

**MINUTES OF THE MEASURE BB OVERSIGHT COMMITTEE  
MANHATTAN BEACH UNIFIED SCHOOL DISTRICT  
325 S. Peck Ave., Manhattan Beach, CA 90266  
February 8, 2010  
7:00 p.m.**

The Members of the Measure BB Bond Oversight Committee held its regularly scheduled meeting on Monday, February 8, 2010, at 325 S. Peck Avenue, Manhattan Beach, California. The following were present:

**Members of the Committee** Ed Lear, George Reppucci, Michael Kling, Tim Lilligren, Kathleen Paralusz, Kimberly Robinson, Noel Palm, Rod Spackman (absent), Tim Flake, Tony Gonzales (absent), Gary Osterhout, Robert Daviduk, & Rachel Vandenberg .

**District Personnel** Steve Romines

**Board of Trustees** Bill Fournell  
Ida VanderPoorte

**Call to Order** The meeting was called to order by Mr. Lear at 7:02 p.m.

**Pledge of Allegiance** The Pledge of Allegiance was led by Mr. Lear.

**Announcements and Communications** No public comments were made.

**Presentation** 1. Board of Trustees Update on Bond Project

Mr. Romines reported that the Architect is starting work without finalization of a formal contract. A draft timeline of project delivery was presented.

Mr. Osterhout questioned how the group might integrate its activities into the timeline, in respect to the critical review junctures. Also questioned where events such as the bond proceed/expenditure audit would be conducted, or the hiring of a construction management firm. Mr. Reppucci suggested that the Committee should perhaps target a review at the schematic design milestone, which is currently scheduled for mid-April 2010.

Mr. Romines will identify upcoming two or three major milestones at future Committee meetings so that targeted actions or reviews can be identified.

Mr. Romines reported on the selection of a Construction Manager; contract approval is anticipated to be presented to the Board of Trustees for action in April. A representative from the CM will be present at future Committee meetings. The Architect's agreement has been finalized, incorporating Committee comments, except that the project budget has not been included in the contract document. Mr. Reppucci expressed some concern over this approach at which point Ms. Vandenberg suggested that this important budget document be formally transmitted to the Architect as a contract reference document.

Mr. Romines then presented a summary draft project budget, including comparison to information that was adopted by the Board of Trustees in advance of the Measure BB ballot. He summarized each of the project phases (currently 5) and highlighted major budgetary and scope changes that have been incorporated into the draft revised budget. He also discussed budget line items for professional services and additional “soft costs” by phase. Ms. Vandenberg opined that the soft costs appeared high as a percentage of construction and should be reexamined to assure no double-counting with other professional services. Mr. Romines clarified that the soft cost line items are intended to cover such services as geotechnical soils analysis. He will examine these figures further. Ms. Vandenberg suggested that the contingency be augmented, perhaps from reductions in budgeted soft costs; she expressed that contingency should be calculated as a percentage of both construction and professional services/soft costs. Debt paydown budget was reduced because part of interest may be paid from another source. The District is still evaluating this approach ; based on restrictions on funding availability and other financial considerations.

With respect to scope items, Ms. Robinson questioned how the District will communicate to the community when potential project elements have been eliminated in consideration of overall budget constraints. Mr. Romines suggested that this would be communicated to the Committee at the completion of each design phase.

Mr. Fournell and Ms. VanderPoorte reminded that Committee that the list of projects as presented in Measure BB is not a commitment to complete all projects on the list; Measure funds, however, cannot be used on any project that is not consistent with the adopted list. In order to assure adequate public understanding of the Board’s control over the project list and budget, Ms. Vandenberg proposed that the Board of Trustees should adopt the updated project phasing and budget once it has been finalized so that it becomes the new baseline.

## **Committee Business**

### **1. Bond Oversight Committee Quarterly Report**

Mr. Flake reported on the status of the draft quarterly report, including its purpose and objective to report to the public on the status of the Bond proceeds. The draft report was distributed to the Committee for advance review and for discussion at the meeting. Mr. Reppucci suggested that the report include summary recommendations made by the Committee, including high level discussion with reference to Committee meeting minutes. The following specific additional discussion topics were suggested by the Committee members: (1) add explanation of purpose of the project list that was adopted by the Board in advance of the Bond measure; (2) add more discussion of bond payoff; (3) add reference to meeting minutes and website; and (4) add reference to input and support provided by the District Board and staff.

### **2. Approval of January 10, 2010 Bond Oversight Committee Meeting Minutes**

Ms. Paralusz submitted a motion to approve the minutes of the prior Committee meeting. This motion was seconded by Mr. Lilligren. The minutes were unanimously approved without amendment.

**Public Comments**

None

**Items for Future Meetings**

The following items will be discussed at the next meeting:

1. Look ahead to two future major milestones that may require Committee action or review.
2. Review and approval of the Committee's first regular report.

The next regularly scheduled Committee meeting will be held on March 8, 2010, unless needed earlier to provide review of CM contract.

**Adjournment**

Ms. Vandenberg moved to adjourn the meeting at 8:56 pm, seconded by Mr. Daviduk and unanimously approved by the Bond Oversight Committee.