



**CUNINGHAM**  
G R O U P

**Bond Oversight Committee (BOC)**

**Date:** 9/09/2020  
**Project:** Watertown-Mayer Public Schools 2019 Bond  
ISD # 111  
**Subject:** **BOC #13 Meeting Minutes – Meeting Held via ‘Google Meets’**

Member	Role	Email	Phone	Present
Darren Schuler	Superintendent	<a href="mailto:darren.schuler@wm.k12.mn.us">darren.schuler@wm.k12.mn.us</a>	952-955-0480	Yes
Lisa Raiter	Finance Officer	<a href="mailto:lraiter@wm.k12.mn.us">lraiter@wm.k12.mn.us</a>	952-955-0487	Yes
Stacy Unowsky	Board Chair	<a href="mailto:stacy.unowsky@wm.k12.mn.us">stacy.unowsky@wm.k12.mn.us</a>	952-955-0480	No
Kelly Thaemert	Board Member	<a href="mailto:kelly.thaemert.wm.k12.mn.us">kelly.thaemert.wm.k12.mn.us</a>	952-955-0480	Yes
Tim Thompson	Board Member	<a href="mailto:tthompson@wm.k12.mn.us">tthompson@wm.k12.mn.us</a>	952-955-0480	Yes
Bob Dressel	B&G Supervisor	<a href="mailto:bdressel@wm.k12.mn.us">bdressel@wm.k12.mn.us</a>	952-955-0417	Yes
Chris Ziemer	ICS	<a href="mailto:chris.ziemer@ics-builds.com">chris.ziemer@ics-builds.com</a>	612-412-6066	Yes
Chris Rear	ICS	<a href="mailto:chris.rear@ics-builds.com">chris.rear@ics-builds.com</a>	763-331-4094	Yes
Chris Vogel	ICS	<a href="mailto:chris.vogel@ics-builds.com">chris.vogel@ics-builds.com</a>	507-273-3608	Yes
Dylan Keck	ICS	<a href="mailto:dylan.keck@ics-builds.com">dylan.keck@ics-builds.com</a>	507-317-0522	Yes
Gregg Brauns	ICS	<a href="mailto:gregg.brauns@ics-builds.com">gregg.brauns@ics-builds.com</a>	651-690-1616	No
Judy Hoskens	Cunningham Group	<a href="mailto:jhoskens@cunningham.com">jhoskens@cunningham.com</a>	612-379-3400	No
Mackenzie Henle	Cunningham Group	<a href="mailto:mhenle@cunningham.com">mhenle@cunningham.com</a>	612-379-3400	Yes
Todd Larson	Cunningham Group	<a href="mailto:tlarson@cunningham.com">tlarson@cunningham.com</a>	612-379-3400	Yes

**Discussion Topics from September 9 Meeting**

**Design Progress Update**

- Construction Documents (CD) Phase
  - Design coordination meetings held weekly
  - Presentation of Construction Documents at Sept. 23rd to BOC
  - Presentation of Construction Documents and authorization to let Bids at Sept. 28th to School Board
    - Ad for Bid will be provided to the District for publication in the local paper and on District’s website.

**Construction Progress Update**

- Watertown-Mayer Elementary School (WMES)
  - Playground Surface installation underway
    - Expected completion – Sept. 12
    - Anticipate ready for student use on Monday, Sept. 14
    - Transferred \$379k from WMMS to WMES to cover costs

- Watertown-Mayer High School (WMHS)
  - Gym bleachers – October 1 install (tentative, may need to adjust pending floor replacement decision)
    - Existing bleachers have been removed
  - Gym Flooring
    - Sanding/Refinishing awarded to Mark Johnson Floors
      - Upon removal of worn boards for replacement, we discovered the existing sub-floor is comprised of a double layer of 1/2" x 3-1/2" plywood strips, 9" on center



- *MM: The above redlines indicate the plywood 'sleepers' and highlights an unsupported butt seam*
- Refinishing scope halted to solicit pricing for replacement of gym floor with a new and more durable system
  - Firm pricing received from Mark Johnson Floors of \$122K for ActionCush floor system
  - H2I provided preliminary pricing of \$131k for Robbins Hybrid MVP floor system
    - Submitted under NJPA (State contract) pricing
    - *\*\*\*Not discussed at BOC meeting\*\*\**
    - *H2I is currently installing the Robbins Hybrid MVP floor at Crown College in St. Bonifacius*
    - *H2I provided the following YouTube link for video of Hybrid MVP floor installed at St. Croix Lutheran High School*
      - [https://www.youtube.com/watch?v=RUDO\\_8Getc8&t=92s](https://www.youtube.com/watch?v=RUDO_8Getc8&t=92s)
    - FLR Sanders has not responded to pricing request.
      - *MM: Per conversation on 9/9, FLR Sanders will be proposing a flooring system by Acer*
      - *Quote should be received by 9/11*
  - *MM: Systems need to be evaluated based on overall construction, available depth of floor system and floor performance before taking cost into consideration. Based on preliminary numbers, all quotes will likely be under the \$175,000 threshold required for quoted work by the State of MN (items priced under NJPA (State contract) pricing do not need to follow this requirement)*
  - *Final numbers should also include added 'stain' around the 3-point line,*
  - *Numbers to be shared with BOC on Friday, 9/11*
  - *Cost of floor replacement can be funded by bond dollars or LTFM*
- Gym Openings
  - Rails in place
  - Solid surface yet to be installed
- Stadium/Site Improvements

- Preliminary design
  - Northern Natural Gas (NNG) has tentatively agreed to abandon their easement
  - Agreement language is currently in draft – ICS has yet to receive
  - NNG want to verify where the footings for the relocated/new visitor bleachers will be located
    - ICS is coordinating a vac truck with NNG present to “pot-hole” three (3) locations and work north from a point 10’-0” off of the current abandoned pipe location to demonstrate that nothing will be located within the footing/pad location for the bleachers. Work is being scheduled and to occur in mid-September.
    - *MM: ICS is coordinating with AJA and Stadium Steve for a detail that can be provided to NNG. Once NNG has reviewed the detail, they will issue draft agreement language*
    - *Next core group meeting to be scheduled on 9/22*
      - *Chris Ziemer to facilitate*
    - *Major construction not likely to take place in 2020, however the project can be awarded, and contractor can mobilize in and start demo over the winter months*

### Professional Services

- Traffic Study
  - Full traffic study needed, including Hwy 25
  - *MM: SEH and Wenck have confirmed their previous submitted numbers*
  - *Bolten & Menck has recently submitted a proposal for consideration*
    - *ICS is reviewing proposal*
- Site Survey
  - Survey complete and data provided to AJA
  - AJA coordinating preliminary meeting with Watershed

### Financial

- Review ICS Budget Sheet

### Furniture/Fixtures/Equipment

- Sit Test
  - September 28 or October 5
    - *MM: CGA scheduling sit test furniture delivery on 9/28*
    - *All furniture can be sanitized between each use*
    - *Furniture to remain for one week*
- Product selection review meeting
  - October 12 or October 19
    - *MM: Meeting to be scheduled the week of Oct. 19*
- *MM: Furniture budget to be finalized and shared around the end of Nov.*
- Order by end of 2020 for later summer 2021 install
- Industrial Tech table saws to be ordered and funded by HS Industrial Tech FFE line item

### Items for Discussion

- Technology design discussion took place on 9/1
  - Technology meeting with District IT needed ASAP
    - Chris Rear to schedule with Natasha and Dustin
      - *MM: Discussion will coincide with already schedule meeting on 9/11 at 9am*
  - Door Hardware
    - Hardware spec’s compiled by Cuningham and sent to ICS for review
      - Discussion between ICS, Cuningham and District to review and confirm

- *MM: CGA has held preliminary discussions with SPED*

### **Communications**

- ICS Weekly Updates Ongoing
  - Issued on Fridays
  - *MM: Moving forward, updates will be sent to BOC members*

### **Construction Site Safety & Security**

- No items for discussion

### **Schedules**

- Issue for Bid
  - MS/HS – Sept./Oct.
  - ES – Sept./Oct.
  - Athletics – Oct./Nov.
- Bid
  - MS/HS – Oct./Nov.
  - ES – Oct./Nov.
  - Athletics – Nov./Dec.
- Substantial Completion
  - Watertown-Mayer Elementary School (WMES) – TBD
  - Watertown-Mayer Middle School (WMMS) – TBD
  - Watertown-Mayer High School (WMHS) – TBD
  - Site/Stadium Improvements – TBD

### **Open Agenda**

- Topics not listed on the agenda
- *MM: ICS to reshare BOC Purpose & Expectations and Change Order Decision Making Authority*
- *Per BOC 01 – Dec. 19, 2019, BOC Purpose, Expectations and Meetings*
  - *The Bond Oversight Committee is an advisory committee with the charge to monitor the planned improvements, costs, schedule, and progress of the voter-approved bond*
    - *Bond Oversight Committee Purpose*
    - *Provides accountability and transparency*
    - *Ensures projects are aligned with voter-approved bond scope of work*
    - *Monitors project progress for schedule, quality and budget*
    - *Develop strategies for communication to the Community, staff, and School Board*
  - *Bond Oversight Committee Expectations*
    - *Provide monthly progress report to School Board*
    - *Positively represent the work of the committee within the community*
    - *Review and advise on recommended project changes, as viewed through the lens of wants versus needs*
- *Change Order Decision Making Authority (Resolution attached)*
  - *Level 1 Approval Authority – Lisa Raiter*
    - *Approval of all change orders up to a limit of \$100,000.00*
  - *Level 2 Approval Authority – Ron Wilke*
    - *Approval of all change orders exceeding \$100,000.00 to a limit of \$200,000.00*
  - *Level 3 Approval Authority – Bond Oversight Committee*
    - *Approval of all change orders exceeding \$200,000.00 to a limit of \$350,000.00*
  - *Level 4 Approval Authority – ISD #111 School Board*
    - *Approval of all change orders exceeding \$350,000.00*
  - *ICS to reissue Change Order Decision Making Authority document in upcoming BOC Board Report (Sept. 28, 2020)*

## Meetings

- BOC Meeting
- Furniture Meeting
- D.M./LTFM Meeting
- Technology Meeting

Bi-Weekly on Wednesdays at 5:30pm  
Week of Oct. 19, 2020  
Follow up meeting – TBD  
Friday, Sept. 11 at 9am

The next BOC Meeting will be **September 23 via Google or Zoom (meeting link is in the calendar invite)**. Meetings are held at the District Office and will reoccur biweekly throughout the 2019/2020 school year.

Please read these minutes in their entirety and report any revisions or modifications prior to the next meetings publication. Any updates required prior to the next meeting will be sent out electronically.

Submitted by:



Christopher Rear



3890 Pheasant Ridge Drive NE, Suite 180, Blaine, MN 55449

Office: (763) 354-2670

Direct: (612) 808-8718

Mobile: (763) 331-4094

**[www.ics-builds.com](http://www.ics-builds.com)**

*We are proud to announce the new ICS brand! Please note my new email address and company website.*

**\*\*\*Meeting Minutes Are Not Formatted for Public Distribution\*\*\***

**End of Document**



Resolution for Approval of Change Order Decision Making Authority

Member \_\_\_\_\_ (BOC member) introduced the following resolution and

Member \_\_\_\_\_ moved for its adoption:

**BACKGROUND:** It is understood that construction renovation projects may be accompanied by change orders to the construction contract, which may impact construction scope, duration, and/or budget. These change orders may arise due to unforeseen conditions, design changes, contractor requests, or owner requests. Typically, change order construction will not proceed until approval of the submitted change order is received by the acting contractor.

**WHEREAS** in an effort to streamline the construction change order review and approval process, the following levels of construction change order approval and decision-making authority are recommended by the Bond Oversight Committee:

- Level 1 Approval Authority – **Lisa Raiter**
  - Approval of all change orders up to a limit of \$100,000.00
- Level 2 Approval Authority – **Ron Wilke**
  - Approval of all change orders exceeding \$100,000.00 to a limit of \$200,000.00
- Level 3 Approval Authority – **Bond Oversight Committee**
  - Approval of all change orders exceeding \$200,000.00 to a limit of \$350,000.00
- Level 4 Approval Authority – **ISD #111 School Board**
  - Approval of all change orders exceeding \$350,000.00

Primary review and comment of all change orders will be performed by ICS. Change orders passing primary review and comment will be forwarded to the Design team for secondary review and comment. Change orders that have cleared primary and secondary review and comment will then be presented to the appropriate level of Change Order Decision Making Authority for final approval.

**WHEREAS** the approval levels of decision-making authority will comply as noted above. Approval of this resolution is recommended by the Bond Oversight Committee representing Independent School District No. 111.

**THEREFORE, BE IT RESOLVED** by the School Board of Independent School District No. 111 that the Resolution for Approval of Change Order Decision Making Authority be approved as presented.

The motion for adoption of the foregoing resolution was duly seconded by

Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor

thereof: \_\_\_\_\_ and the following voted against the same: \_\_\_\_\_

The foregoing resolution was approved/not approved this 27<sup>th</sup> day of January, 2020.