

# Douglas County School District

Special Meeting

Douglas High School

1670 Hwy 88

Minden, Nevada

Thursday, March 29, 2012

4:30 p.m.

## AGENDA

<b>1.</b>	<b>Call to Order</b>	<b>4:30 p.m.</b>
	A. Pledge of Allegiance B. Adoption of Agenda (Action)	
<b>2.</b>	<b>Utility Easement for Gardnerville Elementary School (Consent)</b>	<b>4:35 p.m.</b>
	In order to facilitate access, installations and repair of equipment, NV Energy is requesting a Utility Easement in connection with the Gardnerville Elementary School Site Construction and Renovations. NV Energy, along with review by Scott McCullough, Project Manager, and DCSD's legal counsel, has prepared and submitted the legal description and the requested Utility Easement for Board approval.	
	<b>RECOMMENDATION: Approve Easement and request the Board President to sign two (2) copies of the easement complete with notary signature, and direct Business Services to forward to the County for recording.</b>	
<b>3.</b>	<b>Installment Purchase Agreement Proposed Refinancing (Discussion and For Possible Action)</b>	<b>4:40 p.m.</b>
	Business Services, in conjunction with Marty Johnson, JNA Consulting, has reviewed the District's Installment Purchase Agreement (IPA) for the Energy Services Contract, and believe it prudent to pursue refinancing of the current debt due to low interest rates. Staff will present preliminary savings estimates for the IPA, and request Board direction as to whether or not to pursue refinancing. Final approval would be sought at the April 10, 2012 Board Meeting.	
	<b>RECOMMENDATION: Direct Staff to pursue refinancing of the IPA to take advantage of lower interest rates.</b>	
<b>4.</b>	<b>Annual Facilities Master Plan Update (Information and Discussion)</b>	<b>4:50 p.m.</b>
	In April 2010, the Board approved a 10 year Facilities Master Plan (FMP). Last year the first update included revisions to the projected budget due to revised capacity projections, as well as revisions to the site scoring based on upgrades to the facilities in the year since the completion of the FMP.  In this second update, Staff has revisited the site scoring tabulations, and updated each facility's scores with regards to condition and technology readiness. Overviews have been provided to the Board for review and will be posted to the District's Web site following review.	

5.	<b>Elementary Education Specifications</b> (Discussion and For Possible Action)	5:00 p.m.
<p>DCSD's District Wide Elementary Education Specifications were approved by the Board in November 2010. Throughout the design and construction of Phase 1A of the Facilities' Master Plan, staff ensured that both GES and PHES projects conformed to the Education Specifications Standards. However, through lessons learned, minimalistic changes to the Education Specifications have been recommended for any future projects. Suggested revisions allow for clarification and more details in certain sections of the document.</p> <p>Staff will review the major changes and provide insight into the reasons for changes or further definition of the standards.</p>		
<p align="center"><b>RECOMMENDATION: Approve the revisions to the Elementary Educational Specifications for Douglas County School District.</b></p>		
6.	<b>District Wide Material Standards</b> (Information and Discussion)	5:05 p.m.
<p>In November 2010, the Board reviewed the prior Material Standards document but did not require formal board approval in order to allow the staff and CMAR team the most flexibility as it went into design and construction for the GES and PHES project. As it turns out, there were many allowances made after thorough review by the CMAR team, and it allowed the projects to move forward without disruption. Additionally, some areas were developed further and best practices have been captured in the revised Material Standards document.</p> <p>Staff will review the major changes and provide insight into the reasons for changes or further definition of the standards.</p>		
7.	<b>Douglas High School Master Plan Option and Phase 1 Priorities Approval of Detailed Building Development Documentation</b> (Discussion and For Possible Action)	5:20 p.m.
<p>Illustrations of the final Master Plan Option and Phase 1 Priorities were approved by the Board at the March 13<sup>th</sup> Regular Meeting. As a result, a detailed building development document has been created. This final program document is the written form of the Illustrations previously approved and will be incorporated into the District Wide Facilities' Master Plan. This programming document will also provide final project definition for the Phase 1 priorities.</p>		
<p align="center"><b>RECOMMENDATION: Approve the DHS Master Plan concept and project definition for Phase 1 to move into development of documents, and direct Business Services to incorporate the documents into the District Wide Facilities' Master Plan as the plan of record.</b></p>		
8.	<b>Approval of Facilities' Master Plan Phase 2A "Soft Costs" Associated with the Douglas High School Project</b> (Discussion and For Possible Action)	5:40 p.m.
<p>"Soft Costs" are expenditures associated with completing a facilities capital project that are not construction or "direct costs". Examples of soft costs range from architectural consulting, permitting, special inspections, to Finishes, Fixtures and Equipment (FF&amp;E). Industry standard suggests that 75% of a project budget goes toward "direct costs," while 25% is "soft costs." Architectural contracts <i>are included</i> in this not-to-exceed proposal of 25% of project costs for Phase 2A – DHS.</p> <p>Funding to come from both the Bond Fund and the Capital Projects Fund to include the Pay-As-You-Go-Cash in rollover funding from the Debt Service transfers.</p>		

<b>8.</b>	<b>Approval of Facilities’ Master Plan Phase 2A “Soft Costs” Associated with the Douglas High School Project (Continued)</b> (Discussion and For Possible Action)
<b>RECOMMENDATION: Approve a 25% not-to-exceed “soft costs” budget for the PHASE 2A DHS project, with total project cost as currently defined by the Facilities’ Master Plan. Funding for such expenditures will be applied against Bond and Capital Projects Funds.</b>	

<b>Public Comment:</b>	<b>6:00 p.m.</b>
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Comments from the public are invited at this time on topics not specifically addressed elsewhere in the agenda. A sign-up sheet is provided and individuals who wish to address the Board are asked to indicate their desire to speak and the topic about which they will speak. The Board reserves the right to limit the amount of time that will be allowed for each individual to speak. The Board is precluded from acting on items raised during Public Comment that are not already on the agenda. The Nevada Open Meeting Law prohibits the discussion of the character, conduct, or competency of any person without proper notice being given to that person.

<b>9.</b>	<b>District Calendars</b> (Discussion and For Possible Action)	<b>6:05 p.m.</b>
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The Board will be presented with information and recommendations regarding calendar options for school year 2012-13. Additional discussion will take place for future calendar work as staff continues to work on proposals for school years 2013-15.

**RECOMMENDATION: That the Board finalize a DCSD calendar for school year 2012-13.**

<b>10.</b>	<b>Closed Session</b>	
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The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).

<b>11.</b>	<b>Adjournment</b>	
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The Board will move and take action to adjourn the meeting.

Notice to Individuals with Disabilities: Members of the public who require special assistance or accommodations at a meeting of the Board of Trustees are asked to notify the District Administration at 1638 Mono Avenue, Minden, Nevada, 89423, or by calling 782-5134, so that such notification is received at least twenty four (24) hours prior to the meeting.

In conformance with the Open Meeting Law, it is hereby noted that the agenda for the meeting of the Officers of the Douglas County School Board of Trustees has been posted at the following locations:

- Gardnerville Post Office, Gardnerville, NV
- Minden Post Office, Minden, NV
- Douglas County School District Office, Minden, NV
- Douglas High School, Minden, NV
- Genoa Post Office, Genoa, NV
- Zephyr Cove Post Office, Zephyr Cove, NV
- Stateline Post Office, Stateline, NV
- District Web site: [www.dcsd.k12.nv.us](http://www.dcsd.k12.nv.us)