

Citizens' Oversight Committee  
Meeting Minutes  
January 18, 2018 – 5:00pm  
Central Office Conference Room 102  
2490 Hilborn Road  
Fairfield, CA 94534

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

I. CALL TO ORDER

Mr. Rick Wood called the meeting to order at 5:30pm. It was noted that item II.B, the Annual Performance Audit was removed from the Agenda and will be reviewed at the next meeting to be held on Monday, March 12, 2018.

Members in attendance: Harry Matte, Barbara Pisching, LeRoy Purvis, Claudia Wilde, Jana Modena, Perry Polk (5:15), Jennifer Stephenson, Sylvia Robertson (5:24), Nicole Mallari, and Rick Wood

- Absent: Chuck Wood, excused

District Administration in attendance: Mark Covington, Executive Director of Facilities and Operations; Kim Van Gundy, Assistant Director of Facilities and Operations

II. A. APPROVAL OF MINUTES

Ms. Modena made the motion to approve the minutes of the November 7, 2017 meeting and seconded by Ms. Claudia Wilde. Motion passed.

B. REVIEW AND APPROVE MEASURE J PERFORMANCE AUDIT

Performance audit unavailable at time of meeting, it will be presented to the committee for review and approval at the March 12, 2018 meeting.

III. PUBLIC COMMENT

No public comment was received.

IV. A. REVIEW FINANCIAL REPORT

Mr. Covington reviewed the changes to the report since the last meeting. There were only minor adjustments on expenditures due to the current planning stage. He pointed out that the next meeting's report will show significant changes on the Public Safety project because the Lease-Leaseback (LLB) contract was approved at the January 11, 2018 Governing Board meeting. He also noted that planning work has started on the Suisun Valley Library and Administration building. Additional discussion centered on the "work in progress" page (page 6) and a missing data point identified at the last meeting. It is now corresponding with the Measure J Summary (page 5).

B. UPDATE ON LEASE-LEASEBACK PROGRESS

Mr. Purvis asked for quick reminder or overview of the Lease-Leaseback (LLB) process. Mr. Covington reviewed and explained the process. During his explanation, Mr. Covington stated that the process helps the District to capture the attention of firms who would typically not consider a traditional bid in the current market in addition to contractors who may not consider bidding District projects. He further explained that costs in California have increased significantly due to the demand for materials and labor shortages. These two factors have pushed up the cost of construction for public works and in other markets.

Mr. Covington shared an example of the metal siding costs. Ms. Pisching asked about her question from the last meeting of where the LLB payments would be reported. Staff responded that the majority is reported under the object code line item "6280, Permanent Construction", however smaller portions may be under object code 6281, 6282, 5175 and 6289. Ms. Pisching asked if the preconstruction services could be broken out. Staff explained that the reports are required to be input by "object code" and therefore it is impeded in the 6282 line item. Staff responded that they could put a footnote down below showing the number. Ms. Pisching also asked about the "Bid day Project Budget". Mr. Covington explained that the Committee reviews expenditure reports these are reports driven off mandated accounting codes (known as SACS) and software. Therefore, it is difficult to show the requested estimates because the system is directed toward actual expenditures, such as the creation of purchase orders and payment expenditures. Therefore, staff has developed a spreadsheet which projects planning costs and the overall anticipated expenditures. Prior to sharing with the Committee, the reports will be shared and reviewed by the Governing Board's Facilities subcommittee. Ms. Wilde commented that she does not want to see things changing within the classrooms that removes white boards. She further asked what technology will be replaced. Mr. Covington explained that the bond proceeds will only be used for technology infrastructure, not computers, laptops, or software. Ms. Modena asked how much solar is being put into the Measure J projects. Mr. Covington responded that projects will be "solar ready" however will not be using Measure J bond proceeds to install solar.

#### C. UPDATE ON PLAN TO MAINTAIN MEASURE J PROJECTS

Mr. Covington explained that the 25% increased contribution to the maintenance budget was approved by the Governing Board at the December 7, 2017 meeting. Mr. Wood asked for periodic updates to the progress so they can assure the investment is being protected. Ms. Robertson asked where the additional revenue would be funded? Mr. Covington informed the committee that it is from the general fund.

#### V. FUTURE AGENDA ITEMS/MEETINGS

The committee discussed the locations for the next two meetings as follows:

- Suisun Valley - March 12, 2018
- Public Safety Academy – May 14, 2018

Items to be reviewed for the next meeting

- Annual Report
- Performance Audit and Audit

Items below were discussed by Committee members to be reviewed as the program develops and becomes appropriate:

- Discussion of new innovative infrastructure for the upcoming Measure J projects
- What has changed as a result of Measure J - 21<sup>st</sup> century learning classrooms – how will the support be addressed for technology

Ms. Modena made the motion to adjourn the meeting at 6:01pm Ms. Wilde seconded.

Approved:  \_\_\_\_\_  
Ms. Jana Modena, Vice Chair