

BLACK BUTTE SCHOOL DISTRICT No. 41
BOARD OF DIRECTORS MEETING
Camp Sherman, Oregon

SPECIAL SESSION MINUTES
May 7, 2024 APPROVED

Board Members Present:

Bear Brown, Chair; Karen Lajoy, Vice-Chair; Siobhan Gray;
Pamela Lovegren (via phone/email)

Staff Members Present:

Kirstin Anglea, District Administrator; Delaney Sharp, Head Teacher;
Simon Levear, Business Manager

Consultant/Community/Public Present:

Steve Earle, HMK Company (via Zoom)

OPENING OF SPECIAL SESSION BOARD MEETING

Board Chair Bear Brown called the Special Session of the Black Butte School District Board of Directors to order at 3:33 p.m.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- None.

ADOPTION OF AGENDA

Siobhan Gray: Moved to adopt the proposed agenda. Karen Lajoy: Seconded. All in favor. Agenda adopted.

COMMUNICATION

The Board of Directors reserves this time for citizens, parents, or staff to speak to the Board on concerns of the agenda items. After concerns on the agenda items are heard, the Board may hear concerns on non-agenda items. Please note that because of privacy and due process rights, the Board will *not* hear complaints about individual school personnel, nor against any member of the school community. We also will *not* hear compliments about individual staff members. In either case, the Board asks that you first contact the District office about such matters. The Board does not take action on these communications at this meeting. The Board may put concerns and topics related to communication on future agendas for discussion and possible action. We would appreciate you keeping comments to three (3) minutes per individual or five (5) minutes if you are representing a group of patrons.

- None.

UPDATE ON CAPITAL IMPROVEMENT PROJECT: GUARANTEED MAXIMUM PRICE (GMP) PROPOSALS

Bear invited Steve and Simon to explain the GMP and alternatives they might suggest for the Board.

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- Steve said that he had sent out bid sheets. Various firms submitted bids. We pulled out three items to be bid separately (exterior painting rest of building, which Gary Lovegren has volunteered to do for price of materials; ceiling panels ~ we think we'd like to add this to the list; and the mural on the wall in the MPR, which we don't necessarily need).
- Simon then went over the various totals that he had outlined in an email. The content of that email is as follows:

Maximum Allowable Construction Cost recommendation
Board Members

Please see the attached documents.

As we worked through estimating bond project costs, we asked for three things to be priced separately. We weren't sure if they would fit in the budget, and we figured we would like to decide later whether to include them. The three projects are:

- Painting the entire building outside, rather than just the new portions
- Replace the ceiling tiles in the existing classrooms
- Install a mural on the south wall of the Multi Purpose room.

The Bid Day Spreadsheet shows the cost to remodel/build the school at \$2,859,343. The cost of the extra projects are:

- Painting \$24,317
- Ceiling Tiles \$77,496
- Mural \$20,503

After talking it over with Delaney, we are recommending that we add the ceiling tiles to the project. Steve with HMK mentioned that this had been done on another project he was involved with and it really made the "old" rooms look new.

Look at the financial report spreadsheet, I have updated it using the new cost and including the ceiling tiles. This leaves us with \$121,052 in Unallocated Owner Contingency. This might be enough, but the whole purpose of contingency is to cover unforeseen expenses, so it's next to impossible to know what those might be. You can see that Griffin has included \$142,967 in contingency in their Bid sheet so all told there's \$264,019 in contingency.

I was asked to provide a recommendation to the board. My recommendation would be for the board to adopt a Maximum Allowable Construction Cost of \$2,936,839 which includes the project, plus the ceiling tiles, with the understanding that, if needed, the ceiling tile costs of \$77,496 would come from the funds the board previously set aside.

Thanks

Simon Levear
Business Manager
Black Butte School District

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- At the May 7 meeting, Simon explained Griffin Construction's contingency and then our remaining \$100,000.
- Steve said that Contractor Contingency is for specific purposes like "scope gap." They won't know if that's used up until about the end of the project.
- Simon said that all of these contingencies are provided for without touching the \$400,000 that the Board committed to the project. Steve said that \$100,000 is a little tight; \$140,000 would be more comfortable.
- Delaney said that both Griffin Construction and SAJ Architecture were happy with the results of the bids.
- Siobhan observed that the ceiling panels currently are not attractive. She also asked about the walls. Delaney said we will use and refinish some of them and will hide the electrical conduits inside.

ACTION ITEMS

APPROVE GUARANTEED MAXIMUM PRICE (GMP) PROPOSALS

Bear asked if Board members had any other questions, or if Steve or Simon had additional information.

- There were no further questions or comments.

Siobhan Gray: Moved to approve the Guaranteed Maximum Price (GMP) of \$2,859,343 with the additional amount of \$77,496 for the ceiling. Karen Lajoy: Seconded. All in favor. Motion passed.

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 3:48 p.m.

Minutes respectfully submitted,
Simon Levear, Recording Secretary

SIGNED APPROVED MINUTES ARE ON FILE IN THE BBS ADMIN OFFICE.

Marie Sheahan "Bear" Brown, Board Chair

Date approved