



**Minutes of the Measure D Study Session - Friday, September 16, 2016  
District Administration Complex - District Multipurpose Room (J2)  
1500 Lizzie Street - San Luis Obispo, CA 93401**

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These minutes were adopted on October 4, 2016.*

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**1. OPEN SESSION** - The meeting was called to order at 9:15 a.m.

**1.01 Call to Order/Roll Call** - Members present

Mark Buchman, Kathryn Eisendrath-Rogers, Jim Quesenberry, Marilyn Rodger, Ellen Sheffer; Absent: Walt Millar, Chris Ungar

**2. DISCUSSION**

**2.01 Measure D: Change Order Process**

Mr. Palazzo explained that change orders necessarily arise in the course of construction because there are always unforeseen events or circumstances. He explained the process of determining the price of a given change order. A contingency budget is built into each project, and those funds are available to deal with the unforeseen situations. He assured the Board that district staff puts a very critical eye to each change order request and explained why it is important for staff to have authority to approve them in the field, with the Board ratifying them afterwards.

When a contractor finds a situation onsite, they will submit a question to staff, who then inspects and evaluates the situation, sometimes calling in additional expert help. A decision is made on how to resolve the situation, and the contractor is asked to quote a price for the changed work. Staff may challenge that price and negotiate with contractor on the change; but once a fair price is agreed on, staff will accept the change and cost. The change order is then presented through the district's approval chain (Anthony Palazzo, Ron Holcombe, etc.) for authorization to proceed. Deferring these decisions can delay the project substantially. Mr. Palazzo assured the Board that the change orders staff approves are issues that must be dealt with. A change order that, for example, added 10,000 square feet of pavement to the project, would come to the Board for a decision before the contractor is authorized to proceed.

**2.02 Measure D: Current Change Orders**

Mr. Palazzo reviewed the change orders that have already been approved by the Board, those that are pending approval, and those still under review and negotiation. At the MBHS pool, a number of underground conditions have been found that differ from the plans and information believed from existing records. In an effort to reduce similar situations, the old gym will be dismantled internally as soon as it is available so that we can discover as much as possible before putting the project out to bid. The Board raised concerns about certain change orders and whether those should more appropriately have been presented to the Board in advance. Staff acknowledged those concerns, noting that the review process is critical to ensure that all changes are thoroughly vetted before approval. Staff's overall goal is to keep each project within its set budget so as to avoid impacting budgets of other projects.

The meeting recessed from 10:55 to 11:08 p.m.

**2.03 Measure D: Upcoming Projects and Staffing**

Mr. Pinkerton acknowledged Kelly Lowe who was just selected to fill the new Facilities Analyst position. A couple of project managers will be brought on to handle the increased workload. An accounting position will also be added. All the positions will end with the conclusion of Measure D.

Mr. Pinkerton reviewed districtwide projects that have recently been completed or are ongoing. Some of these include vacant sites that need maintenance to preserve district assets. He discussed proposed changes at the District Office and BG&T that will help create alternative space for SLHS during their construction. Among the projects are lighting efficiency changes. LOMS will be the first completed and will become the first school in the state to be classified as Zero Net Energy.

For Measure D projects, this summer revealed that we need to bid our projects much earlier in the year to get best pricing. Mr. Palazzo reviewed the list of projects and their timelines. Some projects are dependent on the success of the state bond that will allow us to enhance our Measure D program.

**3. ADJOURNMENT** - The meeting adjourned at 11:50 a.m., to meet again:

3.01 September 20, 2016 (Regular Mtg) @ Del Mar; and October 4, 2016 (Regular Mtg) @ J2

Respectfully submitted,

A handwritten signature in blue ink that reads "Eric Prater".

ERIC PRATER, Ed.D., Superintendent and