



## West Linn – Wilsonville Schools

Long Range Planning Committee Meeting  
Digital Zoom Meeting  
Wednesday, May 13, 2020 6:00 PM

### Long Range Planning Committee Meeting

1. Call to Order 6:04 PM
2. Roll Call

Committee Members:

<b>David Lake</b>	<b>Samy Nada</b>
<b>Doris Wehler</b>	<b>Grady Nelson</b>
<b>Julie Miller</b>	<b>Mike Jones</b>
<b>Kim Jordan</b>	<b>Chelsea King (Board Liaison)</b>

Attendees:

<b>Kathy Ludwig</b>	<b>Andrew Kilstrom</b>
<b>Tim Woodley</b>	<b>Pat McGough</b>
<b>Remo Douglas</b>	<b>Scott Johnson (CBRE Heery)</b>
<b>Keith Liden</b>	<b>Ken Fisher (CBRE Heery)</b>
<b>Amy Berger</b>	<b>Angela Caffrey (CBRE Heery)</b>
	<b>Jim Fitzpatrick (IBI Group)</b>

3. LRPC to Serve as 2019 Bond Oversight Committee
  - a. After the bond passed last November a memo went to the School Board recommending the LRPC be assigned to serve as Bond Oversight to the 2019 Bond. The board agreed and the LRPC is approved as Bond Oversight.
4. Land Holding – School Board Task Assignment
  - a. In March of this year a memo went to the School Board regarding the district land bank. The memo requested the Board task LRPC with reviewing land holdings.
  - b. The LRPC is being tasked with looking at the district land holdings and review if each piece of land still fits into the district plans. Then make recommendations regarding future viability and how to communicate with the community regarding the land holdings.
  - c. A request was made from the committee to also include any pre-existing agreements that may be in place for the land, ie land agreement with a city when distributing the land bank information.
  - d. There is no set timeframe on this task, but possibly over the next 6 months.
  - e. Tim Woodley has been working on land holdings for the district and has done a lot of work on this topic that can help the committee with this task. The district will bring forward documents regarding land before the next LRPC Meeting for the committee to use for discussion at the next meeting in July.

5. LRPC Member Positions Expire
  - a. There are two LRPC positions that are set to expire June 30, 2020. Those positions will go to the School Board as an open topic in early June. The school board will declare the positions open and applications will be accepted. Each member will have the opportunity to apply for those positions again if they choose to do so. After the application period has ended the Board will review all applicants and assign applicants to the two open positions.

### **Bond Oversight Committee Meeting 6:39 PM**

6. 2014 Bond Report – 2020/1<sup>st</sup> Quarter:
  - a. The latest quarterly report handout includes work completed to current date. The program is approaching completion. 97.5% of the funds have been spent.
  - b. The 2014 Bond has three active projects: WLHS Performance and Stage Lighting, a Generators Project at Cedaroak and Stafford Primary Schools (both of which are currently under construction), and a roofing project at Cedaroak Park that is about to go out to bid for work this summer.
7. 2019 Bond Program Launch Report
  - a. Bond Team: A handout was presented with Bond Team Members. Team members include staff in the WLWV Bond Office as well as numerous consultants.
  - b. Budget/Schedule (OSCIM): The budget for the 2019 Bond includes several sources. Approximately \$148M of the \$206.8M bond were sold in February. The remaining bonds are planned to be sold in late 2022 or early 2023. In addition to the sale, funds come from both the premium (approx. \$11M) and anticipated interest earnings (approx. \$1.7M). The district also received the OSCIM grant with the passing of the bond, which provides another approx. \$7.1M. The OSCIM grant is authorized through the state of Oregon with prior legislation for the sale of bonds. There is confidence the district will receive the OSCIM grant funds and is in the process of filing all the paperwork needed to receive them.
  - c. Design Process: Currently the district is in design for several major projects. Design meetings are generally happening digitally with small groups taking tours as needed. All architects and consultants have been great at working within the schedule in this new way of meeting. Projects include:
    - i. WHS Auditorium and Renovation – Construction start anticipated Summer 2021
    - ii. Athey Creek Front Office and Renovation – Construction start anticipated Summer 2021
    - iii. New Middle School at Dollar Street – Land Use early 2021 with anticipated construction start 2022
    - iv. Stadium and Parking at WLHS – Construction start anticipated summer 2021
    - v. Technology is moving forward in all facets

- vi. Facilities Improvements – Summer 2020 includes five schools receiving secure entries, a small mechanical project for WLHS & Willamette, Athey Creek track, and Stafford Carpet.
  - vii. Designs are underway for improvements at several schools for Summer 2021 Construction
  - d. COVID-19 Impact: The Bond Team is regularly checking in with professionals all around construction to keep informed about how COVID-19 may impact construction. So far everything has pointed to work proceeding without much change. Work is proceeding both in office, and everything the district is hearing from consultants is that they are busy as well. Both cities are also working electronically and things are moving forward. There are hundreds of people working on this bond, from home or in small groups, with longer hours when needed to keep on schedule.
  - e. The district is currently out to bid for two projects which will give some insight as to what to expect for costs, but all indications have been that we should be in line with district estimates. The team has hired a second independent cost consultant to give even more estimating help with this bond.
8. Community Engagement: The district has a couple large projects with design underway. The team is being proactive, using transparency in engagement with the community. The district has contracted with a Land Use Planning and Community Outreach firm. 3-J Consulting has a great deal of history working in West Linn and has proven to be very valuable thus far.
- a. Dollar Street Middle School Design: There have been a number of listening sessions with community members surrounding thoughts and concerns regarding the Dollar Street site. The district attended a neighborhood meeting early this year for the first meeting. There is a Community Webinar on Thursday, May 14, with presentations from the Public Outreach/Land Use firm as well as the District Superintendent and Architecture firm. A survey will follow the presentation. The meeting will also be recorded and posted to the district website. There has been a lot of concern from the Willamette neighborhood and the district is listening. There will be more meetings and presentations in the coming weeks and months as this projects move forward.
  - b. WLHS Stadium: The WLHS project will also include community outreach to keep with transparency around the topic of parking for the WLHS site.
  - c. Wilsonville High School Auditorium: There will be community outreach for the WHS Auditorium project to receive thoughts and concerns around the project.
9. 2019/20 Meeting Schedule
- a. Quarterly Report Rhythm: for the 2014 Bond, the Bond Team created the quarterly report each quarter and then brought it forward to the committee each month thereafter. The Bond Management Team recommended continuing this practice for the 2019 Capital Bond Program. The second quarter 2020 will wrap up end of June with presentation of the report to the committee expected at a July meeting. The Report would then go to the board in August. The following report

would be run at the end of September, with the report to the committee occurring in October. The Meeting schedule will be quarterly to match those reports. Next meeting would be July, followed by meetings in October, January, and April, repeating the same format of end of quarter. The committee agreed with continuing with this schedule.

- b. Use Same Format? The committee liked the format for the 2014 Bond and decided to continue using the same format moving forward for the 2019 Bond.

Next meeting:           Wednesday, July 15, 2020

Adjourn:               7:30 PM



## West Linn – Wilsonville Schools

### Long Range Planning-Bond Oversight Committee Meeting

[via Zoom online meeting]

Wednesday, May 13, 2019 6:00 PM

#### Agenda

#### **Long Range Planning Committee Meeting**

1. Call to Order
2. Roll Call  
Mike Jones                      Samy Nada  
David Lake                      Kim Jordan  
Doris Wehler                   Julie Miller  
Grady Nelson                   Chelsea King, Board Liaison  
  Kathy Ludwig, Superintendent  
  Pat McGough, Chief Operations Officer
1. LRPC to serve as 2019 Bond Oversight Committee                   [handout- 2 page]
2. Land Holding – School Board Task Assignment                       [handout-2 page]
3. LRPC Member Positions Expire   Pat McGough/Amy Berger
  - a. Mike Jones
  - b. David Lake

#### **Bond Oversight Committee Meeting**

4. 2014 Bond Report - 2020/1st Quarter                                   Remo Douglas [handout]
5. 2019 Bond Program Launch Report                                       Remo Douglas
  - a. Bond Team
  - b. Budget/Schedule [OSCIM]   Remo Douglas
  - c. Design Process
  - d. CVD-19 Impact
6. Community Engagement   Remo Douglas/Andrew Kilstrom
  - a. Dollar Street Middle School Design
  - b. WLHS Stadium
  - c. Wilsonville High School Auditorium
7. 2019/20 Meeting Schedule   Pat/Amy/Remo
  - a. Quarterly Report Rhythm
  - b. Use Same Format??
8. Adjourn [time \_\_\_\_\_] Next meeting \_\_\_\_\_



## West Linn – Wilsonville Schools

To: Kathy Ludwig, Superintendent  
School Board

From: Tim Woodley, Capital Bond Program Manager

Date: December 2, 2019

RE: **Recommendation to Assign Bond Oversight to the Long Range Planning Committee**

It is considered good practice for School Districts and Boards to assign a committee of appointed citizens to meet regularly for the purpose of providing oversight of Capital Bond Management.

Further, Bond Measure 3-554 as recently approved by district voters, states “*Citizen oversight committee and regular independent audit of bond expenditure (will be) required*”.

And, Board Policy BCEA (attached) identifies the role of the Board appointed Long Range Planning Committee including, “6. *Other duties as assigned*”.

For the 2008 Bond and the 2014 Bond, the West Linn-Wilsonville School District Board appointed the Long Range Planning Committee as Bond Oversight Committee as follows:

*The Long Range Planning Committee, in providing Bond Oversight, will actively monitor and regularly report to the School Board on the progress of the bond program. Responsibilities will include the following:*

- 1. Ensure bond revenues are used for purposes consistent with the Long Range Plan, the voter-approved ballot measure, and state law.*
- 2. Meet at least quarterly to review expenditure reports, project plans, and progress reports. Provide quarterly and annual written reports and presentations of capital bond progress and finances to the Board at regularly scheduled School Board meetings.*
- 3. Communicate key Capital Bond progress and information to community stakeholders through a variety of methods.*

At the November 13, 2019 Long Range Planning Committee meeting, members and staff discussed passage of the 2019 Capital Bond, reviewed past oversight by the Committee of the 2014 Bond and recommended the Board appoint the Long Range Planning Committee as Bond Oversight Committee for the 2019 Capital Bond.

At the December 2<sup>nd</sup> School Board meeting, staff will provide an overview of past bond oversight activity and be available for questions.

**B. 7:55 p.m. Proposed Resolution 2019-6 Authorizing the Issuance and Sale of One or More Series of General Obligation Bonds - BOARD ACTION**

1. *Expected Outcome: Board reviews Resolution, action required.*

Mr. Tim Woodley, Program Manager presented Resolution 2019-6 to the Board of Directors for review.

**Director Fitch motioned to approve the proposed Resolution.**

**Director Thompson seconded.**

**5-0 All approve, motion passes.**

**C. 8:05 p.m. Recommendation to Assign Bond Oversight to the Long Range Planning Committee - BOARD ACTION - Mr. Tim Woodley, Capital Bond Program Manager**

1. *Expected Outcome: Board reviews Resolution, action required.*

Mr. Tim Woodley, Program Manager presented the recommendation to assign the Bond Oversight to the Long Range Planning Committee (LRPC).

**Director Fitch motioned to approve assigning the Bond Oversight to the Long Range Planning Committee.**

**Vice Chair King seconded.**

The Board held a brief discussion including:

- Director Hydes asked if there is any value to having a different committee than the LRPC to oversee the bond?
- Mr. Woodley stated he recommends the LRPC be the Oversight Committee as they are the most familiar with the bond and most willing to serve in this capacity. The District tried a separate committee in 2005 and it was not as successful.
- Superintendent Ludwig stated most school districts do not have a Long Range Planning Committee which is why they create Bond Oversight Committees.
- The LRPC has term limits for members, so there will always be fresh eyes reviewing the data along with the long standing members with institutional knowledge.
- Chair Molatore stated she attended the last LRPC as a Board Liaison and feels very confident in their ability to provide bond oversight too.
- Director Thompson suggested for transparency - we continue dialog with community members that did not vote for the bond, to make sure they know we care about them and are listening.
- Superintendent Ludwig stated there is always a Board member at each LRPC Meeting as a Liaison and can report back to the full Board.
- Director Fitch stated she appreciates getting the minutes promptly after the LRPC meetings and the notifications. She appreciates the graphics Dr. Son Le Hughes provides to the Board monthly to help them understand finances. She is thinking the LRPC/BOSC can also provide visuals to help the Board and community see and understand better too.

**Chair Molatore called for a vote:**

**5-0 All approve, motion passes.**



**West Linn-Wilsonville School District 3Jt**  
ADMINISTRATION BUILDING  
22210 SW Stafford Rd – Tualatin, Oregon 97062  
503-673-7000 or Fax 503-673-7001

**M e m o**

**To:** Board of Directors  
**CC:** Dr. Kathy Ludwig, Superintendent  
**From:** Regan Molatore, Board Chair  
**Subject:** LRPC and District Land Holdings – consensus needed to task LRPC with new work  
**Date:** March 9, 2020

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The Board will be asked to consider tasking the Long Range Planning Committee with the following:

1. Revisit the purpose for the District acquiring land and holding land in a “land bank”.
2. Review land currently held by the District and make a recommendation to the Board on whether or not the land still meets the purpose or is thought to meet this purpose in the future.
  - a) If land still meets the purpose, then ask LRPC to make a recommendation(s) to the Board as to how the District can be explicit with the public about its intention for the land – what and how do we best share intentions with the public.

12. **8:30 p.m. NEW BOARD BUSINESS**

A. **8:30 p.m. Long Range Planning Committee/District Land Holdings - Chair Regan Molatore**

1. *Expected Outcome: Board reviews policy edits/updates and takes action.*

Chair Molatore presented to the Board of Directors; Would the Board agree to tasking the Long Range Planning Committee to revisit the District's land holdings and determine if the land we currently hold still fits into our plans and if so, how we would specifically communicate with the public that it is a future school site. For example, families moving into the new Frog Pond area may grow accustomed to the vacant CREST farm and not know it is a future primary school site.

**The Board of Directors agreed for Chair Molatore to task the LRPC to review the District's land holdings and provide recommendations thereon.**

13. **8:45 p.m. IMPORTANT DATES FOR THE BOARD**

- A. 4-6-20 @ 6:00 p.m. Regular Board Meeting
- B. 4-20-20 @ 5:00 p.m. JOINT Work Session with the City of Wilsonville (location City Hall)
- C. 5-4-20 @ 6:00 p.m. Regular Board Meeting (Superintendent's Budget Message)
- D. 5-18-20 @ 5:00 p.m. Budget Committee Meeting & Board Work Session
- E. 5-20-20 @ 5:00 p.m. Additional Budget Committee Work Session Meeting (ONLY IF NEEDED)
- F. 6-2-20 @ 7:30 p.m. West Linn HS Graduation
- G. 6-3-20 @ 7:00 p.m. Arts & Technology High School Graduation
- H. 6-4-20 @ 7:00 p.m. Wilsonville HS Graduation
- I. 6-5-20 LAST DAY OF SCHOOL
- J. 6-8-20 @ 6:00 p.m. Regular Board Meeting (Adoption of Budget)
- K. 6-22-20 @ 5:00 p.m. Work Session

14. **8:50 p.m. ADJOURN**

**Chair Molatore adjourned the meeting at 9:20 p.m.**

**(Please access the online video of this meeting for full verbiage in its entirety.)**

  
\_\_\_\_\_  
Regan Molatore, Board Chair

4-6-20  
Date

  
\_\_\_\_\_  
Kelly Douglas, Board Secretary

4-6-20  
Date

West Linn – Wilsonville School District  
Department of Operations  
2019 Capital Bond Program  
Bond Team Development

**District Staff**

Pat McGough – Chief of Operations  
Tim Woodley – Program Manager  
Remo Douglas – Senior Project Manager  
Amy Berger – Bond Coordinator  
TBD – Assistant Project Manager  
Tresa Davis – Bond Accountant

**Consultants**

Construction Management  
Architecture  
Engineering  
Geotechnical  
Traffic  
Archeology  
Arborist  
Wetland  
Survey  
Environmental  
Estimating  
Land Use

May 2020



## WEST LINN - WILSONVILLE SCHOOL DISTRICT

2014 Capital Bond Program

Quarterly Report

Q1 2020

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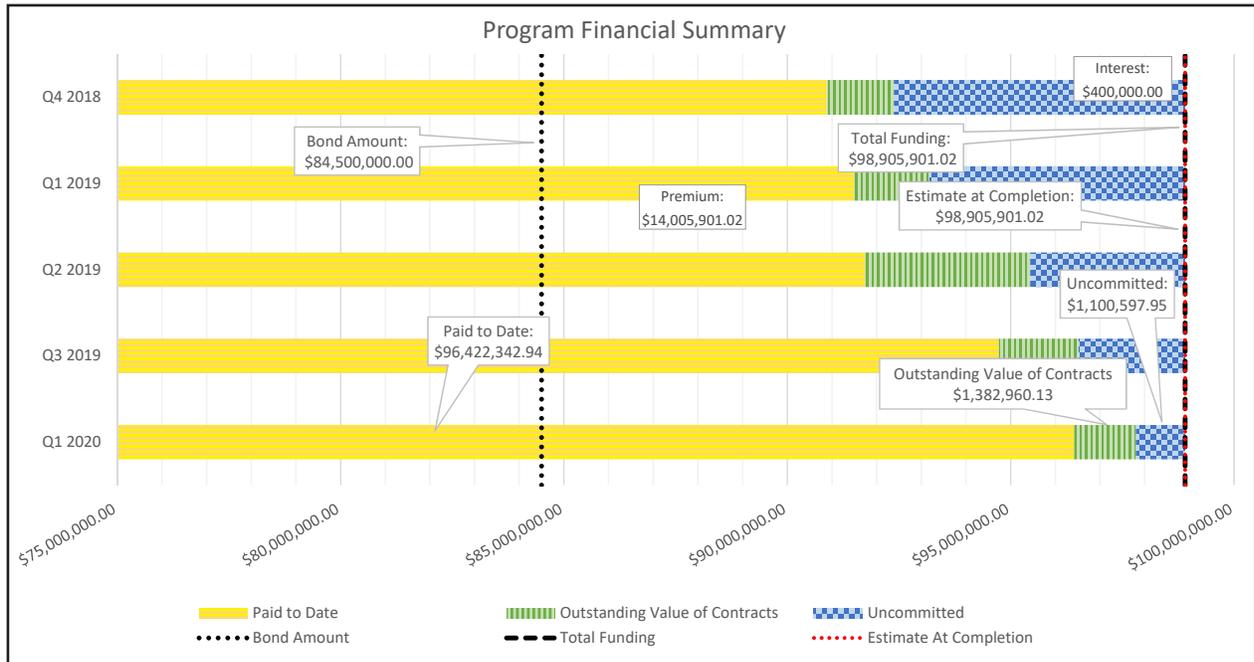
Q1 2020



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# PROGRAM SUMMARY

Q1 2020



	Original Funding	Approved Changes	Current Funding	Current Commitments	Paid to Date	Estimate At Completion	Forecasted Over/(Under)
New Middle School in Wilsonville	40,000,000.00	-2,354,438.82	37,645,561.18	37,645,561.18	37,645,561.18	37,645,561.18	0.00
Sunset Primary School Replacement	24,000,000.00	-650.57	23,999,349.43	23,999,349.43	23,999,349.43	23,999,349.43	0.00
700 Building Renovation & Addition @ WLHS	3,000,000.00	673,241.44	3,673,241.44	3,673,241.44	3,673,241.44	3,673,241.44	0.00
Performing Arts Renovation & Addition @ WHS	3,000,000.00	187,865.87	3,187,865.87	3,187,865.87	3,187,865.87	3,187,865.87	0.00
Technology @ D-W	7,000,000.00	0.00	7,000,000.00	6,891,831.10	6,780,738.48	7,000,000.00	0.00
Safety & Security @ D-W	500,000.00	1,341,323.49	1,841,323.49	1,841,323.49	1,841,323.49	1,842,306.76	0.00
Improvements @ D-W	7,000,000.00	14,235,016.89	21,235,016.89	20,242,587.84	18,970,720.33	21,234,033.62	0.00
Subtotals	84,500,000.00	14,082,358.30	98,582,358.30	97,481,760.35	96,098,800.22	98,582,358.30	0.00
*Bond Premium	14,005,901.02	-13,682,358.30	323,542.72	323,542.72	323,542.72	323,542.72	0.00
Estimated Interest Earnings	400,000.00	-400,000.00	0.00	0.00	0.00	0.00	0.00
Subtotals	14,405,901.02	-14,082,358.30	323,542.72	323,542.72	323,542.72	323,542.72	0.00
Grand Totals	98,905,901.02	0.00	98,905,901.02	97,805,303.07	96,422,342.94	98,905,901.02	0.00

- Nearly 99% of current funding has been committed, 97.5% of current funding has been spent.
- 2019 projects are complete.
- The West Linn High School Theatrical Lighting project has been designed, bid and contracted.
- The Emergency Generators at Cedaroak Park and Stafford Primary Schools project has been designed, bid and contracted.

## LEARNING WITH TECHNOLOGY

Q1 2020

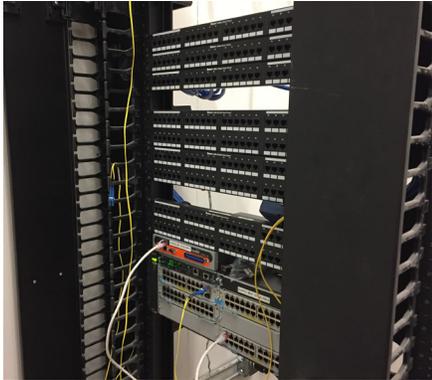
Select bond eligible device and equipment purchases are being made as needed to close out the Learning with Technology component of the 2014 bond program.

### Recent Activities:

- Device and equipment purchases as needed

### Upcoming Activities:

- Device and equipment purchases as needed



## DISTRICT-WIDE IMPROVEMENTS

This category of projects represents work at all district sites that has been identified over time as improvements that respond to life-cycle replacement, upgrades required by code, changes in instructional models, growth in activity participation and obsolescence. Active and upcoming projects under this bond component will be listed below.

### **18052 – Performance Lighting**

#### **West Linn High School**

This Project includes the replacement of existing inefficient and outdated performance lighting and controls for the auditorium and black box theater at West Linn High School. It also includes replacement of the existing inefficient house lighting in the auditorium.

#### **Project Status:**

Design is complete and the project has been bid. A construction contract with Hollywood Lights executed and the work is expected to be completed in October. The ability to begin construction in May could potentially shorten that time line.

### **18057 – Generator Power**

#### **Cedaroak Park Primary School and Stafford Primary School**

This Project includes the replacement of existing inefficient and outdated battery backup power with generators for these two schools. It also includes generator power circuits to the technology closets in the schools in support of building emergency and communications systems. When this project is complete every school in the district will have generator power.

#### **Project Status:**

Design is complete and the project has been bid. A construction contract with Northeast Electric has been executed and the work is expected to be completed this summer.

### **18074 – Roofing**

#### **Cedaroak Park Primary School**

This Project includes the replacement of the aging gymnasium roof at Cedaroak Park Primary School

#### **Project Status:**

Design is nearing completion and bids will be solicited in the coming weeks ahead of planned construction this summer.

West Linn - Wilsonville School District  
Department of Operations  
2019 Capital Bond Program  
Program Funding Spring 2020

<b>Description</b>	<b>Funding</b>
Bond Principal (sold)	\$ 147,976,715.85
Bond Principal (unsold)	\$ 58,823,284.15
Premium (2020 series)	\$ 11,148,048.15
Interest Earnings (anticipated)	\$ 1,799,067.95
OSCIM Grant	\$ 7,192,506.00
<b>Total</b>	<b>\$ 226,939,622.10</b>