

**Junction City School District
2016 Bond Measure
Citizens Advisory Committee**

Meeting #1
November 9, 2016
5:30 p.m.
District Board Room

PRESENTERS TO 11/28 BOARD: Ken Bells and Billy Dover
NEXT MEETING: Wednesday, 12/14/16 at 5:30 p.m. at the District Board Room

MEETING SUMMARY

ATTENDEES

MEMBERS

Billy Dover
Ken Bells
Mike Kaiser
Linda Taylor
Judy Kazmierkoski
Allen Schweigert (absent)

BOARD

Judy Croce
Denise Pratt

OTHER

Scott Rose (DLR Group)

STAFF

Alison Covey
Chris Meyer
Kathleen Rodden-Nord (at introductions)
Stephanie White (absent)

INTRODUCTIONS AND PROCESS

- Introductions were provided.
- DLR Group facilitated this meeting. The District is hiring a project manager. It is the intent that future meetings will be facilitated by that firm. An evaluation of applicants is scheduled for 11/28. If a selection, award, and contract can be executed by 12/14, that firm will facilitate the next meeting. Otherwise, DLR Group will facilitate December's, and the PM will start in January.

ROLES AND RESPONSIBILITIES

- The roles and responsibilities of members were reviewed (attached). These were the same as what the members had received when they applied. Nobody took exception to the document.
- Alison Covey is the District Business Manager and will provide a budget summary at each meeting showing encumbrances and budgets. A document will be provided at the next meeting.
- Chris Meyer is the District Facilities Director and will be a resource for intended district technical standards.
- Scott Rose of DLR Group represents the designers of record and will provide design progress documentation.
- The selected Project Manager is intended to show the schedule and talk about overall bond coordination issues.

BOND CRITERIA

The Bond Title as filed with the County was shared (attached). The scope of the projects shall comply with this document. It was discussed that campaign literature stated the intent, and that this should also be recognized during the design process and construction process.

ADDED BOND FUNDS

The District received additional funds beyond the approved \$14.635 million in general obligation bonds. The District received \$4 million in a State Capital Matching Grant. The District also received approximately \$2.8 million in Premiums from the sale of the bonds. These funds are legally restricted to capital improvements of similar scope to the originally identified projects. While a prioritization list has been drafted, it is still under some adjustment. Primarily, those funds have been allocated to further investment at Junction City High School to accomplish more of the phase 2 work and to building envelope and systems needs at all facilities. A complete list of these projects will be provided at the next meeting.

CONTACT INFO

It was requested by the Committee to get everyone's contact info. This has been attached.

DESIGN PROGRESS DOCUMENTS

It was requested by the Committee that design progress documents be provided. These will be provided at the next meeting. It was noted that the shelter at Territorial has been delivered and bids are currently out for installers. It was also noted that the High school is completing its conceptual document phase and about to enter design development where each space is more fully detailed.

MEETING CALENDAR

It was agreed to keep the meetings on Wednesdays at 5:30 p.m. The group targeted the middle of each month and set the following dates:

- 12/14/16
- 1/11/17
- 2/15/17
- 3/15/17
- 4/19/17

Dates beyond these will be established at a future meeting.

End of Meeting (about 6:40 p.m.)

Attachments: Roles and Responsibilities
Bond Title
Contact Info (new)

**Citizens Advisory Committee
Roles and Responsibilities
JUNCTION CITY SCHOOL DISTRICT**

The Citizens Advisory Committee (CAC) members will be engaged during the design and construction phases of multiple aspects of the bond projects and make reports and recommendations to the Board of Directors.

The Board of Directors recommends a joint meeting of representatives from the Board of Directors (two) and the CAC be held on a regular basis approximately 2 weeks prior to the week of the regularly scheduled Board meeting of each month, commencing on or around September, 2016 and anticipated to run through March 2018. All meetings shall be held at the District Office Board Room unless otherwise noticed (during construction, it is anticipated some of the meetings will be held on the construction site).

The primary roles and responsibilities of the CAC:

1. Confirm that all bond promises are delivered in respect to scope, budget, and schedule and become informed when any of these are required to adjust;
2. Build community relationships and provide uniform consistent messages regarding the bond projects to the community;
3. Provide input on District recommended projects/expenditures of any unspent funds for current and/or future projects near the close of the bond project work;
4. Attend the CAC monthly meetings to receive information from the district representative, architect, and contractor(s), and engage in discussion regarding bond project updates and related budget updates each month;
5. Present a brief status report at the regular monthly Board meeting (two representatives from the CAC).

