

The Bond Oversight Committee met May 21, 2019 at 6:00 p.m. in the Skyline Elementary School Library located at 2225 Thornton Road, Ferndale.

1. CONVENE

1.01 Call to Order

Riley Cornelsen called the meeting to order at 6:03 p.m.

1.02 Roll Call

Committee members present: Riley Cornelsen, Anya Milton, Dan Cornelsen, Adam Rustad, Mark Harting, Sandi McMillan and Ryan Kimball. Members absent: Bo Smith.

Also present were Ferndale School District's Assistant Superintendent Mark Deebach, District Communications & Community Engagement Coordinator Erin Vincent, Construction Services Group Representatives Tex Ladish and Heidi Hansen, and one audience member.

1.03 Adopted the Agenda

Riley Cornelsen suggested the following revisions to the agenda:

- remove item 2.01 since there are no minutes to approve
- reword item 2.04 to read "Alternate Members"
- reword item 3.05 to read "Update on the Bond Spending for February through April 2019"
- reorder items 2.02 and 2.03 to consider 2.03 prior to 2.02

It was the consensus of the committee to incorporate the recommended revisions. Mark Harting moved to approve the agenda as revised. Sandi McMillan seconded the motion. Motion passed.

2. MATTERS FOR COMMITTEE ACTION

2.01 Approved Minutes

The item was removed from the agenda.

2.02 Elected Officers

Riley Cornelsen stated that he and Anya Milton have an interest in serving as co-chairs for the committee.

Sandy McMillan moved to elect Anya Milton and Riley Cornelsen as co-chairs of the Bond Oversight committee. Mark Harting seconded the motion. Motion passed.

2.03 Adopted Bylaws

Committee members reviewed the draft of the committee bylaws.

Revisions were suggested as follows:

- Section 11: revise the wording to refer to the district's communications contact as "Ferndale School District Communications Team"
 - Section 3.C.: change the amount of "\$25,000" to "\$50,000"
 - add today's date [May 21, 2019] at the top of the page
 - Section 8: there was discussion as to whether or not the position of "vice chairperson" should be removed and the term "co-chairs" be added.
- Committee members decided to leave the wording as is.

Mark Harting moved to accept the amendments to the bylaws as presented. Motion passed.

Sandi McMillan moved to adopt the bylaws as amended. Mark Harting seconded the motion. Motion passed.

2.04 Appointed Alternate Members

Riley Cornelsen reported that Dan Cornelsen has volunteered to resign from his position as a voting member of the committee. Riley said that would entitle committee alternate Ryan Kimball to replace Dan and serve as a voting member. Dan Cornelsen would become an alternate member of the committee.

Anya Milton moved to appoint Ryan Kimball as a voting member of the committee and Dan Cornelsen as an alternate committee member. Sandi McMillan seconded the motion. Motion passed.

Riley Cornelsen noted the bylaws call for two alternates to be appointed to the committee. He said he has received interested from community member and parent Brian Lynch. Riley recommended that the committee open up the application process for the selection of an alternate member. Committee members agreed.

Riley Conelsen will work to get application materials updated and posted. Applications will be received up to one week prior to the next meeting of the committee which is June 18. At the June meeting, the committee will review the applications and consider appointment of the alternate member.

3. MATTERS FOR COMMITTEE REVIEW

3.01 Discussed the Requirements of the Open Public Meetings Act
Committee members went through the Open Public Meetings Act training on April 24. There were no further questions about OPMA.

3.02 Discussed the Standards for External Communication
Committee members discussed how they would communicate with each other. The district will set up a Sharepoint site where documents for the committee's review will be placed. Also, the district will set up a district email account for each committee member to use for committee business.

Committee members discussed how they would communicate with the public. The district has established a webpage on its website for the committee. On this site will be posted committee members information, meeting agendas and minutes, as well as other public documents. It was decided that a general email address would be set up to receive public comments. A link will be placed on the committee's webpage.

Erin Vincent spoke with the committee about best practices for using social media channels and responding to inquiries.

3.03 Reviewed Bond Related Spending for February through April 2019
Mark Deebach reported that to date the district has issued one purchase order related to the bond work. It was charged to the district's existing Capital Projects Fund. He reminded the committee that the district does not have bond money yet. June 19, 2019 is the target date which the district expects to sell its first bonds in the amount of \$41 million. In addition, he said the district will know its bond rating on June 6.

Dan Cornelsen asked when the public could expect to see some bond projects getting completed. Mark Deebach said the district's goals had been to get the high school project going first. He said the district expects to start and/or complete this summer some of the other projects that were part of the bond. He reported the district budgeted funds, separate from the bond, for some of its critical needs. Those projects will be brought before the committee, as well, for its review.

Discussion was held about state matching funds. Mark Deebach said the high school project is eligible for approximately \$18 million in matching funds. Tex Ladish said there are a number of steps to take to apply for those funds and if funds are awarded they will probably be received by the district after the high school construction begins. Mark Deebach said if the district receives funds, they will most likely be used to offset the escalation of costs for the project.

3.04 Received an Update on the Bond Plan from Ferndale School District and Construction Services Group

Heidi Hansen said the district will meet with the City of Ferndale next week to talk about permitting for the high school. She also reported that CSG meets regularly with the district, a call is going out for Design Advisory Committee Members and a townhall meeting will take place on June 11.

Erin Vincent noted the townhall will be an opportunity for the district to present a draft timeline for the bond projects, talk about the community engagement process, ask for community volunteers for the design group and an introduction of the architect for the high school project.

There was discussion about the difference between the oversight committee and the design group. Riley Cornelsen said the Design Advisory will be comprised of community members, teachers, other staff and parents who will help "steer" the design and make sure it includes elements that the community wants to see in its high school. The Bond Oversight Committee doesn't steer the design, but serves in overseeing how the process proceeds. Mark Deebach said members of the Design Advisory will be representative of our community's broad demographics. Heidi Hansen added that all district departments will be represented.

3.05 Reviewed the Budget for the Bond

Mark Deebach said the district is developing the details of the budget for the project. The district has not spent any money on the project. He anticipates the district will build a standard report template for use in presenting budget details each month to the committee. Each month, the district will also report to the committee the schedule / timelines for project as well a cumulative report to date. Reports will then fold into quarterly reports and, ultimately, into an annual report.

4. PUBLIC COMMENT

Anya Milton presented guidelines for public comment.

Anya Milton said she already received several letters from a Girl Scout Troop that entailed ideas for the new school. She will pass those along to the school district who will contact the troop to let them know how they can be involved in providing input.

4.01 Received Public Comment

Community member Brian Lynch asked about the GC/CM concept and if it might be denied. Tex Ladish said he was not expecting it to be denied. He added, if that occurred, the district would resubmit its request. Also, Brian asked if its public knowledge that there is \$18 million in eligible state match funds. Mark Deebach said it was public knowledge. The district is eligible for the match, however there is no guarantee that the district will be awarded the funds.

5. ADJOURN

The next meeting of the committee is scheduled for June 18, 2019. Materials for the meeting will be available to the committee for review one week in advance of the meeting. Also, the meeting agenda will be available one week prior to the meeting.

The meeting adjourned at 7:44 p.m.