
Members Present: Kelly Gutierrez, Rusty Willams, Bob Hajlo, Bill Blotske, Dan Mehls

Guests: Jon Gutierrez

Call to Order

- The meeting was called to order at 6:09 PM

Approve April 6, 2016 Board Minutes: Motion: R. Williams, 2nd: B. Hajlo. Approved by all

Review of IRS Form 990: K. Gutierrez reviewed IRS Form 990. Motion: R. Williams, 2nd: B. Hajlo. Approved by all.

Reviewed Conflict of Interest Disclosure Statement: K. Gutierrez reviewed the Conflict of Interest Disclosure Statement and all voting members completed the form.

Field Development scope of work update: B. Blotske reviewed the current scope of work for the Field Development Project. The team had discussion on the possible make up of the design subcommittee that would recommend a design to the board. They could possibly include the following:

1. Activities Director and Associate Activities Director
2. (2) teachers per division
3. Physical Education Department
4. (2) individuals from the Administration Team

The Team had discussion on a possible design charrette and who would be included in the process. The team determined the follow individuals should be invited to attend:

1. Coaches
2. Teachers
3. Physical Education Department
4. Administration
5. Parents
6. School Board Member
7. Community Representative

Borrower Counsel Selection: J. Gutierrez reviewed the borrower counsel selection.

Cost Reimbursement Document: K. Gutierrez reviewed the cost reimbursement document.

Executive level schedule: D. Mehls discussed the need for an executive level bar chart schedule to capture the following items:

1. Designer Contract
2. Bond Sale
3. Design Charrette
4. Owner items
5. MDE Approval
6. GMP
7. Any additional relevant items

B. Blotske was tasked with completing this document.

Underwriter selection: K. Gutierrez reviewed the underwriter selection.

Bond Advisor: J. Gutierrez and K. Gutierrez reviewed the possibility of a bond advisor. The team had discussion.

Designer Contract: If required, B. Blotske will send a letter of intent (based on approvals and contingent on negotiating a contract) to the Design Team to begin work on the Field Development Project. D. Mehls recommended the Design Team propose the possible contract to the FSCPA for review and comment. B. Blotske to work with the Design Team for

Contractor Delivery Method: Team had discussion on the contractor delivery method. The team proposed Construction Management, not at Risk. Motion: D. Mehls, 2nd: B. Hajlo. Approved by all.

Meeting w/ Adolfson & Peterson, Inc.: D. Mehls, R. Williams and B. Blotske will meet with A&P to discuss the Field Development project.

Next Meeting Date: TBD

Adjourn Meeting: Meeting was adjourned at 7:47 PM. Motion: R. Williams, 2nd B. Hajlo. Approved by all.

Submitted by B. Blotske, St. Croix Preparatory Academy.