

PACAC Meeting (Tuesday, March 2, 2021) 3:30 – 5:00 p.m. via google-meet

WELCOME - Marty Brewer

Superintendent Brewer welcomed the Port Angeles Capital Advisory Committee (PACAC) Members and once again thanked them for being on this committee.

All Member were present, along with Director of Finance and Operations, Kira Acker, and Executive Assistant to the Superintendent, Jennie Wilson.

Superintendent	Two School Board Members
One Certificated Stevens Middle School Staff	One Classified Stevens Middle School Staff
Stevens Middle School Principal	Maintenance and Operations Director
Four Community Members	

- Marty Brewer
- Nolan Duce
- Sandy Long
- Sarah Methner
- Mike French
- Terra Horton
- Sean Worthington
- Steve Methner
- Kristen Lunt
- Kelsey Orgler
- Melissa McBride

TEAM NORMS REVIEW – Marty Brewer

Superintendent Brewer reviewed the Team Meeting Norms that were listed on the agenda to keep the committee focused on their work together. The last meeting norm was added from discussion at the first meeting together.

Meeting Norms

Honor time and agenda: on task, be focused and present
Relationships, active listening and sharing, collaboration
Reduce distractions
Respectful, professional, and civil
Group will speak off PACAC meeting minutes to have a consistent voice

FEEDBACK/COMMUNICATION ON RFQ (Request for Qualifications) – Marty

Brewer/Nolan Duce

Maintenance and Operations Director, Nolan Duce, reviewed the RFQ with the group and focused on the Scope of the Work to be done, Schedule, and Qualification Requirements. There was discussion on having one or two fields at the Monroe Property with one being higher quality

than the other with lighting and possibly turf. Nolan stated that the field(s) will have natural grass, as adding turf would stretch the budget for the field(s) too thin.

- Sean Worthington shared that turf fields are sorely needed in this community.
- Melissa McBride asked about upgrading field(s) at a later date.
- Nolan Duce stated that once natural grass is in place, it is not very feasible to add turf later.

Nolan Duce explained the difference between play-fields and sports-fields, and said that we need to put sports-fields in this space. He also shared the many options with keeping the portable on the property. Some of these options included a restroom, changing room for teams, and a place for concession use.

Superintendent Brewer asked the group to put their wishes in the chat about the portable, number of fields, and quality of fields.

The consensus of the committee was to have one quality field and using the portable for restrooms and maybe concession. Superintendent Brewer said that we will make modifications to the RFQ and then share with the public.

BUDGET REVIEW – Kira Acker

Director of Finance and Operations, Kira Acker, shared that the total budget for the project is \$650,000. She stated that this needs to cover all design work, a project manager, field work, power, drainage, seeding, and permits. A 20% over run for unexpected costs should be included in the overall budget. Alternates will be provided in the RFQ which will include a “wish list” of items we can choose from if the costs are lower than expected.

COMMUNICATION TO COMMUNITY (Capital Facilities Communications Plan – PACAC thoughts on telling the story of investing in the next steps) – Marty Brewer/Carmen Geyer
Superintendent Brewer and Communications and Community Relations Coordinator, Carmen Geyer, shared thoughts with the committee about ways to communicate progress to the community that would go out each Spring to everyone in Clallam County. This process will build trust and tell the story of our progress and what is yet to come. We need to be the first ones to provide updates and say thank you.

The first message that will go out will show pictures of the completed projects and highlight the decreased tax rate. We will get the word out using as many sources as possible. We will also explain the different levies to the community.

Carmen asked for feedback from the committee on what they would like to see in the flyer. She said she will send out drafts of the levy flyer to the committee for feedback as time gets closer.

CLOSING COMMENTS – Marty Brewer

Superintendent Brewer thanked everyone for attending and said the next meeting will be on Tuesday, April 6, 2021 at 3:30 p.m. and that we will let you know if it will be in-person or virtual. The meeting ended at 4:49 p.m.