

Bond Reimbursement and Grant Review Committee Meeting Final Minutes
July 23, 2010
Department of Education and Early Development
Kodiak Research Facility
Kodiak, Alaska

Committee Members	EED Staff	Other Attendees
Elizabeth Sweeney - Chair	Sam Kito	Eddy Jeans
Mark Langberg		
Mary Cary		
Robert Tucker		
Carl John		
Dean Henrick		

CALL TO ORDER AND ROLL CALL

Elizabeth Sweeney, Chair, called the meeting to order and took roll.

APPROVAL of the AGENDA

It was noted that there were no members of the public present, so the public comment line item was scratched from the agenda. The agenda was approved as amended. Minutes from December and April are not yet available for review and approval and should be available at the next meeting. It is anticipated there will be three sets of minutes for approval at that time, December 2009, April 2010 and July 2010.

STAFF BRIEFING

1. Preventative Maintenance Update – PM State-of-the-State. The department is approximately ½ year ahead of schedule on district visits. There are several districts without certified PM programs. The department has been working closely with these and several are close to meeting requirements, Aleutian Region has not been certified in the past and Denali Borough has had recent change over in leadership in the district, but they have not been in recent contact with the department. Provisional certification has been given to Cordova until they have complied for a full 12 months of data.
2. Debt Report – HB13 and HB373 – total bond amount requested \$419.6 million, total \$378.2 approved by dept, \$309 voter approved, \$309 both department and voter approved, \$105 million EED approved that is not yet approved by voters (including a number of Anchorage projects which were not approved by their voters) . This is the final debt report under HB13 and HB373. SB237 has removed the sunset date; however, there is a reporting requirement. A discrepancy was noted in the meeting packets provided, Sam clarified this is because some of this amount is non-EED allowable. Sam made a note to check on that discrepancy and will provide that information at the next meeting.

3. Annual School Construction Report – Grant funding line shows funding which was either appropriated or funded. 128.5mm authorized under the last legislation which will be included in the GO bond package to be voted on in November. The debt reimbursement line is not what we have paid out. It is currently at approximately \$106mm and comes through the operating budget.
4. LEGISLATIVE – SB237 changed the debt program as noted above, but it also changed the participating share – adding a 20% level which impacted 5 or 6 districts who no longer pay 30% but rather a 20%. This was retroactive to a number of projects. The bill also provided for energy efficiency and requires the department to implement energy efficiency standards. We will likely be working with CEFPI on this. Mary noted the new building codes have some stringent energy efficiency standards in them. It will likely be a year or more before we see regulations pertaining to this. SG237 energy efficiency standards are specific to schools. Carl asked if districts would be allowed to apply the costs of investigating for energy savings as part of their application. Sam clarified that as long as that was within the scope of the project with the primary purpose being energy cost savings, then yes, this could be included in the application as a major maintenance project.

PUBLICATIONS

1. Swimming Pool Guidelines (1997) – Draft updated document projected for December 2010
2. Preventive Maintenance and Facility Management Guide (Preventative Maintenance Handbook (1999); [Draft revision started in 2005]) – Wayne Marquis is working on updating this document. The guide was originally written to highlight the overall benefits of Preventive Maintenance; it will be revised and directed to providing the districts with the tools they need to develop an effective PM program. SERRV has a program which is utilized by a number of districts. The other dominant program utilized by districts as well as the state at Mt. Edgecumbe is School Dude. Last November the district sponsored School Dude training here in Juneau. We are looking at holding another training and inviting SERRC to hold a day of training around the same time to ensure all districts have the opportunity to make improvements on their programs and reporting to the department. This becomes particularly important when reporting and writing effective narratives as part of the CIP Applications.
3. A/E Services Handbook (1999-Draft) – This guide is geared toward providing guidance at selecting the Architect or Engineer on a project. We are developing a small database of procurement forms for use by districts when going through their procurement process. The department has seen a number of CIP applications for reimbursement of funds, but districts have not understood they still must comply with the procurement requirements of CIP (21 advertisement, 10 day bid protest period, < \$100,000 still needs a competitive bid process). Draft updated document projected for April (March) 2011.
4. Outdoor Facility Guidelines (new) – this is a new item we will be working on to provide clarification as to what the department covers.
5. Space Guidelines Handbook (1996) – New item added to the list for review, no projected draft presentation date yet.

6. Lifecycle Cost Analysis Handbook (1999) – This publication originally utilized a time-frame of 20 years, and we now see that facilities are designed for a 50 year + design life. What we are seeing at 20 years is that lifecycle cost is overshadowed by the original construction costs. No projected draft presentation date.
7. Facility Appraisal Guide (1997) – No projected draft presentation date.
8. Site Selection Criteria Handbook (1997) – This publication may move up the list as the department of transportation would like to add a transportation section to the handbook. They would like to have a draft of that recommendation prepared for presentation to the committee by the December meeting.
9. Condition Survey (1997)
10. Renewal & Replacement Guideline (2001) – Sam proposed moving this up the list and considering it along with the Life-Cycle Cost Analysis Handbook.
11. Project Delivery Handbook (2004) – This publication was recently revised and seems to be working well. We have not heard back any comments.
12. Equipment Purchase Guideline (2005) – We have not received any comments back and do not have any current plans to update.
13. Educational Specification Handbook (2005); and Educational Specifications Supplement (2009)
14. Capital Project Administration Handbook (2007)

Eddy Jeans joined the meeting.

GOALS AND OBJECTIVES

1. Scoring – The system currently in place is working well. There are no current plans for making modifications to the current scoring system used for CIP. The department will provide feedback on how the scoring system works through CIP12 and will advise if opportunities for improvement are identified.
2. Publications – as noted, we will continue to review and update publications as necessary.
3. Database Review. The department currently operates 6 separate but interlinked databases with an additional but separate CIP database which is re-created each year for the CIP process. The department is looking at acquiring a contract to bring someone in to work with the existing, or possibly create a new single database. This would allow the opportunity to query through the CIP years and pull specific data and identify trends without the manual process of pulling and entering the information year-by-year. This would also afford the opportunity to ultimately allow online applications.

STAFFING UPDATE

The department recently hired Michelle Norman after a 2 ½ year vacancy. The position was reclassified from a Stat Tech to a School Finance Specialist I which is broader based and will provide greater coverage for the department.

WORK LIST

1. Scoring – The department will provide feedback on how the scoring process goes through CIP12 and will advise if opportunities for improvement of this process are identified.
2. FY12 CIP List – Will be brought to the December 2010 meeting.
3. Database – The department would like to incorporate the R&R schedule into the database to allow for tracking the R&R. This is a ways down the road as other database issues have priority.
4. FY13 CIP Application – The FY13 CIP Application will be presented to the committee at the April (March) 2011 meeting.
5. Update of the online CIP Application Status – December 2011
6. Publication Review – Swimming Pool, PM Guide – drafts December 2010; A/E Selection Guide and Project Delivery Handbook (or Site Selection Criteria Handbook) – April (March) 2011.

NEXT MEETING DATE

December 1, 2010 in Anchorage in conjunction with CEFPI taking place December 2nd & 3rd.

Spring Meeting – Sam proposed that the spring meeting be bumped up to March rather than April in an effort to be more accommodating and increase interaction with the legislators. This meeting will be held in Juneau.

Summer – Mid-July, tentatively July 22nd with the location to be determined by the committee at a later date.

COMMITTEE MEMBER COMMENTS

The committee welcomed Elizabeth Sweeny as chair of the meeting and the new director for the EED Division of Finance. Congratulations were also made to Eddie Jeans on his retirement.

Mary brought in the AK Education plan.

http://www.eed.state.ak.us/edsummit/pdf/AK_Education_Plan.pdf. She asked if the committee had an opportunity to review it to determine whether or not it has any ramifications on facilities. Sam noted he had attended the draft meeting 2 years ago, and noted the emphasis on career and technical education as part of the plan could have a facilities impact.

MINUTES

This item was removed from the agenda. It was noted there will be three sets of minutes for approval at the next meeting.

MEETING ADJOURNED