

MEETING MINUTES

Project	Satsop Modernization	Project No.	2421
Subject	Capital Projects Committee Kick-off	Meeting Date	9/19/2024
From	M. Meyers / B. Denning / S. Kim	Date	9/26/2024

Attending

+ Attended in person

* Attended by Phone

x Did not Attend

+ Megan Meyers (MM)	Bassetti (BA)	+ Tiffany Osgood (TO)	Satsop
+ Brittney Denning (BD)	Bassetti (BA)	+ Dawn Siemiller (DS)	Satsop
+ Sage Kim (SK)	Bassetti (BA)	+ Vincent Reese (VR)	Satsop
X Caroline Lemay (CL)	Bassetti (BA)	+ Sarah Protheroe (SP)	Satsop
X Michael Davis (MD)	Bassetti (BA)	+ Beth Heller (BH)	Satsop
		Sam Heller (SH)	Satsop
+ Bernie O'Donnell (BO)	Rock PM	+ Taylor Zepp (TZ)	Satsop
+ Rod Fredrickson (RF)	Rock PM	John Ruppert (JR)	Satsop
		Laura Ruppert (LR)	Satsop

AGENDA – 9/19/24

1. Introduction
 - a. Roles
 - b. Design Process
 - c. Project Charter
 - d. Schedule
2. Goals and Priorities
3. Existing Conditions Findings
4. Open House Debrief
5. Next Steps

Item	Issue	Notes	Status
240919.01	DESIGN PROCESS	MM provided a high-level overview of the design process and how the Capital Projects Committee fits into the development of designs and documents. This meeting's purpose is to kick-off the design process by discussing goals and priorities which the Bassetti Team will use to generate some design options for review at the next meeting. BO explained that the role of the Capital Projects Committee is to participate in meetings with the design team and make decisions on behalf of the school regarding the development of the design.	For Info
240919.02	PROJECT CHARTER	BO shared a draft version of the Project Charter which defines the purpose of the project and will form a document the team can refer back to throughout the project. MM noted that the purpose of this meeting is to focus on the Project	Ongoing

		Objective and Guiding Principles which will be added to the Satsop Modernization Project Charter.	
240919.03	SCHEDULE	MM shared the detailed project schedule that the design team uses to track milestones and deliverables. The summary key dates provide a high-level overview of the project timeline.	For Info
240919.04	GOALS & GUIDING PRINCIPLES	<p>MM reviewed the guiding principles based on the OSPI application:</p> <ul style="list-style-type: none"> • Student Education <ul style="list-style-type: none"> ○ Committee clarified that they aim to provide a well-rounded curriculum/education • Student Health • Student Safety <p>Other Goals beyond OSPI Grant Project Guiding Principles as determined by the Committee:</p> <ul style="list-style-type: none"> + Ensure students become productive citizens + Promote and cultivate a sense of community by improving outdoor spaces, such as baseball field and lunch/picnic areas, and show care for the community. + Maintain the character of the school by preserving memories and historical objects such as the bell/bell tower with names, murals, art works, and/or school sweaters. <p>MM reviewed the items included in the OSPI application and asked the committee to divide the list between high priority or “if the budget exists / we have to include” categories.</p>	Ongoing
240919.05	HIGH PRIORITIES - SITE	<ul style="list-style-type: none"> + Parking/Driveway Upgrades: Provide new pavement and parking layout <ul style="list-style-type: none"> ○ Committee noted that the existing landscape around the flagpole is precious and should be preserved + ADA Ramp/Pathways Upgrades <ul style="list-style-type: none"> ○ BA noted that the existing ramp is not up to code and would require revisions ○ The committee noted that if we were to provide new paving, it should extend to include the path and new ramp to allow for future student needs ○ Rock PM asked if it would be worthwhile to consider the ramp at the northern end of the building and include a covered path between the Main Building and Gym/Dining <ul style="list-style-type: none"> ▪ Committee noted that there would need to be access to the maintenance shed and a covered walkway might be in conflict + Improve the Baseball Field / General Site Drainage <ul style="list-style-type: none"> ○ BA noted that there were two solutions being considered to deal with drainage issues at the baseball field 	Ongoing

		<ul style="list-style-type: none"> ○ Committee noted it would be nice to consider bioswale placement to potentially provide a buffer between the road and playground ○ Committee noted that there was community interest in potentially providing additional funding for baseball field restoration 	
240919.06	HIGH PRIORITIES – MAIN BUILDING	<ul style="list-style-type: none"> + Potential Reconfiguration of Admin Spaces <ul style="list-style-type: none"> ○ Committee stressed the importance of having and/or maintaining (3) pullout spaces <ul style="list-style-type: none"> ▪ These vary in size from a student to a larger group of students + Review Lighting Levels: <ul style="list-style-type: none"> ○ Committee noted that it would be nice to consider LEDs ○ There is the likelihood that the lights contain PCB + Improvement of Storage and Bell Tower Access <ul style="list-style-type: none"> ○ Committee noted that it would be nice to utilize the attic space for additional storage in lieu of the classroom storage that was included in the feasibility study ○ Preserving names in the bell tower is a high priority item + Improve Student Restrooms <ul style="list-style-type: none"> ○ BA to review student fixture counts with the committee to ensure the restrooms meet code minimum but still maintain enough fixtures to feel usable ○ BA noted that the number of fixtures could be reduced and provide more space to each stall but wanted to ensure that the number of fixtures met school expectations ○ Some discussion about providing family restrooms for more flexibility. 	Ongoing
240919.07	HIGH PRIORITIES – GYM/CAFETERIA	<ul style="list-style-type: none"> + Fully Enclosed Covered Play <ul style="list-style-type: none"> ○ Committee noted that the space would become the gym space and would like an indoor/outdoor connection ○ They would like to have community access after hours ○ Committee noted that with the covered play becoming the gym space, the existing gym/dining would be used as a cafeteria, performance space, and miscellaneous community use + Relocation of Existing Covered Play Structure <ul style="list-style-type: none"> ○ Rock PM to confirm if the covered play could be demolished and a new construction gym (with the same square footage) could be built within the OSPI grant 	Ongoing

		<ul style="list-style-type: none"> ○ Committee noted interest in the community building a new covered play structure (pole barn) outside of this scope of work ○ BA to include potential new covered play locations in future drawings <ul style="list-style-type: none"> ▪ Committee to provide desired size of new covered play area + New Restrooms <ul style="list-style-type: none"> ○ Committee noted that this was the highest priority item + New Warming Kitchenette <ul style="list-style-type: none"> ○ Committee noted that this would provide more functionality to the lunchroom ○ Occasionally, portion of lunches have arrived under temperature and meals have to be moved to the main building, heated back up, and moved back to the students ○ Need for a large freezer for ice cream socials, etc. This could be located in either building. + Additional Storage + New Bleachers/Seating <ul style="list-style-type: none"> ○ Committee noted that their plays/musicals have large attendance and are often standing room only ○ BA to explore what seating options would be available to increase density and still allow the additional seats to be moved/relocated easily for other uses + Window Upgrades <ul style="list-style-type: none"> ○ BA noted that with window upgrades, we could consider an operable unit that would remove the need for new mechanical ventilation within the larger space + Lighting Upgrades + Floor Finishes <ul style="list-style-type: none"> ○ Committee noted desire to explore different flooring options on the gym side and multi-purpose side ○ If the current wood floor is changed, the committee noted desire to retain/reuse the existing gym flooring in some capacity 	
240919.08	HIGH PRIORITIES - GENERAL	<ul style="list-style-type: none"> + Solutions for Structural Issues <ul style="list-style-type: none"> ○ BA noted that there was no immediate concern for student safety if a seismic event were to occur but there might be long-term damage that could impact future use after an event ○ Committee agreed to continue reviewing structural solutions but not pursue a full seismic upgrade at this point. + Electrical System Upgrades 	Ongoing

		<ul style="list-style-type: none"> ○ Main building has a residential service, but could be upgraded to a 3-phase service. Gym is tapped off main building but could have it's own service. ○ Committee agreed it makes sense to put in infrastructure for electrical upgrades before driveway/parking area are paved. <p>+ Partial Security Upgrades</p> <ul style="list-style-type: none"> ○ Committee requested additional training/education on what solutions are available and what makes the most sense for their site <p>+ Exterior Finish Repair</p> <ul style="list-style-type: none"> ○ Repair damaged/deteriorated siding, particularly skirting around buildings. 	
240919.09	LOWER PRIORITY (WHEN REQUIRED OR FUNDING AVAILABLE)	<p>+ New Bus Shelter</p> <ul style="list-style-type: none"> ○ Committee noted that there is desire to have some sort of canopy structure to protect students from heat/rain, but it would not need to be enclosed <p>+ Relocate Public Bus Stop</p> <ul style="list-style-type: none"> ○ There is a Grays Harbor bus stop at the edge of the property that the committee noted issues with folks hanging around that area <ul style="list-style-type: none"> ▪ Committee asked if it would be possible to request the Grays Harbor transit relocate the bus stop <p>+ Playground Equipment Improvement</p> <ul style="list-style-type: none"> ○ BA noted that during the Open House, there were multiple comments about safety and the proximity of the playground to the road <p>+ Fire Alarm/Sprinkler Installation</p> <ul style="list-style-type: none"> ○ BA noted that we do not believe sprinklers would be required for the building due to the size, but the AHJ (Grays Harbor) would determine if a fire alarm was needed <p>+ Building Insulation Improvement</p> <ul style="list-style-type: none"> ○ Committee noted that there was not insulation at the roof of the Main Building <p>+ New Low Voltage Systems</p> <ul style="list-style-type: none"> ○ Would be nice to provide AV for the future <p>+ Interior Finish Upgrades</p> <ul style="list-style-type: none"> ○ Interested in upgrading ceiling finishes <p>+ Potential Reconfiguration of Admin Spaces</p> <ul style="list-style-type: none"> ○ Committee noted satisfaction with the size and location of the admin office ○ Committee noted that the character of the library is important to the larger community and alumni ○ BA noted that there was the possibility to reduce the size of the staff restroom while 	Ongoing

		<p>still maintaining ADA accessibility and include a kitchenette to remove it from the classroom</p> <ul style="list-style-type: none"> + Improvement of Stage Access and Storage at Gym/Dining Building <ul style="list-style-type: none"> o Committee noted that it would be nice to rethink the under stage storage (similar to what was shown in the feasibility study) o Committee noted that it would be nice to have moveable wall panels at the stage to better utilize the space during none performance times 	
<p>240919.10</p>	<p>EXISTING CONDITIONS FINDINGS</p>	<p>BA shared a high-level summary of site investigation findings from the design team. MM noted there weren't really any major surprises or concerns, but the team has started to identify recommendations that will be explored as the design develops.</p> <p>Architectural:</p> <ul style="list-style-type: none"> + Since the team did not do any destructive investigation, some assumptions were made based on the age and building type (i.e. insulation in walls). + Observed deterioration of shake siding at both buildings, particularly at the perimeter skirting along the ground. + New roofs does not appear to have added insulation, but to be confirmed by additional records/information the school may have. + Operable windows in Main Building are generally in good condition. + Noted water damage in south classroom at mezzanine storage. VR noted there isn't an active leak, but there had been one in the past. + Committee noted fixed windows in Gym are not in great shape and they would like to consider replacement. <p>Civil:</p> <ul style="list-style-type: none"> + Noted high and low points in the field area. Recommendation to regrade or provide a swale with finger drains. Committee confirmed it is not necessary to use the field in a heavy rain event. + Maintenance regrading around buildings is required to address poor drainage, which is likely a major cause of siding deterioration. + Flagpole pad will need to be cut back for new driveway. Committee noted some landscaping is precious and will need to be considered carefully. <p>Structural:</p> <ul style="list-style-type: none"> + No major concerns from the floor level, up at either building. + If one structural item is included in the project, PCS recommends providing a 6" concrete stem wall around the perimeter of the buildings. 	<p>For Info</p>

		<ul style="list-style-type: none"> + Noted two remaining chimneys in the Main Building are unsupported in the attic and recommends removing. <p>Mechanical:</p> <ul style="list-style-type: none"> + No mechanical ventilation is provided at either building. Committee noted spaces are comfortable in both cold and warm weather. + Operable windows in Main Building are sufficient for ventilation. + Fixed windows in Gym do not allow for ventilation. Recommend replacing with operable windows or providing new HVAC system. + There is currently no plumbing service to the Gym building which will be required for new toilets and kitchenette. <p>Electrical:</p> <ul style="list-style-type: none"> + Main Building serviced by residential service. Recommendation to provide 3-phase service for future growth (will be required if new HVAC equipment is provided). + Gym Building is on an overhead service from Main Building. Recommendation to separate building on its own service. + Neither building has a fire alarm or intercom system. 	
240919.11	OPEN HOUSE DEBRIEF	<p>BD shared some highlights from the Open House BA & Rock PM attended on 9/12/24. BA heard several comments about the following items:</p> <ul style="list-style-type: none"> + Improving parking and vehicular access + Maintaining character of existing buildings + Increase usability of ball field and playground + Playground safety 	For Info
240919.12	NEXT STEPS	<p>Rock PM noted the schedule for survey and HazMat investigation BA noted that we will take all the information gathered at the meeting to go back and create a few options to review at the next meeting Next meeting date: TBD</p>	Ongoing

END OF MEETING MINUTES