MEETING MINUTES
MEASURE E CITIZENS' OVERSIGHT COMMITTEE
SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 2
TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT

Monday, April 30, 2018 - Rideout Community Center

MEASURE E CITIZENS' OVERSIGHT COMMITTEE (COC) MEMBERS PRESENT:
Susan Griffith, Chair
Jim Phelan, Co-Chair
Jenn Ragan
Kirsten Keim
Warren Wagner
Johanna Monforte
MEASURE E CITIZENS' OVERSIGHT COMMITTEE (COC) MEMBERS ABSENT:
Sydney Earley

ALSO IN ATTENDANCE:
Todd Rivera, Executive Director of Business Services; Thomas Kleffman, Bond Program Fiscal Contract Analyst; Jorge Rojas, Director of Facilities, Maintenance & Operations, Amy Sanders, Administrative Secretary – Bond Projects.

1.0 Call to Order
Susan Griffith, Measure E COC Chair, called the meeting to order at 5:08 p.m.

2.0 Public Comment
No public comment.

3.0 Approve Minutes from January 16, 2018 Meeting
On a motion by Jenn Ragan and a second by Kirsten Keim, the Measure E COC members unanimously approved the minutes from the meeting on January 16, 2018.

4.0 Measure E Project Overview Updates
Jorge Rojas, Director of Facilities, Maintenance & Operations, gave a presentation on the progress of the Measure E projects. It included an overview of current projects, upcoming projects, and those completed last year.

Phase 2 of the Tahoe Lake Elementary School project is underway. Construction started June 2017. Since then, contractors have been working on asbestos removal, welding, and floor finishes. However, three weeks ago, we suspended additional construction on this project due to lead hazards that were present. Where are the higher levels of lead concentrations coming from? Additional

samples are being taken and we are trying to figure out cleaning solutions so that we can move forward with the project and resume construction within the next six weeks. This suspension will affect the project schedule, general conditions, and how we extend the project. Originally, the plan was to reopen the school during winter break of 2018-2019, but due to this unforeseen issue, the move back to Tahoe Lake Elementary will be delayed.

At the beginning of every project, heavy metal soil samples are taken from the exterior of the school. Every three years, AHERA (Asbestos Hazard Emergency Response Act) requires schools to inspect the interior of their buildings to determine the levels of asbestos, prepare asbestos management plans, and perform asbestos response actions to prevent or reduce asbestos levels in the schools. At Tahoe Lake Elementary, preconstruction asbestos levels were fine. Higher levels were found during construction.

The Kings Beach Elementary School Addition & Modernization project has gone out to bid. The site budget is about $22.4 million, with a $17.7 million construction budget. It's a simpler project than Tahoe Lake Elementary but the site is more congested, so construction phasing will be more difficult. Therefore, most of the work will be done over the summer. When the kids return in the fall, there will be interim housing on campus while we continue with construction. We hope to complete this project by the fall of 2019.

When we went out to bid in February and again in March for the Kings Beach project, we were successful in getting contractor participation; however, numbers came in high due to market conditions throughout the state. Other school districts are experiencing the same issues. Mr. Rojas is confident though that the project will be successful.

5.0 Measure E Project Financial Updates

Tom Kleffman, Bond Program Fiscal Contract Analyst, gave the Measure E project financial updates. All numbers are through March 31, 2018. Funding to date is $63.1 million. Expenditures to date are $20.4 million. Encumbrances to date are $22.5 million; this has been reduced by $1.4 million since our last meeting. Budget balance available is $21.5 million. In 2020, we are planning to allocate $1.7 million in developer fee revenue to the bond program.

Mr. Kleffman added a new line item, Additional Interest Earned, to the list of Measure E funding sources. As of March 31, 2018, there is $147,318 in additional interest earned on the Measure E bond money.

At Kings Beach Elementary School, we are working to get the contracts fully executed, and start construction this spring. Only $200,000 has been expensed for this project since our last meeting, mostly in preconstruction costs. Financials will be more representative of where we are at the next Measure E COC meeting. We have our drawings ready to go for this project, we are just waiting for TRPA approval and a permit. The TRPA mitigation fees should be low since we already have a BMP set in place for the site.

For Tahoe Lake Elementary, the revised budget changed to just over $34 million since our last meeting. We pulled in $210,000 from our bond issuance cost savings for additional architectural fees from two amendments to our agreement with Architectural Nexus.

Summary of expenses for Measure E projects: 70% in construction hard costs, 21% in soft costs (consultants, architects), 9% remaining in contingencies. As we go forward in the bond program, once we've fully executed the Kings Beach contracts, we'll move in the program escalation reserve and program reserve. As we work through the projects, we will apply the project contingencies for change orders.

On bond issuance costs, the FIP budget was $800,000. We have a remaining balance of $206,000 available to put towards the projects as we move forward. This works as an additional reserve.

As the Director of Facilities, Jorge Rojas' salary allocation is no longer expensed through Measure E as it was when he was a project manager. This cost savings is helping to fund the Kings Beach Elementary and Tahoe Lake Elementary project management by Roebbelen Construction.

6.0 Other Items

The terms of service of all current Measure E COC members have expired or are about to expire. Each committee member can serve up to three (3) terms, and each term is generally two (2) years in length. Todd Rivera offered the Measure E COC members the option of continuing service on the committee for another term, as all are eligible.

All of the Measure E COC members accepted Mr. Rivera's offer to extend their service on the committee for another term. Mr. Rivera will send out an official invitation. This will be formalized through the board appointment process.

7.0 Adjourn

Susan Griffith, Measure E Citizens' Oversight Committee Chair, adjourned the meeting at 5:41 p.m.

Todd Rivera	Susan Griffith
Executive Director of Business Services	Measure E Citizens' Oversight Committee
Tahoe Truckee Unified School District	Chair SFID No.2