

APPROVAL OF MINUTES  
CLARK COUNTY SCHOOL DISTRICT  
SPECIAL MEETING OF THE BOARD OF SCHOOL TRUSTEES  
**BOND OVERSIGHT COMMITTEE**  
GREEN VALLEY HIGH SCHOOL THEATER  
460 N ARROYO GRANDE BLVD, HENDERSON, NV 89014

THURSDAY, APRIL 15, 2021

11:30 a.m.

**Members Present**

Blackman-Taylor, Jeana  
Earl, Debbie  
Goynes, Byron  
Gurdison, Robert  
Jones, Walter

**Members Absent**

Charlton, Patricia -Excused  
Konrad, Chad-Excused  
Williams, Yvette-Excused

A recording of this meeting can be obtained by contacting the Facilities Services Unit at 702-799-0591.

1.01 ROLL CALL.

Mr. Byron Goynes, Chair, called the meeting to order at 11:35 a.m.

1.02 ADOPTION OF THE AGENDA.

No action taken on this item.

2.01 PUBLIC COMMENT PERIOD ON AGENDA ITEMS.

None.

3.01 APPROVAL OF THE MINUTES.

*Motion to approve the March 18, 2021 minutes.*

*Motion: Gurdison*

*Second: Jones*

*Vote: Unanimous*

3.02 REPORTS BY STAFF AND/OR LIAISON REPRESENTATIVES.

Ms. Blackman-Taylor: I want to thank Damon for completing the website adjustments. One of those adjustments is regarding the Capital Improvement site. There is now a link that you can click on to access the BOC meetings and agendas. Damon has also been great in working on the Board of School Trustees (BOST) website page to provide information there that links back to the Capital Improvement page.

3.03 REPORT BY THE CLARK COUNTY BOARD OF SCHOOL TRUSTEES' LIAISON.

Trustee Guzman: The bond oversight bill that is moving through the legislature is on the governor's desk for his review. He's looking at how this can be incorporated into the entire infrastructure package. I am keeping an eye on this bill. If you want to reach out to the governor and let him know that you appreciate the fact that he is working this into his infrastructure bill that would be great. Also, I have Dr. Keating updating me at the board meetings as that this bill continues to move forward.

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- 3.04 2015 CAPITAL IMPROVEMENT PROGRAM (CIP) SUMMARY STATUS.  
Mr. Foutz presented the Clark County School District (CCSD) 2015 Capital Improvement Program (CIP) Summary Status Report Revenues and Expenditures as of February 28, 2021 as well as the CCSD 2015 CIP Projects in Process Report as of February 2021.

There were no comments or questions on that presentation.

- 3.05 CHANGE ORDER PROCESS.  
Mr. Wagner shared his presentation on the Change Order Process.

Mr. Wagner: Change orders happen on all construction projects in construction during the construction phase. In the 1998 Capital Improvement Program (CIP) the percentage of change orders processed was 6.38%. Currently in the 2015 program the percentage of change orders is 4.45%. Our Focus 2024 goal is to drive that down to 3.5%. The general categories for change orders are unforeseen conditions, government levied, design deficiencies-value added, design deficiencies-no value added, and CCSD requested. This is a very complicated process. Detailed procedures for the change order process and the change order approval process are provided in the CCSD Construction Management Procedures Manual.

We have implemented a project management program called E-Builder that has a flow chart that governs this process and does not allow us to short-circuit it. Our procedure must go through all of these approvals to achieve its status. It also lets us track how long each of those steps take and hold staff accountable for the process.

Change order requests are evaluated by the Director of Construction and myself for discussion and review. Change orders for new construction projects that total more than 3% of the contract value must be presented to the Board of School Trustees with justification for approval. Change order requests are evaluated by the Director of Construction and myself for discussion and review. Change orders for modernization projects that total more than 5% of the contract value must be presented to the Board of School Trustees with justification for approval. All change orders are documented and accounted for by the Facilities and Bond Fund Financial Management staff. Construction Management diligently monitors all activities of the CCSD's consultants, architects, engineers, and contractors to avoid change orders. I have provided sample change orders for your review.

Mr. Lazaroff: Regarding time constraints what is the time that you have to respond to the contractor before they claim delay?

Mr. Wagner: There is a time response in each section of the specification regarding requests for information, change order, etc. Normally that is 14 days total, however, a lot of change orders end up in negotiation so it can take longer to resolve.

Mr. Gurdison: Does the school district use the American Institute of Architects (AIA) contracts or a different contract?

Mr. Wagner: Our standard contracts are based off the AIA contracts. They have been modified by legal counsel specifically for our use but they are consistent across all projects.

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### 3.05 CHANGE ORDER PROCESS (cont.).

Mr. Gurdison: Is there a construction change directive if there isn't a decision to be made. Has the school district run into the situation where work can keep going but to not delay the critical path and negotiate afterwards?

Mr. Wagner: Yes, we have construction change directives available to us. I would refer to them as the nuclear option meaning that you and the contractor have come to an impasse and you are directing the contractor to proceed with the work and the time impact and cost impact will be determined at a later date. I am not a big fan of them. I think that in the 5 years I have been here we have used it once and that was because we had a contractor that was obstinate and would not provide appropriate pricing.

Ms. Blackman-Taylor: With the Focus 2024 change order goal in new construction of 3.5%, how viable is that goal in the future?

Mr. Wagner: I am confident that we will continue to trend towards that goal. I have an internal deadline of 2024 to meet that goal and we are working diligently to do so. I believe the current construction change percentage is the result of a well-run program and the talented staff I have behind me. The team is very dedicated and work diligently in the trenches every single day. Our contractors are our partners in decreasing change orders as it is a lot of work for them as well. They also bring forward suggestions to help us continue this goal.

### 3.06 QUESTIONS ON AND/OR REMOVAL OF ITEMS ON MOTIONS AND TASKINGS.

None.

### 3.07 FUTURE AGENDA PLANNING.

None.

### 4.01 PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS.

None.

### 5.00 ADJOURN.

*Byron Goynes, chair, adjourned meeting at 12:32.*