

**Issaquah School District  
Executive Limitations Monitoring Report**

**EL-13 FACILITIES  
(Internal Annual Report)  
October 22, 2020**

***The Superintendent certifies that the District is in compliance  
with EL-13 with no exceptions.***

***The Superintendent shall not fail to assure that physical facilities support the accomplishment of the Board's Ends policies and are safe and properly maintained.***

**Interpretation**

I interpret physical facilities to include all buildings, equipment, grounds, sports fields and parking lots; and that the District will:

- (a) Plan for, at a minimum, a five-year forward looking strategy to build, improve and/or maintain our physical facilities;
- (b) Implement the capital/maintenance plan to appropriately address District priorities;
- (c) Complete 90% of repair/replacement work orders during the school year in which they are submitted, using customer feedback loops to help set priorities and measure satisfaction; and
- (d) Maintain equipment, including school buses, to the extent of safe and useful life as determined by the administration; and
- (e) Provide capital revenue streams for construction, renovation and maintenance of physical facilities.

***Accordingly, the Superintendent may not:***

- 1. Fail to develop a plan and establish priorities for construction, renovation and maintenance projects. In setting priorities the Superintendent shall not fail to:***
  - a. Assign highest priority to the correction of unsafe conditions;***
  - b. Include maintenance costs as necessary to enable facilities to reach their intended life cycles;***
  - c. Plan for and schedule preventive maintenance;***
  - d. Plan for and schedule system replacement when new schools open, schools are renovated or systems replaced;***
  - e. Disclose assumptions on which the plan is based, including growth patterns and the financial and human capital impact individual projects will have on other parts of the organization.***

## **Interpretation**

I interpret this to mean that the District will plan for, at a minimum, a five-year forward looking strategy that insures unsafe conditions are treated as priorities, preventive maintenance is planned and implemented, and system replacements are scheduled as appropriate.

## **Evidence of compliance**

- The District has completed all of the major projects from the Bond approved by the voters in 2006.
- This year 3,905 work orders were submitted to the Facility Services Department and 3,667 have been completed. During the monitoring period, 94% of submitted work orders were successfully finished.
- In 2019-20, ten vehicle maintenance technicians completed 1800+ work orders on 186 school buses driven 970,000 miles, 83 other District vehicles driven 248,000 miles, and 26 trailers. The Transportation Department's vehicle safety inspections by the State showed results of 100% compliance with State safety standards.
- Critical Repairs (Capital Levy) was approved by voters in February of 2014, and provides capital proceeds for maintenance and improvements from 2015-2018. These projects are tracked and completion noted on the monthly budget status reports provided to the board of directors.
- The District convened a Levy Development Committee in spring 2017 to form a recommendation for a Capital/Critical Repairs measure to address additional preventative maintenance and replacement needs in the years 2019-2022. The measure passed in February 2018. These projects are tracked and completion noted on the monthly budget status reports provided to the board of directors.
- The voters approved a \$533.5M bond issue with a 71.39% "yes" vote in April of 2016. These proceeds will be used to add 4 new schools, expand and remodel several elementary schools and fund the acquisition of property for the 4 additional schools. The District Capital Projects website provides details on major ongoing, future, and completed projects.

## **Facilities Work Order System**

A computerized work order system allows building staff to submit work orders online. The Department plans and schedules, preventive maintenance and work order status is tracked electronically.

In FY 2019-20 (September 1, 2019 through August 31, 2020), the Facilities Services Department received approximately 3,905 work orders. Of these work orders, 94% were completed by a staff of 24 technical tradespeople.

### **Vehicle Maintenance System**

The Transportation Department uses an electronic data base system to manage maintenance of the school bus fleet and District motor pool. The system receives vehicle usage information from drivers when they refuel. The fuel pump operating system updates the data base electronically and alerts the motor pool manager when service is due. School buses and other vehicles are inspected and serviced every 3,000 miles.

The District also utilizes Zonar GPS services for enhanced fleet management, which facilitates efficient routing, minimization of idle time, increased safety, and provides real time engine diagnostics for effective preventive maintenance.

### **Maintenance of Grounds**

The District employs a grounds crew of 16 people to maintain nearly 510 acres. Our grounds priority is the maintenance of lawn areas, shrubs and flower beds. In many locations throughout the District, volunteers assist in tending flower beds. The District works closely with building administrators to determine how and when volunteer groups will be mobilized. We have also taken steps in new construction to plant low maintenance shrubbery with installed irrigation systems.

## ***2. Build or renovate buildings without Board approval.***

### **Interpretation**

I interpret this to mean that contracts to build or majorly renovate buildings shall not be issued without Board approval.

### **Evidence of compliance**

I certify that all major construction or renovation contracts (\$300,000 or greater which require formal public bid) for the 2019-20 (9-1-2019 to 8-31-2020) fiscal year were presented to and approved by the Board. Below is an example of a project that was provided to the Board for action, approval, award or completion:

- [Elementary #16 Project](#)

Additionally, the Board is also provided monthly Budget Status Reports that provides by project detail of all ongoing construction projects and their associated financial activity. Capital projects updates are also provided to the Board and the community in public meeting and updated on the District's Capital Projects website. The District has done a complete "rework and update" of the capital projects web presence, which includes more multi-media project information. Also, following a Board work study, the District will be adding additional information for major projects. A major project in this case will be defined as a project greater than \$300,000 that was formally bid and under district regulation has the Board approving change orders. The aforementioned "major projects" will include initial project estimate, changes in scope, and the final total cost of the project when completed.

- 3. Recommend land acquisition without first determining growth patterns, comparative costs, construction and transportation factors and any extraordinary contingency costs due to potential natural and man-made risks.*

**Interpretation**

I interpret this to mean that prior to the acquisition of land for school sites that the Board be provided sufficient/compelling information regarding the need for and location of a school site.

**Evidence of compliance**

I certify that each of the enumerated factors were considered and presented to the Board along with the recommendation involving the purchase of land. During this monitoring period, this is evidenced by the December 12, 2019 property acquisition discussion as it pertains to school siting.

- 4. Fail to project life cycle costs as capital decisions are made.*

**Interpretation**

I interpret this to mean that the District will plan for, at a minimum, a five-year forward looking strategy that insures timely planning and implementation of preventive maintenance and appropriately scheduled system replacement.

**Evidence of compliance**

Large scale projects or system replacements are historically funded through Capital Bonds. The 2006 Bond issue approved by the community for \$241M and was exhausted in fiscal year 2012-2013.

The voters approved a \$533.5M bond issue with a 71.39% “yes” vote in April of 2016. These proceeds will be used to add 4 new schools, expand and remodel several elementary schools and fund the acquisition of property for the 4 additional schools.

The District has also continued to update and grow its preventative maintenance schedules and passed a four year capital levy (2019-2022) in which \$14.5 million is earmarked for short term capital needs.

- 5. Authorize construction schedules and change orders that significantly increase cost or reduce quality.*

**Interpretation**

I interpret this to mean that all change orders and delays in construction schedules that significantly impact construction projects will be submitted to the Board for approval. Significance in regards to cost and quality is defined by staff discretion and professional judgment. Significance can vary dependent upon project size, complexity and urgency.

District staff along with the contractor and design teams work to ensure that all change orders presented to the Board have gone through appropriate approvals and negotiations (if needed) prior to official Board action.

### **Evidence of compliance**

I certify that for the 2019-20 school year, all major construction scheduling changes and all change orders were presented to the Board for approval/information. The administration provides all change orders to the Board on the consent agenda ([See example of ISD Admin Building Remodel – Change Order #7](#)).

*6. Allow facilities to be unclean, unsanitary or unsafe.*

### **Interpretation**

I interpret this to mean that all facilities are to be maintained to the standards of local fire departments, the County and State Department of Health, other agencies that may have jurisdiction on a case-by-case basis, and the informal standards of the Issaquah School District community.

### **Evidence of compliance**

I certify that our buildings are clean, safe and well maintained in keeping with the standards noted above. We are unaware of any violations of cleanliness, sanitary or safety standards or ongoing community complaints regarding the condition of District facilities.

*7. Unreasonably deny the public’s use of facilities as long as student safety, student functions, and the instructional program are not compromised.*

### **Interpretation**

I interpret this to mean that we shall follow the District’s facility use regulation and accommodate community and public use as outlined in the regulation.

### **Evidence of compliance**

I certify that all facility use is managed according to District regulation. Community use that facilitates student activities is accommodated and encouraged whenever possible.

*8. Fail to develop and consistently administer facilities use guidelines delineating:*

- a. Permitted uses;*
- b. The applicable fee structure;*
- c. Clear user expectations, including behavior, cleanup, security, insurance and damage repair;*
- d. Consequences and enforcement procedures for public users who fail to follow the established rules.*

### **Interpretation**

I interpret this to mean that we shall follow the Districts’ facility use regulation and accommodate community and public use as outlined in the regulation.

**Evidence of compliance**

I certify that the facility use regulation is used to manage the District's fee structure and communicate user expectations. Failure of users to follow regulation results in financial remuneration to the District and/or suspension of user privileges.

*Board Acceptance: October 22, 2020*