

**MINUTES OF THE JOINT MEETING OF THE  
MEASURES C & EE CITIZEN BOND OVERSIGHT COMMITTEE  
MANHATTAN BEACH UNIFIED SCHOOL DISTRICT**

**February 1, 2018  
6:00 p.m.**

The Members of the Joint Measures C and EE Bond Oversight Committee held a regular meeting on Thursday, February 1, 2018, at 1401 Artesia Blvd, Manhattan Beach, California 90266

<b>Members of the Committee</b>	<p><b>Local Attendees:</b> Jonathan Beutler, John Bushman, Tim Flake, Michael Kiely, Larry Kleinberg, Steven Nicholson, Claudia Schloss, Mark Sprague, Craig Underwood, T. Tolga Yaprak, Larry Zimbalist</p> <p><b>Absent:</b> Harry Langenberg, Jeffrey Serota, Stewart Fournier, Greg Reynolds*</p> <p>*Greg Reynolds listened to the meeting via phone as an audience member but did not participate in the discussions or vote.</p>
<b>District Personnel</b>	<p><b>Attending:</b> Dr. Dawnalyn Murakawa-Leopard, Deputy Superintendent Karyl Brandford, Fiscal Director Rodney Jorgensen, Buildings Trade Specialist/CSEA Rep Bill Fournell, MBUSD Board of Trustees member.</p> <p><b>Absent:</b> MBUTA Rep.</p>
<b>Other Attendees / Personnel</b>	None.
<b>Call to Order</b>	A quorum was met and the meeting was called to order by Tim Flake at 6:05 PM
<b>Pledge of Allegiance</b>	The Pledge of Allegiance was led by Tim Flake @ 6:05 PM
<b>Announcements and Communications</b>	Welcomed Mr. Joseph Moussa, Simpson & Simpson who introduced himself at the Audit Manager for MBUSD’s Measure C and EE bond audits.
<b>Public Comments</b>	None.
<b>Presentation/Discussion</b>	Measure C and Measure EE Bond audit reports (financial and performance) were presented by Mr. Joseph Moussa, Audit Manager with Simpson & Simpson. See presentation <a href="#">here</a> . No amendments were requested by the BOC.
<b>Committee Business</b>	<p><b>1.0 Agenda item</b> – Accept the FY-17 bond audit reports as presented or as amended.</p> <ul style="list-style-type: none"> <li>• <b>Measure C</b> MOTION to approve the “Building Fund (Measure C) Financial Statements with Independent Auditor’s Reports” report as presented: Motion by Mark Sprague, Second by Larry Kleinberg</li> </ul> <p>AYES: 11</p>

NOES: 0  
ABSENT: 4  
ABSTENTIONS: 0

MOTION to approve the “Building Fund (Measure C) Performance Audit” report as presented:  
Motion by Mark Sprague, Second by Craig Underwood

AYES: 11  
NOES: 0  
ABSENT: 4  
ABSTENTIONS: 0

- **Measure EE**

MOTION to approve the “Building Fund (Measure EE) Financial Statements with Independent Auditor’s Reports” report as presented:  
Motion by Claudia Schloss, Second by Mark Sprague

AYES: 11  
NOES: 0  
ABSENT: 4  
ABSTENTIONS: 0

MOTION to approve the “Building Fund (Measure EE) Performance Audit” report as presented:  
Motion by Claudia Schloss, Second by Mark Sprague

AYES: 11  
NOES: 0  
ABSENT: 4  
ABSTENTIONS: 0

**2.0 Agenda Item** – Approve BOC Semi-Annual reports as presented or amended (Report Sub-Committee)

- **Measure C** (Report Sub-Committee: Tim Flake & Greg Reynolds)

Tim Flake presented the Measure C Semi-Annual report to the full BOC noting that there was not a lot of spending and as such the numbers did not change. Dawnalyn Murakawa-Leopard commented that no spending did not mean that no work happened during this period. DLR has continued the input and conceptualization process free of charge, and they now have what they need to prioritize and present project priorities and scopes.

Formatting edits were noted that are to be updated in the final report.

MOTION to accept the BOC’s Measure C Semi-Annual Report as amended.  
Motion by Steve Nicholson, Second by Mark Sprague

AYES: 11  
NOES: 0  
ABSENT: 4  
ABSTENTIONS: 0

- **Measure EE** (Report Sub-Committee: Michael Kiely, Larry Kleinberg, Claudia Schloss, and Mark Sprague)

Claudia Schloss presented the Measure EE Semi-Annual report to the full BOC. It was agreed to eliminate the background informational paragraphs under Section III, Budget Status (paragraphs 1 through 4).

Additional edits were made to provide clarity. The BOC agreed to reference and include the estimated construction activities schedule from 12/13/17 and the construction progress report showing expenditures through 12/31/17 with the semi-annual report.

The BOC inquired about temporary facilities when reviewing the construction timeline. Dawnalyn Murakawa-Leopard and Bill Fournell indicated that ideally constructions would start between seasons. The District will also check to find out if Redondo Beach USD and/or El Segundo USD would be able to provide temporary use of athletic facilities for games and practices. Bill Fournell indicated that the districts have had reciprocal relationships in the past but that nothing has been put in place or discussed yet. Dawnalyn will share the proposed budget, including expenses related to temporary housing and storage, at the next BOC meeting if agendized.

MOTION to accept the BOC's Measure EE Semi-Annual Report as amended.  
Motion by Mark Sprague, Second by T. Tolga Yaprak

AYES: 11  
NOES: 0  
ABSENT: 4  
ABSTENTIONS: 0

**3.0 Agenda Item** - Set or confirm future BOC meeting(s).

The BOC discussed future meetings. It was decided to cancel the 5/10/18 meeting scheduled previously, and to hold the next BOC meeting on Thursday, 4/26/18. The BOC also set a meeting for Thursday, 8/2/18 during which the committee will present and review the semi-annual reports for the period ending June 30, 2018.

The BOC discussed what would be on the agenda and requested an update be presented by Balfour Beatty and/or Gensler at the 4/26/18 meeting. It was also discussed to include, if time permits, a few items included in the "Items for Future Mtgs" section below.

**4.0 Agenda Item** – Approve minutes of the November 9, 2017 BOC meeting

	<ul style="list-style-type: none"> <li>• <b>Measure C</b> MOTION to approve the November 9, 2017 BOC meeting minutes. Motion by Steve Nicholson, second by Jonathan Beutler  AYES: 11 NOES: 0 ABSENT: 4 ABSTENTIONS: 0</li> <li>• <b>Measure EE</b> MOTION to approve the November 9, 2017 BOC meeting minutes. Motion by Steve Nicholson, second by Claudia Schloss  AYES: 11 NOES: 0 ABSENT: 4 ABSTENTIONS: 0</li> </ul>
<b>Items for Future Mtgs</b>	<ol style="list-style-type: none"> <li>1. Balfour-Beatty and/or Gensler budget update –requested for 4/26/18 meeting</li> <li>2. Responsibilities of bond oversight committee presentation</li> <li>3. Chris Bremer (past BB BOC member) – Insights and what we should be looking for in terms of controls to make sure spending is panning out.</li> <li>4. What a Lease-Leaseback (LLB) entails (Dawnalyn-Murakawa Leopard)</li> <li>5. Project site-walk – Measure EE project (MC Athletic Complex)</li> <li>6. Items requested by the BOC members</li> </ol>
<b>Adjournment</b>	Tim Flake adjourned the meeting at 7:52 PM.