

BOND OVERSIGHT COMMITTEE MEETING  
MINUTES OF SEPTEMBER 16, 2004

The meeting was called to order at 7:30 a.m. by Committee Chair, Craig Steele.

**ROLL CALL**

Those in attendance were:

Susan Boyd	Craig Steele	Julie Markowitz
Robert Louk	Melissa Schiller	William Choi
Scott Lorenz	Barry Franzen	Mike Leininger
Sue Leabo	Cindy Wilcox	

Ben Menasherov, Project Director of PCM3  
David Charles, Senior Construction Manager, PCM3  
Craig Windsor, President of Osborn Construction  
Andy Beattie, Governing Board President

**APPROVAL OF AGENDA**

It was moved and seconded (Boyd/Wilcox) to approve the agenda. The motion to approve the agenda was adopted unanimously.

**APPROVAL OF MINUTES**

Mr. Steele reported that the minutes of the June 28, 2004 meeting of the Bond Oversight Committee were distributed to the committee members in advance for review. The minutes of the June 28, 2004 meeting of the Bond Oversight Committee were approved with one minor change.

**1. Introduction of District Consultants and Overview of Responsibilities**

Mr. Steele turned the introductions over to Dr. Leabo. Dr. Leabo introduced Governing Board President Andy Beattie; Craig Windsor of Osborn Architects; Ben Menasherov, Senior Project Director at PCM3; and David Charles, Senior Construction Manager at PCM3.

Mr. Charles reported the Construction Manager represents the districts' interest in the construction projects and is the district's eyes and ears on the field. Mr. Charles is responsible for all day to day aspects of construction on the projects and makes sure the projects are delivered on time and on budget. PCM3 is the point of contact for the district. The district meets with the Construction Manager on a weekly basis to stay updated. PCM3 will be in the district, on site during construction.

Mr. Menasherov reported he is Mr. Charles' support from corporate office and is ultimately responsible for the district's construction projects. Mr. Menasherov will walk the projects on a weekly basis and will attend construction meetings once a month. Mr. Menasherov stated PCM3 recommends using multiple prime. When the district uses multiple prime PCM3 takes the place of a general contractor. Mr. Menasherov discussed the responsibility of construction management when using multiple prime. Mr. Charles reported when using multiple prime the contract signed by the contractors is a PCM3 contract.

Mr. Charles discussed the bidding process.

Mr. Windsor discussed Osborn Architect's responsibilities in working with the district to help define the scope of work as selected by the school board and document that scope of work through a set of construction documents in great detail on how to complete that process. In the end, Osborn's job is to come up with a set of project documents to present to PCM3. PCM3 manages – Osborn Architect administrates. Osborn Architect makes sure PCM3 is working to plans. There are two sets of eyes that are acting in the district's interest to safeguard the projects to assure they are being completed.

Mrs. Boyd asked Dr. Leininger to have his site committee present a letter to the Bond Oversight Committee stating their priorities. Dr. Leininger agreed and will provide the letter. Mr. Steele asked for a similar letter from La Canada Elementary.

Specific projects were discussed. The projected start date of construction is June 2005. DSA review is a minimum of 4 – 5 months. The district is working on identifying projects that do not require DSA approval that can be done to keep the construction projects moving.

Mr. Steele reported they will be inviting both PCM3 and Osborn to other Bond Oversight Committee meetings and thanked them for attending today.

2. **Discussion of Committee Role and Responsibilities**
3. **Discussion and Possible Recommendation to the Governing Board Regarding Proposed Bylaw Amendments.**

Mr. Steele distributed a copy of Education Code 15278 which addresses the district's requirement to appoint a Bond Oversight Committee and the purpose of the committee.

Mr. Steele asked the committee to review the recommended amendments to the existing Bond Oversight Committee Bylaws and to decide how actively the committee wants to participate in the construction process.

Mrs. Boyd would like to change the bylaws to make sure the committee is not a rubber stamp committee. It was moved and seconded (Boyd/Louk) to approve the Bond Oversight Committee Bylaw amendments as presented.

After some discussion by the committee, It was moved and seconded (Louk/Steele) to amend the bylaw amendments to include additional wording in section 4.1 to read "In order to perform the duties set forth in Section 3.0, the Committee or individual committee members designated by the Chair may engage in the following authorized activities." The motion to accept the By Law amendments, including the additional wording in section 4.1 was adopted unanimously.

#### 4. **Scheduling of Future Committee Meetings.**

Mr. Choi doesn't feel the committee's desired accomplishments will be met on a quarterly basis. Mr. Steele reported there are times in the construction process where the committee won't need to meet. After some discussion it was agreed the Bond Oversight Committee would meet at least quarterly and then give the committee the authority to meet more frequently depending on where the district is in the construction process. Dr. Leabo recommended having a joint workshop with the governing board to give the board the opportunity to express their expectations for the Bond Oversight Committee.

Ms. Markowitz asked if she can attend the site facilities meetings. Mr. Steele asked if there was an objection to appointing a Bond Oversight Committee member to attend those meetings. Dr. Leabo reported she would like to talk to the site committees.

The next scheduled meeting will be November 4 at 7:30 a.m. in Room 41.

Public Relations for the Bond Oversight Committee was discussed. Mr. Steele appointed Ms. Boyd as Public Relations chair. Ms. Boyd discussed a possible press release to report to the community. It was moved and seconded (Boyd/Shiller) to prepare and present a press release regarding the Bond Oversight Committee to the community. After much discussion and a failed motion to table the motion, the motion to prepare and present a press release regarding the Bond Oversight Committee to the community was adopted by a 5:1 vote. Three members were absent at the time of the vote.

Mr. Beattie reported the agenda for the September 21, 2004 meeting includes a Bond Oversight Report. Mr. Beattie recommended deferring his report to Mrs. Wilcox, as board liaison, to report on the committee.

Mr. Steele suggested the committee go with Mr. Beattie's recommendation and have Mrs. Wilcox report at Tuesday's meeting and have further discussion on public relations at the next regular Bond Oversight Committee meeting.

**Opportunity for the public to comment:**

There were no public comments.

**ADJOURNMENT**

The meeting was adjourned at 9:50 a.m.

The next regularly scheduled meeting of the Bond Oversight Committee is November 4<sup>th</sup> at 7:30 a.m. in Room 41 at 4490 Cornishon Avenue, La Canada, California.