

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

Date: October 4, 2004

Location: Mt. Carmel High School
Building U

Committee Members Present:

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

District Representatives Present:

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

Meeting Items:

1. Chairman, Todd Gutschow, called the meeting to order at 6:18 p.m.
2. Roll call of members taken as reflected above.
3. Kathy Frost moved to approve the minutes from the September 7, 2004 meeting. Fred Sanford seconded the motion. The motion carried 7- 0.
4. There were no public comments.
5. There were no member reports
6. Mark Claussen reported on the Program Status.

- Expenditure Summaries
 - Expenditures by School
 - Total Program Expenditures
- Program Summary

	<u>Significant Start Milestones</u>					
	<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	5/04	5/04	06/05	06/05
PHS Softball	7/04					

	<u>Summary</u>					
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
 - School opened on time at Garden Road
 - Existing site demolished – site work continuing
 - Soil remediation competed
 - Mt. Carmel
 - Building U occupied on schedule
 - Opened for classes first day of school
 - Poway High
 - Softball fieldwork continuing
 - Interim housing moves complete
 - Westwood
 - Site utilities and grading continuing
 - Site ready for classes first day school
 - Twin Peaks and Tierra Bonita
 - Design continuing
- Significant Next Steps
 - Second bid opening Westwood (Oct. 04)
 - Bid opening Mt. Carmel Phase II (Nov. 04)
 - DSA review/approval Poway High (Nov. 04)
 - Advertise Poway High (Jan. 05)
 - Start Garden Road design (Oct. 04)

▪ Risk Analysis Summary
Item

Possible Impact

Mitigation Plan

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 (Y)*
 increases 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

Adjust phasing plans
 for Mt. Carmel
 and Poway High

Construction cost increases(R)*
 from material increases

Increase in forecasted
 cost to complete

Continue to monitor
 the market and adjust

	from construction material cost increases (steel, wood, concrete, aggregates	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 Maximize the use of existing permanent classrooms
Midland SAB Funding(R)*	State match funding short-Fall of \$2-3 million	District continuing negotiations with SAB

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

- Bid Results Midland New Construction
 Posted on the Building for Success website

6. New Business

John Collins discussed the need to hold the November COC meeting to discuss the scope of upcoming projects.

Randie Murrell has an agreement with the District auditor to do the performance audit.

Tony Heinrichs and Chrissa Corday will attend the November 15 School Board Meeting.

7. Next Agenda

Program Update

8. The meeting adjourned at 7:50 p.m.