

PACAC Meeting (Tuesday, May 4, 2021) 3:30 – 5:00 p.m. (Lincoln Center - Room 207)

WELCOME - Marty Brewer

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

Members present are highlighted below, along with Director of Finance and Operations, Kira Acker, Communications and Community Relations Coordinator, Carmen Geyer, 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

MONROE FIELD (Schedule of Fee's – Attached Proposals from both Firms) – Marty Brewer, Kira Acker, and Nolan Duce

Superintendent Brewer asked Nolan Duce to share how the two firms (AHBL and Site Workshop) broke down their fee schedule. The group considered each proposal as they went through the fee schedule together. Nolan Duce reviewed the scoring sheet with the committee and led them through the scoring process so that it was a cooperative effort and decision made by the committee.

The first firm to be scored was Site Workshop. Nolan shared work that the firm has done in and around the community, and said that the responsiveness from each firm was exceptional. He shared that the proposals and fee schedules were both sent in earlier than expected. The consensus was that Site Workshop has strong local knowledge.

Next the committee scored AHBL. After the AHBL fee schedule and proposal were reviewed, the committee acknowledged that both firms were scoring pretty closely. There was discussion on location of each firm and that AHBL is at least two (2) hours away and this could be a problem if there was a major issue. Other scoring items were availability, work history, responsiveness, and local knowledge. (The scoring sheets will be attached to these minutes)

Some comments shared among the group was that Site Workshops proposal seemed more specific to the districts wants and needs, and that AHBL didn't seem to have as much "thought" in our project. The group voted and carried a unanimous vote to hire the Site Workshop firm for the Monroe Play Fields project.

Superintendent Brewer stated that the School Board will take action to approve the recommendation from PACAC for the Monroe Play Fields Project at the May 13th regular scheduled board meeting. The group decided that Nolan, Steve, and Terra will make the recommendation to the board of directors on the committees' behalf.

FINANCE REVIEW – Kira Acker

The district collected a total of \$3,773,032 in the April tax collection for a total of \$4,862,468 year to day of Capital Levy funds. These collections leave a grand total of \$5,095,682 in the district Capital Projects Fund. In addition to property taxes, the district receives Timber Excise Tax payments in both September and March. The March payment was \$15,439, the second payment in September is estimated to be similar.

Superintendent Brewer shared that the Board of Directors has asked Kira and himself to downsize property that is owned by the district. He announced that the district has sold the 2.3 acres that the district was gifted up Mt. Pleasant Road. He shared that this was a very complex piece of property that had many contingencies on the sale and tracking of heirs of the original owners. Other property owned by the district is property around Big Boy Pond and SMS and the Fairview School property.

PASD LEVY – BROCHURE TO COMMUNITY – Carmen Geyer/Marty Brewer

Carmen Geyer reviewed the updated brochure page by page with the committee, and thanked them all for their feedback, wording, and edits. She stated that through the Strategic Plan the district will stay connected with the community with the progress of the Levy. There was discussion on what to call the project, whether or not to put "lighting" in the brochure, and drainage issues at other fields in the community.

Carmen shared that the brochure will go to printers on Friday. (The final brochure is attached to these minutes). Carmen announced that she invited Derek Kilmer to visit the new safety vestibules at our elementary schools, and that he agreed to do so. This will bring forward the positive media exposure that PACAC requested at a previous meeting.

CLOSING COMMENTS – Marty Brewer

Superintendent Brewer thanked everyone for attending and said the next meeting will be on Tuesday, June 1, 2021 at 3:30 p.m. at the Lincoln Center in room 207. He said that the progress and decisions made at the meeting this evening will prepare PACAC for the larger projects as we move forward.