

Citizens' Oversight Committee
Meeting Minutes
March 13, 2017 – 5:00 p.m.
District Office
2490 Hilborn Road
Fairfield, CA 94534

A meeting of the Fairfield-Suisun Unified School District Citizens' Measure J Oversight Committee was held at the District Office, Conference Room 102.

CALL TO ORDER

Mr. Rick Wood called the meeting to order at 5:01 p.m.

Members in attendance: Jana Modena, Barbara Pisching, LeRoy Purvis, Chuck Wood, and Rick Wood

Absent: Nicole Mallari, excused; Robert C. Thomas, excused; Rochelle Sherlock, excused.

District Administration in attendance: Mark Covington, Executive Director, Facilities and Operations; Kim Van Gundy, Assistant Director, Facilities & Operations; Michelle Henson, Assistant Superintendent; Business Services; Brittany, District Accountant

Public in attendance: None

APPROVAL OF MINUTES

Mr. Rick Wood suggested changing the title of "Guests" to "Public" on page one. Ms. Modena made the motion to approve the minutes of the October 18, 2016, meeting with the correction noted. Chuck Wood seconded. Motion passed.

REVIEW FINANCIAL REPORT TEMPLATES

Mr. Covington provided an overview of the financial reports and outlined the differences from the last meeting. He noted the Fund 21 Summary includes sheet notes that correspond to the individual financial reports. This document also includes the sale of bonds, the interest earned, and the amounts transferred in and out of the fund. Mrs. Pisching asked why the geotechnical costs were included under the line item "support" rather than "land". Mrs. Reeves explained that Standardized Accounting Code Structure (SACS) coding requires the District to show any costs that improve the land under specific code of "land".

STAFF REPORT/ UPCOMING MEASURE J PROJECTS

Mr. Covington provided an overview of the documents requested at the last meeting. Binders were distributed, which were customized for each member. Additionally, the Committee had requested an update of the architectural selection process. Mr. Covington provided an overview of the status of the bond program and provided an explanation of the design development for each project. He also identified the six architects who were selected by the District, and outlined the competitive process used

for the selection of the firms. Mr. Covington also provided description of the project fact sheets that will be located on the District webpage for each project. These fact sheets will be updated regularly and will allow the community to follow the status of each project.

The Committee reviewed the list identifying all projects included in the first Bond sale, which was requested during the December meeting. Mr. Purvis asked why Cleo Gordon was not on the list. It was explained that Cleo Gordon is listed in the second bond sale. Mr. Purvis said he felt that Cleo Gordon should have been included in the first bond Sale rather than the synthetic track and field replacements at Fairfield and Rodriguez High Schools. Mr. Covington explained that the safety issues were identified on the track and field surfaces due to the age and frequency of use. Additionally, Cleo Gordon had received a modernization project in 2002/2003. Due to the Governing Board's desire to capture state funding for campuses which have not yet been modernized, it was placed in the second bond sale anticipated in 2018.

Ms. Pisching asked for an explanation for the costs listed in the category 5810 on page eight. Mrs. Reeves explained that cost is attributed to a legal "advertisement" placed in the Daily Republic, the local paper. Ms. Pisching asked why we did not choose to advertise somewhere else. Staff explained that Public Contract Code provisions require the District to advertise in a paper of general circulation within the geographic boundary of the District. Although not required, staff will typically advertise in trade journals, where most contractors will review for work.

Mrs. Modena inquired as to how project "warranties" work and how long the warranties exist. She referenced the asphalt area at the Public Safety Academy (PSA) project from the summer of 2016. Staff explained that the area noted at the PSA is not a warranty item but rather work not yet completed by the contractor. The company had not been released from the contract and a Notice of Completion (NOC) has not been filed with Solano County. The team explained that the warranty period would begin after the NOC is filed.

Mr. Wood asked for an update on the PLA negotiations. Mr. Covington informed the committee that they are currently in negotiations. If/when a settlement has been reached it will be disclosed by the Governing Board.

Ms. Pisching informed the Committee that she had asked staff whether the banners posted at many of the schools were paid with Measure J revenue. Staff provided the answer that the District could have used Measure J resources but funded with discretionary funds.

Ms. Pisching noted to the Committee that there is an organization called CaLBOC (California League of Bond Oversight Committees). She mentioned they are holding a conference on April 25, 2017, in Sacramento at the California Chamber of Commerce.

The next meeting will be held on May 8, 2017, and will be located at Grange Middle School. The committee discussed that the meeting in July be held at a school site with either upcoming work or currently receiving work. The committee agreed to hold the September 11th meeting at Fairview Elementary and November 13th will be held at Suisun Valley School. Mr. Wood also recommended seeing the sites before the work starts. Mr. Purvis recommended Fairview be toured before work starts.

FUTURE AGENDA ITEMS

The next meeting will be held on May 8, 2017, at 4:30 pm at Grange Middle School Library. The Committee requested the following items for the next meeting:

1. Update on the PLA negotiation process
2. Specific list of all Measure J projects

Ms. Barbara Pisching made the motion to adjourn the meeting at 6:20 pm. Mr. Wood seconded.

Approved: _____


Ms. Jana Modena, Vice Chair