



LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the

MEASURE J

CITIZENS' BOND OVERSIGHT COMMITTEE

Measure J Meeting Minutes – ADOPTED MINUTES

Date: April 12, 2017

Location: District Office, Board Room

Recorded by: J. David Lopez

<u>Committee Members:</u>	<u>Representing:</u>	<u>Present</u>	<u>Not Present</u>	<u>Term</u>	<u>Term Expires</u>
Barbara Bailey	Community at-Large	x		2 years	2018
Holly Barker	Community at-Large	x		2 years	2018
Timothy Buskard	Parent-Teacher Organization	x		2 years	2018
Karie Chamberlain	Community at-Large		x	2 years	2018
Betty Cleveland	Senior Organization	x		2 years	2018
Vaughn Draggoo	Community at-Large		x	2 years	2018
James Fisher	Parent Community	x		2 years	2018
Kareen Knowles	Parent Community		x	2 years	2018
Robert Kroepfl	Parent Community	x		2 years	2018
Kevin Lalor	Business Organization	x		2 years	2018
J. David Lopez	Community at-Large	x		2 years	2018
Will Macedo	Taxpayer Organization	x		2 years	2018
Chuck Oien	Community at-Large	x		2 years	2018
David Voltz	Alternate		x	2 years	2018
<u>District Staff:</u>					
Susan Kinder	Chief Business Official	x			
Tim Boczanowski	Bond Program Director	x			
Esther Sadkowski		x			

I. CALL TO ORDER

A quorum being present, Committee Chair J. David Lopez called the meeting to order at 6:35 p.m.

II. Visitor/Public Comments

There was no communication from the audience.

III. Minutes

The minutes from the February 8, 2017 meeting were reviewed. There was a motion to approve by Barbara B. and a 2nd by Betty C. All in attendance voted to approve the minutes. Minutes Approved.

IV. Summary of District Contracting Methodology

Tim Boczanowski explained to the CBOC how to search contract methodology concepts, codes (e.g., education code), methodologies and procedures (and Board Policy sections) on LVJUSD website as well as California legislative website (for cross reference). Tim B. further noted "construction services" is not construction of buildings, it's property management, insurance, professional services, etc. CBOC members inquired: how LVJUSD bids are administered; if independent estimates are solicited; what happens after bids are received or if there are independent estimates for larger projects or analyzing bids; unclear of distinction of what "new construction" means as opposed to refurbish or update; how the CBOC can be assured LVJUSD are obtaining the best and lowest cost bids. Tim B. advised there are strict methodology policy in codes and statutes for defining those terms (in addition to "best management practice") in contracting. It was mentioned that lowest possible bidders were not always the 'lowest responsible' bidder - the actual criteria. For example, lowest bidders often issue change orders. As such, "pre-qualification" databases include such bidders with dubious histories. It was expressed that some inquiries may be outside the purview of this CBOC. CBOC Chair recommended the CBOC move on to next Agenda item as further inquiries into methodology may always be brought up in future CBOC meetings.

V. Bond Implementation Update

Tim B advised that on March 21, 2017, the LVJUSD Board voted to move forward with numerous (and enumerated) projects. These projects fall into three categories: Continuation of Early Start (e.g., marquees); Immediate Equity Projects and District-Wide Potential Summer 2017 Projects (e.g., stadium bleacher seats, exterior painting and replacement, utility system repairs); and Major Projects and Proposed Scope of Work for Initial Phase (e.g., 10G data infrastructure, construction or renovation of classroom and major building/complexes.

VI. School Construction Process (PP Presentation by Tim B., continued from 2/8/17 meeting)

Tim B. continued (from the prior CBOC meeting) with his PowerPoint presentation which provided an overview of the Measure J Bond activities since the last meeting as well as an implementation plan update. A broad review of the mission and vision was shared as well as critical success factors as created by the Facilities Advisory Committee. Methodology for data collection was also shared. In terms of priorities, the areas include the following: **Must do** – Code compliance, ADA, structural safety, fire/safety, Title 5, Title 9; **Should do** – Initial phase, 21st century learning, aging infrastructure, safety and security, curb appeal, equity, signature projects; **Nice to do** – Identify future phases. Tim B. advised as to how the various stages of a project's selection and approval process is completed, and at various levels of local, state and federal government levels. Tim B. further explained that once a project is completed, post-completion tasks and obligations are performed

VII. Financial Update

Susan K. provided a financial update and shared the Revenue and Expense documentation for the Measure J Bond. CBOC members expressed concern for one particular item: administrative expenses amounting to approximately \$800,000. Susan K. advised she can expand on that item at the next CBOC meeting.

VIII. Matters Introduced by the Committee

The committee may bring issues not on the agenda for further discussion during this agenda item, as well as additional information items that the committee would like from the District. The items will only be recorded if a majority concurrence from the committee is obtained.

A motion was made by Keven L., and seconded by Holly B., that Susan K. expand and provide detailed information on the \$800,000 administrative expenditures listed in her Financial Update. The vote was as follows:

Aye – All present CBOC members

The motion passed

Action – Susan K. shall expand and provide detailed information on the \$800,000 administrative expenditures listed in her Financial Update, and provide same to Chair J. David Lopez before the next CBOC meeting

IX. Next meeting date

The next meeting will occur on Wednesday, June 14, 2017, at 6:30 p.m. in the Board Room.

X. Adjournment

There being no further business before the Committee, Chair Lopez adjourned the meeting at 8:07 p.m.