MEETING MINUTES
MEASURE E CITIZENS' OVERSIGHT COMMITTEE
SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 2
TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT
Monday, January 30, 2017 (5:00 PM)

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

ALSO IN ATTENDANCE:
Mark Button, Director of Facilities; Thomas Kleffman, Bond Program Fiscal Contract Analyst; Amy Sanders, Administrative Bond Secretary.

1.0 Call to Order
Susan Griffith, Measure E COC Chair, called the meeting to order at 5:00 p.m.

2.0 Public Comment
No public comment.

3.0 Approve Minutes from November 1, 2016 Meeting
On a motion by Johanna Monforte and a second by Warren Wagner, the Measure E COC Members unanimously approved the minutes from the meeting on November 1, 2016.

4.0 Discussion of Project Updates
Mark gave a verbal update on schedules of the program projects and answered related questions. The largest project is Tahoe Lake Elementary School Modernization. Bids are due on March 15th. Six (6) modulars will be relocated to the Rideout facility in June, and the front entry road will be widened to have a fire lane around the school as required by the fire marshal. The Tahoe Lake Elementary project will operate under a construction manager multiprime. Roebbelen Contracting, the construction manager, will put all packages out to bid and oversee the project through the construction phase. Pending snow days, students will be relocated off site by the middle of June to the Rideout facility. Tahoe Lake Elementary will be closed to students for the next school year during construction, to be completed by the fall of 2018.

5.0 Measure E Proposition 39 Performance Audit
Mark Button discussed the Financial Statement prepared by Crowe Horwath on June 20, 2016. Measure E revenues are primarily from interest on funds already allocated from the bond that have not been spent. Expenditures for soft costs include architect fees and consultant fees. Capital outlay included Tahoe Lake Elementary parking lot and some incidental work done at Kings Beach Elementary. Expenditures also include classified salaries for Jorge Rojas, Project Manager for Measure E, and Tom Kleffman and Amy Sanders for bond project support, split between Measures E and U. Custodial Supervisor Rich Garcia's salary is funded partially by Measure E and partially by Measure U. For Measure E, he will be coordinating the move with his staff, from Tahoe Lake Elementary to Rideout. He will also be assisting with the replacement and coordination of furniture.

Administrative Salaries, such as those for Dr. Leri, Mark Button, and Todd Rivera, are not paid for with bond money.

Mark Button then discussed the Performance Audit done by Crowe Horwath and explained that expenditures must meet the criteria of the state, and show how the bond money was spent. All expenditures the auditors looked at represented 43% of the expenditures for the fiscal year. No violations or deviations were noted.

Did the auditors take a sample of shared expenses with Measure U? All expenditures that were split coded invoices were reviewed. The auditors then determined the benefit each expense had on each measure, such as architectural services for maintenance and the Maintenance and Operations building construction costs. However, only Measure E's portion of the expense is reported here. They also determined the percentage of each invoice that should apply to each Measure. Jim Phelan requested a more detailed version of the Performance Audit.

Jim Phelan made a motion to approve the Performance Audit for 2016 with the understanding that the members would have an opportunity to comment and make changes via Susan Griffith before it goes to the Board. The motion was seconded by Kirsten Keim.

6.0 Annual Report to the Board

Tom Kleffman distributed a rough draft of the Measure E COC 2015-2016 Annual Report. Susan Griffith, Measure E COC Committee Chair, is authorized to make edits to the report. Jenn Ragan requested that school names be spelled out and not abbreviated (i.e., Tahoe Lake Elementary rather than TLE). Tom Kleffman said that Todd Rivera would like to get the Annual Report presented to the Board at the March 1st or April 5th Board Meeting.

How is the public being informed about the Annual Report? Tom Kleffman explained that this is done at public meetings and site committee meetings, and information provided on the TTUSD website about the different projects.

Has anyone made a push for solar or environmental upgrades? Mark Button said that this has been addressed. However, there are many restrictions in this climate because of the snow loads and the impact on the roofs. All sites are limited in land, which forces snow onto roof structures. Adding environmental upgrades would actually increase the burden and costs of roof maintenance. Since we don't have the land, this would not be cost effective. Instead, the District is looking at southern exposures for windows, to hopefully save on heating costs.

Jim Phelan made a motion to approve the draft of the Annual Report to the Board with the understanding that all comments and changes that need to be made should be submitted to Susan Griffith by February 15th; Jenn Ragan seconded the motion.

7.0 Other Items

There will be a Facilities Site Committee meeting on 2/16/17 at 2:30 pm with the architects, for the final review and approval of drawings for the Tahoe Lake Elementary Modernization project.

8.0 Adjourn

Susan Griffith, Measure E Citizens' Oversight Committee Chair, adjourned the meeting at 5:32 p.m.

Mark Button	Susan Griffith
Director of Facilities	Measure E Citizens' Oversight Committee
Tahoe Truckee Unified School District	Chair SFID No.2