

**POWAY UNIFIED SCHOOL DISTRICT  
CITIZENS' OVERSIGHT COMMITTEE  
MEETING MINUTES**

Date: January 10, 2005

Location: Poway Unified School District  
Conference Room B-1

Committee Members Present:

Andy Berg  
Chrissa Corday  
Lee Dulgeroff  
Kathy Frost  
Todd Gutschow  
Tony Heinrichs  
Fred Sanford

District Representatives Present:

John Collins, Deputy Superintendent  
Doug Mann, Executive Director, Facilities & Planning  
Bob Gravina, Director, Technology Support Services  
Mark Miller, Director, Educational Facilities & Programs  
Laurel Weber, Assistant to the Deputy Superintendent

Others Present:

Mark Claussen – Deputy Program Manager - PinnacleOne/Barnhart  
Jon Baker – NTDSStichler

**Meeting Items:**

1. Chairman, Todd Gutschow, called the meeting to order at 6:17 p.m.
2. Roll call of members taken as reflected above.
3. Tony Heinrichs moved to approve the minutes from the November 8, 2004 meeting. Andy Berg seconded the motion. The motion carried 7- 0.
4. There were no public comments.

5. There were no member reports
6. Mark Claussen gave a program update.

Financial Summaries

Expenditures by School  
 Total Program Expenditures

Construction Contract Summary

Construction contracts	91
Construction contract value	\$53.4 million
Change order value	\$ 0.6 million
Change order percentage	1.2%
Construction invoice payments	23.4 days
Schedule performance index	0.98
Cost performance index	0.99

Construction Project Updates

Program Summary

Significant Start Milestones

	<u>PHS</u>	<u>MCHS</u>	<u>Midland</u>	<u>Westwood</u>	<u>TPMS</u>	<u>TBES</u>
DSA Submit	4/04	1/04	1/04	12/03	1/05	1/05
Interim Housing	7/04	2/04	5/04	5/04	6/05	6/05
PHS Softball	7/04					

Summary

Construction Start	12/04	5/04	7/04	7/04	9/05	9/05
Completion	8/07	12/06	12/05	10/05	10/06	10/06

Accomplishments

Midland

Site work continuing  
 Meetings with the City regarding improvements

Mt. Carmel

Phase II awarded

Poway High

Softball fieldwork 96% complete

Westwood

Site utilities, grading and interior work

Twin Peaks and Tierra Bonita

Design continuing

Chaparral

On schedule

Significant Next Steps

Bid Opening Westwood Building E	1/25/05
Advertise Poway High School Phase II	1-21-05
\$19-22 million estimated value	
Assess rain impacts to schedules	

2004-05 Rain Update/Impacts

Midland site work stopped  
 Westwood site work stopped  
     Interior work continuing  
 Mt. Carmel  
     Building T start delayed  
     Demolition debris removal stopped  
     Additional concrete demolition stopped  
     Interior modernization work continuing  
 Poway High  
     Ball field sod planting delayed – field condition and sod supplier

Risk Analysis Summary

<u>Item</u>	<u>Possible Impact</u>	<u>Mitigation Plan</u>
Construction schedules (Y)* impacted by length of time required for Division of State Architect Reviews	Delay of construction start which may impact construction finish	Architect continue dialogue with Division of State Architect  Review schedules for impacts on construction finish  Incorporate 6 month DSA design review into new project starts
Growth in construction (R)* program forecast to complete from “scope creep” during the design phase	Increase in forecast cost to complete	Continue to identify non-SFID bond funding sources  Recommend reductions in construction program scope as new priorities are identified

Construction cost increases (Y)* resulting from fewer contractors providing bids for each project	Increase in forecast cost to complete	Continue aggressive Contractor Outreach Program  Deliver on goal to pay contractors within 30 days of receipt of invoice
Construction cost increases(R)* from material increases	Increase in forecasted cost to complete from construction material cost increases (steel, wood, concrete, aggregates)	Continue to monitor the market and adjust the forecast to complete estimates prior to bidding.  Do not adjust design standards to “chase” the market
Community relations(Y)* Impacts resulting from the start of the construction program – avoid surprises	Possible re-work of designs and/or construction schedules	Continue proactive communications via the local media  Publish recurring reports to the community  Include construction progress updates on the webpage
Interim facilities (G)*	Growth in numbers of required units and impact on the overall cost of construction budget	Consolidate needs and advertise larger contracts for facility moves to provide economies of scale
Midland SAB Funding(R)	State match funding shortfall of \$2-3 Million	District planning continue negotiations SAB

\*R=High Risk Y=Low Risk G=No Risk

7. Andy Berg moved that the COC Committee receive the performance audit. Kathy Frost seconded the motion. Motion carried 7-0.

8. Fred Sanford moved that the COC Committee receive the financial audit pending clarification of the financial source. Chrissa Corday seconded the motion. Motion carried 7-0
9. Todd Gutschow and Kathy Frost will form a subcommittee to work with Sharon Raffer to complete the COC Report to the Community. The committee will review the draft report and make recommendations

Todd Gutschow will draft a letter to the editor regarding the COC Report to the Community

10. Chrissa Corday moved to adopt the proposed calendar of future meeting dates. Fred Sanford seconded the motion. Motion carried 7-0.

#### 11. New Business

Todd Gutschow will attend the next Board of Education meeting to update the Board on the Building Program.

Randie Murell will email a clarification of financial sources to the Committee

#### 12. Next Agenda

Program Update  
RFP for Performance Audit  
Reappointment of COC Members

The next meeting will be March 7, 2005.

The meeting adjourned at 7:45 p.m.