



CHINO VALLEY UNIFIED SCHOOL DISTRICT  
Facilities/Planning Division

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CITIZENS' BOND OVERSIGHT COMMITTEE  
MEETING MINUTES  
December 11, 2006

Meeting was called to order at 5:04 p.m. Members present were Steve Elie, Christina Gonzales, Gary Larson, Roger Larkin, Alan Wapner, Glenn Duncan, Julie Allen, and Jenny Tate. Roman Nava arrived at 5:06. Mr. Wapner left at 5:43.

1. Reorganization/nomination and appointment of officers

Mr. Elie stated that Ms. Orozco has been elected to the Board of Education and will no longer serve on the Citizens' Oversight Committee. He said the bylaws are unclear as to whether the vice-chair would automatically become the chairperson, and bond counsel stated that it is a local decision. Mr. Wapner nominated Mr. Elie as the chairperson and Mr. Duncan seconded. Mr. Duncan moved to close the nominations and Mr. Larson seconded the motion. All were in favor. Mr. Elie nominated Julie Allen for vice-chairperson, Mr. Larson seconded, and all were in favor. It was noted that Mr. Milliner will continue as the secretary.

2. Approve October 30, 2006 Minutes

Mr. Larson moved to approve the minutes from October 30, 2006, Christina Gonzales seconded the motion, and all were in favor.

3. Public Comments

Ms. Sylvia Orozco thanked everyone on the committee for their excellent work, and said it was a pleasure to serve on the committee. Mr. Elie thanked her for her service and hard work as the chair.

Mr. Rick Dempsey from PCM3 thanked the committee for their support to PCM3. He felt the district is on a good upward trend in the construction program, and their final report would be available in January. He believes that the initial statistics show that change order costs are down and PCM3 is leaving the district in good shape.

4. Performance Audits 2004-05 and 2005-06

Ms. Chen introduced Mr. Henry Petrino from Total School Solutions, the firm that completed the Performance Audits for the 2004-05 and 2005-06 fiscal years. Copies of the audits were distributed to the committee. Total School Solutions opined the following:

- Measure M program is running smoothly.
- Staff has maximized all available State revenue.

- Use of construction management delivery method was used effectively and had good results.
- Suggests a board-adopted master plan.
- Suggests board-approved budgets for projects.
- Master plan and budgets would provide additional transparency for the bond program.

Ms. Chen said the reports would be given to board members this week via board newsletter and presented to the board and public on January 18, 2007. The committee was encouraged to review the reports and forward questions through Mr. Elie or bring them to the next COC meeting January 22, 2007.

Mr. Larkin requested a copy of the District-wide financial reports for the 2004-05 and 2005-06 fiscal years. Ms. Chen said they would be made available to him.

#### 5. Implications of Prop 1D

Due to technical difficulties, the Prop 1D presentation was continued to the next meeting.

#### 6. Measure M Expenditure Quarterly Update

Ms. Chen distributed and reviewed the Measure M expenditure quarterly update as of September 30, 2006.

#### 7. Construction Update and Change Orders

Ms. Chen introduced Mr. Greg Stachura, the district's new Construction Coordinator, who will be working with Mr. John Grow in a hands-on role at the job sites, overseeing contractors, construction management firms, etc.

Mr. Larkin had questions regarding the district's punch list procedures generally, and specifically at Walnut Elementary. The questions were discussed and answered by Mr. Grow.

Ms. Chen said links to the change orders in the board agendas were being provided to the committee. Mr. Elie said the links provided by district staff were difficult to access and print. Ms. Allen consolidated the change orders into one PDF file and re-distributed to members.

Ms. Chen distributed a packet that provided summaries on the active projects showing the original contract amounts as well as the changes orders approved as of the last board meeting along with the percentage of increase of change orders to the cost of each project. The committee commented that the information was helpful.

Ms. Tate asked questions regarding 10% contingencies built into project cost and allowances. Ms. Allen had a question regarding Change Order No. 48 for Woodcrest Junior High School, for reimbursement for increased labor costs. Mr. Grow said there was a delay and the contractor's labor rates went up and the actual increased costs were negotiated down to the amount agreed to in the change order.

#### 8. Replacement of vacated member position of parent active in parent organization

Mr. Elie discussed the need to request the Board of Education to replace Ms. Orozco's position on the committee as the parent of a child attending school in the district who is also active in a parent organization. Because Ms. Orozco's membership expires June 2007, the committee suggested that the Board of Education transfer Ms. Tate, currently an at-large member whose term also expires June 2007, and who meets the membership criteria of the vacancy to fulfill the opening. This would eliminate the need to bring on a replacement for only six months. Ms. Chen said she would check into bringing the request before the board.

#### 9. Field Trip Date

Mr. Nava made a motion that the field trip be held on Friday, January 26, 2006, Ms. Allen seconded the motion and all approved. The field trip will start at 9:00 a.m.

#### 10. Other Topics

Mr. Larkin asked if the money spent on the partial 2004-05 Glenn Gelman performance audits came from General Fund and not Measure M. Ms. Chen confirmed it was paid out of General Fund.

Mr. Elie stated that the next meeting is January 22, 2007, and at that time the committee will be asked to approve the second quarterly report, which will cover the October 30<sup>th</sup> meeting along with the current meeting.

The meeting was adjourned at 6:02