

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

SYLVAN – Room 1

January 20, 2015

6:30 pm



SJUSD COC MEETING MINUTES

Committee Member	Present	Absent	SJUSD Staff	Present	Absent
VACANT – PTA Rep			Greg Paulo – 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		David Burke- Planning Director	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: Fil Duldulao(Budget Director), Steve Westcoat (Crowe Horwath Auditor), Danny Martin (ICS), Ronny Kagstrom (KMM), Jordi Rodriguez (Vanir), Keith Reid (Communications)

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

Eric begins the meeting by welcoming the newest member of the committee, Greg Paulo Board Member, taking the place of Saul Hernandez.

2. Approval of the Minutes from 11/6/14

A motion was made by Brian LaPask to approve the minutes from the November 6, 2014 Citizen’s Oversight Committee (COC) Meeting. William Baker seconded the motion. The motion carried unanimously.

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Eric posed a question to the group asking if it were ok that they post the “draft minutes” from these meetings to the web before the group has an opportunity to finish any changes or corrections to those minutes as long as they label them “draft”. The committee agreed.

3. Announcements – Mr. Bakke

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

Eric states that this is a bit lengthier of a process than he expected but it is still in the works.

- **Proposition 39 Audits update:**

Eric says the group will be getting an update on this tonight and if there are any questions in regards to this report, Fil Duldulao from budget is here to answer those.

- **Bond Oversight Committee Vacancy**

Eric announces that there is now a vacancy in the committee. Michelle Adams PTA Member has vacated her position and Eric does not believe that any current members are PTA members as well. He also said he has not had the time to go through the applications for the vacancy but he will do so soon. He informs everyone in the meeting that he is required to fill certain chairs in this committee, i.e.: PTA member, community member, tax payer etc.

- **Arden Middle School Ribbon Cutting**

Eric reminds everyone that tomorrow Wednesday January 21, 2015, at 3:15pm the Arden Ribbon cutting for the new Multi-Purpose Room is happening if anyone wants to attend.

4. Measure J and Measure N Proposition 39 Audit Presentation – Crowe Horwath (Handout given)

Steve Westcoat, Auditor from Crowe Horwath begins the audit report by giving a brief description on Measure J, N & S and Proposition 39. He goes on to say both of the reports given look very similar. He tells the group that these performance audits have specific government audit standards they must follow. He describes the process of collecting the “random” sample expenditure to make sure that the assertion that the district is spending bond funds solely on what the bond was sold for is correct. After completion of audits by Crowe and Horwath they have concluded that the assertion is correct and both audits were positive. He goes on to further say that they also included samples of how they came about these finding with the expenditures.

Eric tells the auditors that he appreciates their response to last year’s audits concerns by showing a sample of their work in this year’s reports. Eric also asks Cherie if Measure N had no money allotted for deferred maintenance to which Cherie yes that is correct.

Eric then excuses the Auditor and Fil from the meeting unless they would like to stay.

5. Staff Announcements – Brett

Brett tells the group that they are actively engaged in the design stage for Carriage to accommodate the increase in students as well as the work for increase at Citrus Heights. Brett then says Lionakis is the firm chosen for Citrus Heights which will be led by Brian Bell and Laura Noss and Nacht & Lewis is heading the Carriage project. Brett informs the committee that moving forward you will see a difference of charge on the report, there will be a teachers move incurred that will be salaries.

Eric states that he doesn't recall if there has been a discussion on what will happen to Sylvan site once the moves are complete and the site is vacant, he would like to be involved in that.

Brett says there has not been a discussion as of yet, but they know they need to address it.

Eric is worried about the liabilities involved with a vacant school site and wants to get a sense of what the future for that site is going to look like.

Brett says the luxury in all of this is we will have a year to think of that.

Brett then informs the group that the district's Facilities Master Plan was submitted for an award for design excellence by the C.A.S.H. (Coalition Adequate School Housing) group and this year San Juan won the award. Brett says this is a very nice award to win and we should as a group be proud.

Kip Skidmore asks if the group can now discuss the teachers' salaries being paid for out of bond that Brett mentioned. Kip says it's a big red dagger for him and he believes things like this are the crack in the dam.

Brett says he believes it is acceptable due to the fact that without this Bond project happening there would be no need for a move and no need to pay the teachers' salaries.

Kip asks if the words teachers' salaries mean something different to legal than to him because he says the bond is very specific about not paying salaries.

Brett says perhaps they should just ask the auditors as they deal with these things daily and asks if he can do that for the group and see what the auditors say

Kip agrees to that.

Eric would like to say he appreciates the heads up on the salaries now and not later, Kip agrees.

Brian LaPask asks if teachers are paid to setup class during the summer before fall to which staff replies no.

BIM Modeling report -- Slideshow (Handout given)

Steve Miller construction manager gave a presentation on BIM modeling newer and upcoming design software that is looking to replace Autodesk. The program creates 2D and 3D drawings/renderings of buildings/projects inside and out. Steve says it is a time saver and a cost savings and inevitably the future for construction.

Eric asks if this was the software used to build the new multi-purpose room at Arden Middles School. Steve says he thinks so.

Bronwyn Bateman asks Steve if this something you buy. He says yes, and it is an investment. Bronwyn goes on to ask if there are consumer reports on this software that can be reviewed, to which Steve says yes.

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James Ray says looking back on the audit report he now sees a cost for software at 188K, will this replace that? Steve informs the group that that software is Constructware and is more of a database.

Brett tells the group that BIM software is now being used by most groups, and he wants the committee to know they are looking at this software for Measure N projects. Ronny Kagstrom from KMM says most groups will be moved over to using BIM by next year.

Eric asks if this can be used for Maintenance managing as well and says it seems like a great system but what about existing structures. Ronny says it is only as good as the employees training that work on the system have received, and the existing structures would have to be uploaded into the database by an employee.

Steve tells the group it saves time with walk-throughs, design, cost efficiency and Innova is currently using this software for the Bella Vista Science wing project. "Time is money" Steve says is regards to BIM.

James Ray asks what the costs are for this. Ronny says its approx. 7-10K a seat and the district would need only about 3-4 seats, it will be the training of district staff that will be most important. David Wolfe says that he think s the bond money could be used well to train staff on this since it helps with cost efficiency. David then asks if there have been any cost analysis done so far with this software to which Brett replies that we have had the capability. Frank Camarda asks Ronny if can give us examples of cost efficiency since he has used the software. Ronny states that due to the fact that everyone is involved more in the design phase easier with this there are less change orders during construction.

6. Project Construction Update – Tony / Ronnie (handout given)

Eric wanted to start this part off by having Cherie give her update on the expenditure reports since they tie in with Tony and Ronny's construction reports.

Cherie starts with the project info status report; this report gives you the status of projects. Sometimes they are in scoping and sometimes they are on this report when they are only being discussed but the group asked for projects in preliminary budgets before they actually go live and are approved and started. Cherie says the projects that Tony and Ronny present are already in construction phase.

Bronwyn says the reports are excellent but she is noticing a recurring theme on them with a wireless charge. Ronny tells her that yes they are rolling out wireless to every site so she will see about 54 more of these charges.

James asks what the Citrus Heights scoping dollar amounts are for to which Brett tells him that the project scope in total is 18Mil and this 3 mil is this for the design phase.

Tony begins his report to tell the group he has four projects in construction phase right now. He has Arden and Pasteur restroom projects that are part of group 12 which is normally completed during summer but they are moving along now. Ralph Richardson project he reports is lagging a bit this is part of group 11's projects but due to accessibility issues for disabled at Ralph Richardson its creating more issues. He reports that Churchill is right in the middle of its process and they are currently getting all the utilities in.

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Eric asks Tony why on the Pasteur project there seem to be more details than they normally see. Tony says as the district evolves so do the reports they get from CM firms with more details on them to be more transparent.

Brett says to add on to the Churchill project reporting they are going back out to bid process for the classroom addition.

Tony says the Arden project is in pre-closeout and one last piece still has to go to DSA the addition to the not big enough shade structure.

Ronny Kagstrom reports that his project at Mesa Verde Performing arts center is moving along well as it can with all of the events that take place in the PAC, they are updating the audio visual system and lighting in the center. Ronny says tech services are installing cable fibers at 32 campuses. He also says they are working on making SJHS a secondary back up network center for the D.O. to keep the district up and running if the D.O. takes a crash. He says there is about two months of work left on that project.

Eric asks if the committee can see some of the signature projects scoping from measure N soon on these reports, to which Frank replies that he is taking this item to the board on February 24th and will no more after that date. Brett says it's like the big rock theory- he needs to find out which projects will be his big rocks before he can fill in the monetary gaps with other smaller projects throughout the district. Kip says that with this big rock theory some projects won't get done for years and questions if these high school signature projects should really be taking up all the money allotted each year for projects when other things around the district could be done. Brett says he thinks the district will progress by stacking bonds on bonds throughout the years. The committee thinks that this should be throughout at least before final decisions made on spending. David says that he thinks the time in between spending might be useful to reflect on the spending already done, was it cost efficient and so on.

Cherie now talks about the funding analysis report the group has, this report gives you the multiple funding sources for a projects, i.e.: prop 39, Measure J, Deferred maintenance.

Eric asks Frank and Brett if it would be ok to post these reports on the website, to which they reply it is ok.

7. Proposition 39 – Energy Efficiency Grant Program – David Burke

David Burke gave a presentation on Prop 39. He says it's an opportunity for the district to leverage and add a funding source from the state.

Bronwyn asks Dave why some school use more energy than other sites to which Dave replies that there are many factors that tie in to that, school age, functions, pool, etc.

James Ray asks how hard is the district finding it is to get the 1.05 ratio, Dave tells him it has been hard, they thought things like HVAC replacement would calculate higher but it's not where as things like lighting retrofits calculate higher.

Eric says that Prop 39 when first created was made to help the district do more than what we can. He would like to encourage the district to match the state funding it receives.

8. New Items – Committee

Facilities Program Cost Efficiency Review – Brian LaPask

Brian begins with saying they want to lend a perspective on ways to save money, he had a conversation with Davis and Michael day on logical sound approaches to do so. He wants to encourage cost benefit analysis on the life span of systems to see if the district is really saving money in the long run. He says they would like to see our analysis and if the district could highlight the approach taken in this analysis. Brian states he works at the Office of Public School Construction and says he has seen high performance grants and the most successful ones he has seen have had a very successful relationship with their vendors especially when it comes to training staff on or with the equipment. Brian also wants to know if the district has created a rubric for prioritization and project decisions. Brett says they have a series of questions they ask to determine this and wants to know if he can show Brian to see if that is what he is looking for.

Brett will report on this at the next committee meeting. David Wolfe says he would like a sample as well.

Kip Skidmore reports on the CM firms and their cost efficiency, he says they are looking good, and that he would like to give them and the district a pat on the back for keeping those costs low. He says on the flip side the hard cost versus soft cost ratios for Measure J was a bit high.

- Eric Bakke adjourned the meeting at 8:25 p.m.