

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

MINUTES

November 10, 2004

George Jeffries called the regular meeting of the Citizens' Oversight Committee to order at 6:14 p.m., in the multipurpose room at Loma Vista Elementary School, 13822 Prospect Avenue, Santa Ana, CA 92705.

Members Present:

Patrick Craig
Lisa Frost
George Jeffries
Bruce Junor (Arrived at 6:35 p.m.)
Steve Kozak (Absent)
Jason Rush
John Secor
Judy Shade (Absent)
Rich Wagner

Staff Present

Peter Gorman
Brock Wagner
Tony Soria

Guest Presenters

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 Lisa Frost, seconded by Rich Wagner, and carried unanimously to adopt the agenda.

Staff Presentation and Information

Gail Levy, Principal of Loma Vista and John Bernardy of Douglas E. Barnhart, Inc., conducted a tour of the construction/modernization of Loma Vista Elementary School.

Public Comments

None.

General Functions Consent Item:

It was moved by Rich Wagner, seconded by John Secor, and carried unanimously to approve the Minutes of September 15, 2004, with the exception of adding the following wording: "COC requested staff to look into the *administrative costs* listed on the "Project Budget, Commitment, and Actual Cost" spreadsheet for September 15, 2004, Measure G Project Status.

Information Items/Presentations:

1. Punch List Review Update

John Bernardy of Douglas Barnhart, Inc., shared that most of the small construction items in the Group A modernization schools (Beswick, Guin Foss, Lambert, and Loma Vista) have been completed. The Change Orders requested by various contractors due to necessary field modifications are 90% complete, with the rest going to the Board for approval on November 15, 2004. The first phase of Group B schools (Arroyo, Nelson, Foothill and Tustin High) are complete, the second phase is in the demolition stage, and Group C schools (Estock, Hewes, Thorman, and Veeh) should be completed by the end of December 2004.

2. Measure G Expenditures and Fund Balance

Fausto Silva of PinnacleOne distributed, discussed, and reviewed the November 10, 2004, Measure G Project Status handout. Mr. Silva also explained that a text sheet explaining the definition of the columns was added to the last page of the document. 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 COC also discussed change order procedures, bid amounts, obligations, contract modifications, etc.

The COC consensus was that a column be added to the spreadsheet for contract modifications and change orders and that staff bring to each meeting a summary of all change orders for that period of time. The COC also requested that clarification for Columns B and C be identified on the "Project Budget, Commitment, and Actual Cost" worksheet.

At the last COC meeting, the Committee requested that staff look into the "County and Administrative Expenditures" listed in the above spreadsheet. Brock Wagner explained that these expenditures are administrative fees that the County of Orange charges to take care of Measure G monies.

3. Phase II Update

The District is in the process of beginning the interview process for the Construction Manager and Architect for Phase II Modernization-Group A schools (Benson, Heideman, Tustin Memorial Academy, Columbus Tustin Middle, Currie Middle, C.E. Utt Middle, and Hillview High). Staff has been directed by the Board to establish construction/renovation standards for all future modernization projects, i.e., use Tustin Ranch Elementary restroom as a standard in regard to materials, all compliance issues, and general construction.

Pete Gorman and Brock Wagner discussed the District's involvement with the City regarding the MCAS Base, a Facilities Master Plan, Phase II priority by Board, priorities for Phase III, \$10-12 million eligibility funding for seven (7) schools, filing applications, facilities/deferred maintenance money, etc.

4. Community Mail Out and Open Houses

Pete Gorman discussed the GO Bond community mail out. The District produced 46,000 handouts, the cost for producing the brochure was \$4,551, and the mail out was \$3,350, this was less than 10 cents a copy, bulk mail is 6.3 cents per copy. This venue was also a good source of advertisement for announcing the Measure G Open House on November 16, 2004, from 4-7 p.m., at Arroyo, Beswick, and Guin Foss schools, which will show the community photos and conduct tours of the modernization projects.

5. Meeting Location

It was moved by Bruce Junor, seconded by George Jeffries, and carried unanimously to have all future Citizen Oversight Committee meetings at the District Office Board Room, 300 South "C" Street, Tustin, CA, at 6 p.m.

6. Future Meeting Topics

George Jeffries requested Pete to continue to write articles for the newspaper.

7. Old Business

There was no feedback to George Jeffries letter to "Members of the Tustin Unified School District Community."

Staff is moving forward with the Measure G audit, which will be presented to the Board of Education on January 24, 2005. The COC subcommittee will participate in the finding meeting with the Auditors and report to the COC.

8. New Business

George Jeffries requested that Pete Gorman write an article regarding Change Orders for the newspaper and for the web site and bring a draft to the January meeting. This article would be a proactive outreach to the community that the District is within budget and contingency amounts.

Adjourn

It was moved by George Jeffries, seconded by Lisa Frost, and carried unanimously to adjourn the meeting at 7:42 p.m.