

**SHERMAN COUNTY SCHOOL DISTRICT**  
**Architectural Design Committee Meeting**  
**September 9, 2015**

The Board of Directors of Sherman County School District met in the Sherman County Public/School Library Meeting Room in Moro, Oregon. The following were present: Dan Pyle, Mike Marino, Wes Owens, Ree Ella von Borstel, Angie Thompson, Craig Wood, Ken Melzer, Jeanie Pehlke, Bill Martin, Kyle Blagg, Bill Blevins, Lowell Smith, Kim McKinney, Amy R-Huffman, Mike Carter, Brian Powell, Todd from KNCC

**Call to Order**

The meeting was called to order at 1:30 p.m.

**Meeting Notes**

The purpose of this meeting is to give the committee one final opportunity to review the plans and make any suggestions as a group.

Committee members made the following suggestions to the design:

- Eliminate the potential hiding place at the new restrooms near the gym by relocating the doors close to the hallway.
- Remove the double doors at Jr. High hallway
- Gym doors at the exterior wall to be flattened out so not to protrude into the gym. (Gym doors adjoining hallway shall remain as drawn.)
- Office sliding window on Elementary side to be lowered to 32" from finished floor.
- Add built-ins along office windows. Include locking drawer for money/medication.
- Construct desk height overhangs (desk top) at the reception counter so they can accommodate our existing 29" file cabinets.
- Add directional lights at presentation wall at new main entry.
- Remove bookshelf at business manager's office – no built-ins.
- Add window to hall at business manager's office.

It was clarified that the family bathroom is required by code and will remain in junior high hall as drawn and will be fitted with the special "occupied" locking mechanism that can be locked from the hallway.

Security from the school into the library was discussed. The area is being planned for power and wiring to support a security / access control system as needed (a card, code or buzz in). Mike Marino stated that the access control is in the budget and needs to get drawings from the consultant to the committee. There will also be WiFi cameras.

Dan Pyle clarified that the current lockers down the junior high corridor will be removed and replaced with double stack lockers for a total of 60 lockers.

Fire code and blocking hallways with doors was discussed. Due to fire code, there will be no way to block off the Elementary wing during events. This may cause supervision problems.

The doors on the exterior wall of gym were discussed. After a great deal of consideration it was determined that they would be moved out flush with the exterior wall.

The existing high school gym entrance was discussed. Committee members have not been given the gym entrance designs. Mr. Marino promised to distribute the two design options to committee members. Dan Pyle noted that he needs some direction on that area.

Mr. Marino cautioned that the needed funds to update the science lab have not been completely solidified yet. Additional alternate option items including paint and the removal of the chimney were discussed. Mike Marino recommended that we look at the bids over the next week to ten days and determine if additional funds are available so the alternates can be prioritized. It was decided that the new alternate items will not be included in the plan, but will be added on if the budget permits.

Mr. Pyle clarified that they will be carving out the storage cabinets at the new school entrance to create a display wall. Jeanie Pehlke requested directional lighting at that presentation display wall.

Ken Melzer, representing the library, stated that the library does not want to lose the parking spaces up front.

Additional lighting at the parking lot is required and will be added.

There will be a hammerhead turnaround for the fire trucks at the back of the school.

Concerns related to the modernization of the science lab were discussed. It was clarified that the upgrades are part of the plan, not alternates. It was also noted that these upgrades are being done as cost effective as possible including the reuse of the vent hood.

Greenhouse demolition and reconstruction was discussed. The school will be taking it down and the school is working on funding and a plan to reconstruct it.

There was some confusion related to the welding tables that wasn't resolved at this meeting.

Mike Marino explained that bidding will end on September 28th. KNCC will then go through all the numbers, vet out all the subs to make sure all of the requirements are included. Once done, KNCC will get a GMP to Mr. Marino. Mr. Marino will then spend a couple of days calculating what he thinks the GMP should be before he will bring the GMP to the Board. He will need a week after the 28<sup>th</sup> to get a real solidified GMP number for Phase 2.

Superintendent Owens reported that the modular building was put up for surplus and the bid winner determined that it was too costly to move it. Mike Marino announced that KNCC will include the demolition of the modular at no additional cost to the district. He further noted that the modular is in the way and needs to be removed right away.

Mike Marino asked the committee for their recommendations for better and proper communication. He expressed his desire to be transparent and wants everyone to feel welcome to communicate with him. He was asked about office hours. He committed to being onsite every Wednesday for meetings and the rest of the days will be “floating” depending on what milestones are occurring. He apologized that there may have been some miscommunication that the expectation was that he needed an office and would be here onsite 16-24 hours per week. He noted that this is not a fulltime job for him. He promised that if he is needed he is only an hour away and he can be here if necessary. He committed to always being available by phone or email. A concern was expressed that the district is counting on Mr. Marino to be here and check the project to make sure everything is being done right. Mr. Marino stated that we all act as a team and noted that big changes don’t happen every day. In terms of quality control we have a lot of backups including inspectors and an architect. He further stated that he has been doing this for a long time and knows when he needs to be onsite at a project. Mr. Marino promised not to let us down. When asked how often he will be onsite he said, “Usually at least twice a week.” He will be onsite more often when the project is being erected.

Angie Thompson requested a weekly or bi-weekly email update to let the design team know what is going on. Mike Marino said that would be easy because he already has a one sheet weekly progress report that he can send out with pictures and the meeting minutes from the OAC meetings. He further noted that the group would be able to send feedback.

Mike Carter, the onsite Construction Manager, was introduced. Mr. Carter welcomed questions any time and offered the committee a tour of the project anytime. He asked for a call prior to a site visit. It was noted that one of the classes will be taking a tour of the construction.

Mr. Marino announced that only eight (8) requests for information (RFI) have been received. A RFI was defined as a documented and formal process by which anyone, such as the contractor or even the owner, can formally request information. Mr. Marino noted that with so few RFIs, that tells him that the process and the drawings are excellent.

Mr. Pyle stated that a few comments came back with the Phase 2 conditional use permit. He will correct the design and follow-up with the planner so hopefully we will have the permit for Phase 2 back before the GMP so the project will not be held up by permitting.

The kitchen is one (1) week ahead of schedule and the Ag building is on schedule. They are still on track for use in December.

### **Adjourned**

The meeting was adjourned at 3:09 p.m.