

Date: August 5, 2013  
Time: 10:00 AM  
Recorded by: Wade Jensen

---

**PERSONS PRESENT**

---

NAME	COMPANY	PHONE	E-MAIL
■ David Peterson	NMSD	(253) 277-2300	<a href="mailto:dpeterson@northmasonschoools.org">dpeterson@northmasonschoools.org</a>
■ Paula Bailey	NMSD	(253) 277-2107	<a href="mailto:pbailey@northmasonschoools.org">pbailey@northmasonschoools.org</a>
□ Ed Lucas	NMSD	(253) 277-2120	<a href="mailto:elucas@northmasonschoools.org">elucas@northmasonschoools.org</a>
■ Mark Swofford	NMSD	(253) 277-2165	<a href="mailto:mswofford@northmasonschoools.org">mswofford@northmasonschoools.org</a>
□ Thom Worlund	NMSD	(253) 277-2129	<a href="mailto:tworlund@northmasonschoools.org">tworlund@northmasonschoools.org</a>
■ Wayne Lerch	EMA	(253) 531-0206	<a href="mailto:wayne@ericksonmcgovern.com">wayne@ericksonmcgovern.com</a>
■ Wade Jensen	EMA	(253) 531-0206	<a href="mailto:wade@ericksonmcgovern.com">wade@ericksonmcgovern.com</a>

---

**ITEMS DISCUSSED**

---

**GENERAL**

The D-3 form for the high school has been submitted to OSPI. The D-5 form can be submitted as late as next April.

EMA distributed the Educational Specifications to David and Mark for review. David will transmit an electronic copy of the document to the School Board. The Board needs to provide a resolution accepting the document to OSPI. The Board meets next on August 15th.

---

**STAFFING**

**Project Manager**

The District should plan to bring their project manager (PM) on-board in October (near the middle of the construction document phase).

The District can hire an independent agent or a firm as a PM.

During the design phase, the project manager may need to work for 2 days per week. During construction, the project manager may be working a full 40 week, or less depending on the construction schedule and contractor.

The Request for Qualifications (RFQ) can ask how much time the PM expects to spend on the job site during each phase of the project. The RFQ may not be able to address the cost for PM services (Wayne will verify).

The PM position will be specifically for the high school with the understanding that the PM's contract may be extended for additional projects if the District is happy with the performance of the PM.

---

**DESIGN**

**Playshed**

According to the structural engineer, the Belfair playshed cannot be relocated and used for a playshed. The District could offer to auction off the playshed as part of the contract, or sell it for scrap metal.

For OSPI purposes, the playshed is calculated as 50% of the square footage of the interior area of a school. In order not to increase the Districts overall educational area (which may make less funds available later), Ray is proposing to divide the overall area of the current playshed between Belfair and Sand Hill. The average size of a playshed is 2,600 to 3,500 sf. Belfair's playshed is 7,200 sf.

The two new playsheds could have a common design and be bid at the same time. In September, once school starts, a committee will be formed to discuss the design. The committee may include a PTA representative, PE teacher and principal representative; one from each school.

The playsheds will be constructed in the summer of 2014. The bid date for both would need to be in April to give the metal building manufacturer enough lead time for fabrication. The playshed design could be submitted to the county for permit before the high school as a permit is good for a year.

The team will need to discuss the need for a fire sprinkler in the playsheds with the county as soon as possible. Any metal building under 2,500 sf does not need to be sprinkled.

One of the newer portables from the high school can be moved to replace the aging portable at Belfair Elementary. This will be planned out as part of the new site plan for Belfair.

### **NMHS Site Plan**

The following ideas are driving the site plan layouts (see attached) that were presented:

- Separate different types of traffic flows as much as possible (i.e. buses, parent drop off, staff and students).
- Utilize the existing infrastructure to reduce overall site costs.
- Locate the joint bus loading area as close as possible to both schools, along a safe pedestrian walkway.
- Position the required emergency vehicle access (EVA) so that it can double as a smaller (SPED) bus loading area.

A javelin and shot put area is needed at or near the new stadium. EMA will revise the site plan and locate the javelin and shot put areas.

A public parking area is needed near the existing tennis courts.

The field adjacent to the new high school may be one that the county would like to partner with the district to use. It would be nice to make the new field artificial turf, but it is also more expensive.

### **PACE/ Homelink/ Boys & Girls Club**

The new stadium is planned for the area that currently houses the PACE, Homelink and Boys & Girls Club programs. The site plan is to be revised to show location for those programs. PACE/Homelink currently has 6 classrooms: 2 double portables and 2 classrooms in the Administration Building. The Boys & Girls Club Building appears to be three portables put together. They have a large common room, some classroom space and a few offices.

Portables may be a temporary option for the programs during construction. The District will have extra portables once the new high school is opened and they can be located temporarily on the main campus as needed.

PACE/ Homelink could move to a different location. The Theler Trust owns some property in downtown Belfair (where the current dollar store is located) which might be a possibility. There are also several vacant storefront locations that the District might be able to lease.

The District would like to move the current district administrative staff into the Annex Building, along with maintenance & operations personnel. If the current shop moved into the Annex, the existing shop could be used for another program. A new maintenance yard would be needed and could be located at the Annex or the new high school.

The current Administration Building could then be turned into community space that could be used by various community groups, the Sheriffs Department and as a public meeting space.

The Boys & Girls Club does not want to move into the current Hawkins Gym permanently, although they might agree to be housed there temporarily during construction. They may be able to use some space in the current Administration Building.

### **Community & Fields**

A public parking area is needed near the existing tennis courts.

The field adjacent to the new high school may be one that the county would like to partner with the District to use. It would be nice to make the new field artificial turf, but it is also more expensive.

A long range plan for the campus will expand the current sports complex by locating a new softball field to the east of the baseball field (home plates near each other). A concessions/toilet building along with additional fields will also be part of the plan.

---

## **CAPITAL PROJECTS ADVISORY TEAM MEETING**

### **Agenda**

Discuss the track and field work that is underway this summer.

EMA will explain the current direction of the NMHS design, explain the site plan layouts and ask for comments.

NMSD will pass out sign up sheets (with timelines) for volunteers for the following committees:

- Project Manager (Interview Committee)
- Value Engineering/ Constructability (RFQ Review)  
*Typically the same firm does both VE and Constructability. NMSD will reserve the right to extend the contract of the VE team for Constructability.*
- Commissioning Agent (RFQ Review)

EMA will provide a 3-4 minute description of the role of each of the above positions.

Ray will report on the status and schedule for the playsheds at Belfair and Sand Hill.

---

## **HOMEWORK**

David will check on the status of the property acquisition.

Wayne will send Paula a sample Ed Spec Resolution for the board.

Wayne will check to see if NMSD can request information on hourly costs as part of the RFQ.

EMA will send Paula an RFQ template for PM, VE and Constructability.

Wade will send a digital copy of the Ed Spec document to David for distribution to the board.

---

**The next meeting will be held on 08/14/2013 at 5:00 pm at the Administration Building.**

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:            Site Plan Option A and B

---