

**Tustin Unified School District
Citizens' Oversight Committee**

MINUTES

September 15, 2004

George Jeffries called the regular meeting of the Citizens' Oversight Committee to order at 5:35 p.m., in the library at Arroyo Elementary School, 11112 Coronel Road, Santa Ana, CA 92705.

Members Present:

Patrick Craig
Lisa Frost
George Jeffries
Bruce Junor (Arrived at 6:55 p.m.)
Steve Kozak (Absent)
Jason Rush
John Secor
Judy Shade (Arrived at 5:39 p.m.)
Rich Wagner

Staff Present

Peter Gorman
Brock Wagner
Tony Soria

Guest Presenters

- John Bernardy of Douglas E. Barnhart, Inc.
- Fausto Silva of PinnacleOne

George Jeffries led the Pledge of Allegiance to the Flag of the United States of America.

Adoption of the Agenda

It was moved by Rich Wagner, seconded by John Secor, and carried unanimously to adopt the agenda.

Staff Presentation and Information

Maggie Villegas, Principal of Arroyo and John Bernardy of Douglas E. Barnhart, Inc., conducted a tour of the construction/modernization of Arroyo Elementary School.

Public Comments

None.

General Functions Consent Item:

It was moved by Jason Rush, seconded by Rich Wagner, and carried unanimously to approve the Minutes of July 14, 2004.

Discussion/Action Item

Moved by Jason Rush, seconded by George Jeffries, and carried unanimously to change the Title of President and Vice President to Chairperson and Vice Chairperson.

Information Items/Presentations

1. Construction Update

John Bernardy of Douglas E. Barnhart, Inc., distributed construction progress photos and a status report of Measure “G” modernization projects (Groups A, B, and C). John Bernardy discussed the percentage of contract items completed, punch lists in progress, dates for completion, and items yet to be completed, i.e., signage, fire lines, parking lot lighting, hydro-seeding, casework, handrails, etc.

Due to modernization projects timelines, temporary portable restrooms were placed at various schools. The contractor is working toward completion of the modernization projects by October/November. The contractors to date have totaled 80,000 man-hours and 59 construction days.

2. Measure G Expenditures and Fund Balance

Fausto Silva of PinnacleOne distributed, discussed, and reviewed the “Measure G Project Status” as of September 15, 2004. The COC discussed in detail the “Project Budget, Commitment, and Actual Cost” spreadsheet. The spreadsheet describes fund updates, identifying each individual site, scope of work, original allocation, and projected allocation. The Committee discussed the worksheet in detail to modify Column D (contract modifications/change orders) and to add a text sheet describing the highlights of the columns. George Jeffries shared concerns that the spreadsheet format should be citizen friendly.

3. Lessons Learned in Phase I

Pete Gorman passed out “Lessons Learned – Measure G Modernization Summer 2004.” Pete Gorman and Brock Wagner discussed the following lessons learned:

- Give architect time to ensure all approval is complete prior to bid.
- Bid early, good trade contractors book their summer work early in the year. If we bid too late, we potentially face higher prices from less desirable trades.
- Allow time in the design schedule for thorough constructability reviews. If approvals are received just in time to bid, constructability suffers.
- Consider bidding District furnished work, such as moving services. If a large summer program is undertaken, don't underestimate the amount of District staff that will be needed in the final weeks to prepare for school opening.
- Communicate realistically with on-site staff.
- Consider including unit price allowances in some bid packages, such as landscape and low voltage, where additional work is almost always required in a modernization.

The above items were discussed to include the "Lessons Learned" in the brochure sent to the Community on "Measure G Bond Update."

4. Status of Phase II

Brock Wagner shared that the Board is looking into the Phase II modernization projects, i.e., priority of Phase II projects, similar work as 12 current projects, different challenges, timelines, design standards, update master plan, establish standards, specs, etc.

6. Old Business

Pete Gorman reminded the Committee to return their Statement of Economic Interest Forms.

7. New Business

- Pete Gorman passed out an article that will be published in the Tustin News from the Citizens Oversight Committee.
- A revised schedule of meetings will be sent to the Committee.

Adjourn

It was moved by Jason Rush, seconded by Bruce Junor, and carried unanimously to adjourn the meeting at 8 p.m.