

**San Luis Coastal Unified School District
Minutes of the Measure D Citizens' Bond Oversight Committee - Monday, October 5, 2015
District Conference Room (B3) - District Administration Complex
1500 Lizzie Street - San Luis Obispo, CA**

These minutes were approved at the December 7, 2015 meeting.

1. Open Session - The meeting was called to order at 10:01 a.m.

1.01 Roll Call and Establishment of Quorum

Members Present: Chris Delaney, Julie Dittmore, Christopher Lopez, Jeannie Potter, Ken San Filippo, Royaa Silver, Jim Stanfill

Members Absent: Christopher Lopez (arrived at 10:09 a.m.)

1.02 Public Comment

No public comment

2. Action

2.01 Approve Minutes of the June 1, 2015 Meeting

By motion of Jim Stanfill, seconded by Jeanne Potter, the minutes of June 1, 2015 were approved as submitted. (7-0-1; Committee Member Lopez absent)

3. Discussion

3.01 Report on Planned Projects: Program Planning Documents for Morro Bay High School and San Luis Obispo High School

Ryan Pinkerton reviewed the process by which the Facility Master Plan was adopted. Anthony Palazzo outlined how the site committees provided valuable input to prioritize the projects for each site.

Discussion held as to the length of the project and where students will be placed in the meantime.

Mr. Palazzo described the design phases, using the schematic design of the student center as an example and showing the process through design development, construction planning, and submittal of construction contracts to the DSA prior to bidding.

Ms. Silver asked about the process by which decisions were made. Mr. Palazzo gave an overview of the Facility Master Plan process. Mr. Pinkerton informed the Committee that Morro Bay High School was well within budget with San Luis Obispo High School coming in slightly over because of the size of the campuses and the age of the building, noting the Board was aware of the budgets.

Mr. Delaney asked if the CBOC can use the Facility Master Plan as a guide to fulfill their duties. Mr. Palazzo said the committee needs to use the bond language as their guidelines and Mr. Pinkerton added there is a focus on safety at both schools.

Ms. Dittmore asked the use of Measure D funds compared to District funds and if the committee should be aware of any items not allowed under Measure D. Mr. Pinkerton responded the district offices were not included in Measure D. He then explained the hard costs and soft costs in the budget with the goal of 75% of the funding to be put towards the buildings.

Mr. San Filippo asked about the movement and security of students during construction and after. Mr. Palazzo and Mr. Pinkerton spoke about the security requirements, noting adding security cameras were not a priority due to technical limitations and the requirement of staff to monitor them. Mr. Pinkerton added having one entry point was in the best interest of security.

Mr. Lopez asked how construction would impact the learning environment. Mr. Pinkerton said that while there would be disruption, Morro Bay High School won't need temporary housing while San Luis Obispo High School would. Mr. Palazzo said the goal was to phase the projects to have the loudest work in the summer. Mr. Stewart added information regarding use of portables as temporary housing with Mr. Pinkerton saying space at the District complex would be utilized as well.

Discussion continued regarding the San Luis Obispo Campus projects including the plans for asbestos removal and the pool project.

3.02 Review Additional Measure D Projects: Elementary Sites

Mr. Pinkerton itemized the projects being planned for the elementary sites, with the goal of beginning the smaller projects one summer at a time. Mr. Stewart reminded the Committee that priority and sequence are not necessarily in the same order. Mr. Pinkerton added the Committee would be updated at each meeting.

3.03 Review of All Measure D Expenditures for 2014-15

Mr. Pinkerton explained the District contract with Julie Avnit of Spectrum Solutions to manage our Measure D budgets, ensuring the annual budgets align and each dollar is accounted for.

Mr. Pinkerton walked the Committee through the expenditure summary and then went into further detail with the budgetary line items. He explained the estimates versus actual costs and the process Ms. Avnit is using to make sure the budgets are always in line.

Mr. Pinkerton added he would forward the auditors' report to the Committee when it arrives.

3.04 Measure D Audit and CBOC Report to Board

Mr. Pinkerton explained one of the key tasks for the CBOC is to write a letter to the Board to report on the information and audits and confirm Measure D funds are being spent the way they are intended. This letter is an annual requirement and suggested the committee present it at the January Board meeting after the CBOC meeting in December at which the they will be able to review the audit results.

4. Adjournment: 11:44 a.m.

4.01 Next Meeting Date

Mr. San Filippo noted he will not be in attendance at the December 7, 2015. Mr. Stanfill will conduct the meeting in his stead.

By motion of Mr. Stanfill, seconded by Ms. Silver, the meeting was adjourned at 11:44 a.m. to reconvene on December 7, 2015. (8-0)

Respectfully submitted,

RYAN PINKERTON, Assistant Superintendent/Business Services and
Secretary to the Citizens' Bond Oversight Committee

