

**SAN JUAN UNIFIED SCHOOL DISTRICT
CITIZENS' OVERSIGHT COMMITTEE (COC)**

La Entrada – Room 18

November 6, 2014

6:30 pm



SJUSD COC MEETING MINUTES

Committee Member	Present	Absent	SJUSD Staff	Present	Absent
Michelle Adams – PTA Rep	X		Saul Hernandez – Board Member	X	
Eric Bakke – Chairperson –Parent Rep	X		Frank Camarda – Sr. Director	X	
William Baker – At-Large Community Rep	X		Brett Mitchell – Bond Program Manager		X
Bronwyn Bateman – Senior Citizen Rep	X		Steve Miller – Construction Manager		X
Brian LaPask – At-Large Community Member	X		Tony Oddo – Mod Coordinator	X	
James Ray - At-Large Community Member	X		Katie Colby – Admin Asst.	X	
Kip Skidmore - Business Rep	X		Cherie Chenoweth – Acct. Analyst	X	
David Wolfe – Taxpayer Rep	X		Mike Hall – Planner	X	
Jeff Slowey - At-Large Community		X	Joe Meistas - Planner		X

Others in attendance: David Burke (Director of Planning), Chris Ralston (Supervisor), Danny Martin (ICS), Ronny Kagstrom (KMM), Jordi Rodriguez (Vanir), Paul Breckenridge (Community Architecture)

1. Call to Order, Roll Call and Quorum Count and Welcome Visitors:

2. Approval of the Minutes from 9/16/14

A motion was made by Kip Skidmore to approve the minutes from the September 16, 2014 Citizen's Oversight Committee (COC) Meeting. James Ray seconded the motion. The motion carried unanimously.

3. Announcements – Mr. Bakke

Update on Joint Meeting with Facilities, Transportation and Finance Committee:

- Eric Bakke said he is still in the works on this. Eric has been in communication with their Chair and thinks that the meeting between the two would be very beneficial seeing as the bond dollars under Measure J are being utilized for M/O functions with oversight by FT&F. According to the former FTF Chair, the two committees would get together once a year. Once more details are worked out, Eric will provide an update.
- Eric Bakke is also joining the FT&F committee. This committee is a Board Member elected post. Eric would like to be a voice for the COC while on this committee and is really looking forward to giving input.

Quarterly Report to the Board of Education Pending:

- The last meeting he was unfortunately out of town and could not make the meeting. Eric is planning on giving the Board Report on November 18th. Eric Bakke asked Saul Hernandez if this gives the Board enough time, to which Saul replied yes it would, and he thought it was excellent timing to bring the COC report to the Board.

4. Staff Announcements – Cherie Chenoweth

- Cherie has provided for the committee the COC report and the Funding Analysis report.
- Cherie would like input from the committee as to what fields they would like to see when provided these reports.
- Eric Bakke asked Cherie to remind him what “closeout” means to which Cherie stated it meant the point in time when the project is going into the completion process, almost complete.
- Cherie notes that this report (funding analysis) is not showing the fully expensed amounts but the projects budget.
- Eric asks Cherie if this will allow them to see projects while still in design to which Cherie replies yes. She also notes that this will also be in the quarterly reports provided.
- Eric asks if they will be provided both of these reports at each meeting, Cherie replies yes if that is the preference, as she brought the reports this time to see what exactly the committee wanted to see going forward.
- Kip Skidmore asks if the dollar amounts get tighter as they get closer to closeout, to which Cherie replies yes, but you do not see that firming up until it reaches closeout.

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- Kip Skidmore states that he would like to see the fields of design, scoping, approval and bid each time.
- Eric Bakke then states the whole reason they want these reports is to be proactive in the Bond spending unlike in the past when the committee was reactive to what was spent out of the Bond.
- David Wolfe asks if closeouts reflect change orders, to which Cherie replies yes.
- Eric says he would like to set up a meeting in the next two weeks to go over which reports the committee would like to view each meeting.
- James Ray asks if there is a value to watching the scope of the project evolve through the process from original contract to construction, to which Cherie replies yes and she will see if she can get that report pulled.
- Bronwyn Bateman states that shouldn't the amount of change orders that go through on a project reflect how organized the original project planning was and if there is numerous large change orders on a project wouldn't the committee want to monitor that?
- Eric states that last year they started the "kip" reports to review these sorts of things.
- David Wolfe comments is there not a way to flag these but at a cap, only larger dollar amount change orders would be flagged and show up for review?
- Bronwyn Bateman asks if the assumption that the original project dollar amounts change mostly/solely due to change orders on a project. Cherie replies with not always but yes for the most part
- James Ray - If the committee catches a large change order on the report they can ask Jordi for verification on what occurred.
- Eric Bakke states that is the purpose of having the CM firms in the meetings is to assist with project questions when needed.
- Bronwyn asks Kip if it makes sense to be aware and monitor these Change Orders, to which Kip says yes and no. He states that some of the schools are 50/60 years old and those types of modernization projects generate change orders due to unforeseen underground or "behind the wall" items. He says there is a difference on that and when the bid paperwork is done incorrectly or not well and those create change orders.
- Bronwyn states that they wouldn't want to analyze it then but just identify trends perhaps. Eric says that is ok but within reason.
- Frank Camarda states to Eric Bakke that the info they are being given is informational.
- Eric tells Frank that there is some history behind this chat and that two years ago the District was mainly at fault for the change orders due to starting and stopping of projects etc. Now the committee would like to monitor and help the district stay on track with spending.

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- Kip Skidmore points out that he isn't happy with the High School Signature projects and how they didn't get to have input because the projects have gone too far in the process for them to input.
- Brian LaPask states that he thought the committee was supposed to just say if the spending was valid for Bond funds not have input on the actual project scopes. Eric Bakke replies to Brian saying that is correct, but also this is an advisory group to the Board on bond matters.
- Eric Bakke asks that if the district has so many needs then why spend a large portion of the current bond on HS signature projects when the needs throughout the school district will only continue to grow in cost and reduce the utility of this and future bonds?
- The committee states they are let down that they did not have further input on Signature projects.

5. Project Construction Update Presentation – Mr. Oddo, Mr. Kagstrom (see attachment C)

- James Ray comments after Tony presentation that he feels it was very impressive how many completed projects were done this summer that were planned.

6. Sylvan Middle School report – Mr. Camarda (see attachment A)

Frank Camarda introduces the staff that has assisted with this presentation:

David Burke- Planning Director, Enrollment and Capacity data

Paul Breckenridge- Community Architecture, who did the detailed facility analysis.

Jordi Rodriguez- Vanir, who did the cost estimates for the sites involved.

- Eric Bakke asked if there were any "No Cost" options on the table, such as capacity- could they not load the Sylvan kids into other Citrus Heights schools? To which Frank replied that option is not under recommendation by the Board.
- Bronwyn Bateman asks if Sylvan Middle School is really needed seeing as the enrollment is low at all the neighboring schools. Frank replies that currently kids that should be going to Sylvan their homeschool are going elsewhere due to the conditions and rumored closing. David Burke says that parents have heard all the rumors and once the move/transition is done they plan on recapturing enrollment at the sites.
- James Ray asks what the planned capacity is for the New Sylvan after the transition; David Burke states that it will take Sylvan from currently the smallest capacity to an average middle school size.

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- Eric asks about the current Multi-Purpose Room and if it will need to be remodeled. Paul Breckenridge states no that its size is almost the size of Sylvan's current MPR.
- David Wolfe asked if the relocation of schools will occur August 2015. Frank replies that yes the Carriage transition will occur August 2015.
- Eric Bakke states he doesn't feel this is an inappropriate use of bond funding and would like each committee member to make a comment on this item:

Michelle Adams says she thinks it fits appropriateness of bond spending, and it's a great idea to increase enrollment.

David Wolfe says he agrees with Michelle on the consolidation and that it makes sense. He does state that he wanted to see more zero cost options.

Kip Skidmore says "fine"

Brian LaPask says it makes sense and this is a good analysis.

James Ray agrees.

William Baker says he has one question – did the district explore the No cost options at least? To which Frank replies yes, but the District did not want to lose more students. William then states he agrees with the rest of the committee

Bronwyn Bateman says she agrees that she wishes there were more zero cost options that were given to the committee but given the fact that that horse is already out of the barn she is ok with this recommendation.

Brian LaPask asks if there really is any viable no cost options, to which Eric Bakke replies yes. A "no cost" option would include a review of existing capacity at other school sites, including the neighboring high schools, combining schools in such a way no bond dollars need to be expended.

- In review of the current bond language and Proposition 39, Eric Bakke states that he sees no reason why bond funds cannot be used for this purpose.

7. New Items - Committee

- David Wolfe brought up an item to Eric Bakke, he would like to see what efforts are being made by the District when exploring project options, ie: seed versus turf. He would like some examples brought to review in regards to project cost containment.
- Eric Bakke adjourned the meeting at 8:45PM

Next meeting, January 20th at 6:00 p.m. (third Tuesday of the month) location to be announced.

