

**MINUTES TO BE APPROVED OF THE JOINT MEETING OF THE
MEASURES C & EE CITIZEN BOND OVERSIGHT COMMITTEE**

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

May 18, 2017

6:00 p.m.

The Members of the Joint Measures C and EE Bond Oversight Committee held a regular meeting on Thursday, May 18, 2017, at 1401 Artesia Blvd, Manhattan Beach, California 90266.

Members of the Committee	<p>Attending: John Bushman, Tim Flake, Stewart Fournier, Michael Kiely, Larry Kleinberg, Harry Langenberg, Steven Nicholson, Greg Reynolds, Claudia Schloss, Mark Sprague, Craig Underwood, T. Tolga Yaprak, Larry Zimbalist</p> <p>Absent: Jonathan Beutler, Jeffrey Serota</p>
District Personnel	<p>Attending: Dr. Dawnalyn Murakawa-Leopard, Deputy Superintendent Rodney Jorgensen, Buildings Trade Specialist/CSEA Rep.</p> <p>Absent: Bill Fournell, MBUSD Board of Trustees member, MBUTA Rep.</p>
Other Attendees / Personnel	None.
Call to Order	A quorum was met and the meeting was called to order by Tim Flake at 6:08 p.m.
Pledge of Allegiance	The Pledge of Allegiance was led by Tim Flake
Announcements and Communications	None.
Public Comments	None.
Presentation/Discussion	<p>1. Presentation by Gensler, Measure EE Architects (MC Gym project). Peter Barsuk from Gensler, the architectural firm for Measure EE (MC Gym), provided the BOC with an overview of the design process to date which has included focus group meetings, open houses, and Board workshops. On May 3rd the Board approved one of three proposed concept layouts (scheme #1). During the May 9th Board workshop Gensler held a visioning session to further gather input on what look, feel and features the District and community gravitated toward. Since May 9th Gensler has been working on the preliminary schematic designs and budgets, with a target of Board approval on 6/7/2017.</p> <p>Peter referenced a preliminary estimate for the Measure EE project by Del Amo Construction and agreed to share it with the BOC. Peter also mentioned that the Wiseburn Gym had costs of approximately \$400 per square foot (and he specified that this was for “hard costs” only).</p> <p>Peter passed around the latest renderings of scheme #1 for the BOC to view.</p>

	<p>2. Past BOC Insights: Greg Vena, Chair of Measure BB BOC: Mr. Greg Vena, the most recent past Chair of the Measure BB Bond Oversight Committee was scheduled to attend the meeting but was unable to due to a last minute work conflict. Tim Flake provided insights based on his experiences as a past Chair of the Measure BB BOC:</p> <ol style="list-style-type: none"> a. There was always good discussion and member participation in the past. b. The meetings were run in a timely way with most if not all completed by 8 p.m. c. There was a fair amount of staff changes at the District, but were always able to work together in a positive way with staff and the contractor. d. Encouraged current BOC to look at previous reports and financial documents as templates as they did become fairly standardized. e. Encouraged the committees and the District to utilize the various strengths and expertise of the individual members.
<p>Committee Business</p>	<p>1. Approve minutes of 4/20/17 meeting:</p> <ol style="list-style-type: none"> a. Measure C BOC approval of minutes MOTION: Mr. Tim Flake made a motion to approve the minutes of the last BOC meeting. This was seconded. AYES: 13 NOES: 0 ABSENT: 2 ABSTENTIONS: 0 b. Measure EE BOC approval of minutes MOTION: Mr. Mark Sprague made a motion to approve the minutes of the last BOC meeting. This was seconded. AYES: 13 NOES: 0 ABSENT: 2 ABSTENTIONS: 0 <p>2. Confirmation of Form 700 Submittals due by all members 5/20/17</p> <ol style="list-style-type: none"> a. Measure C: All members present had turned in or mailed their Form 700. b. Measure EE: All members present had turned in or mailed their Form 700. <p>3. Bond Progress Update to Include Status of Signed and Pending Agreements/Contracts for both Measure C & EE:</p> <p>Measure C: Dawnalyn Murakawa-Leopard discussed that the District has just signed a contract with DLR to be the architectural firm for Measure C projects. DLR prepared the District’s Facility Master Plan (FMP) that was completed in 2015 and has a good understanding of the District’s needs.</p> <p>The Board has requested DLR re-introduce the needs identified in the FMP at an upcoming Board meeting, at which time a plan for identifying and prioritizing the projects that can reasonably be accomplished under Measure C funds will be developed. This plan will include staff, student and community outreach/input. It</p>

is currently being discussed if it is worth starting this process over the summer when many people are away, or waiting until the fall when school starts back up.

Measure EE: A contract for CEQA EIR preparation has been executed with PlaceWorks. The work is just starting and more will be known about the findings and timeline in the next few months.

The District has also released a RFP for Pre-Construction and Lease-Leaseback (LLB) Construction Management services for Measure EE (Mira Costa Athletic Complex). Construction management proposals are due 5/19/17, with selection, contract negotiation and subsequent Board approval on 6/7/17.

A discussion on the why schools use the LLB model lead to a request to provide written documentation explaining construction delivery methods. The District will provide this overview by the next BOC meeting.

4. **Bond Expenditure Update:**

Measure C Expenditures: In terms of expenditures, there has still only been a minor amount spent on legal costs to date. DLR is providing the presentation on the FMP at no cost to the District.

Measure EE Expenditures: To date the District has spent \$93,000 of the \$1.55 million PO with Gensler in addition to the \$5,000 in legal spent as previously noted at the 4/20/17 BOC meeting.

GENERAL: A general discussion took place on how the bond amounts (\$39 million for EE and \$114 million for C) and therefore budgets for these projects were established. Dawnalyn explained that, when sizing the bonds, the FMP estimates were used as a starting point, but that the amounts presented to voters were based on additional data, including the results of a feasibility study. The study included community polling regarding favorability of various projects, and reaction to different levels of property tax increases to determine what dollar amount to present that voters could support.

The District will have more defined and written budget and/or expenditure report(s) by the next BOC meeting. Gensler is presenting the preliminary schematic designs with cost models at the 6/7/17 Board meeting. At this meeting there will also be a resolution to issue bonds, which will initiate a property tax levy for late fall issuance (depending on EIR status). The plan is to issue in two tranches for Measure EE, and three for Measure C.

5. **Form Report Sub-Committees:** Tim Flake discussed the need for and roles of sub-committees. Beyond a "Report" sub-committee, the BOC discussed the value of creating a "**Contract**" sub-committee. After some initial discussion on the role and value this sub-committee could provide, it was decided that this committee would have the opportunity to review and comment, question and/or provide feedback to the District on proposed agreements prior to execution when possible. The Contract Sub-Committee is not required to provide feedback.

MOTION TO CREATE A CONTRACT SUB-COMMITTEE: A motion was made, seconded and voted on to create the Contract Sub-Committee with Mr. Michael Kiely, as the sole volunteer, to be on this committee.

AYES: 13
NOES: 0
ABSENT: 2
ABSTENTIONS: 0

Carol Gerken to forward the current proposed Geotechnical Services agreement to the Report Sub-Committee for review and to provide comments back to the District (if desired) prior to the submission deadline of 5/26/17.

The BOC discussed the steps needed to create the semi-annual reports.

- a. Work with District to gather data
- b. Write report
- c. Bring to BOC for approval prior to Board

These reports are due for presentation to the Board 60 days following the calendar and fiscal year end (12/31 and 6/30) each year. It was noted that there is a fair amount of time needed to prepare these reports outside of the committee meetings. It was also noted that, for the initial report for the period ending 6/30/17, there will be little to report on given a detailed budget is not yet available, and little monies have been expended to date.

Volunteers to participate on the Measure C and Measure EE Report Sub-Committees were identified.

MOTION TO CREATE A MEASURE C REPORT SUB-COMMITTEE: A motion was made, seconded and voted on to create the Measure C Report Sub-Committee comprised of Tim Flake and Greg Reynolds.

MOTION: Claudia Schloss
SECOND: Steve Nicholson
AYES: 13
NOES: 0
ABSENT: 2
ABSTENTIONS: 0

MOTION TO CREATE A MEASURE EE REPORT SUB-COMMITTEE: A motion was made, seconded and voted on to create the Measure EE Report Sub-Committee comprised of Michael Kiely, Mark Sprague, Larry Kleinberg, and Claudia Schloss

MOTION: Craig Underwood
SECOND: Steve Nicholson
AYES: 13
NOES: 0
ABSENT: 2
ABSTENTIONS: 0

6. **Proposed Future Meeting Schedule:** Future meeting dates were proposed. The BOC noted that changes could be made to the schedule as needed. The next Joint Measures C and EE BOC meeting is scheduled for Thursday, August 3, 2017 at 6 pm

	<p>at Mira Costa HS (1st Floor Conf. Room). It was noted this meeting is necessary in order for the Measures C and EE Bond Oversight Committees to review and approve the semi-annual report by the agenda posting date for the August 17th regular Board meeting.</p> <p>a. Measure C BOC acceptance of August 3, 2017 as the next meeting date MOTION: Mark Sprague SECOND: Claudia Schloss AYES: 13 NOES: 0 ABSENT: 2 ABSTENTIONS: 0</p> <p>b. Measure EE BOC acceptance of August 3, 2017 as the next meeting date MOTION: Mark Sprague SECOND: Claudia Schloss AYES: 13 NOES: 0 ABSENT: 2 ABSTENTIONS: 0</p>
Items for Future Mtgs	<ol style="list-style-type: none"> 1. Semi-Annual Report review & approval 2. Construction delivery method documentation & explanation 3. Project site-walk – Measure EE project (MC Gym) 4. Project budgets 5. Insights from past Measure BB BOC members (Chris Bremer and/or Greg Vena) 6. Items requested by the BOC members
Adjournment	<p>Measure C: Steve Nicholson made a motion to adjourn which was seconded by Michael Kiely. AYES: 13 NOES: 0 ABSENT: 2 ABSTENTIONS: 0</p> <p>Measure EE: Steve Nicholson made a motion to adjourn which was seconded by Michael Kiely. AYES: 13 NOES: 0 ABSENT: 2 ABSTENTIONS: 0</p> <p>The meeting was adjourned at 8 p.m.</p>