

# Board Meeting Minutes

October 4, 2023 Minutes  
5:00 p.m.  
Richland #44 High School



## Richland #44 Foundation Minutes

**Present:** Megan Kummer, Scott Johnson, Mary Jo Schmid, Jenny Schmitt, Chad Ulven, Dr. Britney Gandhi

**Absent:** Nicole Holdman

**Others Present:** Becky Bakke, Juli Mauch

Agenda Items	Discussion/Motion
<b>FOUNDATION BOARD NEW BUSINESS:</b>	
<ul style="list-style-type: none"><li>Approval of the September 6, 2023 Minutes</li></ul>	SCOTT JOHNSON MOTIONED TO APPROVE THE SEPTEMBER 6, 2023 MINUTES. CHAD ULVEN SECONDED THE MOTION. THE MOTION CARRIED.
<ul style="list-style-type: none"><li>Senior Night, October 23, 2023</li></ul>	<p>The group discussed having a presence at the upcoming senior night. The Hendrickson scholarship will be up and ready for the event and Chad Ulven will be able to attend.</p> <p>There is a Foundation scholarship handout that will be completed and there will be copies available for the event. This handout will also be posted on the Foundation website.</p>
<ul style="list-style-type: none"><li>Trunk or Treat at Crooked Lane Farm</li></ul>	There will be a Trunk or Treat event held at Crooked Lane Farms on October 29 <sup>th</sup> . Jenny Schmitt and Scott Johnson will be there to represent the Foundation and to hand out candy.
<ul style="list-style-type: none"><li>Board member update</li></ul>	<p>Mary Jo Schmid's current term is up December 31, 2023. She announced that she will not be applying to renew for a second term. Mary Jo indicated that she has thoroughly enjoyed the Board and is proud of the time she has spent working on the EPAC project.</p> <p>It has been an incredible honor to have Mary Jo on the Richland School Foundation Board. We hope to continue to build on the successes you have helped create and make you proud!</p>

Agenda Items	Discussion/Motion
<b>FOUNDATION BOARD OLD BUSINESS:</b>	
<ul style="list-style-type: none"> <li>• EPAC Report</li> </ul>	
<p><i>Construction Management Contract Draft Review</i></p>	<p>The Foundation Board has been sent draft construction management documents from McGough to review. The materials are broken down into four documents. The board will be reviewing in the upcoming month. Following is a summary of the documents being reviewed:</p> <ol style="list-style-type: none"> <li>1. <b>A133</b> – This is the contract that sets the project delivery where the basis of payment is the cost of work plus a fee with a guaranteed maximum price (GMP). Once the guaranteed maximum price is established there is a formal amendment to the A133 to incorporate the GMP. The A133 does set the preconstruction fee of \$36,000 and the CM fee of 2.25% per our proposal.</li> <li>2. <b>A133 Exhibit B</b> – This document clarifies the insurance and bonding requirements of the project. We have included our typical insurance levels we carry on projects. The Foundation will be listed as an additional insured, please let us know if there are any other additional insured required. Very likely your lending institution will require they are listed. If so, we will need to include their name in the contract. This draft shows that McGough will provide the builders risk (property) insurance for the project and the deductible would be provided by the Foundation. Deductibles on builder's risk policies are larger, depending on the type of claim can be upwards of \$100,000. Due to them being of that magnitude the owner typically holds the deductible so that it will only be paid out if there is a claim on the policy.</li> <li>3. <b>A201</b> – This document contains the general conditions for the work.</li> <li>4. A133 Exhibits <ul style="list-style-type: none"> <li>➤ Exhibit C - Trade labor billing rates – Rates of McGough's field labor personnel that will be working on the project.</li> <li>➤ Exhibit D - Supervisory and Administrative Staff Rates for McGough's project management and supervisory personnel that will be working on the project.</li> <li>➤ Small Tools List – Rates for McGough owned small tools that may be used on the project.</li> <li>➤ Equipment Rental Rates – Rates for McGough owned equipment we may use on the project. This is our standard list of equipment, which is long, but we will have a limited amount of equipment onsite – i.e., forklift and fans.</li> <li>➤ Consumables List – List of supplies that we consider consumables on a project.</li> </ul> </li> </ol>

Agenda Items	Discussion/Motion
<p><i>9.17 Construction Meeting Update</i></p>	<p>Dr. Gandhi provided a construction update.</p> <ul style="list-style-type: none"> <li>→ Final renderings for phase one of the EPAC building were completed on September 23<sup>rd</sup>.</li> <li>→ The bidding process has been moved out to November 11<sup>th</sup>. We should have a Guaranteed Maximum Price (GMP) by early January of 2024. This will not push back the start date (see attached estimate summary).</li> <li>→ Zerr Berg/McGough anticipate that there will be a good appetite for bidding on this project.</li> <li>→ We are currently on track to start in early spring of 2024 with a projected project completion date of July 2025.</li> </ul>
<p><i>Finances &amp; Fundraising</i></p>	<p>The Foundation Board continues to make progress getting materials organized to secure a line of credit with Bell Bank for the EPAC project. Megan Kummer is working with Justin Nepple with Southern Valley Economic Authority (SVEDA) to complete a business plan for the project. Megan, Justin and the EPAC Building Committee need to meet to get information finalized.</p> <p>In addition to developing a business plan Dr. Gandhi and Nicole Holdman have been in discussions with Rich Slagle with McGough who may be able to help with fundraising progress. Getting financing and fundraising in place will help get diversion funds released.</p> <p>The Frankl land, valued at \$300,000, will be added to the Foundation balance sheet. A gift valuation form was provided to the Frankl's in December of 2022.</p>
<p><i>Colfax City Council Meeting</i></p>	<p>Dr. Gandhi attended the September Colfax City Council meeting and provided an EPAC timeline update. At this time no decision has been made on which lift station the city will be investing in. The Colfax City Council appreciated the progress update.</p> <p>The next city council meeting is October 16<sup>th</sup>. Megan Kummer will be contacting the council to let them know there are not any major progress changes for the EPAC and that there are conflicts for any Foundation members to attend.</p>

The meeting was adjourned. Our next scheduled meeting is November 1, 2023 at 5:00 p.m.

Respectfully Submitted, Becky Bakke & Juli Mauch