

Citizens' Oversight Committee  
Meeting Minutes  
September 25, 2017 – 5:30pm  
Fairview Elementary School Library (Portable #31)  
830 First St  
Fairfield, CA 94533

A meeting of the Fairfield-Suisun Unified School District Citizens' Measure J Oversight Committee was held at Fairview Elementary School in the Library (Portable # 31).

**CALL TO ORDER**

Mr. Rick Wood called the meeting to order at 5:36pm

Members in attendance: Nicole Mallari, Jana Modena, Perry Polk, Jennifer Stephenson, Sylvia Robertson, Chuck Wood, and Rick Wood

Absent: LeRoy Purvis, excused; Barbara Pisching, excused; Claudia Wilde, excused

Public in Attendance: John Takeuchi

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

**APPROVAL OF MINUTES**

Mr. Polk made the motion to approve the minutes of the July 10, 2017 and seconded by Ms. Modena. Motion passed.

**PUBLIC COMMENT**

Mr. John Takeuchi asked how to find the contractors who are prequalified within the District's program. Mr. Covington explained that the District's webpage under the Facilities Department link. Immediately following the meeting, Ms. Van Gundy will show him the location. Public Comment – Takeuchi asked for the PLA agreement. Staff replied that it will be placed on the District's webpage and we will send a link to the Committee and Mr. Takeuchi.

**REVIEW FINANCIAL REPORT**

New committee members introduced themselves. Mr. Covington reviewed the changes to the report since the last meeting in July. Ms. Modena asked whether bank fees on page 5 of \$21,560 is for ongoing monthly expense or whether it is annual. Ms. Michelle Henson explained that it is the total encumbrance for the life of the bond that has been placed in a reserve account. Mr. John Takeuchi, as a public observer in the audience, asked why the Measure J report does not include the summary of the estimate of the "bid day budget" as is included on the Measure C committee reports. Staff responded that the Measure J Committee, at a meeting earlier in the calendar year, voted to

eliminate the information to allow the expenditure reports to be larger and as not to confuse the meaning.

Mr. Covington explained that the master plan started with a 10,000 foot level recommendation. However, as the program is evaluated and reviewed, some items have adjusted on each campus. For example, \$18.9M budgeted at this time. Comments were made by various Committee members as to the ease of reviewing the reports.

## B. UPDATE ON LEASE-LEASEBACK PROGRESS

Mr. Covington explained the current status of the Lease-Leaseback (LLB) Measure J Projects. Since the last meeting in July, the contracts have been signed and LLB contractors have walked the project sites on multiple occasions along with the architects. They are currently preparing the project estimates and will be soliciting competitive bids for subcontractors in the future. He further explained that the process is still competitive. The contractors will use the District's Board Approved Prequalification Program and list of approved contractors to prepare the bids. This will include legal advertising. He further explained that they will use an "open book process" which allows the District to see all documentation submitted by the contractors. In a traditional "hard bid" the District would not be able to see the submissions, just the amount of the bid and the name of the subcontractor. This is known as an "open book" process. Because of the "open book" process, we are able to see if they are undercutting or using a product the District would not prefer. The collaborative process operates as a team environment with the District and architect rather than an adversarial negotiation. The contingency plan allows the District and contractor to evaluate the most efficient and beneficial materials and methods during construction, and allows time to include those methods/materials within the Division of the State Architect (DSA) approval set and avoid costly change orders. As the plans are further developed, that estimate may adjust the scope in a collaborative negotiation. The contingency is an owner controlled budget item which reduces the amount of change orders.

Mr. Wood asked how the Lease-Leaseback contractors are qualified. Mr. Covington explained that the District follows the process outlined in code. The District predetermines a qualification scoring process and a number of criteria the District wants included. The predetermined scoring criteria used include a fee for "pre-construction" services. Mr. Wood said that it is interesting that the competitive process requires the contractor to provide a competitive number without detailed designs included. He further stated that having the contractor on the project as the design is occurring, the contractor can and will suggest cost saving measures to the architect that will save money prior to the submission to the Division of the State Architect's office. Mr. Covington pointed out that they can also determine a phasing plan which can cut time off the project and lessen the impact on students and staff.

Mr. Chuck Wood asked if the Committee can look at the detailed cost estimate from the Lease-Leaseback contractors. Staff said that it is too early to have that information but

once the District receives comments from the Division of the Start Architect's office, the plans will be in a position for detailed estimates. Staff will share the "open book" binders or materials supplied by the LLB contractors. Ms. Modena asked if other districts are using the same prequalification program and questions. Staff answered yes, many districts are now using the same questions and even the same process. A new software has been developed that allows a contractor to complete our application and can then select other districts to send the same information. This allows districts all using the same process to grow their pool of contractors and subcontractors. Contractors benefit from the ease of completing one application and having it received by multiple districts.

#### C. UPDATE ON PROJECT LABOR AGREEMENT (PLA)

Mr. Covington explained that it is signed.

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

Mr. Covington explained that the staff addressed the idea with the Board and it was well received. It is currently being discussed in Executive Cabinet. The committee asked that this come back to the next meeting for an update.

#### FUTURE AGENDA ITEMS

##### A. FUTURE DISCUSSION:

1. Plan to maintain Measure J Projects – update
2. Ms. Mallari suggested technology to prevent an active shooter – measure taken (Safety and Security)

##### B. REVIEW OF FUTURE MEETING DATES

1. Change to K.I. Jones on November 13, 2017
2. Suisun Valley K-8 for January 8, 2018

#### FUTURE AGENDA ITEMS

The next meeting was changed to be held on September 25, 2017, at 5:00pm for the tour and 5:30pm for the meeting at Fairview Elementary School. Mr. Chuck Wood requested an email confirmation of the change of date. The Committee requested the following items for the next meeting:

1. Update on LLB
2. Update on PLA and include PLA Agreement in packet
3. Maintenance Budget for Measure J Projects (Mr. Rick Wood would like to know the Maintenance budget is adequate for the new buildings. The industry standard – is the District following? There is concern that Measure J is funding Maintenance projects.)

Ms. Modena made the motion to adjourn the meeting at 7:08pm Ms. Mallari seconded.

Approved: \_\_\_\_\_

  
Ms. Jana Modena, Vice Chair