

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

Date: August 12, 2004

Location: Poway Unified School District
Conference Room B-1

Committee Members Present:

Andy Berg
Lee Dulgeroff
Chrissa Corday
Tony Heinrichs

Committee Members Absent:

Todd Gutschow
Kathy Frost
Fred Sanford

District Representatives Present:

John Collins, Deputy Superintendent
Doug Mann, Executive Director, Facilities & Planning
Mark Miller, Director, Educational Facilities & Programs
Marlene Cowell, Assistant to the Board

Others Present:

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

Meeting Items:

1. John Collins called the meeting to order at 6:30 p.m.
2. Roll call of members taken as reflected above.
3. Andy Berg moved to approve the minutes from the June 14, 2004 meeting. Lee Dulgeroff seconded the motion. The motion carried 4- 0.
4. There were no public comments.
5. Andy Berg reported on the sub-committee meeting of the performance review audit.

Andy Berg moved to forward the draft of the performance report as written to the auditor along with samples of audits from other districts. The motion was seconded by Lee Dulgeroff. Motion carried 4 – 0.

6. Mark Claussen reported on the Program Status.

- Expenditure Summaries
 - Expenditures by School
 - Total Program Expenditures

- Program Summary

- Construction 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	01/05	01/05
▪ 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	9/05	9/05
Completion	3/07	12/06	8/05	8/05	TBD	TBD

- Accomplishments
 - Midland interim housing site 98% complete
 - Demolition and site utilities work started
 - Mt. Carmel building U 96% complete
 - Poway High School softball field started
 - Interim housing moves 90%complete
 - Westwood site utilities and grading started
 - Interim housing moves complete
 - Twin Peaks Middle School and Tierra Bonita Elementary School design continuing
 - Held third contractor outreach at Mt. Carmel High School
- Significant Next Steps
 - Second bid opening Midland (Sept. 04)
 - Second bid opening Westwood (Oct. 04)
 - Bid opening Mt. Carmel High School (Oct. 04)
 - DSA review/approval Poway High School (Nov. 04)

- 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
<u>Item</u>	<u>Possible Impact</u>	<u>Mitigation Plan</u> Incorporate 6 month

		DSA design review into new project starts
<ul style="list-style-type: none"> ▪ Growth in construction (R)* program forecast to complete from “scope creep” during the design phase 	Increase in forecast cost to complete	<p>Continue to identify non-SFID bond funding sources</p> <p>Recommend reductions in construction program scope as new priorities are identified</p>
<ul style="list-style-type: none"> ▪ Construction cost increases (R)* resulting from fewer contractors providing bids for each project 	Increase in forecast cost to complete	<p>Continue aggressive Contractor Outreach Program</p> <p>Deliver on goal to pay contractors within 30 days of receipt of invoice</p>
<ul style="list-style-type: none"> ▪ Construction cost increases(R)* from material increases 	Increase in forecasted cost to complete from construction material cost increases (steel, wood, concrete, aggregates)	<p>Continue to monitor the market and adjust the forecast to complete estimates prior to bidding.</p> <p>Do not adjust design standards to “chase” the market</p>
<ul style="list-style-type: none"> ▪ Community relations(Y)* Impacts resulting from the start of the construction program – avoid surprises 	Possible re-work of designs and/or construction schedules	<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)* 	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

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

7. The Good Owner Brainstorming Sessions was tabled until the next meeting.
8. There was no new business.
9. Agenda for next meeting:

Good Owner Brainstorming Session

10. The next meeting will be September 7, 2004. The meeting adjourned at 7:38 p.m.