



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT  
BOARD WORK SESSION MEETING MINUTES

January 27, 2021

**A. WELCOME**

The January 27, 2021 Work Session of the Linn Benton Lincoln Education Service District Board of Directors was held remotely with Chair Dunsdon calling the meeting to order at 5:34 p.m.

**Present:**

Board Members: Frank Bricker, David Dowrie, Roger Irvin, Heather Search, Miriam Cummins and Terry Deacon;  
Staff: Tonja Everest, Superintendent; Jason Hay, Assistant Superintendent; Jackie Olsen, Chief Financial Officer (CFO) and Karen Chandler, Board Secretary. Kate Marrone, Chief Human Resources Officer (CHRO) and Francisco Zavala attended via YouTube.

**Absent:**

N/A

**Guests:**

David McKay, owner and Steve Earle, project manager, HMK Company

**B. Capital Improvement Project Planning**

Superintendent Everest provided an overview and history of the Capital Improvement multi-year plan that outlined future improvements which were built into the budget. She stated that last year, the Superintendent Financial Work Group committee completed a review of the Capital Improvement plan which identified the need for a facilities audit. The audit was performed by DLR Group and revealed recommendations for major improvements.

**1. Project overview**

Assistant Superintendent Jason Hay gave the Board an overview of the project and outlined six points to be discussed further with the representatives from HMK. He informed the Board that the Equity Lens was a key driver in the process and reiterated that serving students and families is the paramount mission of the ESD. He provided the project core drivers as follows:

- Creating a welcoming environment for students and families
- Developing public interface areas separate from private workspaces
- Incorporating more staff integration and collaboration
- Improving and adding restrooms



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- Creating a work café and wellness center

Assistant Superintendent Hay detailed the process of hiring a Project Management Company. HMK Company was selected and upon contract approval, will assist in the selection of an Architectural design services firm. He shared that HMK would begin providing a monthly report detailing project work completed from the previous thirty days and the upcoming work due in the next thirty days. These reports will begin with the February Board meeting. This will keep the Board informed of all the various aspects of the project. Assistant Superintendent Hay completed the overview recapping the purpose and mission of the project is to reorganize and renovate the main administration building so that the ESD can better support their mission of serving students and families.

**2. Project schedule**

David McKay, owner, HMK Company, presented a schedule of the upcoming project. The project completion goal is the start of the 2022-23 school year. He updated the Board on the Architectural design services firm, reporting that six firms had submitted RFP's and three were selected for interviews. The committee recommended they enter into fee negotiations with GLAS Architects out of Eugene, OR. Steve Earle, project manager, HMK Company, outlined a 90-Day task list for the Board, detailing principle steps in the project process.

**3. Project next steps**

Mr. McKay explained the negotiation process and detailed the process set by Public Bidding Statute. The Architect firm will use the ending point of the facilities audit as their starting point. He provided handouts outlining estimated costs and a renovation project schedule. Mr. McKay gave further detail regarding the monthly reports that will be provided to the Board and will supply them with a sample report so that they can familiarize themselves to the structure. He added that weekly contractor/architect meetings will be held to keep the project in check and will be included in the report. The Board held discussion and questions regarding phasing plans.



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**4. Project alternative contracting method: Construction Manager | General Contractor (CM|GC)**

Mr. McKay apprised the Board on alternative contracting method versus public bidding. He specified why the low bid process may not be in the best interest of the ESD and requested the Board to consider exemption from ORS 279C. He provided a Proposed Findings document to the Board. HMK Company will present the Finding of Fact during the February Board meeting and request review and approval to adopt an alternative contracting method approving the use of Construction Manager | General Contractor (CM|GC). The Board held clarifying discussion and questions regarding the alternative contracting method.

**5. Project spend down**

Mr. McKay delivered a project spend down which he developed based on the project schedule. He added budget values to show how the money will be spent down over a two year period.

**6. Project financing**

Jackie Olsen, Chief Financial Officer, provided a summary of financing options which were detailed by Carol Samuels, Managing Director of Public Finance Investment Banking, Piper Sandler at the January Board meeting. She detailed her search of funding options with local banks and the procurement of bond council. The Board was given a loan comparison report, a summary of structuring scenarios and a Full Faith and Credit financing schedule. She recommended to move forward with securing funding by June of 2021 and detailed the goals which are:

- Fund the maximum amount possible for the project identified, keeping parameters established by the Board.
- Maintain cash on hand to assist with future capital improvement needs as the projects identified are not all of the work that will need to be completed in the next twenty years.

**C. ADJOURN**

Chairperson Dunsdon adjourned the Work Session at 7:31 p.m.

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*David Dunsdon*

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David Dunsdon, Chairperson

DocuSigned by:

*Tonja Everest*

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Tonja Everest, Superintendent

Recorded by Karen Chandler