PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL
MINUTES
NOVEMBER 4, 2010
STATE CAPITOL BUILDIG, ROOM 317
SANTA FE, NEW MEXICO

Members Present: Mr. David Abbey, LFC; Ms. Lisa Martinez, CID; Mr. Antonio Ortiz, PED; Ms. Frances Maestas, LESC; Mr. Scott Hughes, DFA; Mr. Joe Guillen, NMSBA; Ms. Catherine Smith, PEC; Mr. Raul Burciaga, LCS; Dr. Peter Winograd, Office of the Governor

1. **Call to Order—9:05 AM** **Mr. David Abbey, Chair**
   a. **Adoption of Agenda**
   Mr. Robert Gorrell, PSFA staff, presented the agenda to the Council noting that the Public School Capital Outlay Council reserves the right to change the order of the agenda as deemed necessary.

   MOTION: Ms. Lisa Martinez moved for the approval of the agenda as presented. Mr. Joe Guillen seconded and the motion carried.

   b. **Correspondence**
   There is no correspondence at this time.

2. **Adoption of Minutes (September 2, 2010)**
   MOTION: Ms. Catherine Smith moved for adoption of the September 2, 2010 PSCOC meeting minutes as presented subject to technical corrections. Ms. Martinez seconded and the motion carried.

3. **2010-2011 Special Standards-Based Capital Outlay & Roof Award Cycle**
   - **Pre-Applications Received**
   Mr. Tim Berry, PSFA staff, presented this item to the Council referring them to the PSCOC 2010-2011 Special Standards-Based Capital Outlay Applications (Pre-Applications Received) spreadsheet that was made available to them in their meeting notebooks.

   In regard to the Special Standards-Based applications, Mr. Berry noted that at the direction of the Council, the top 60 NMCI rankings for projects were reviewed. The review includes twelve districts and a total of twenty-five schools. The potential state match for design only awards totals $17.4 million with out-year projections. Once the projects go through the design process, the state match for construction is potentially $187 million. Based on the applications received for roofing projects, the requests will need to be verified and prioritized to reduce the potential state share amount of $12.8 million to be within the $10 million cap on annual allocations for roof awards.

In regard to districts that are outside the funding pool, Mr. Gorrell stated that a letter was sent to districts in September 10, 2010 informing them that although they can apply for funding, this would be a short-cycle award process and only those projects within the top 60 from the rankings and projects with the highest need would be considered.
In regard to the Animas School District, Mr. Berry informed the Council that the district submitted an application; however, the project applied for was for their central office and did not involve the elementary school which is ranked roof within the top 60. In addition, the roofing projects at the high school would require an advance or waiver of the local share which was specifically not allowed in this year's program. The Council directed the staff to work with the district and encourage them to apply for funding for their projects. Mr. Berry stated that the PSFA Regional Manager has visited the district and has encouraged them to send information regarding their needs to the PSFA.

This item is for informational purposes only. The staff will proceed with review of applications and conduct site visits and follow-up in accordance with previously adopted criteria and timeline and bring back prioritized recommendations to the Awards Subcommittee for final approval by the PSCOC at its January 13, 2011 meeting.

- **Site Visits**
  Mr. Berry informed the Council that the PSFA staff is currently in the process of scheduling site visits for the Special Standard-Based applications and districts are hiring roofing consultants to prioritize the roofing projects. He stated that the PSFA will bring the recommendations back to the Council at the December 2010 meeting for presentations for the Special Standards-Based projects with potential awards at the January 2011 PSCOC meeting.

4. **2011-2012 Standards-Based Capital Outlay Award Cycle**
   - **Draft 2011-2012 NMCI Rankings**
     Mr. Chris Aguilar, PSFA staff, presented the Draft 2010-2011 NMCI Ranking for the upcoming cycle. He referred the Council to the rankings that were made available to them in their meeting notebooks. He noted that in doing analysis, the staff has looked at how schools have changed and everything has been consistent with the weightings based on the life cycle expectation, in particular to schools with deficiencies. Upon the approval of the Council, the staff will distribute the draft ranking to the districts for their review and input and then the revised preliminary ranking will be brought back to the PSCOC in January 2011.

     MOTION: Dr. Winograd moved for Council approval of the Administration, Maintenance & Standards Subcommittee recommendation to release the Draft NMCI Rankings, including charter schools that have been reassessed based on programmatic needs after completing at least one renewal period, for the 2011-2012 Standards-Based Award cycle based on criteria and weightings previously adopted by the Council. Release of the ranking is subject to necessary technical corrections required after comparison to the new parallel database being developed to replace the current system. Districts are encouraged to review and provide feedback to the PSFA based on technical corrections to the data in order for a Preliminary NMCI Ranking to be released by the PSFA in January and subsequent release of the application. Since this is a subcommittee recommendation a second is not required. There being no objection the motion carried.

- **Proposed 2011-2012 Workplan/Timeline**
  Mr. Berry presented this item referring the Council to the 2011-2012 workplan/timeline that was made available to them in their meeting notebooks. He highlighted potential dates for site visits, district presentations and grant award meetings. Mr. Berry noted that based on the applications received there would be approximately seven districts that will present at the December 9th PSCOC meeting.

5. Subcommittee Reports

a. Awards Subcommittee

- **Financial Plan**
  Mr. Jeff Eaton presented the financial plan to the Council highlighting the action that was taken by the Council at their last meeting regarding the following projects and adjustments.

  -- **Fort Sumner Combined School for Grading and Paving Work (P08-020)**
  This award was to increase the state share amount of the 2009-2010 Standards-Based Award to Fort Sumner Municipal Schools by $506,562 (51%) for grading, paving and drainage work as established by the campus-wide master drainage plan, contingent on an additional district share of $486,696 (49%) which shall be in the form of an advance to be repaid no later than June 30, 2014. The net adjustment for FY11 Supplemental Reserve is $993,258.

  -- **West Las Vegas—Valley Elementary School to Complete Projects due to Contractor Default (P05-057)**
  This award was to increase the state share amount of the 2004-2005 Standards-Based Award to West Las Vegas Public Schools by $75,655 (75.8%), contingent on an additional local share of $24,154 (24.2%) to complete the project to adequacy due to contractor default. The state share of any recovery from the surety or other legal proceedings will be returned to the Public School Capital Outlay Fund. The net adjustment to FY11 Supplemental Reserve is $75,655.

  Mr. Eaton briefed the Council on the estimated cost over-runs, applications received, estimated funding needs, estimated balances and other portions of the financial plan.

  The Council recognized Mr. Leonard Haskie, District representative for the Gallup School District. The Council asked Mr. Haskie when the district would come back to Council for construction funding for Crownpoint Elementary School. Mr. Haskie indicated that it would be no later than March 2011. Mr. Haskie confirmed to Council that the district and PSFA staff had come to consensus on the size of the school with respect to forecast of student populations.

- **Master Plan Assistance Program Awards**
  Mr. Bill Sprick, PSFA staff, presented this item referring them to the Master Plan Assistance Award spreadsheet that was made available to them in their meeting notebooks. He stated that there were a total of eighteen applications received with six applications from state-chartered charter schools. He noted that the total proposed awards are in the amount of $520,543. The total from the Charter School Capital Outlay Fund (CSCOF) is $93,602 and the total from the Public School Capital Outlay

Fund is $426,941. Mr. Sprick noted that the recommendations for state-chartered charter schools include a requirement that 60% of the local district match for the project come from the school with the CSCOF providing the 40% balance of the local match and the state share.

MOTION 1: Mr. Guillen moved for Council approval of the Awards Subcommittee recommendation to make 2010-2011 Facilities Master Plan awards to the districts and up to the amounts specified. These amounts represent the state share portion of the estimated cost to develop a new or updated facility master plan at each of these districts to the PSFA guidelines and require a corresponding district match as set forth in the current state/local match formula. The award to Jemez Mountain is subject to the reversion of the 2009-2010 master plan assistance award to this district. Since this is a subcommittee recommendation a second is not required. There being no objection the motion carried.

MOTION 2: Mr. Guillen moved for Council approval of the Awards Subcommittee recommendation to make 2010-2011 Facilities Master Plan awards to the State Chartered Charter Schools from the Charter School Capital Outlay Fund up to the amounts specified. These amounts represent the state share portion of the estimated cost to develop a new facility master plan at each of these schools to the PSFA guidelines and require a corresponding match of 60% of the current state/local match formula for the district where these charters reside with the balance of the local match coming from the Charter School Capital Outlay Fund. Since this is a subcommittee recommendation a second is not required. There being no objection the motion carried.

- **Additional Funding/Emergency Funding/Award Language Requests**
  -- Cobre—Central Elementary School—Out-of-Cycle Construction Funding
  Mr. Pat McMurray, PSFA staff, presented this item to the Council noting Mr. Dane Kennon, Superintendent of the Cobre School District is joining the PSCOC meeting via webcam. The Cobre School District is requesting additional funds for the renovation and addition of the Central Elementary School to adequacy. The district is requesting that the Council amend the previous 2008-2009 Standards-Based award to include out-of-cycle construction funding for renovations and improvements to the existing facilities to adequacy for a design capacity 290, serving grades K-6, with an increase an in the state share in the amount of $6,960,862 (60%), contingent upon an additional local share of $4,640,574 (40%) subject to passage of a local bond election scheduled for February 2011 for the required match and repayment of all outstanding advances by June 30, 2011. Mr. McMurray stated that the additional funding is for construction dollars for the project. The district has completed the pre-planning requirements of the education specifications and the construction documents. He also noted that the project is ready to go out to bid. Mr. McMurray noted that the request is based on the architect's estimates. The Awards Subcommittee has reviewed the request and the funds will not be released until the passage of their bond election on February 2011. Mr. Eaton noted that the district currently has advances in the amount of $2.7 million. Mr. Kennon assured the Council that the contingencies are workable and the district is confident that their bond will pass.

MOTION: Mr. Guillen moved for Council approval of the Awards Subcommittee recommendation to amend the previous 2008-2009 Standards-Based Award to Cobre Consolidated Schools for Central ES to include out-of-cycle construction funding for renovations and improvements to the existing facilities to adequacy for a design capacity of 290, serving grades K-6, with an increase in the state share amount of $6,960,862 (60%), contingent upon an additional local share of $4,640,574 (40%) subject to passage of a local bond election scheduled for February 2011 for the required match and repayment of all outstanding advances by June 30, 2011. Since this is a subcommittee recommendation a second is not required. There being no objection the motion carried.

-- **Reserve—Emergency Repairs**

Mr. Pat McMurray presented this item to the Council noting that that district is requesting funding for emergency items for the Main Campus K-12 and for a water well at Glenwood ES. The district is requesting funding in the amount of $170,000. The Awards Subcommittee has reviewed this request their recommendation is to allocate a total grant up to $50,000 for prioritized emergency repairs. Funding for future repairs will be contingent upon the district agreeing to begin use of FIMS and commitment to further engage their community as part of the Facility Master Plan process to generate support toward passage of a general obligation bond and 2-mill levy to provide the required local effort for needed improvements and maintenance of district facilities.

The Council noted that the district has been unable to pass a bond in a long time and are hoping that they can in the near future. Mr. McMurray informed the Council that the PSFA staff is conducting a site visit to the district next week. He noted that prior to release of the funding, a validation and prioritization will be conducted to determine whether or not the projects are emergencies. The Council asked what would be the outcome if the district does not pass a bond. Mr. Gorrell explained that there are other options such as an advance to the district. Mr. Gorrell noted that the district was approved for funding for their Facility Master Plan. The staff will attempt to work with the district to assist them in passing their bond election.

Ms. Maestas noted that Reserve District is not utilizing FIMS and requested that the motion be amended to include a contingency that the district utilize FIMS. Ms. Smith stated that the district has lack of revenues and have difficulty passing their bonds. She also noted that there are controversial issues between the district and the county that affects the passage of their bonds. Mr. Abbey stated that 50% of the revenues are paid by non-residential tax base. The Council asked if the district received distributions from the Forest Reserve Fund. Mr. Antonio Ortiz answered in the affirmative. The Council directed PED to provide further information regarding the Forest Reserve to the PSFA.

MOTION: Mr. Guillen moved for Council approval of the Awards Subcommittee recommendation to allocate a total up to $50,000 for prioritized emergency repairs. Funding for future repairs will be contingent upon the district agreeing to begin use of FIMS and commitment to further engage with the community as part of the Facility Master Plan process to generate support toward passage of a general

obligation bond and 2-Mill levy to provide required local effort for needed improvements and maintenance of district facilities. Ms. Maestas seconded and the motion carried.

-- **West Las Vegas—Middle School Roof—Additional Funding**
Mr. McMurray presented this item to the Council noting that the district is requesting additional funding in the amount of $22,318 for partial re-roofing of the West Las Vegas Middle School. The Awards Subcommittee has reviewed this request and recommends approval by the Council to increase the state share amount of the 2009-2010 Standard-Based Roof Award to the West Las Vegas School to re-roof the middle school by $22,319 (77%) contingent upon a district match of $6,667 (23%) based on the awarded low bid for completion of the work. The district has its local match.

Mr. McMurray stated that this request is a result of a low bid that has been accepted and the work is being started. He noted that the additional funding is important to keep the project moving forward and stated that it is a good bid and the contractor is reliable as opposed to the last contractor. It was stated that there are several buildings at the middle school that are approximately 20 years old and a portion that was built in the 1950s.

Ms. Martinez asked if this project is different from the other West Las Vegas project. Mr. Karl Sitzberger, PSFA Regional Manager for the district, answered in the affirmative and stated that the other project is for the Valley Elementary School.

Ms. Martinez asked what happened with the last contractor that was previously hired for this project. Mr. Gorrell stated that it is an example of the ineffectiveness of contractor bonding. He noted that the district intends to move forward with litigation and may take many years to resolve this issue. Ms. Martinez asked if the PSFA and the district are working with a bonding agency to file claims against the last contractor. Mr. Gorrell answered in the affirmative and reiterated that it is a long drawn-out process. Ms. Martinez informed the Council that a formal complaint should be submitted to the Construction Industries Division (CID) for their investigation. She informed the PSFA that the complaint can be submitted by the district or PSFA and should be directed to Ms. Kate Baca, Attorney for CID. The Council directed PSFA to file a complaint with CID on any school construction project for which there are non-compliances with a contractor significant enough to possibly involve a claim being filed with the bonding company. The Council gave Mr. Gorrell the authority within his scope of administrative responsibilities to pursue these cases. Ms. Martinez explained that it is important to file these complaints because of the licensing code bond requirements and proof of financial responsibility. The idea is to keep contractors from continually committing fraudulent activities. The West Las Vegas School District will file a complaint with CID against the construction contractor for Valley Elementary School.

Ms. Maestas stated that formal complaints from the districts should be part of the PSCOC policy. Mr. Gorrell stated that there is a difference between code violations

and contract violations and it is difficult to separate them. Ms. Martinez noted that the contractor walked off the job and there were certainly code violations.

Ms. Maestas noted that steps need to be taken for unethical practices in school districts. She reminded the Council that the CID had the same concerns regarding the Zuni School District in pursuing the case. Mr. Abbey raised the point that school districts and the state have paid significant amounts in premiums for their projects and have never recovered anything on nonconforming contractors. The Council directed the AMS Subcommittee to revisit the issue of contractor bonding with respect to premiums paid, claims filed, claims paid and other pertinent issues.

MOTION: Mr. Guillen moved for Council approval of the Awards Subcommittee recommendation to increase the state share amount of the 2009-2010 Standards-Based Roof Award to West Las Vegas Schools to reroof the West Las Vegas Middle School by $22,319 (77%) contingent upon a district match of $6,667 (23%) based on the awarded low bid for completion of the work. Since this is a subcommittee recommendation a second is not required. There being no objection the motion passed.

- **Lease Assistance Applications**

-- Las Cruces—Las Montanas Charter School — $193,445

Mr. Berry explained that additional questions arose upon review of Las Montanas responses to the Conflict of Interest questionnaire. The Awards Subcommittee requested follow-up questions to the charter school. The school replied formally by the deadline and based on their response, the Awards Subcommittee was satisfied with their answer that there were no conflicts of interests related to the execution of their lease agreement.

-- Gadsden—La Union JPA — $18,000

Mr. Berry explained that the PSFA received the Conflict of Interest questionnaire and the Awards Subcommittee was satisfied with their answer that there were no conflict of interests related to the execution of their lease agreement.

-- Albuquerque—Amy Biehl Charter School — $1,178

Mr. Berry reminded the Council that the Amy Biehl Charter School occupies the old Federal Post Office leased through their Foundation from the General Services Administration for $1,200 per year. The charter was going to take out a large loan to complete their initial capital improvements, but the standards-based award from the Council required that the charter re-negotiate the lease directly between the charter school and the Federal Government. The proposed lease assistance application was for $130,000 as the new administration at the charter was unaware of the previous conditions. The charter was attempting to leverage the $700 per MEM by having the Foundation create a lease with the charter school for up to $130,000 per year. The PSFA questioned this and reminded the charter of the previous requirements of re-negotiating the lease. The actual lease cost of the building to the charter school is $1,200 per year. Mr. Berry went on to explain that the charter school is actively engaged in discussions with the Federal Government about permanent disposition of the building to the charter school and pending the

outcome of the agreement, the application was amended to return the request to $1,200, the actual cost, of providing the building to the charter school.

Mr. Berry explained the aspect of the non-profit notations on the spreadsheet stating that it denotes non-profit foundations created specifically to assist charter schools with their building needs. He explained that this is an allowed exception to the requirement that charter schools be in a public building by 2015.

MOTION 1: Mr. Guillen moved for Council approval of the Awards Subcommittee recommendation to make awards in the amounts specified for lease payment assistance to Las Montanas Charter School and La Union JTP/Alvarez Farms which were deferred pending completion and submission of the Conflict of Interest Questionnaire. Since this is a subcommittee recommendation a second is not required. There being no objection the motion carried.

MOTION 2: Council approval of the Awards Subcommittee recommendation to make an award in the amount specified for lease payment assistance to Amy Biehl Charter School based on their amended application. Since this is a subcommittee recommendation a second is not necessary. There being no objection the motion carried.

MOTION 3: Mr. Guillen moved for Council approval that upon acceptance of awards, Council authorizes PSFA staff to distribute award amounts quarterly on a reimbursement basis upon receiving proof of lease payments made. Council authorizes PSFA staff to make reductions to award amounts subject to PED certifying in writing to PSFA that a condition exists that warrants an award adjustment or suspension which may include: school closure, charter revocation, financial violation or irregularities, adjustment to certified attendance numbers (MEM counts), lease termination or amendment, or operational use changes from classroom to non-classroom uses. Since this is a subcommittee recommendation a second is not required. There being no objection the motion carried.

- **Certification of SSTB Funds**

Mr. Eaton presented this item to the Council noting that the Board of Finance (BOF) has requested the PSCOC provide a resolution certifying the need to sell severance tax bonds in advance of the December 2010 scheduled sale. He referred the Council to the resolution spreadsheet that was made available to them in their meeting notebooks that itemizes the estimated PSCOC funding needs for 2011. The estimated SSTB certification amount for PSCOC FY11 award funding needs and other uses is $203.3 million.

MOTION: Mr. Guillen moved for Council approval of the Awards Subcommittee recommendation to adopt the Certification and Resolution to sell SSTBs subject to final review by Mr. Abbey verifying the amounts. Since this is a subcommittee recommendation a second is not required. There being no objection the motion carried.

b. Administration, Maintenance & Standards Subcommittee

- **BAR Approval for CIMS Vendor Change**

Mr. Gorrell explained that the Construction Information Management System (CIMS) is the control mechanism for all PSFA contract processes. There are two components (1) document management, and (2) financial accounting and funding sources. He noted that due to the complication in construction documents, there are many line items that are not completed each month. Mr. Gorrell stated that when the PSFA first began, they had a vendor that was able to manage the document management portion. Although there is a promise from current CIMS vendor to work toward an acceptable solution for the financial portion, the vendor is three years behind in providing the financial piece of the system. He noted that the PSFA staff has a good internal control process but it is time consuming. Mr. Gorrell assured the Council that the staff knows where the funds are. He explained that some districts have difficulty with the accounting issues for their schools and they send the PSFA boxes of receipts at the completion of a project which puts staff at a disadvantage of not knowing what commitments the district is making to adequacy and reimbursements. Mr. Gorrell noted that the current vendor will be terminated because they have not performed as promised. Mr. Gorrell noted that there is a vendor that has demonstrated that they do have a product available that can meet the needs of the PSFA; however, a RFI will go out to determine what other systems are available before making a commitment.

The Council asked if other agencies would be able to use the system and if there is a training component available. Mr. Gorrell answered in the affirmative. The Council asked if the Department of Information Technology (DOIT) is involved in this. Mr. Gorrell answered in the negative stating that it has been determined that the PSFA is not under their jurisdiction. However, he noted that the PSFA follows the same decision process as DOIT. Mr. Gorrell reminded the Council that they approved a similar selection process for VFA and noted that the staff is on schedule.

In regard to the construction bonds, the Council directed the Administration, Maintenance & Standards Subcommittee to revisit this issue. Mr. Gorrell stated that the Public School Capital Outlay Oversight Task Force (PSCOOTF) has discussed this in two components. The first component is the issue of subcontractor bonds which continues to be related. There are questions as to whether they are performance based and why they are needed. The second component is the issue of the difficulty of getting service from a bond company. He noted that the local agents that provide the majority of bonds for PSFA projects believe that the recorded costs are higher than actual, but are unwilling to provide the amounts to the PSCOOTF. Mr. Gorrell informed the Council that a voluntary round-table has been created with bonding providers and progress has been made.

The Council directed the staff to provide Administration, Maintenance & Standards Subcommittee with the bonds and premiums paid and this issue will come before the Council at a future meeting.

MOTION: Dr. Winograd moved for Council approval of the Administration, Maintenance & Standards Subcommittee recommendation to authorize PSFA to issue an RFI and subsequent procurement documents to potential vendors to develop and

host the new Construction Information Management System (CIMS) with authorization for BAR increase in FY2011 of up to $750,000 for development and start-up costs subject to review by LFC staff. Since this is a subcommittee recommendation a second is not required. There being no objection the motion carried.

- **HiP Funds—Budget for Post Occupancy Evaluations**
  Mr. Gorrell presented this item to the Council. He explained that in 2007, the legislature funded two appropriations totaling $4 million to the PSCOC to expend in fiscal years 2007-2011 to plan, design, and pay for the additional initial costs of construction of schools using energy-efficient, effective and high-performance (HiP) sustainable building standards statewide. In 2008, the PSCOC re-authorized $1,625,000 to be used for general fund solvency. The budgeted amounts (after reauthorization) for construction and design are $1,940,000. The remaining budget for post-occupancy evaluations (POEs), training and data system is $435,000. Mr. Gorrell stated that the PSFA is moving into the POE phase and this information will go into a database and made available to districts and other interested parties. The PSFA will give the Administration, Maintenance & Standards Subcommittee an update at its next meeting.

  Mr. Eaton reiterated that PSFA has until June 30, 2011 to expend the funds. He noted that it may be necessary to go before the legislature for reauthorization to use the balance of the funds. Mr. Gorrell noted that it would be a good idea to get authorization from the Council to present this issue to the PSCOOTF. The Council directed the staff to meet with Ms. Linda Kehoe, LFC, to discuss an extension of the appropriation. Mr. Abbey directed the Administration, Maintenance & Standards Subcommittee to review this issue with the staff.

6. Director's Report

a. Status Reports

a. Public School Capital Outlay

The Public School Standards-Based Capital Outlay Report was reviewed by the, Administration, Maintenance & Standards Subcommittee and sent to all PSCOC members prior to this meeting. The Public Education Department (PED) & PSFA jointly provide the report on the previously allocated PSCOC projects. The PSFA is responsible for awards beginning with the 2004-2005 cycle.

Mr. McMurray reported on the projects below that have not progressed or are behind schedule:

- **Deming—High School**—The PSFA staff contacted the district and has requested a report on status of their projects.

- **Espanola—Alcade Elementary School**—The PSCOC reverted the balance of the award "due to the failure of the district to meet the condition of the award and delays to the project…." The district received a Deed to the property and entered into an agreement with Rio Arriba County participating in the development of the infrastructure. The district does not have its match and the project has been put

on hold until they can pass a bond election to continue with the project. Mr. Gorrell noted that the project will not lose their place in the ranking.

Mr. Gorrell noted that there are two components of this award: (1) language that includes what the projects is and the conditions of the award are included in the language, and (2) the dollar amount. He explained that the award portion is still in place. The project was under design on land that the district and county had received that was transferred from the Bureau of Land Management (BLM) and there was no money for the infrastructure. Mr. Gorrell went on to explain that when the district has its match, this project will go to the Awards Subcommittee for recommendations for adjustments.

- **Gadsden—High School**—Schematics have been approved and the architect is working on DDs. The award language change from 150 square feet per student to 160 square feet per student as per revised adequacy regulations was approved by the Council. It is anticipated that once CDs are submitted the architect will also submit a Program Statement for Phase 3 at the same time. The purpose of this is so that PSFA staff and the Council will understand the entire scope of work that will be needed in order to prepare for future funding.

- **West Las Vegas—Don Cecilio Martinez Elementary School**—All work at site is complete. The contractor is preparing final closeout documentation. There was an 11-month walkthrough on July 8, 2010.

- **West Las Vegas**—Tony Serna Elementary/Union Street Elementary Schools—Bid document RASC has been approved. The project is on hold until the Facility Master Plan has been completed. The FMP projected a completion of November 15, 2010.

- **Raton—Longfellow Elementary School**—The Schematic design RASC is ready to submit pending resolution of district funding options and indication of construction phasing on plans. The district bond election failed on November 17, 2009. The district requested detailed cost estimates on phased plan from DP on August 10, 2010. The PSFA Regional Manager requested an existing school deficiency list from the DR for potential PSFA funding assistance on August 13, 2010.

- **Ruidoso—Nob Hill Elementary School**—The district has instructed the architect to halt work on design pending review of the master plan and re-establishing priorities.

b. Lease Payment Assistance

The Lease Payment Assistance Report was reviewed by the Administration, Maintenance & Standards Subcommittee and sent to all PSCOC members prior to this meeting. 2010-2011 Awards made at the July 29, 2010 PSCOC meeting were 80 charter schools and 6 schools in 21 districts in the amount of $9.8 million. Total awards reimbursed as of November 4, 2010 total $1,156,786.

2009-2010 Awards made at the July 30, 2009 PSCOC meeting were to 69 charter schools and 8 schools in 21 districts in the amount of $8.1 million. Total awards reimbursed as of November 4, 2010 total $7,983,175.

b. Strategic Plan—Progress Update

Mr. Gorrell and Mr. Eaton presented this item to the Council referring them to the strategic plan that was made available to them in their meeting notebooks. Mr. Eaton briefly highlighted history of the strategic plan stating that the PSFA began its strategic planning process in 2006. The PSFA met with stakeholders that include the PSCOC, PSCOOTF, school districts and private sector partners. Mr. Eaton briefly touched on the PSFA divisions and gave a short description of the responsibilities and goals of each division of the agency. The divisions with separate management include: Finance, Systems Support, Communications, Planning, Field Operations and Maintenance. Each division must complete an action item form that defines the measure by either phasing the quarterly target in the form and its defined unit of measurement (dollars, percent, square feet, number of projects). Each division must submit a quarterly report that reflects their goals and report if their goals have been met. In 2008 the PSFA won approval by the PSCOC of its strategic plan. The plan is effective for five years. The Council thanked the staff for their report.

7. Other Business

a. Transition Planning

Mr. Gorrell presented this item referring the Council to a draft transition letter that congratulates the new PSCOC members or designees on their new positions. The letter also gives the history of the PSCOC and the PSFA. The letter will include the names and positions of the current PSCOC but the list may change after the new administration is in office. Dr. Winograd will work with staff to coordinate the letter to a status report to present to the Administration, Maintenance and Standards Subcommittee for review. Upon Council approval, the letter will be signed by the PSCOC Chair and the Director of the PSFA.

b. Next PSCOC Meeting—Proposed for December 9, 2010

After discussion, the Council unanimously agreed to hold their next PSCOC meeting on December 9, 2010.

Public Comments

There was no public comment at this time.

Adjourn

There being no further business to come before the Council the meeting adjourned at 11:35 AM.

David Allen
Chair

12/9/10
Date