

**San Luis Coastal Unified School District**  
**Minutes of the Special Meeting - Measure D Study Session - Friday, February 13, 2015**  
**District Conference Room (B3) - District Administration Complex**  
**1500 Lizzie Street - San Luis Obispo, CA 93401**

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*Generated by Kim Holmes on Wednesday, February 18, 2015*  
*These minutes were adopted on March 3, 2015.*

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**1. OPEN SESSION** - Meeting called to order at 9:05 a.m.

**1.01 Call to Order/Roll Call**

Members present: Mark Buchman, Kathryn Eisendrath-Rogers, Jim Quesenberry, Marilyn Rodger\*, Ellen Sheffer, Chris Ungar

The meeting was called to order at 9:05 a.m. Everyone introduced themselves. Mr. Pinkerton framed this study session would involve discussing project delivery models and project management methods.

\*Mrs. Rodger arrived at 9:10 a.m.

**2. DISCUSSION**

**2.01 Methods of Project Delivery**

Mr. Palazzo reviewed the major steps involved: 1) planning and pre-design; 2) schematic design; 3) design development; 4) construction documents; 5) construction; and 6) post construction. He reviewed which staff members would be responsible for various aspects of the projects. The Site Committees will have broader responsibility to propose what is needed on the site, while the Design Committee will work on specific design. At all steps, review and approval are the purview of the Board of Education. Three construction models are: Design-Bid-Build (low bid/traditional construction); Lease-Lease Back (where the project is leased to the contractor for construction, and is leased back to the district at the same amount as the construction cost); and Design-Build. Each project will be evaluated to determine the best model for the project. In a Design-Build format, the district contracts with a single contractor for the entire project, who in turn subcontracts with the architect, engineer, and specialty consultants. In the other two models, the district separately contracts with the architect, contractor, and specialty consultants. All methods require prequalification, prevailing wages, and submittal of certified payrolls, but work is available to both union and non-union companies.

The meeting recessed from 10:15-10:30 a. m.

**2.02 Project Management Options**

Mr. Palazzo clarified that the concept under consideration now is "Project Management" and not "Construction Management" as was used in Measure A. The terms are often used interchangeably, but there is a subtle difference. Staffing models include hiring employees in house, a hybrid model of contracted employees, and outsourced employees hired by the project manager. The expenses of any such hiring will be paid from the Measure D bond proceeds. Staffing levels will ebb and flow as needs dictate. Mr. Palazzo shared a proposed organization chart of how existing staff and Measure D staff might be configured and how they would interact. Mr. Palazzo provided examples of current methods chosen. Nine area school districts have used the in-house project manager, three have used an outside project manager, and three are using a hybrid model. Mr. Palazzo responded to questions and shared examples of how hiring staff in house would impact total costs because of the increased benefits costs.

**3. ADJOURNMENT** - The meeting adjourned at 11:36 a.m., to meet again:

3.01 Tuesday, 2/17/15 - J2

Respectfully submitted,

ERIC PRATER, Ed.D., Superintendent and  
Secretary to the Board of Education