

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

Date: June 14, 2004

Location: Poway Unified School District
Conference Room B-1

Committee Members Present:

Andy Berg
Lee Dulgeroff
Todd Gutschow
Fred Sanford
Tony Heinrichs

Committee Members Absent:

Chrissa Corday

District Representatives Present:

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

Others Present:

Jon Baker – NTD Architects
Mark Claussen - Project Manager - PinnacleOne/Barnhart

Meeting Items:

1. Chairman, Fred Sanford called the meeting to order at 6:04 p.m.
2. All members present at the beginning of the meeting except Chrissa Corday, Kathy Frost, and Tony Heinrichs.
3. Todd Gutschow moved to approve the minutes from the April 5, 2004 and May 17, 2004 meetings. Lee Dulgeroff seconded the motion. The motion carried 4- 0. *Tony Heinrichs arrived during the approval of minutes*
4. Andy Berg expressed concerns regarding priority specifications.

Kathy Frost arrived during member reports.

Todd Gutschow and Lee Dulgeroff reported on the sub-committee meeting for the COC Report to the Community. Sharon Raffer will make the suggested changes in the draft report and email the changed documents to all COC members.

5. *The election of officers was taken out of order to accommodate the schedule of Tony Heinrichs and Kathy Frost.*

Andy Berg moved John Collins remain as COC Secretary. Kathy Frost seconded the motion. The motion carried 6 – 0.

Andy Berg moved Todd Gutschow be elected Chairman. Lee Dulgeroff seconded the motion. The motion carried 6 – 0.

Fred Sanford moved Kathy Frost be elected Vice-chair. Lee Dulgeroff seconded the motion. The motion carried 6 – 0.

6. There were no public comments.
7. Mark Claussen reported on the Project Status.

- Expenditure Summaries
 - Expenditures by School
 - Total Program Expenditures

- Program Summary
 - Objective – SFID Modernization and Expansion at 24 Schools
 - Proposition U Passage: November 2002
 - Bond Measure Amount \$198 Million
 - Initial Bond Sale (\$75 Million) June 2003
 - Final Bond Sale August 2013

 - Program Manager PinnacleOne/Barnhart
 - Architect NTDSchler

- Construction Start Milestones

	<u>PHS</u>	<u>MCHS</u>	<u>Midland</u>	<u>Westwood</u>
▪ DSA Submit	4/04	1/04	1/04	12/03
▪ Interim Housing	7/04	2/04&4/04	5/04	5/04
▪ PHS Softball	7/04			
▪ Building U Start		3/04		

Summary

Construction Start	12/04	5/04	7/04	7/04
Completion	3/07	12/06	8/05	8/05

- Accomplishments
 - Midland interim housing at Garden Road started
 - Building U site work awarded and started
 - Completed PHS softball field design changes
 - Interim housing moves on schedule
 - Bridge financing plan approved by Board
 - Begin design program for Twin Peaks Middle School and Tierra Bonita Elementary School
 - Held two contractor outreach breakfasts
 - Department of Toxic Substances Control completed public hearing (RAW) at Midland

- Next Steps
 - Move interim housing at PHS (July 04)
 - Begin site assessments at 7 schools (June 04)
 - Receive final approval of Remedial Action Work plan for Midland (June 04)
 - Bid opening Midland demolition work (June 04)
 - Bid opening Girl's Softball Field PHS (June 04)
 - Bid opening Westwood construction (June 04)
 - Bid opening Midland construction (Aug 04)
 - Bid opening Mt. Carmel construction (Sept 04)

• Risk Analysis Summary		
<ul style="list-style-type: none"> ▪ <u>Item</u> Construction schedules (Y)* impacted by length of time required for Division of State Architect Reviews 	<ul style="list-style-type: none"> ▪ <u>Possible Impact</u> Delay of construction start which may impact construction 	<ul style="list-style-type: none"> ▪ <u>Mitigation Plan</u> 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
<ul style="list-style-type: none"> ▪ Growth in construction (Y)*Increase in forecast program forecast to complete from “scope creep” during the design phase 	<ul style="list-style-type: none"> ▪ cost to complete 	<ul style="list-style-type: none"> ▪ Continue to identify non-SFID bond funding sources Recommend reductions in construction scopes as new priorities are identified

<ul style="list-style-type: none"> ▪ Construction cost increases (R)* resulting from fewer contractors providing bids for each project 	<p>Increase in forecast cost to complete</p>	<p>Continue aggressive Contractor Outreach Program</p>
<ul style="list-style-type: none"> ▪ Construction cost increases(Y)* from material increases 	<p>Increase in forecast cost to complete from construction material cost increases (steel, wood, concrete, aggregates)</p>	<p>Deliver on goal to pay contractors within 30 days of receipt of invoice</p> <p>Continue to monitor the market and adjust the forecast to complete estimates prior to bidding. Do not adjust design standards to “chase” the market</p>
<ul style="list-style-type: none"> ▪ Community relations(G)* Impacts resulting from the start of the construction program – avoid surprises 	<p>Possible re-work of designs and/or construction schedules</p>	<p>Continue proactive communications via the local media</p> <p>Publish recurring reports to the community</p> <p>Include construction progress updates on the webpage</p>
<ul style="list-style-type: none"> ▪ Interim facilities (G)* 	<p>Growth in numbers of required units and impact on the overall cost of construction</p>	<p>Consolidate needs and advertise larger contracts for facility moves to provide economies of scale</p> <p>Maximize the use of existing classrooms</p>

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

- Accomplishments by Next Review
 - Begin Midland building demolition
 - Begin the on-site assembly of the Mt. Carmel building U classroom building
 - Building arrives July 8th
 - Begin construction at Westwood
 - Begin construction Poway High softball field
 - Begin Poway High interim housing moves
 - Hold third contractor outreach breakfast

- Performance Audit (*Fred Sanford left during the performance audit discussion*)
 - Definition
A performance audit is an objective and systematic examination of [*evidence*] operations and documentation for the purpose of providing an independent assessment of the [*performance of the*] Poway Unified School District (PUSD) Bond Program implementation.
 - Purpose
To provide information to [*improve*] satisfy public accountability by the Citizens' Oversight Committee charged with the responsibility and to facilitate decision-making and management adjustments by PUSD. [*and to oversee or initiate corrective action.*]
- Performance Audit Objectives
 - Objectives may include:
 - Determining the extent to which the desired results and objectives specified in the Proposition U Bond Measure are being achieved
 - Determining the effectiveness of the Poway Unified School District Bond management organizational structure and supporting departments [*within the*] in administering the Bond program.
 - Determining whether the Poway Unified School District has complied with [*significant*] laws and regulations applicable to the program
 - Assessing the adequacy of the management control systems for measuring, reporting, and monitoring the program's effectiveness
- Conduct of [*Who Performs*] the Audit
 - The Financial and Performance Audit may be performed by the auditor
 - The performance audit objectives are established by the Citizens' Oversight Committee
 - Audit costs are not charged to the Bond Program.

Mark Claussen will work with Andy Berg, Lee Dulgeroff, and Kathy Frost on a sub-committee to set priorities for the performance audit. John Collins will check with the District auditor on the feasibility of completing the performance audit.

8. The Good Owner Brainstorming Sessions was tabled until the next meeting.

9. There was no new business.

10. Agenda for next meeting:

Good Owner Brainstorming Session
Performance Audit Sub-Committee Report
Future Meeting Dates

11. The next meeting will be August 12, 2004. The meeting adjourned at 8:05 p.m.