

Date: August 14, 2013
Time: 5:00 PM
Recorded by: Wade Jensen

PERSONS PRESENT

NAME	POSITION
<input checked="" type="checkbox"/> Joanne Baldwin	NMSD, Information Technology (PSE Representative)
<input checked="" type="checkbox"/> Chad Collins	NMSD, NMHS Principal
<input type="checkbox"/> Anne Crosby	NMSD Administrator
<input type="checkbox"/> Stacy Dore	Boys & Girls Club
<input type="checkbox"/> Tom Farmer	Community Member, Owner of Farmer Shellfish
<input type="checkbox"/> Christy Garner	Boys & Girls Club
<input type="checkbox"/> Bill Green	Parent, Community Member
<input checked="" type="checkbox"/> Renee Hicks	Parent, Youth Sports Representative
<input type="checkbox"/> Stephanie Hicks	NMHS Graduate and Student Teacher
<input type="checkbox"/> Ed Lucas	NMSD, Executive Director of Operations
<input checked="" type="checkbox"/> Jody Olson	NMHS Teacher (NMEA Representative)
<input type="checkbox"/> Carrie Porter	NMHS Registrar (PSE Representative)
<input checked="" type="checkbox"/> Mark Swofford	NMSD, NMHS Assistant Principal/ Athletic Director
<input checked="" type="checkbox"/> Alan Waldron	NMSD, Maintenance
<input type="checkbox"/> Tim Wing	Boys & Girls Club
<input checked="" type="checkbox"/> Mike Young	Parent, Community Member
<input type="checkbox"/> Thom Worlund	NMSD, HMS Principal
<input checked="" type="checkbox"/> David Peterson	NMSD, Superintendent
<input checked="" type="checkbox"/> Paula Bailey	NMSD, Executive Director of Business & Operations
<input checked="" type="checkbox"/> Wayne Lerch	Principal, Erickson McGovern Architects
<input checked="" type="checkbox"/> Ray Mow	Parent & Principal, Erickson McGovern Architects
<input checked="" type="checkbox"/> Wade Jensen	Project Architect, Erickson McGovern Architects

ITEMS DISCUSSED

I. PROJECT PROGRESS

- A. The goal of this meeting is to update the committee on the progress made so far on the bond projects.
- B. The district would like input from the committee on the preliminary campus site plan and elementary playshed project. Comments are welcomed throughout the presentation.

II. NMHS TOUR RECAP

- A. The following schools were visited on June 26, 2013 by a group which included NMSD staff, teachers and students as well as representatives from the community:
 - Spanaway Middle School, Bethel School District

Spanaway Middle School is close to the same size and scale as the proposed NMHS.

- Spanaway Lake High School, Bethel School District
SLHS is a recently remodeled high school. The science rooms, shop and library are similar to the spaces that are similar to what has been discussed for the new high school.
- Graham Kapowsin High School, Bethel School District
GKHS is a newer high school, designed by a different architect. The gym layout is similar to what has been discussed for NMHS.
- Orting Stadium, Orting School District
Orting stadium is very close to what the team is thinking about for the new NMSD stadium.

III. AREA ANALYSIS & EDUCATIONAL SPECIFICATIONS

- A. Information from the school tours has been included in the Ed Specs. A copy of the Ed Specs were passed around during the meeting for everyone to review.
- B. In the Ed Specs, there are also room worksheets for each space in the building. EMA has taken all the information from our earlier meetings with teachers and staff to create the worksheets for each space.
- C. The preliminary area analysis for the high school is included in the Ed Specs. There is also a copy in the handout (see attachment). The area analysis shows the school at 118,000 sf which is a bit over the target area of 115,000 sf for the building. It is pretty typical to be above the target area at this stage of the design process. The new high school will be significantly larger than the current space, approximately 72,000 sf (this includes the high school and annex buildings).
- D. The size of the general classrooms was reduced from 900 sf to 850 sf. The decision to reduce the classroom sizes was made after visiting classrooms on the tour that were close to 850 sf and even a bit smaller. The tour group felt that 850 sf was a good size for a typical classroom in the new high school.

IV. SITE PLAN AND PHASING

- A. The proposed site for the new high school is on the middle school football field. Constructing the new high school on the existing baseball field was discussed at the last meeting, but upon further investigation, it was determined that the baseball field was not a suitable location for the high school. Constructing the high school on baseball field site would increase costs and create issues with overall site circulation.
- B. The building shown on the site plan is diagrammatic. It represents the proposed overall area for the new high school, but otherwise the shape and plan layout has not yet been determined. The public spaces (gym and auditorium) are planned to be on the north side of the building adjacent to the new soccer field.

PHASE 1

Phase 1 is planned to start in July 2014 and should be completed in time for students to move into the building in September or December of 2015. The following work will occur during phase 1:

- Construct the new high school.
- Plan for future expansion by stubbing out utilities to future portable locations.
- Install the new field. To ensure field availability for student use, the field portion could be phased so that it is available for student use before the high school opens in 2015. Cost will dictate what type of field is installed (grass or artificial turf).

- Complete site work/ roadways adjacent to the new high school which would include the parent pick up loop with overflow parking, the emergency vehicle access that can also be used as SPED bus loading area and installing a small public parking area near the tennis courts.

PHASE 2

Once the high school is completed, the high school students will move into their new school. The existing high school will then be empty and can be modernized to accommodate the middle school. The modernization is Phase 2 which will start in either October 2015 or January 2016 and should be ready for students to move in September of 2016. Phase 2 also includes the following:

- A new staff parking lot will be constructed to the west of the middle school.
- The existing portables which currently house high school students will become available. They can be moved to locations prepared in phase 1 near the high school to temporarily house the PACE students.
- The Boys & Girls Club will move to a temporary location which could be in the high school annex.

PHASE 3

In phase 3, the stadium will be constructed on the flat area adjacent to the current administration building. The stadium will encroach on the areas currently occupied by the central kitchen, PACE and the Boys and Girls Club which is why those programs moved during phase 1 (central kitchen is now part of the high school) and phase 2. Phase 3 will start a few weeks after phase 2 in October 2015 or January 2016. Phase

- Construct a new artificial turf field and stadium.
- Build a concessions/ team locker room/ public restroom building that will include a drying room for team uniforms.
- Provide site work that will connect the stadium to the existing campus pathways and build a separate entrances for the home team and visitors. Visitors can park buses and cars at the current administration building lot.
- The javelin and discus are planned to be constructed as part of phase 3, but the final location will be determined once the site survey has been completed.

PHASE 4

Phase 4 is the final phase of the campus plan and should occur over summer break in 2016. In phase 4, the following work will be completed:

- The current Hawkins Middle School building will be demolished.
- A new high school student parking lot will be constructed in front of the new high school.
- A new staff parking lot will be constructed next to the current high school annex (where the district administration will move after phase 4).
- The bus loading area will be expanded and separated from the current parking lot. There is another option for the bus loading area with a drive through across the site that Tom Culliton likes.
- The shared parking area for Hawkins Gym and the modernized middle school will be modified.
- As part of phase 4 a fenced area can be created on the hill above the stadium to prevent people from watching the game without purchasing a ticket. There may also be an option of creating a fenced seating area, with a lower ticket price, where people bring blankets and sit on the grass.
- There are several lots that can be used as overflow parking for football games and special events. In the proposed campus plan there are approximately 120 more parking spots available than currently exist on campus. There is a pedestrian route between the current transportation center and the area of the new stadium that could be developed to provide easy access to more parking.

V. POST CONSTRUCTION

- A. After phase 4 is complete, the district administration will move into the current high school annex building. The annex is one of the newest buildings on campus and still in good shape. It is also much more energy efficient than the current district administration building.
- B. The current district administration building can then be used by different community groups; community services, health clinics, Boys & Girls Club and meeting space for community groups.
- C. The final locations of the Boys & Girls Club and PACE/ Homelink has yet to be determined. There is some money set aside to construct a prefab 4-8 classroom building to house PACE. The team will continue to discuss options for their final location. Some potential locations are: offsite, the current district administration building or high school annex (NMSD would have to count the whole building as educational space for OSPI), a pad at the current maintenance shop or the current portables relocated to another location on the campus.
- D. The Boys & Girls Club building is metered separately. The district pays for all utilities used on site and then bills the B&G Club for their portion.

VI. ADDITIONAL SITE ISSUES

- A. There has been some discussion about using the Blair property (east of the current baseball field) for a new stadium. The cost of constructing the actual stadium would be
 - The site is undeveloped and new utility lines would need to be run to
 - A new fire loop/ emergency vehicle access would have to be installed.
 - Any development to the Blair site would impact a future sports center (potentially with county partnership) that has been discussed for the site.
 - The topography beyond the hill is unknown and may not be accommodating to a stadium. There is also a potential wetland on the site that would need analysis and could potentially trigger soil mitigation
- B. There is a small lot that is in the middle of the campus that is owned by someone other than NMSD. The District has invited the owner of the property to donate it to NMSD and discussions are underway.
- C. EMA discussed the current fire protection facilities on campus with the fire protection engineers. The campus currently has an oversized fire pump that will have enough capacity to accommodate adding the new high school to the campus. There will be a need for more water storage when the proposed NMHS is constructed. The middle school field is actually a better site as far as fire protection is concerned because it is a shorter run to the MS field than the baseball field.

VII. PROPOSED SCHEDULE

- A. The attached NNMSD Capital Projects Timeline shows the schedule for the different phases of the work on the district campus as well as the schedule for the Belfair and Sand Hill Elementary projects.
- B. The two playsheds should be available for student use by September of next year. The plan is for the playsheds to share a common design. They will also be permitted, bid and constructed at the same time. The team would like to submit the playsheds to Mason County for permit before the high school so that the county has time to approve the permits before reviewing the high school project.
- C. The playshed projects also provide an opportunity to get some local firms involved in the surveying, engineering and construction. The projects are one way to use some of the bond money to help the local economy.
- D. Mark has talked to the principals at both schools about putting a team together that will start meeting in September to work with EMA on the design of the playsheds.

VIII. STATE REQUIRED CONSULTANTS

- A. There are several consultants that NMSD is required to hire as part of the construction process. A brief description of the consultants duties and the timeline for hiring them is outlined in the handout, see attachment.
- B. The Project Manager (PM) position can be filled by a person or firm. The PM will represent the District in all facets of construction. The PM should be brought on board soon; the plan is to solicit proposals the first week of September. Proposals will be returned the 3rd week of September and the PM will be hired in October.
- C. The PM could also be performance based, where the person would bill the District on an hourly basis with a specified 'not-to-exceed' amount.
- D. The Districts' preference is to hire an experienced individual that would be on the NMSD staff during the construction process. The District would not need a full time person until construction actually starts on the high school, so they are looking for additional tasks for the PM to create a full time position. The PM could update the Comprehensive Facility Plan and the Long Term Maintenance Plan. The accounting will need to be kept separate if the PM is working on projects for the District that are not related to
- E. There has been a substantial amount of interest in the PM position. The District may be able to hire a PM on a part time basis if that person has other projects that are winding down.
- F. The Value Engineering (VE) and Constructability Review is a process that is typically done by a firm with consultants that review the project. The VE team should be brought on at the end of Schematic Design. The Constructability Review occurs when the Construction Documents are 95% complete (May 2014). It is typically done by the same team because they already have a familiarity with the project. During the Constructability Review, the team verifies that the drawing set is coordinated. There are only a handful of firms that provide VE & Constructability services so they are typically hired after reviewing the request for qualifications (RFQ).
- G. A Commissioning team will need to be hired in October/ early November. They will look at the design of the systems and then will test them after they are installed. They make sure that the building systems are running smoothly. The commissioning requirement started after several schools in eastern Washington were constructed without much oversight and had problems with equipment and air quality issues.
- H. The Energy Life Cycle Cost Analysis (ELCCA) is a report done by the Mechanical & Electrical Engineers on the M&E systems planned for the building at the end of the Design Development stage. The District does not have to hire an outside person for the ELCCA, it is just another required analysis that will happen as part of the process.

IX. VOLUNTEERS

- A. David is looking for volunteers who are interested in being on the selection committee for the state required consultants.
- B. The selection committee for the PM position would involve reviewing the RFQs after they are submitted by the applicants. There would be a rating sheet to fill out on each of the RFQs.

The selection committee would then participate in interviews and deliberations for the short listed applicants. Interviews can be held whenever it is convenient during the first week of October.

The following people volunteered to be on the selection committee:

- Mike Young
- Paula Bailey
- Jody Olson (maybe)

X. COMMUNITY MEETINGS

- A. Mark plans to hold targeted meetings with specific groups to discuss the needs & wants
- CTE & Business Community
 - Performing Arts
 - Athletic facilities
 - SPED
- B. The meetings will start this fall.
- C. An early childhood program might be an option at the high school. Studies have shown that schools with teen pregnancy/childcare programs have lower teen pregnancy rates. Childcare programs are only cost effective if it is combined with a community daycare or other group like Head Start or ECEAP.
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The next meeting will be held at 5:00 pm at the Administration Building Board Room, date TBD.

The above minutes, as compiled by Erickson McGovern, shall be considered to be correct as stated unless revisions are received within five (5) working days.

END OF MEETING MINUTES

Attachments: NMHS Area Analysis dated 8/14/13, Overall Phasing Plan, NMSD Capital Projects Timeline, Other State Required Consultant Services and NMHS Ed Spec Meeting Minutes - #2
