



Putting
Children
First

Bond Oversight Committee

Wednesday, February 3, 2021

5:30 to 7:00 p.m.

ZOOM Meeting

Minutes

1.0 Welcome/Call to Order 5:30

2.0 Public Comment – Individual public comment shall be no more than two minutes in length on each agenda or non-agenda item.

3.0 Call to Order/Members Present/Absent

Michael Watanabe, Terrence Gladney, Brian Hill, Lesley Taylor, Marcia Fritz

Absent: *Colleen Megowan-Romanowicz*

Staff Present: *Rose F. Ramos, Nathaniel Browning, Elena Hankard, Crystal Hoff, Anthony Lea, Jesse Castillo*

4.0 Approval of Agenda/Discussion of Tonight's Meeting

Motion by: Terrence Gladney

Second by: Lesley Taylor

The agenda was approved as presented.

5.0 Approval of Minutes

November 4, 2020 – Regular Meeting

Motion by: Terrence Gladney

Second by: Brian Hill

The minutes were approved as presented.

6.0 New Member, Committee, and Staff Introductions

The Committee welcomed new member Marcia Fritz. All committee members and staff introduced themselves. Marcia Fritz is the treasurer of the Sacramento Taxpayers Association. She has been on the association's Board for several years. Generations of her family have attended various SCUSDs schools.

Chair Michael Watanabe summarized to Marcia how the CBOC meetings are structured.

7.0 Measures Q and R Bond Fund Update/Projects/Staff Update

Staff presented to the committee a Measure Q and R fund and project update. Three core academic projects were highlighted.

Measure R Wrap-up

Central Kitchen Phase II 4/2019 through 2/2021

Current Budget: 41,217,813.03

Actuals Approved: 36,229,319.58

**includes other funding sources*

Measure Q Core

John F. Kennedy HS

Full renovation of (e) music building (Bldg. M) and Admin Offices and Counseling Center (Bldg. A) 11/2019 through 2/2021

Current Budget: 17,510,526.44

Actuals Approved: 15,141,407.72

Measure Q Core

Luther Burbank HS

Core Academic Renovation 6/2020 through 3/2021

Current Budget: 17,835,187.15

Actuals Approved: 9,599,479.09

Staff is now in the process of planning for summer. Ten to \$15m is slated for roofs, playgrounds, restrooms, and irrigation projects. Core planning for Albert Einstein and Luther Burbank Phase II will begin this Summer also. The District will be going out for bids in April for projects included in the \$10m to \$15m previously mentioned.

Brian Hill: Is this the normal schedule or has COVID impacted the planned schedule? Answer: Yes, the timeline has been impacted by 4 to 6 weeks. The District is not at this time concerned about delays in the construction schedule.

Staff reviewed the Project Status Update report with the Committee.

Terrence Gladney stated he followed up with Principal Holmes at John Cabrillo Elementary, after the discussion at the last CBOC meeting in November, regarding the willow tree that was removed from the campus. He stated that Ms. Holmes told him that the tree did not have any preexisting issues prior to the construction at the site. And that there was still a long list of pending punch list items that had not been completed. He is also unaware if all of the signage has been replaced at the school site.

Terrence Gladney would like to know how all of these facts are not captured in the report being presented. John Cabrillo is not showing as a pending project. And although a percentage of the project is retained until all is completed, he would like to see schools such as Cabrillo on the report as pending. He would like to know what the timeline in terms of cash flow is and the reporting structure compared to when the work was actually completed. And regarding Cabrillo, the work was actually completed November 2019 and there were pending items. In addition, a year later in a CBOC meeting, there were still punch list items that were incomplete, yet the project is not in this report being presented. He would like to see what the cash flow is, when it is expended, and when it is completed in E-builder, and does all of this align with the actual completion of the project. He wants the data to better align with the work that's being done.

Nathaniel Browning: Once the Board has approved the Notices of Completion and the closeout documents have been completed, the projects are no longer listed on the report.

Crystal Hoff: When the Notice of Completion goes to the Board, District holds the 5% retention for 35 days for when there are items or issues that we are wanting the contractor to take care of. Items do stay on the report longer than once the Notice of Completion is issued. Items stay on the report until there is no more financial obligation. When it has been fully expensed and there are no outstanding payments due to a contractor and everybody has been paid in full and all contracts have been closed then it falls off of this report.

CBO Rose Ramos: Staff are working to provide the Committee with additional information. We would like to include a recap or summary to the Committee. These reports show our pending projects that are still under construction. In addition, we should have another category where we show projects that have possibly been completed but have not been closed out but we are able to take occupancy due to the construction being completed. Staff can create a report that shows pending technical items that need addressing. Staff can work on creating reports that are more readable. Staff will work on sample reports to share with the Committee and would welcome feedback from the Committee to share what they would like to see in a report with projects that fall into the criteria of no more construction only some pending items. Staff will also provide additional information on cash flow with the bonds and what's remaining so the Committee is aware of when we are needing to issue a new bond. This is another piece needed in the PowerPoint presentation at these meetings.

Anthony Lea: Clarification regarding John Cabrillo Elementary. A staff member had retired before the completion of the project. They have since been addressed. However, the Principal has notified Facilities just as of yesterday regarding another matter. Staff will address this matter.

Terrence Gladney would like more alignment in the report. He was concerned that staff was very confident that all the work at Cabrillo had been completed but it was not. And that the pending issues were not outlined in the report presented to the Committee. He stated that the E-Builder software and the processes are supposed to be a mechanism to where someone can come in midstream or after the fact and have visibility to what the story of this project was. Mr. Gladney is concerned that there was a staff member who didn't see the whole picture or was not aware because somewhere in the process, it was broken. Whether it was in the communication or cleanliness of the data. There is a mismatch in understanding as to what was and had actually happened.

Chair Michael Watanabe: Is it accurate to say that a project is no longer in E-Builder because the project, as it was designed, is complete from a contracting standpoint? So that any new issues or maintenance would not be on this report?

If this is the case, Mr. Gladney would like to know where any issues, or anything that is auxiliary, or connected, or rooted in the specific project is captured. For quality control, he would like to know where things are captured.

CBO Rose Ramos: These items are available in E-Builder.

Crystal Hoff: What is captured in E-Builder, the District's construction management software, is the construction project. If the project is completed to scope and is paid, then it is closed out. What would follow from there, is the project is handed over to the Maintenance department and transitions into a work order.

Terrence Gladney: Are there existing or planned integration efforts to allow cross visibility between the data? He stated that from a taxpayer's standpoint, the maintenance issues that arise from work that are paid for by bond dollars that the data definitely intersects and should be visible. If it's a contractor issue or a process issue, if the same project is recreated with the same contractor at a different site, we could expect the same result because we have not captured the essence of the complete scope of the work.

CBO Rose Ramos: Many issues are under a warranty. Then we would go back to the contractor. But yes, we do want quality control from the vendors so that we could possibly make different selections in the future or keep an eye out to make sure that the quality from the vendors is there. We should be tracking this.

Nathaniel Browning: Agrees that the E-Builder system and the maintenance work order system should communicate depending on what that may look like.

Terrence Gladney: Or a holistic dashboard. There needs to be an actual snap shot of the overall picture. If this cannot be done through the systems, then it should be done manually. This would be a conversation to have with the software vendors.

Noted.

Staff reviewed the Bond Program Status Report for period ending January 27, 2021.

New member Marcia Fritz would like to see the relationship of expenditures by area. She wants to be sure the District is being fair to the different population groups within the District.

Terrence Gladney: This subject has come up at Board meetings. There has been a positive change in the equity piece in the District in the last couple of years.

Staff will research sample reports from other Districts. The Committee can take a look at a few different options.

8.0 Facilities Master Plan Update

Anna Javed recapped the Facilities Master Plan (FMP) project timeline.

Phase 1 Assessment

Phase 2 Visioning

Phase 3 Master Planning

Phase 4 Cost Analysis Prioritization

Work to begin on a Facilities Master Plan (FMP) began in the spring of 2019. In the summer of 2019, the District selected DLR Group, an architect firm to begin the work with the District. From the summer of 2019 to the end of 2020, the District worked with DLR on site assessments. The assessments allowed the District to come up with a figure of costs to upgrade the sites needing work. The District has 3.2 billion in site needs. This allowed the District to place a measure on the ballot. Measure H passed in March of 2020. COVID halted the work temporarily until the fall of 2020. Three committees were formed for the process. The Core Planning Group would like a member of the CBOC to participate. The first meeting was held in late January. The next meeting is tentatively set for February 17, 2021. And we are planning on holding two meetings in March. We may go all the way through May. The purpose of this group is to come up with educational specifications using the data that DLR provides to us.

Lesley Taylor: Will the facilities assessments be uploaded to the FMP website? Either the individual assessments of some sort of summary? Answer: DLR is working on creating a dashboard. This information will be available soon. An equity database will also be available.

Terrence Gladney: Is there a matrix for outdoor learning space? For the existing outdoor learning spaces, what are the targets? Anna Javed: We call this the biophilic design, indoor/outdoor learning. Our Master Plan will provide us with a blueprint.

Chair Michael Watanabe: How much CARES Act funding has the District received? Answer: CBO Rose Ramos: The District has a report as to what has been spent to date being presented at the February 4, 2021 Board meeting. The district has been awarded approximately \$55m. The District had a deadline of December 30, 2020 to spend \$34m of this award. The funds had to be spent by the end of 2020. The District came in just shy of \$4m. The only reason being is that we did not receive the materials. Being that the funds were federal funds, the items needed to be received and the funds had to be spent not just expensed. On December 27, the

former President extended the deadline to December 31, 2020. The District has received an additional allocation but it is not a formal one as of yet but have seen approximate calculations of \$69m. These funds will be focused on facilities to help mitigate the spread of COVID. Again, we are waiting for formal notification but with these funds, we will have two years to spend.

The District is working with PBK Architects. They are providing the District with a third party COVID assessment of all sites. They walked all of SCUSDs sites in December and assessed. They will be coming back and helping us in relation to COVID readiness at all sites to help bring our students back. We are also working with firms to assist us with touchless hydration stations at all sites. The District also has HVAC efforts in place at this time.

The District has contracted two architect firms in joint venture to help develop site maps to be used as a daily checklist to assist plant managers to will help outline what kind of signage is needed, where student checkpoints should be placed, if any hallways should be one directional, what traffic flow looks like, etc. Also part of this effort where should outdoor learning spaces be placed ideally.

Lesley Taylor, Terrence Gladney, and Marcia Fritz have volunteered to serve on the Core Planning Committee.

9.0 CBOC Training Update (May 5) and Recap of Measure Q and R Member Categories Update

Dale Scott will be attending the May 5, 2021 meeting for CBOC training.

Members representing a Senior Citizen's association and a General Community member are still needed.

10.0 Questions/Statements to the Board from the Bond Oversight Committee

Many thanks to staff and committee members from Terrence Gladney.

11.0 Future Business-Next Meeting Dates/Locations

May 5, 2021 via zoom

August 4, 2021

November 3, 2021

When able to hold meetings at sites again, the Committee has requested the Central Kitchen location.

Adjourn: 7:00pm.

Motion by: Brian Hill

Second by: Terrence Gladney