Committee Mission Statement

The Bond Accountability Committee (BAC) will monitor the LOSD implementation of the May 2017 bond program. We will provide reports and recommendations to the LOSD Board, district superintendent, and community. The committee will review whether the district bond revenue expenditures are in alignment with the purposes for which the bond was approved. Additionally, the committee will evaluate:

- Overall project schedules
- Cost reporting and projections
- Program level management, project level management, and contract management
- Alignment with the LOSD long range facilities plan mission (as provided)

For additional information about the committee’s operation and limitations see the BAC charter available through the LOSD.

Report overview/summary of activity

This reporting period covers the time from the inaugural meeting of the BAC on October 5, 2017, through the March 1, 2018, work session. During that time, the BAC held monthly meetings with exception of December. These meetings have been held at Lakeridge Junior High, River Grove Elementary, Oak Creek Elementary, Forest Hills Elementary, and Lake Oswego Junior High schools respectively. Much of the committees’ time and focus during the first few months has been reviewing and understanding the BAC charter, discussing budget reporting and program updates. From the outset, the BAC has worked to gain a complete understanding of the bond program and to agree with LOSD staff on the methodologies for reporting against key metrics going forward. The BAC has reviewed the program’s conceptual schedules, the overall budget and breakdown, and have suggested reporting processes including the project status report formats. The BAC wishes to address the items outlined below in this report; however, we also want to make it clear that the BAC and LOSD staff are still developing processes for monthly and quarterly reporting. However, at this time the BAC wishes to offer some areas of concern.
New Items

1) Lakeridge Jr High Schedule concerns
   a. The BAC has expressed a concern on the current LJH schedule which appears to be aggressive with the current durations for public input, design, and City Design review schedules. The BAC wants to stress the Importance of LOSD staff and the LOSD School Board decision making process – current timelines must be kept.
   b. LOSD staff needs to update and publish all proposed schedule durations and target dates now that the design team has been brought on board.
   c. BAC has asked LOSD staff to update Lakeridge Jr. High spends forecast to make sure it aligns with current proposed design/construction schedule.

2) Swimming Pool
   a. There is no clear indication of direction or effort on the part of the School Board concerning the swimming pool.
   b. We recommend that the School Board forms a committee tasked with developing a plan for the district pool(s) within the approved bond funds, including a public site selection process.

3) Project Level Management
   a. While it is premature at this very early stage to report any budgetary concerns of substance, the BAC believes that the current reporting format, regarding "Program Costs," needs some improvement to adequately communicate current budget status. The BAC will work with LOSD staff to develop a more understandable and transparent format for reporting these budgets/costs. The BAC has requested that LOSD staff put together a detailed summary of pre-bond costs as well as a monthly staffing/spending plan for the life of the bond pertaining to “Program Costs” including both hard and soft costs.
   b. The BAC has also requested LOSD staff to create a “Bond Cost Management and Cost Control Plan.” This plan would provide the following key elements:
      i. Metrics to manage and control project scope-creep beyond what was included in the original Bond Program and budgets
      ii. Design standards to be used to ensure appropriate, but not excessive, levels of quality are included in project designs
iii. Project level budget management requirements for all Bond Project Managers; clearly defining that there are enough funds to complete each project to ensure an on-time completion

iv. Project Cost estimates will be required as the designs are being developed

v. Program-wide cost forecasting updated on a monthly basis

vi. Monthly schedule tracking for each project to track progress and clearly identify projects in danger of going over schedule

vii. Metrics to ensure that bond money has been spent only on bond projects

c. The BAC has requested LOSD staff to include a monthly “Program Contingency Summary” that includes a detailed accounting of current program contingency and bond sale premiums.

Follow up Items

1) Publish new Lakeridge Jr High Design/Construction Schedule – LOSD Staff
2) Update Lakeridge Jr. High Spending Plan – LOSD Staff
3) Develop plan for swimming pool(s) with current bond funds allocated – LO School Board
4) Provide detailed summary of current Pre-Bond costs charged against “Program Costs” – LOSD Staff
5) Develop detailed monthly staffing/spending plan for the life of the bond pertaining to “Program Costs.” – LOSD Staff
6) Develop “Bond Cost Management and Cost Control Plan” – LOSD Staff
7) Develop “Program Contingency Summary” – LOSD Staff

Closed Items

1) No Closed items at this time.

Committee Members

Jeff Fisher – Chair, Bruce Brown, Jennifer Dale, Kirsten Day, Scott Emmett, Don Irving, Tom Michie