

Meeting Minutes | December 3, 2012



Portland Public Schools Bond Accountability Committee (BAC)

PORTLAND PUBLIC SCHOOLS
Office of School Modernization
501 North Dixon Street • Portland, OR 97227

Members: Kevin Spellman (Chair), Tom Peterson, Steve March, Louis Fontenot, John Mohlis, Anita Decker (via phone). Willy Paul (absent)

Board liaison present: Trudy Sargent (Board), Pam Knowles (Board), Alexia Garcia (Board student rep), Greg Belisle (Board)

PPS staff present: Carole Smith, Rob Cowie, Dan Jung, CJ Sylvester, Neil Sullivan, Sharie Lewis, Jim Owens, David Wynde & Christine Gilman

Next meeting: February 11, 2013, 3:00-5:00pm / Wy'East Conference Room, BESC

- I. **Welcome & Introductions.** Superintendent Carole Smith welcomed the Committee and briefly described the purpose of the group. She emphasized the District's preference for a transparent process to oversee the Bond program and described the interaction between the Committee, PPS Staff and community. Carole introduced Kevin Spellman, Committee Chair who then led the balance of the meeting. Committee Members then self-introduced as did staff members who were present.

- II. **Background Materials.** Jim Owens presented and reviewed:
 - **Committee Charter**
 - Q: Are subcommittees possible if necessary?
A: Yes. PPS's Office of School Modernization (OSM) will provide staff and support as necessary.
 - Q: Is the BAC subject to public meeting law?
A: Yes. However the group is advisory in nature to the Board of Education (BOE)
 - **Bond Measure and Explanatory Statement**
 - A copy of the Voters' Pamphlet Arguments in Favor of the measure was requested. A copy will be provided at the next BAC meeting.
 - **Bond Implementation Plan**
 - Q: Do bond funds pay for community outreach efforts.
A: Yes, outreach is a part of the budget.
 - Q: When will the "original" schedule be set for which to be measured against?
A: Feedback on the conceptual schedule will continue to be gathered over upcoming months, including input from the BOE. A clearer, more defined schedule will be provided at the next BAC meeting.
 - Jim Owens noted OSM targets to keep management costs below approximately 4% of the total bond value.
 - Jim Owens discussed the educational visioning & education specifications (Ed Spec) process.
 - **Estimating Methodology**
 - The Committee was referred to the June 6, 2012 memo on the Estimating Model, contained in the binder.
 - **Long Range Facilities Plan Executive Summary and white papers on sustainability, historic preservation and accessibility.**

- Jim Owens noted sustainability criteria would be further defined in the Ed Spec process.
- **Equity Policies: Equity in Public Purchasing & Contracting and Racial Educational Equity**
 - The Committee was referred to the Board Policies, contained in the binder.

III. Public Comment.

- Ted Wolfe, representing Our Portland Our Schools provided public comment.

IV. Reporting Methodologies. Jim Owens presented and reviewed:

- **Program and project budget formats**
- **Program and project schedule formats**
- **Scope and quality considerations**
- **Equity and public contracting goals**
 - Based on legal review and counsel, state law limits to “aspirational” criteria.
 - Jim Owens noted OSM would be presenting a number of “Bond 101” informational sessions at upcoming BOE meetings. All “Bond 101” meeting materials will be provided to the BAC.
 - Jim Owens reviewed the 3 aspects of the Equity in Public Purchasing & Contracting Policy (MWESB participation, student learning opportunities, apprenticeship opportunities) and noted an Administrative Directive is being reviewed.
- **Reporting Metrics**
 - A number of possible metrics were reviewed and discussed. Chair Spellman will gather input from committee members, and meet with staff before the next meeting.

V. Questions & Comments:

Committee Comments

- Hoping the expertise of the group will foster efficiency and keep costs down to get more work done
- Plan Community Engagement from Pre-Design to Design Phase
- Our work is intended to align quality of work to Educational Specification process
- BOE workshops are in the early planning stages for work approach and framework
- As members we need to know what’s going on and what we can report to the community. Schedule and budget is most helpful because it’s what people want to know. Depending upon the groups comfort level we can provide as much detail as needed.
 - Group 1
 - PM/CM
 - Educational Specifications
 - The Committee asked that a one-page summary of the status of these items be distributed right away.
- BAC need to identify key risks and strategies to mitigate risk. Plans should be in place to address in the next session.
- The Long Range Facilities Plan is an important reference document for the bond measure.

Staff Comments:

- The BAC is charged with monitoring the planning and progress of the bond program relative to voter-approved work scope, schedule and budget objectives.
- BAC members are encouraged to attend BOE meetings
- For those who cannot attend, BOE meetings are televised on Channel 28 and are available online.
- BAC will provide the BOE with a quarterly report unless situations require more frequent updates.
- The Committee will be given access to a rolling calendar of all public and other significant meetings concerning implementation of the bond.
- District website –Robb Cowie indicated that there will be a 1.0 FTE (Full Time Equivalent) dedicated to bond communications and website production. The group has requested the following documents be accessible from the PPS website:
 - BAC Binder
 - Long Range Facilities Plan
 - BOE Argument in support of bond measure
 - BOE adoption language (scheduled for 12/3 Board Meeting)
 - Photos of work or work in progress

Questions:

- Q: How often would the BAC like to meet?
 - A: Quarterly seemed like a good place to start. Meetings will be the 2nd Monday of the appropriate month. The next meeting will be February 11, followed by May 13
- Q: Will selected consultants automatically be selected for future work?
 - A: No. Design consultants will go through a procurement/selection process each time.
- Q. Why is the MWESB component “aspirational” only?
 - A: Based on legal review and counsel, state law limits to “aspirational” criteria.
- General Obligation Bonds – How and when will the bonds be sold?
 - Still reviewing the process with District consultants. In future meetings the District will provide more detailed information outlining the process of having adequate funds available for projects including debt repayment of the \$45M
- Procurement Strategies – BOE workshops are in the early planning stages for work approach and framework. Additional information will be provided to the BAC on public purchasing/procurement and contracting including:
 - ORS 279A/B/C Public Contracting Protocols
 - Public improvement Contracting – ORS 279C
 - Alternative Procurement - CM/GC (Construction Manager/General Contractor)
 - Compressed Schedule
 - Capital Construction program level cost components
 - Estimating methodologies
 - Staff indicated the budgets were based on conceptual estimates
 - PPS goal: An aspirational goal for MWESB (Minority Owned/Women Owned/Emerging Small Business) participation will be set.