

MEETING MINUTES
MEASURE E CITIZENS' OVERSIGHT COMMITTEE
SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 2
TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT
Tuesday, November 1, 2016 (5:00 PM)

ROLL CALL

UPON THE ROLL BEING CALLED, THE FOLLOWING WERE PRESENT:

MEASURE E CITIZENS' OVERSIGHT COMMITTEE (COC) MEMBERS:

Jim Phelan, Co-Chair

Jenn Ragan

Johanna Monforte

Kirsten Keim

Warren Wagner

MEMBERS ABSENT:

Susan Griffith

Sydney Earley

ALSO IN ATTENDANCE:

Todd Rivera, Executive Director of Business Services; Mark Button, Director of Facilities; Amy Sanders, Administrative Bond Secretary; Thomas Kleffman, Bond Program Fiscal Contract Analyst.

1.0 Call to Order

Jim Phelan, Measure E COC Co-Chair, called the meeting to order at 5:02 p.m.

2.0 Public Comment

No public comment.

3.0 Approve Minutes from July 26, 2016 Meeting

The COC Measure E Members approved the minutes from July 26, 2016. Motion by Jenn Ragan to approve; motion to second by Kirsten Keim.

4.0 Discussion of Project Overview Updates

Mark Button, TTUSD Director of Facilities, presented the progress of the projects for Measure E, and answered related questions.

Completed projects include Kings Beach Elementary boiler replacement, Tahoe Lake Elementary boiler replacement, fire panel upgrade, and parking lot, Sierra High School architectural modernization, and the North Tahoe warehouse facility. The new Maintenance & Operations building will be completed in March 2017, and the Coldstream/Rideout project will be completed in the summer of 2017.

Upcoming projects include Phase II of the Tahoe Lake Elementary Modernization, starting in June 2017, and completing in the fall of 2018. Kings Beach Elementary Modernization will start in June 2018, and should take roughly 18-24 months to complete. We are currently working on the construction schedule, design, budget, and phasing for Kings Beach.

The last project of the Measure E bond program is North Tahoe School and North Tahoe High School. We will expand the new band room for the high school and the existing band room for middle school by removing the common wall between the two rooms. This will occur in 2020.

Tahoe Lake Elementary Milestones: Plans for the modernization were submitted on October 10th to the DSA for approval. We expect to receive these back around the end of April 2017. There will be a full relocation of the students to the Rideout facility in June 2017. By moving the students off-site during the construction period, the District expects to see \$1.5 million in savings in timing, escalation, phasing, and construction management costs. Roebbelen Construction Management Services will be the construction manager, acting as the general contractor. They will be responsible for hiring trades, managing schedules and timelines, getting competitive pricing for change orders, and verifying information on all related documents.

Maintenance & Operations Building: Construction is in progress for the new Maintenance & Operations building, located next to the District Office and SELS. The frame will most likely be finished by the end of next week, and the entire project should be completed in March 2017. The parking lot was upgraded this past summer. In April/May of 2017, the old warehouse and old District Office will be demolished.

5.0 Discussion of Expenditures and Financial Updates

Tom Kleffman, Bond Program Fiscal Contract Analyst, reported the project expenditures, and answered related questions. It was also mentioned that, in 2017, there will be another bond issuance which the District is looking into since we will need more immediate funding with the Tahoe Lake Elementary project/Rideout move.

Jim Phelan, Committee Co-Chair, expressed his concern for movement of money in and out of contingency funds so early in the projects. Todd Rivera explained that as we sign agreements with different consultants, if the budget is lacking funds we pull out of soft cost contingencies. While some soft costs have been higher than anticipated, we are still within the allocated budgets, and will not go over the allocated contingencies.

6.0 Other Items

Performance audits required by Prop 39 were recently done by an external auditor to ensure that our dollars are being spent appropriately. Todd will review and present these at the next Measure E COC meeting. Shortly thereafter, a representative will give the annual report to the TTUSD Board.

The next Measure E COC meeting is tentatively scheduled for the second week of January.

7.0 Adjourn

Jim Phelan, Citizens' Oversight Committee Co-Chair adjourned the meeting at 6:00 p.m.

Todd Rivera
Executive Director of Business Services
Tahoe Truckee Unified School District

Jim Phelan
Measure E Citizens' Oversight Committee
Co-Chair
SFID No.2
