

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

Date: March 7, 2005

Location: Poway Unified School District
Conference Room B-1

Committee Members Present:

Chrissa Corday
Lee Dulgeroff
Kathy Frost
Tony Heinrichs
Fred Sanford

Committee Members Absent:

Andy Berg

District Representatives Present:

John Collins, Deputy Superintendent
Doug Mann, Executive Director, Facilities & Planning
Mark Miller, Director, Educational Facilities & Programs
Randie Murrell, Director, Finance
Sharon Raffer, Director, Communications
Laurel Weber, Assistant to the Deputy Superintendent

Others Present:

Mark Claussen – Deputy Program Manager	PinnacleOne/Barnhart
Gregg Blankenship - Project Manager	PinnacleOne/Barnhart
Mike Derouin – Project Manager	PinnacleOne/Barnhart

Meeting Items:

1. Vice Chair, Kathy Frost, called the meeting to order at 6:05 p.m.
2. Roll call of members taken as reflected above.
3. John Collins informed the committee that the Board of Education unanimously reappointed Fred Sanford, Andy Berg, Tony Heinrichs, and Kathy Frost to a second term at the February 14 Board Meeting.

4. The Board also accepted Todd Gutschow's resignation from the Citizens' Oversight Committee.
5. John Collins discussed the process for selecting a replacement for Todd Gutschow on the Citizens' Oversight Committee.
6. Kathy Frost thanked Todd Gutschow for his service to the Committee.
7. Fred Sanford moved that Kathy Frost be elected Chair of the Citizens' Oversight Committee. Lee Dulgeroff seconded the motion. Motion carried 5 – 0.
8. Lee Dulgeroff moved that Chrissa Corday be elected Vice Chair of the Citizens' Oversight Committee. Fred Sanford seconded the motion. Motion carried 5 – 0.
9. Chrissa Corday moved that John Collins be elected Secretary of the Citizens' Oversight Committee. Tony Heinrichs seconded the motion. Motion carried 5 – 0.
10. Lee Dulgeroff moved to approve the minutes from the last meeting. Chrissa Corday seconded the motion. Motion carried 5 – 0.
11. There were no public comments.
12. Chrissa Corday reported on speaking to a reporter from the North County Times on the role of the Citizens' Oversight Committee.
13. Lee Dulgeroff reported that he also spoke to the same reporter from the North County Times.
14. Fred Sanford reported on his attendance at the Esquisse Planning Meeting. He also thanked Todd Gutschow for his service to the Citizens' Oversight Committee.
15. Members who attend the Parent Focus Group Meetings reported they were pleased with the process.
16. Sharon Raffer will work with Kathy Frost and Lee Dulgeroff to complete the Citizens' Oversight Committee Report to the Community. The final draft will be emailed to the committee members for review. Publication will be no later than March 20, 2005.
17. Randie Murrell discussed the Request for Proposal (RFP) for the financial and performance audits.
18. Mark Claussen gave a program update.

Financial Summaries:

- Expenditures by School Handout Provided
- Total Program Expenditures Handout Provided
- Construction Contract Summary:
 - Construction contracts 97
 - Construction contract value \$57.15 million
 - Change order value \$ 0.72 million
 - Change order percentage 1.26%
 - Construction invoice payments 21.2 days
 - Schedule performance index 0.91
 - Cost performance index 0.98

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	3/05
Interim Housing	6/05	6/05	5/04	5/04	6/05	6/05
PHS Softball	7/04					
Summary						
Construction Start	12/04	5/04	7/04	7/04	10/05	4/06
Completion	9/07	12/06	12/05	11/05	10/06	8/07

- Accomplishments
 - Midland
 - Site work continuing around the rains
 - State matching funds negotiations continuing
 - Mt. Carmel
 - Turf field complete (track surface started)
 - Poway High
 - Girls softball field complete
 - Phase II work advertised (24 bid packages)
 - Westwood
 - Award classroom building E

- Facility assessments conducted at Abraxas, Meadowbrook, and Pomerado
- Significant Next Steps
 - Review Phase II scope of work for Poway High School and Mt. Carmel High School
 - Submit Tierra Bonita design to DSA
 - Review Garden Road proposed schematics
 - Raise structural steel at Midland Elementary School
 - Start Poway High School Phase II demolition and remediation work
 - Start design process for Sunset Hills Elementary School and Black Mountain Middle School
 - Provide updated “forecast to complete”
 - Rain and potential change order impacts (3/14/05)

Record Setting Rainy Season:

- Rain Impacts to Construction Schedules:
 - 45 adverse weather days since October 2004
 - 20 days “anticipated” in the construction contracts
 - Greatest impact is on the soil and site work
 - Disruption to concrete placement (new buildings)
 - Disruption to utility trenching and pipe installation
 - Loss of opportunity to perform “disruptive” site work during scheduled breaks at occupied school sites
 - Resulting in changes to the classroom turnover schedules at Westwood and Mt. Carmel
 - Additional schedule impacts possible if rains continue in the near future and project sites do not dry adequately
 - Estimated Rain Impacts to Schedule:

Project	Original	Delay	Comments
MCHS Phase II L, M, N	May/June 2005	July 2005	Bldg L, M & N interior crews will shift to J, K and T on schedule.
MCHS Phase II Bldg J, K, T	Aug 2005	November 2005	Bldg T not on critical path. J&K must complete prior to start of Phase III.
MCHS Phase III	October 2005	Dec 2005	Must Finish Phase II classrooms for Phase III start

RISK ANALYSIS

Revision Date: Feb 24, 2005

Poway Unified School District

NBR	ITEM	RISK ASSESSMENT			POSSIBLE IMPACT (Cost and/or Schedule)	MITIGATION PLAN
		Original	Prior	Current		
1	Construction Schedules impacted by length of time required for Division of State Architect Reviews	L	M	L	Delay of construction start which may impact construction finish.	1. Architect continue dialogue with Division of State Architect 2. Review schedules for impacts on construction finish. 3. Incorporate 6 month DSA design review into new project starts.
2	Growth in construction program forecast to complete from "Scope Creep" during the design phase.	L	H	M	Increase in forecasted cost to complete.	1. Continue to identify non-SFID Bond funding sources. 2. Recommend reductions in construction program scope as new priorities are identified
3	Construction cost increases resulting from fewer contractors providing bids for each project.	L	M	M	Increase in forecasted cost to complete.	1. Continue aggressive Contractor Outreach Program. 2. Deliver on goal to pay within 30 days of receipt of invoice. 3. Adjust Phasing Plans for MCHS and PHS (scope reviews)
4	Construction cost increases from material increases	L	H	H	Increase in forecasted cost to complete from construction material cost increases (steel, wood, concrete, aggregates)	1. Continue to monitor the market and adjust the forecast to complete estimates prior to bidding. 2. Do not adjust design standards to "chase" the market.
5	Community relations. Impacts resulting from the start of the construction program—Avoid surprises.	L	M	M	Possible re-work of designs and /or construction schedules.	1. Continue proactive communications via the local media 2. Publish recurring reports to the community. 3. Include construction progress updates on the webpage
6	Interim facilities	L	L	M	Growth in numbers of required units and impact on the overall the construction budget.	1. Consolidate needs and advertise larger contracts for facility moves to provide economies of scale. 2. Maximize the use of existing permanent classrooms.
7	Midland SAB Funding	L	H	H	State match funding shortfall of \$1-2M	1. District planning continue negotiations with SAB
8	Record setting rain season	H		H	Schedule impact with growth in cost to complete	1. Issue revised schedules and perform detailed reviews with prime contractors. Manage extended field overheads
9	Review MCHS building as-built condition. Structural impacts	M		M	Cost impact: Possible increase in forecast to complete	1. Structural Engineers reviewing Bldg M roof, foundation and sheer wall structural components. 2. Inspect remaining buildings at MCHS for similar condition

*R=High Risk (H) Y=Medium Risk (M) G=Low Risk (L)

11. John Collins reviewed the Form 700 Statement of Economic Interests. The forms are due by March 28, 2005.

12. There was no new business.

13. Next Agenda

Summer Shutdown Schedule
 Program Update
 Request for Proposal

14. The next meeting will be May 16, 2005.

15. The meeting adjourned at 8:20 p.m.