



THE SCHOOL DISTRICT OF LEE COUNTY

Finance Advisory Committee

November 15, 2017

Meeting Minutes

Committee Members Present: Paul Cohen, Ramie Hall, Todd Maurer, David Moreland, Ramsey Quartey, Jason Schwartz, Randy Scott, Terrance Siler, John Steakley, Daryl Teblum, William Tubb, Shawn Williams

Committee Members Absent: Kenneth Boyd, John DiBiaso, Bret Randle

Board Member: Melisa Giovannelli

Lee County School Personnel Present: Susan Malay, Marc Mora, Scott Reichenbacher, Fredrick Ross

Recording Secretary: Barb Gill

WELCOME

Ms. Susan Malay introduced herself and called the meeting to order at 4:02 p.m. Ms. Malay then welcomed everyone and asked everyone to introduce themselves.

APPROVAL OF MINUTES

The minutes from the October 18th meeting were approved unanimously.

PUBLIC COMMENT (3 MINUTE LIMIT)

N/A

BOARD MEMBER'S REPORT

Ms. Giovannelli shared with the committee that the District is conducting an Energy Audit. With this audit, the District is hoping to learn how to maintain our building better.

Ms. Giovannelli stated that an outside entity hired a polling company to ascertain the community response to a sales tax increase.

She then conveyed that she would be leaving the Finance Advisory Committee and will be joining the Equity and Diversity Advisory Committee, starting in December.

PRESENTATION BY MR. MARC MORA & MR. SCOTT REICHENBACHER

Mr. Mark Mora, Executive Director of Operations, Planning and Project Management and Mr. Scott Reichenbacher, Project Manager of Facility Development and Programming introduced themselves during the initial welcome/introductions.

Mr. Mora then continued by acknowledging the past issues with the processes that were used by the Construction Department. The Department has been restructured and through analyzing and reprocessing, have developed a phase process for planning for schools effectively.

The new process consists of eight phases:

Capacity Planning

- Enrollment projections
- Trend analysis

Capital Planning

- Facilities master plan
- Schools-location, timeline, cost

Project Scope

- Design specs
- Academic program
- Budget plan

Pre-Construction

- Design/permitting
- Value engineering
- Cost estimation

Construction

- Project deliver
- Field value engineering

Project Closeout

- Punch list
- Handover
- Auditing

Occupancy/Opening

- Equipment
- Staff
- Students

Warranty Period

- Defect repair
- Maintenance

The Preconstruction Phase Process Flowchart draft was then discussed.

GOOD OF THE ORDER

The meeting was adjourned at 6:02 p.m. The next meeting is scheduled for **December 20, 2017**, at 4:00 p.m., in the Student Services Conference Room located in Room 01-0002 at 2855 Colonial Boulevard, Fort Myers, Florida.