSSION REGARDING THE CONSTRUCTION OF AN EXPANSION TO SWOPE MIDDLE SCHOOL INCLUDING THE PRELIMINARY CONSTRUCTION BUDGET (FOR DISCUSSION ONLY)**

Teresa Golden, Director of Planning and Design for Washoe County School District, gave a presentation and update regarding the proposed Construction and Expansion of Swope Middle School. Due to the size, scale and logistics of the project, the design team has come up with a construction project that would occur in three phases. The first phase will be expanding the outdoor play field. Phase two is an expanded kitchen and a new gym on the west side of the school. Phase three is tearing down the existing gym and building a two-story classroom wing with an elevator.

### **2.05 UPDATE ON CONSTRUCTION AUDITING SERVICES ASSOCIATED WITH THE WCSD CAPITAL IMPROVEMENT PROGRAM. (FOR DISCUSSION ONLY)**

Kirk Starkey, Chief Auditor Washoe County School District, stated his department had sent solicitations to approximately 135 external firms seeking cost proposals. Two cost proposals were received by the Internal Audit Department. The firm selected by the representatives of the Audit Committee and the Capital Funding Protection Committee was Protiviti Consulting. Protiviti Consulting estimated 600 hours to complete the audit at a cost not to exceed \$95,000 inclusive of travel costs. Mr. Starkey's department is currently in the process of finalizing the contractual documents and hopes to have the contractor start shortly after.

## Public Comment

- Jeff Church gave public comment on the Audit of Capital Projects.

### **2.06 PRESENTATION AND DISCUSSION ON THE DESIGN AND PERMITTING COSTS FOR AN ELEMENTARY SCHOOL IN THE RIO WRANGLER AREA OF SOUTHEAST RENO (FOR DISCUSSION ONLY)**

Adam Searcy, WCSD Chief Facilities Management Officer, provided information on a proposed new elementary school in the South Meadows area which will impact the enrollment zones for Brown ES and Nick Poulakidas ES. The Zoning Advisory Committee approved the zoning boundary between Brown ES and Rio Wrangler in anticipation of the school. In addition, the students who attend Brown ES in 2020 would go to Herz MS rather than Depoali MS in 2021. A design budget recommendation of \$3,000,000 will be presented for action under Agenda Item 2.07 in order to move forward with the full architecture and engineering design, facility commissioning, cost estimating services, geotechnical engineering, and miscellaneous permitting fees.

Bob Lucey asked if this also included a traffic study and asked some questions regarding possible challenges of the location. Adam replied it does include the traffic study and addressed the questions.

### **2.07 PRESENTATION, DISCUSSION AND POSSIBLE ACTION TO RECOMMEND THE WCSD BOARD OF TRUSTEES APPROVE THE ALLOCATION OF \$3,000,000 TO THE 2019/2020 'C' MAJOR PROJECTS PROGRAM (SEE ATTACHMENT A) (FOR POSSIBLE ACTION)**

Pete Etchart, WCSD Chief Operating Officer, presented the \$3,000,000 allocation request for the design of Rio Wrangler ES as outlined in Agenda Item 2.06.

## Public Comment

- Jeff Church gave public comment on enrollment.

**On motion by Ben Hutchins, second by Bob Lucey, the Capital Funding Protection Committee Recommended the Washoe County School District Board of Trustees Approve the Allocation of \$3,000,000 of the 2019/2020 'C' Major Projects Program.** (Yea: Charlene Bybee, Paul Anderson, Justin Ivory, Ben Hutchins, Bob Lucey and Dave Solaro) Final Resolution: Motion Carries 6-0

### **2.08 PRESENTATION AND DISCUSSION REGARDING THE DRAFT WASHOE COUNTY SCHOOL DISTRICT 2020-2039 FACILITIES PLAN THAT WILL ULTIMATELY BE SUBMITTED FOR CONFORMANCE REVIEW WITH THE TRUCKEE MEADOWS REGIONAL PLANNING AGENCY'S (TMRPA'S) 2019 TRUCKEE MEADOWS REGIONAL PLAN. (FOR DISCUSSION ONLY)**

Adam Searcy, WCSD Chief Facilities Management Officer, presented the Washoe County School District's Draft 2020-2039 Facilities Plan. This Facilities Plan will be submitted to the Truckee Meadows Regional Planning Agency (TMRPA) for conformance review with the recently updated TMRPA Regional Plan. The Plan includes projected enrollment and facility needs of the District for the next 20-years. This allows other agencies to better coordinate their infrastructure improvements with those of WCSD. The document also provides information to the community regarding projected locations and timelines of future school projects.

### **3. CLOSING ITEMS**

#### **3.01 ANNOUNCEMENT OF NEXT MEETING**

The next meeting of the Capital Funding Protection Committee is scheduled for Thursday, February 6, 2020 at 4:00 pm.

#### **3.02 PUBLIC COMMENT**

No Public Comment

#### **3.03 ADJOURN MEETING**

There being no further business, Vice Chair Solaro adjourned the meeting at 6:06 PM.