

SEASIDE SCHOOL DISTRICT 10  
School Construction Citizen Oversight Committee  
Tuesday, May 8, 2018 – 3:00 pm  
District Administration Office  
1801 South Franklin Street, Seaside, Oregon

**PRESENT:**

Committee Members: Chair Egrane Brown, Nathan Crater, Margene Ridout, Mark Truax,  
Mark Winstanley

Administration: Superintendent Sheila Roley, Business Manager Justine Hill

Others: Dan Hess, R.J. Marx

**CALL TO ORDER**

Chair Egrane Brown called the May 8, 2018 meeting of the School Construction Citizen Oversight Committee to order.

**ESTABLISH QUORUM**

A quorum of the Committee was present.

**DELEGATIONS/GUESTS**

None present

**APPROVAL OF MINUTES**

A motion to approve the minutes of the March 13, 2018, meeting of the School Construction Citizen Oversight Committee as presented was made by Mark Winstanley and seconded by Mark Truax. The motion carried unanimously.

**REPORTS**

Monthly Project Report

Superintendent Sheila Roley reviewed the construction project monthly progress report for April. She explained the site work bids were due on April 26, and the District received bids from two major firms, Coffman Excavation and Kerr Contractors. Coffman was selected and their bid was on budget for this scope of work. She further explained the team is working with Seaside Public Works to finalize the coordination of utilities. Dr. Roley introduced the principle architect for the Project, Dan Hess. Mr. Hess reported that he has been working with Project Manager Jim Henry and Hoffman Construction on the 50% Design Development Cost Estimate Reconciliation and by using cost-cutting measures and contingencies they have been able to bring the Project costs closer to the budget. He explained that the estimators were conservative in their estimates and Coffman has included their own contingencies for the site work. The Project is close to the end of the Design Phase

and by June 1, the construction documents should be completed. It was asked whether plans had changed due to the budget. Dr. Roley explained the decision to build three stories saves on costs. There were no classrooms eliminated but there were some room size reductions, hallways were minimized, and locker space was reduced because many students do not use lockers. The District is conducting community outreach to local contractors to work on the Project and the CSIP insurance may make it more affordable for small contractors to participate. In May, the team worked with the Division of State Lands and Army Corp of Engineers on the Joint Permit Application. The District hired a wetlands specialist and Willamette Cultural Resource Association to conduct an Archeological and Cultural Survey. It was asked whether there were any problems obtaining the utilities permit. City Manager Mark Winstanley explained that fire suppression is a problem due to a lack of available water, and the city is working on a plan to address the issue. He further explained the sewer is no problem and traffic will be an ongoing issue. Dr. Roley explained that Hoffman would like to break ground in June, so District summer programs at Seaside Heights Elementary will be moved to clear the parking lot. The ECSE classroom will be moved to Broadway Middle School for the duration of the construction phase.

#### Financial Report

Business Manager Justine Hill explained the District did not have many expenditures in the months of March and April, but that will change going forward. It was recommended that the District reinvest the bonds that are coming due since the money is not needed right away. There was a question regarding who oversees the billing and Ms. Hill explained that the invoices go to Jim Henry for his approval, then to her and then are compared to the purchase orders and paid by Toni Vandershule in Purchasing. The Board receives a check listing in their Board packet each month that shows the Project expenditures.

#### Discussions and Recommendations

The next Citizen Oversight Committee meeting is scheduled for June 12th at 3:00 pm.

There being no further business, the meeting was adjourned.

Sally Francis  
Executive Assistant