

# WCCUSD



## Citizens' Bond Oversight Committee

Meeting Agenda and Packet for November 13, 2023

1400 Marina Way South, Richmond, CA 94804

CBOC members are requested to contact the chairperson, Lorraine Humes, if they are unable to attend the meeting at email: [lhumeswccusdcbo2@gmail.net](mailto:lhumeswccusdcbo2@gmail.net)

## **AGENDA**

### **WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE**

**(Bond Measures D, E and R)**

**November 13, 2023 at 6:00 p.m.**

**1400 Marina Way South, Richmond CA 94804**

**(In Person Meeting)**

**To join by computer, please click the link below to join the webinar**

**<https://wccusd.zoom.us/j/95267496270>**

**Or by Telephone: US: 1+(669) 444-9171 / Webinar ID: 952 6749 6270**

#### **OPENING PROCEDURES:**

- A.** Call to order / Pledge of Allegiance
- B.** Comments by Chairperson (3 minutes)
- C.** Roll Call

Chairperson: Lorraine Humes	Ariel Xi
Vice Chairperson: Brendan Havenar-Daughton	Don Gosney
Secretary:	Jia Ma

Quorum is a majority of committee members.

#### **D. Public Comment**

This time is reserved for members of the public to address the Committee on Bond Program issues not already appearing on the agenda. Comments are limited to three minutes per speaker and ten minutes per topic. (By a majority vote of the CBOC members in attendance, the time limit may be extended.) No discussion is allotted on public comment. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The CBOC members may briefly respond to statements made for questions posed, however, for further information, please contact the CBOC Chairperson for the item of discussion to be placed on a future agenda

[lorraine.humes@wccusd.net](mailto:lorraine.humes@wccusd.net)

(Brown Act §54954.3(b))

The public will be able to comment on the agenda items (two minutes per speaker)

#### **E. Approval of the Agenda (3 minutes)**

**GUEST SPEAKER : (30 minutes)**

Carolyn Castillo, President of the California Association of Bond Oversight Committees (CABOC) - Topic: The CABOC Website Academy

Attachments: Carolyn's biography and slide presentation of Site Visit Course

**DISTRICT REPORTS:**

- F.** Bond Program Project Status and Financial Reports (Luis Freese/Melissa Payne/Ellen Mejia-Hooper)  
(60 minutes)
1. Financial Reports / Training on the Bond Program Management Plan (BPMP)
  2. Bond Project Reports / Training on Project Status Report form

**CBOC REPORTS:**

- G.** Action Items (20 minutes total)
1. Approval of Minutes (3 minutes)  
(Unless pulled from the consent calendar by a member of the CBOC, staff or the public, consent items are approved without discussion)
    - a. Draft of September 12, 2022 minutes
    - b. Draft of September 11, 2023 minutes
  2. Annual Report Update – Lorraine Humes
  3. BOE accepting the 2021-2022 independent financial and performance audit (15 minutes)  
A tape of Luis' presentation of the Bond program's audit reports on 9/20/23:  
[https://www.youtube.com/watch?v=pmJt\\_bPyJp4](https://www.youtube.com/watch?v=pmJt_bPyJp4) (section 2:16:12 – 2:25:21)

**DISCUSSION: (10 MINUTES) – Lorraine Humes**

Using the Accounts Payable Check Lists from July and August 2023 we will look for 'red flags'

**REFERENCE DOCUMENTS**

- H. Information Request Log
- I. CBOC Membership Roster
- J. 2023 CBOC Attendance Chart

**NEXT SCHEDULED MEETING – December 11, 2023**

**ADJOURNMENT**

**TRAINING (60 minutes) – Proposition 39, CA Constitution Article XII A Section 1 (b)(3), Ed Codes, Measure R**

**Disability Information**

Upon written request to the district, disability related modifications or accommodations—including auxiliary aids or services—will be provided. Contact the Superintendent's Office at (510) 231-1101 at least 48 hours in advance of the meeting



**Carolyn Castillo**, *President, California Association of Bond Oversight Committees*

Carolyn is the current President of the California Association of Bond Oversight Committees. Carolyn served on the El Rancho Unified School District School Board from 2018 -2022. Prior to being elected, Carolyn served on the Citizen's Bond Oversight Committee. Carolyn background in facilities management complements the diverse experience to the board for effective oversight.

Retired from Boeing's Defense, Space and Security (BDS) business unit, Carolyn was a Program Management Specialist. In that capacity, Carolyn was responsible for deploying program management processes across various business units and identifying improvement opportunities. Additionally, Carolyn conducted internal organizational effectiveness assessments and served as an external assessor for the California Council for Excellence (CAPE)

Carolyn is a published author of peer reviewed papers relating to Business Continuity. In addition, she was a contributing author for the *Facilities Design and Management Handbook* published by McGraw-Hill. Ms. Castillo served on the editorial board of the Journal of Business Continuity & Emergency Management from 2007 through 2011.

Ms. Castillo holds a Master of Management from the University of Redlands, a Bachelor of Science in Industrial Technology and Bachelor of Arts, Psychology from California State University Long Beach. Other training includes Six Sigma Green Belt and Lean+ Executive Training and Standard Capability Maturity Model Integration (CMMI) and Appraisal Method (SCAMPI) In addition, Ms. Castillo is a member of the International Facilities Management Association where she was a speaker at its World Workplace Conference in 2003.



# Site Visits

This course describes why it is important to hold site visits,  
what to look for and red flags

# Site Visits – A Look and See Experience



Before: Convert to Innovation Lab

- As a Citizen Bond Oversight Committee Member, you will
  - Review design and construction drawings
  - Walk around the School Facility
  - Observe what construction work is being performed,
  - See the construction work in progress
  - Review Project Schedule
  - Report your observations
- Why it is important – you will see tax dollars at work! Construction Matters!

# Get Ready – your preparation

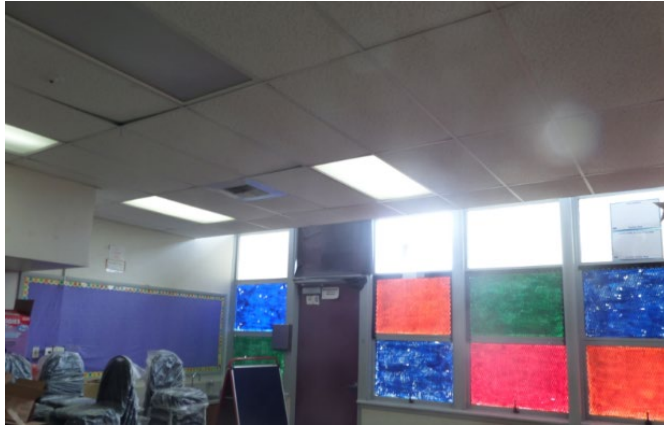
- Schedule your site visit: 1-1/2 hour
- Dress appropriately: Business casual, flat shoes, closed toe. If required, a hard hat should be provided.
- Review the project scope, schedule and understand what phase of the project you will be observing
- If available, review design and construction drawings
- Understand the total project budget and actual expenditures up-to-date
- Take a notebook and camera/phone to take notes and pictures
- Tour participants: Introduce each other and remember school may be in session and direct questions only to the Project Manager.

# Exteriors



- Walking to the construction site
  - Condition of walkways, landscape and overhangs.
  - Condition of walls and windows
  - Location of doors and windows
  - Lighting
- What is the building use?
  - Classroom, library, labs, cafeteria
  - If a “wing”, how many adjacent classrooms?
  - Size of room (square footage)
  - Any room within a room?
- Any noticeable spots, leaks on overhang?

# Interior – Before upgrades



- Inside a classroom
  - Ceiling, Floors, Windows
  - Lighting, electrical outlets and cabling
  - Sinks
  - Air conditioning, ventilation
  - Cabinets, furnishing, furniture
- Did you see
  - Water stains on ceilings, missing ceiling tiles. Floors cracks, painted windows
  - Lights not working, few electrical outlets and cabling not placed correctly.
  - Window openings
  - Sinks – old, stained, not working
  - Air conditioning – none, not working. Ventilation not working
  - Cabinets full, old furniture, artwork hanging everywhere
- Hazardous Condition
  - Mildew, Leaks, Asbestos on window grout, floor tiles.



# Interior – After Construction is complete



- Inside a classroom
  - New Flooring
  - Dropped ceiling removed, replace with open ceiling
  - Fluorescent lighting remains
  - Glass rolling or folding doors
  - Sink against wall, near monitor
  - Electrical/cable uses drops
  - Patio area w/o canopy
- Did the completed project match the design?
- Any flaws in the design such as TV monitor over sinks?

# Construction Guidelines



- Demolition
  - Barriers set up
  - Keep materials within perimeter
- Have a plan for adjacent buildings
  - Ensure after work is complete, no loose ends.
    - Picture depicts stairway with no termination point.
  - Getting rid of old furniture and furnishing





# Construction - Discoveries

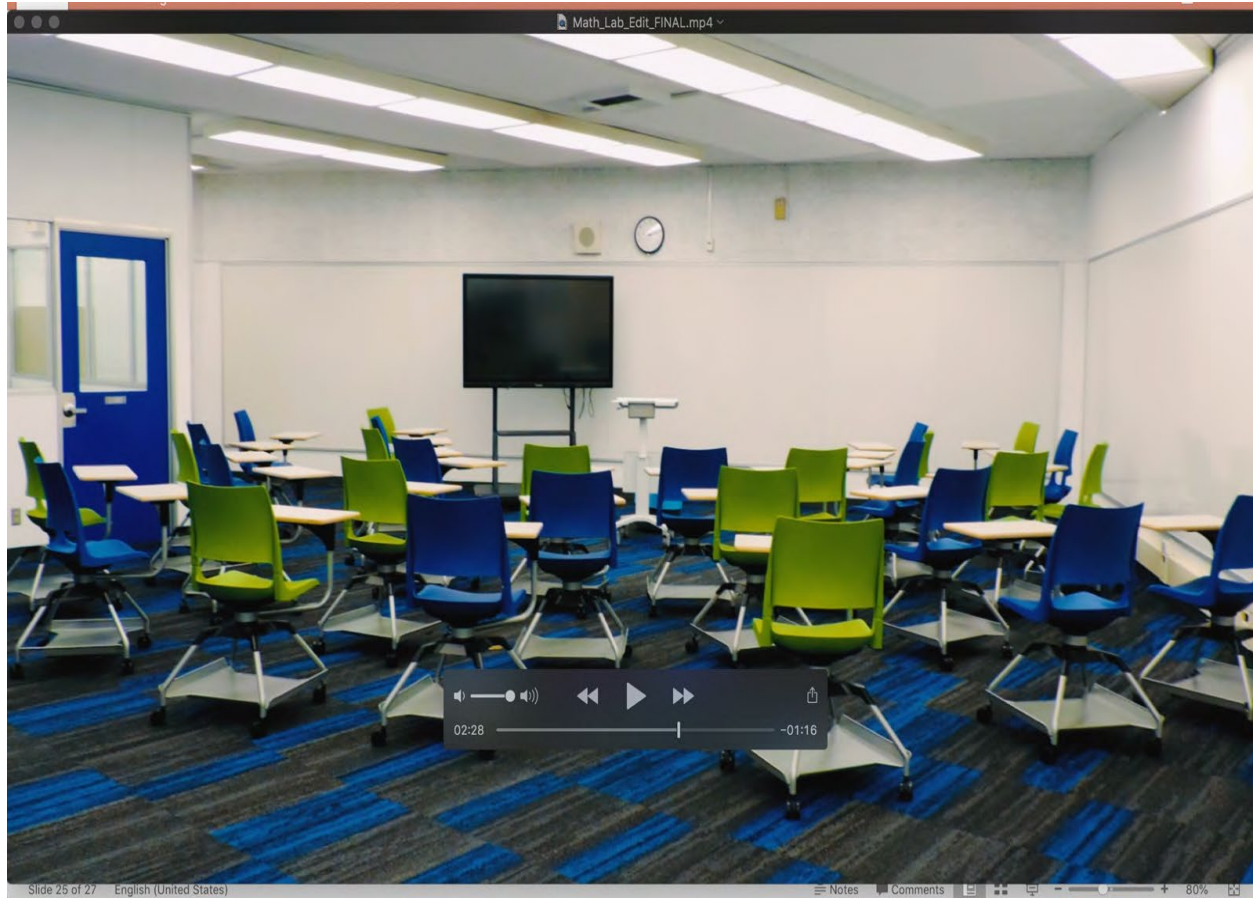


- Discovery during construction
  - When the walls and floors are removed, surprise
    - Termites – destroyed structural beams
    - Drains – filled with concrete
- Construction Change Notice
  - Unplanned work





# Review – A Finish Product?



- Carpet substituted – lower quality
- Paint – wall painted but tiles not painted
- Chairs recommended to allow for easy movement but difficult to keep align – rows

# A little analysis/ Reporting

- Many construction projects go over budget. You can predict if that is the case for your project by doing a little analysis
  - Estimate what work was completed? 25% 50% 75% or 90%
  - Look up reported project budget and actual expenditures to date. Then calculate Actual expenditure/project budget.
  - How do the numbers match up.. For example 50% of work completed and actual expenditure is 60%. If expenditure higher, then potential overspending
- Don't be afraid to ask about the budget.
  - You can help identify potential overrun.
- Reporting – after the site visit; write a report noting your observations including pictures. This serves as a historical record.

# CBOC Focus

- Public Reporting
  - At the end of the site visit; write a report noting your observations including pictures. This serves as a historical record.
  - Remember, you are the eyes and ears for the public. Without you, the public may not get know what work is being performed using Bond Funds
  - Be aware of Red Flags
- Your role > Plan and participate on site visits



## A/P Check List

September, 2023  
Fund 21

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Invoice Description
<b>Site 108 - CAMERON</b>						<b>495,815.83</b>	
ALTEN CONSTRUCTION INC	227579	09/26/23	21-9745-6211-108	1000004033-5A	09/12/23	493,175.83	CAMERON SCHOOL CCNP & HVAC JULY
BRADLEY J WILLIAMSON	227800	09/26/23	21-9745-6214-108	1911	08/31/23	2,640.00	CAMERON SCHOOL CNP PROJ JULY 2023
<b>Site 110 - COLLINS</b>						<b>3,431,919.27</b>	
ALTEN CONSTRUCTION INC	227579	09/26/23	21-9745-6211-110	10000040335B	09/12/23	3,429,519.27	COLLINS ES CNP & HVAC JULY 2023
BRADLEY J WILLIAMSON	227800	09/26/23	21-9745-6214-110	1912	08/31/23	2,400.00	COLLINS ES CNP PROJ JULY 2023
<b>Site 134 - LAKE</b>						<b>2,698,994.79</b>	
ALAN KROPP AND ASSOCIATES INC	227405	09/19/23	21-9745-6190-134	28714	08/09/23	18,274.68	LAKE ES CAMPUS REPLACEMENT 7/5/23-
ALTEN CONSTRUCTION INC	227579	09/26/23	21-9745-6201-134	1000003734-24B	09/09/23	21,165.36	LAKE ES CAMPUS REPLACE DESIGN
ALTEN CONSTRUCTION INC	227579	09/26/23	21-9748-6211-134	1000003734-24A	09/09/23	2,635,955.43	LAKE ES CAMPUS REPLACE
CONSOLIDATED ENGINEERING LABOR	227434	09/19/23	21-9745-5890-134	211400	08/16/23	23,599.32	LAKE ES TESTING & INSPECTION SVCS
<b>Site 150 - RIVERSIDE</b>						<b>436,453.87</b>	
ERA CONSTRUCTION INC	227452	09/19/23	21-9745-6170-150	1000004138-3	08/30/23	257,009.90	RIVERSIDE ES RELOCATABLES AUGUST 2023
LANDSCAPE STRUCTURES INC	227673	09/26/23	21-9745-6400-150	INV-131138	07/12/23	170,384.22	RIVERSIDE ES PLAYSTRUCTURE JULY 2023
NINYO AND MOORE GEOTECHNICAL A	227515	09/19/23	21-9745-5890-150	277433	08/22/23	819.75	RIVERSIDE ES PLAYGROUND TEST &
SVA ARCHITECTS, INC	227554	09/19/23	21-9745-6201-150	60989	07/31/23	3,240.00	RIVERSIDE ES - ARCHITECTURAL & ENG
SVA ARCHITECTS, INC	227783	09/26/23	21-9745-6201-150	61043	08/31/23	5,000.00	RIVERSIDE ES - ARCHITECTURAL&ENG SVCS
<b>Site 157 - STEGE</b>						<b>12,933.46</b>	
QUATTROCCHI KWOK ARCHITECTS	227746	09/26/23	21-9745-6211-157	25015	09/11/23	12,933.46	STEGE ES CRITICAL NEEDS PROJ AUGUST
<b>Site 360 - KENNEDY HIGH</b>						<b>111,809.30</b>	
DIVISION OF STATE ARCHITECT	227615	09/26/23	21-9747-6190-360	01 13502	08/24/23	14,595.80	KENNEDY HS PRESS BOX & BLEACHER
HKIT ARCHITECTS	227474	09/19/23	21-9747-6190-360	1.	06/30/23	46,310.81	KENNEDY HS MODERNIZATION PROJECT
HKIT ARCHITECTS	227654	09/26/23	21-9747-6190-360	2.	07/31/23	44,494.69	KENNEDY HS MODERNIZATION PROJECT
HMC ARCHITECTS	227475	09/19/23	21-9747-6201-360	169667	08/11/23	5,767.20	KENNEDY HS BLEACHERS AND PRESS JULY
HMC ARCHITECTS	227655	09/26/23	21-9747-6201-360	170050	09/12/23	640.80	KENNEDY HS BLEACHERS AND PRESS BOX
<b>Site 362 - PINOLE VALLEY HIGH</b>						<b>550.00</b>	
THUNDER MOUNTAIN ENTERPRISES,	227790	09/26/23	21-9745-5860-362	19907	09/18/23	550.00	PVHS FIELD HOUSE AND BLEACHERS
<b>Site 364 - RICHMOND HIGH</b>						<b>152,250.00</b>	
DLR GROUP INC, A CALIFORNIA CO	227440	09/19/23	21-9747-6190-364	0221629	07/10/23	30,450.00	RICHMOND HS MODERNIZATION PROJ
DLR GROUP INC, A CALIFORNIA CO	227440	09/19/23	21-9747-6190-364	0222250	08/10/23	45,675.00	RICHMOND HS MODERNIZATION PROJ
DLR GROUP INC, A CALIFORNIA CO	227440	09/19/23	21-9747-6190-364	0223887	09/11/23	76,125.00	RICHMOND HS MODERNIZATION PROJ
<b>Site 376 - HERCULES SR HIGH</b>						<b>737,184.49</b>	
DSK LLP	227442	09/19/23	21-9745-6201-376	013-3322	08/15/23	20,909.00	HERCULES M/H SCHOOL CNP ARC & ENG
DSK LLP	227616	09/26/23	21-9745-6201-376	014-3418	09/14/23	8,363.60	HERCULES M/H SCHOOL CNP ARCH&ENG
EDWARD SIT	227448	09/19/23	21-9745-6214-376	2	09/08/23	25,920.00	HERCULES MHS SCIENCE BLDG CNP
SOLPAC CONSTRUCTION INC	227774	09/26/23	21-9748-6211-376	1000004154-2	09/13/23	681,991.89	HERCULES MS/HS SCIENCE BUILDING
<b>Site 615 - OPERATIONAL SUPPT SRVS CE</b>						<b>1,537.50</b>	
EMPLOYERS ADVOCATE INC	227451	09/19/23	21-9748-5890-615	11284	08/10/23	1,200.00	DISTRICT WIDE PROJECT LABOR ADMIN
EMPLOYERS ADVOCATE INC	227623	09/26/23	21-9748-5890-615	11285	09/07/23	337.50	DW PROJECT LABOR ADMIN SVCS AUGUST
<b>Grand Total</b>						<b>8,079,448.51</b>	



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**  
**Bond Program Spending to Date by Site**  
**Data as of 09/30/2023**

**DRAFT**

Updated 10/13/2023

Site Name	Original Budget *	Board Approved Budget 5/17/2023	Expended FY 99-01 thru FY 22-23	Expended thru Sept FY 23-24	Expended Total thru 09/30/2023	Committed Balance as of 09/30/2023	Budget Balance as of 09/30/2023	Notes
BAYVIEW	17,732,392	19,850,802	19,850,802		19,850,802	-	-	Footnote 1
CHAVEZ	1,339,784	1,058,234	1,058,234		1,058,234	-	-	Footnote 1
COLLINS	993,294	8,938,871	2,967,228	3,583,085	6,550,314	1,652,100	736,457	Footnote 3
CORONADO	11,278,047	43,022,627	43,022,627		43,022,627	-	-	Footnote 1
DOVER	13,070,243	35,095,267	35,095,267		35,095,267	-	-	Footnote 1
DOWNER	28,819,079	33,415,902	33,415,902		33,415,902	-	-	Footnote 1
ELLERHORST	11,238,341	13,931,806	13,931,806		13,931,806	-	-	Footnote 1
FAIRMONT	10,971,356	6,864,259	6,602,441	-	6,602,441	-	261,817	Footnote 3
FORD	11,839,322	30,817,526	30,817,526		30,817,526	-	-	Footnote 1
GRANT	1,409,600	2,155,565	2,155,565		2,155,565	-	-	Footnote 1
HANNA RANCH	680,923	783,349	783,349		783,349	-	-	Footnote 1
HARDING	15,574,211	22,632,446	22,632,446		22,632,446	-	-	Footnote 1
HARMON KNOLLS	-	448,435	448,435		448,435	-	-	Footnote 1
HIGHLAND	13,504,714	2,679,839	1,932,714		1,932,714	-	747,125	Footnote 3
KENSINGTON	16,397,920	19,343,892	19,343,892		19,343,892	-	-	Footnote 1
KING	16,688,732	25,342,166	25,342,166		25,342,166	-	-	Footnote 1
LAKE	822,657	67,247,823	17,969,780	4,991,172	22,960,952	35,842,639	8,444,232	Footnote 3
LINCOLN	15,225,821	17,676,561	17,676,561		17,676,561	-	-	Footnote 1
LUPINE HILLS	16,111,242	15,395,678	15,395,678		15,395,678	-	-	Footnote 1
MADERA	11,088,764	12,233,801	12,233,801		12,233,801	-	-	Footnote 1
MICHELLE OBAMA**	13,673,885	44,129,324	43,173,377		43,173,377	-	955,947	Footnote 3
MIRA VISTA	13,928,364	16,651,130	16,651,130		16,651,130	-	-	Footnote 1
MONTALVIN	15,904,716	16,791,028	16,791,028		16,791,028	-	-	Footnote 1
MURPHY	13,554,495	15,619,655	15,619,655		15,619,655	-	-	Footnote 1
NYSTROM	20,999,690	47,800,813	47,800,813		47,800,813	-	-	Footnote 1
OHLONE	14,174,928	34,492,752	34,492,752		34,492,752	-	-	Footnote 1
OLINDA	1,170,596	2,080,188	2,080,188		2,080,188	-	-	Footnote 1
PERES	19,752,789	21,424,293	21,424,293		21,424,293	-	-	Footnote 1
RIVERSIDE	13,439,831	21,511,005	17,806,316	760,255	18,566,572	154,598	2,789,835	Footnote 3
SHANNON	1,157,736	10,855,163	1,922,129	1,821	1,923,950	156,689	8,774,524	Footnote 3
SHELDON	14,968,745	15,102,837	15,102,837		15,102,837	-	-	Footnote 1
STEGE	13,000,749	6,345,886	3,481,786	25,345	3,507,131	15,455	2,823,300	Footnote 3
STEWART	12,710,427	16,737,037	16,737,037		16,737,037	-	-	Footnote 1
TARA HILLS	14,160,935	14,975,067	14,975,067		14,975,067	-	-	Footnote 1
VALLEY VIEW	11,117,405	10,222,362	10,222,362		10,222,362	-	-	Footnote 1
VERDE	15,709,690	16,065,870	16,065,870		16,065,870	-	-	Footnote 1
WASHINGTON	14,051,720	15,322,847	15,322,847		15,322,847	-	-	Footnote 1
<b>Elementary Total</b>	<b>438,263,142</b>	<b>705,062,106</b>	<b>632,345,708</b>	<b>9,361,678</b>	<b>641,707,386</b>	<b>37,821,481</b>	<b>25,533,237</b>	
B R SOSKIN MS***	1,205,711	6,415,493	6,415,493		6,415,493	-	-	Footnote 1
DEJEAN MS	64,929	381,209	381,209		381,209	-	-	Footnote 1
HELMS MS	61,287,986	83,432,888	83,432,888		83,432,888	-	-	Footnote 1
HERCULES MS	602,982	699,000	699,000		699,000	-	-	Footnote 1
KOREMATSU MS	37,937,901	73,382,179	72,734,009		72,734,009	265,130	383,040	Footnote 2
PINOLE MS	38,828,979	56,689,430	56,689,430		56,689,430	-	-	Footnote 1
<b>Middle Sch Total</b>	<b>139,928,488</b>	<b>221,000,199</b>	<b>220,352,029</b>	<b>-</b>	<b>220,352,029</b>	<b>265,130</b>	<b>383,040</b>	
DE ANZA HS	105,389,888	132,236,248	132,236,248		132,236,248	-	0	Footnote 1
EL CERRITO HS	93,605,815	146,850,105	146,850,105		146,850,105	-	-	Footnote 1
GREENWOOD	35,315,772	79,583,607	79,583,607		79,583,607	-	-	Footnote 1
HERCULES HS	12,603,343	22,995,019	3,991,492	1,336,558	5,328,050	14,939,613	2,727,356	Footnote 3
KENNEDY HS	89,903,130	53,654,981	40,132,693	363,844	40,496,537	747,650	12,410,795	Footnote 3 & 4



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**  
**Bond Program Spending to Date by Site**  
**Data as of 09/30/2023**

**DRAFT**

Updated 10/13/2023

Site Name	Original Budget *	Board Approved Budget 5/17/2023	Expended FY 99-01 thru FY 22-23	Expended thru Sept FY 23-24	Expended Total thru 09/30/2023	Committed Balance as of 09/30/2023	Budget Balance as of 09/30/2023	Notes
PINOLE VALLEY HS	124,040,286	216,549,580	214,360,241	850	214,361,091	101,951	2,086,538	Footnote 2
RICHMOND HS	94,720,910	43,622,087	41,872,122	152,250	42,024,372	153,266	1,444,449	Footnote 3 & 4
VISTA HS	3,566,208	7,236,543	7,236,543		7,236,543	-	-	Footnote 1
<b>High Sch Total</b>	<b>559,145,352</b>	<b>702,728,170</b>	<b>666,263,050</b>	<b>1,853,502</b>	<b>668,116,551</b>	<b>15,942,480</b>	<b>18,669,137</b>	
ADAMS MS	703,660	691,211	691,211		691,211	-	-	Footnote 1
CAMERON	284,012	3,622,195	2,332,796	494,319	2,827,115	357,299	437,781	Footnote 3
CASTRO	11,901,504	620,944	620,944		620,944	-	-	Footnote 1
DELTA NSS	152,564	152,226	152,226		152,226	-	-	Footnote 1
EL SOBRANTE	187,343	536,231	536,231		536,231	-	-	Footnote 1
HARBOUR WAY	121,639	121,944	121,944		121,944	-	-	Footnote 1
KAPPA NSS	109,809	109,831	109,831		109,831	-	-	Footnote 1
NORTH CAMPUS	169,849	205,450	205,450		205,450	-	-	Footnote 1
OMEGA NSS	117,742	118,313	118,313		118,313	-	-	Footnote 1
SEAVIEW	178,534	499,116	499,116		499,116	-	-	Footnote 1
SIGMA NSS	110,728	110,949	110,949		110,949	-	-	Footnote 1
TLC	118,020	116,673	116,673		116,673	-	-	Footnote 1
WEST HERCULES	-	56,847	56,847		56,847	-	-	Footnote 1
<b>Closed/Program Total</b>	<b>14,155,404</b>	<b>6,961,930</b>	<b>5,672,531</b>	<b>494,319</b>	<b>6,166,850</b>	<b>357,299</b>	<b>437,781</b>	
CENTRAL	67,713,312	111,331,634	106,422,079	123,465	106,545,544	2,000,234	2,785,856	Budget thru 22-23
RCP CHARTER	8,148,550	4,415,204	4,415,204		4,415,204	-	-	Footnote 1
TECHNOLOGY	35,000,000	35,362,000	35,106,997		35,106,997	145,601	109,402	Footnote 2
<b>Admin/Other Total</b>	<b>110,861,862</b>	<b>151,108,838</b>	<b>145,944,280</b>	<b>123,465</b>	<b>146,067,745</b>	<b>2,145,835</b>	<b>2,895,258</b>	
<b>GRAND TOTAL</b>	<b>1,262,354,248</b>	<b>1,786,861,244</b>	<b>1,670,577,598</b>	<b>11,832,964</b>	<b>1,682,410,563</b>	<b>56,532,226</b>	<b>47,918,545</b>	

\* Original Budget provided is based on Report#2 dated April 30, 2018, and has not been reconciled.

\*\* Board approved renaming of Wilson Elementary school to Michelle Obama School on 02/12/20.

\*\*\* Board approved renaming of Crespi Middle school to Betty Reid Soskin on 06/23/21.

Footnote 1: Site projects are completed.

Footnote 2: Site Legacy projects are under planning, construction or in closeout.

Footnote 3: Site Legacy projects are completed and 2016 Facilities Master Plan/2020 Msr R Projects are under planning, construction or in closeout.

Footnote 4: \$1,000,000 Budget for Modernization Project, using Measure 2020R

Note: Measure 1998E is not covered under Proposition 39 regulations for school bonds, and is not ordinarily reported in the Bond Program expenditure reports.

The following report shows Measure 1998E projects by site with state funded DeJean middle school project.

Measure 1998E Project	Budget	Expended	
DeJean Middle School	36,836,215	36,836,215	-
1998E Project	23,994,285	23,994,285	-
State Fund Project	12,841,930	12,841,930	-
Pinole Valley High School	190,571	190,571	-
Central Program Coordination	16,276,518	16,276,518	-
<b>Total</b>	<b>53,303,304</b>	<b>53,303,304</b>	<b>-</b>



# West Contra Costa Unified School District

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Utilizing the Bond Program Management Plan

November 13, 2023

Citizens' Bond Oversight Committee

# Background

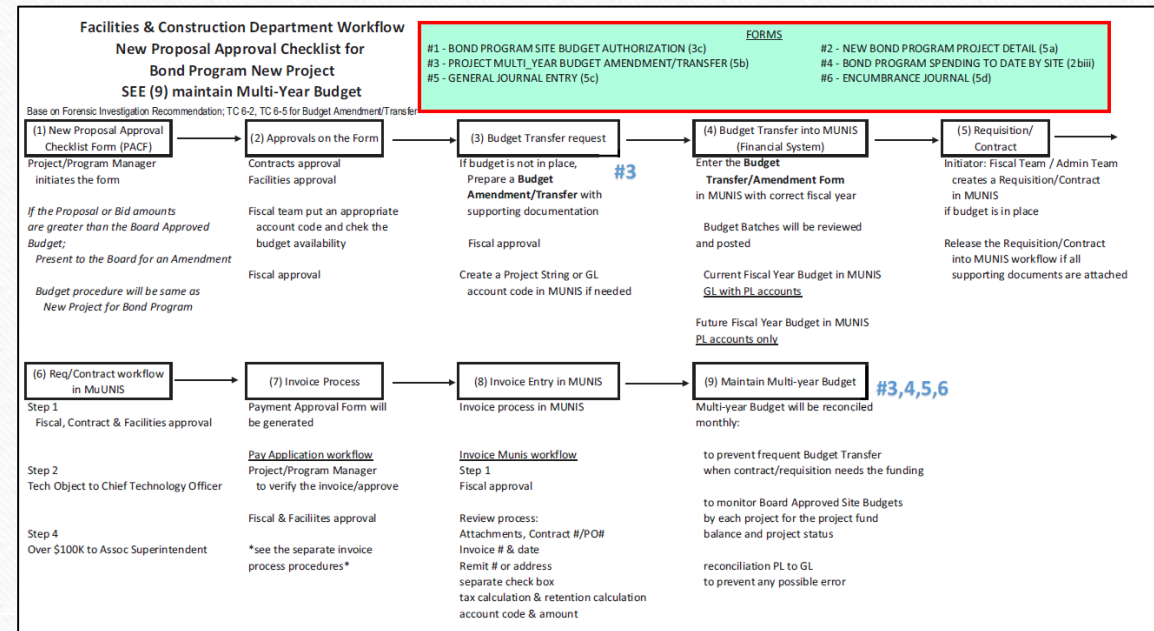
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- **Purpose:** Document all processes, procedures, and resources into one document to ensure effective internal controls and communication of the management of the Bond Program
- **Features of the Plan:** Collaborative, Supplemental, Ongoing Implementation & Improvement, Aligned with Best Practices
- Bond Program Management Plan website  
<https://www.wccusd.net/Page/13520>



# Program Management Plan: Supplemental

- ✓ The Plan is a day to day guide that does not replace Regulations, Policies or Contracts
- ✓ Website References
- ✓ Acronym Guide
- ✓ Staff & Vendor Education
- ✓ Promote Transparency



# Question #1: Acronyms

- Excerpt from Introduction

“Acronyms are spelled out completely the first time that they appear in a larger section (Program & Operations, Administration, Fiscal, and Project Management) and then appear in acronym form. A complete list of the acronyms used in the Bond Program Management Plan is attached in the Appendices as Appendix 3.”

Acronym & Abbreviation Guide	
AHJ: Agencies Having Jurisdiction	GC: General Conditions
AOR: Architect of Record	GL: General Ledger (MUNIS)
AR: Administrative Regulation	IOR: Inspector of Record
ASO: Associate Superintendent of Operations	ITF: Implementation Task Force (for 2016 Forensic Accounting Investigation Phase II Report)
BCT: Bond Controls Team	KPI: Key Performance Indicators
BOE: Board of Education	LCBP: Local Capacity Building Program
BP: Bond Policy	M&O: Maintenance and Operations
Cal/OSHA: California Division of Industrial Safety	MUNIS: District financial system
CBOC: Citizens' Bond Oversight Committee	NOA: Notice of Award
CCD: Construction Change Document	NOC: Notice of Completion
CDE: California Department of Education	NTP: Notice to Proceed
CEQA: California Environmental Quality Act	OPSC: Office of Public School Construction
CGS: California Geological Survey	OSHA: United States Occupational Safety and Health Administration
CM: Construction Manager	PACF: Proposal Approval Checklist Form
CMAS: California Multiple Award Schedules	PAF: Payment Approval Form
CO: Change Order	PCC: Public Contract Code
CUPCCAA: California Uniform Public Construction Cost Accounting Act	PCO: Proposed Change Order
DAS: Division of Apprenticeship Standards	PG&E: Pacific Gas & Electric
DB: Design-Build Construction	PL: Project Ledger (MUNIS)
DBB: Design-Bid-Build Construction	PLA: Project Labor Agreement
DBE: Design-Build Entity	PM: Project Manager
DDPCC: Design Development Phase Construction Cost Estimate	PO: Purchase Order
DIR: Department of Industrial Relations	PR: Price Request
DSA: Division of the State Architect	RFI: Request for Information
DTSC: Department of Toxic Substance Control	RFP: Request for Proposal(s)
EOR: Engineer of Record	RFQ: Request for Qualification(s)
FAI: Forensic Accounting Investigation Phase II Report	RFQ/P: Request for Qualification(s)/Proposal(s)
FC: Facilities Committee	SACS: Standardized Account Code Structure
FF&E: Furniture, fixtures, and equipment	SOQ: Statement of Qualification(s)
FMP: Facilities Master Plan (rarely: LRFMP)	WCCUSD: West Contra Costa Unified School District
FOC: Facilities Operation Center	
Publication Date: 05/14/2021	West Contra Costa Unified School District
Appendix 3: <a href="#">Acronyms &amp; Abbreviation Guide</a>	



# Question #2: Agencies Having Jurisdiction

The Design Team plans and coordinates Agencies Having Jurisdiction (AHJ) approval for each project. The following is a sample of some of the government agencies and public utility providers that may have jurisdiction for the project:

- **Division of the State Architect**  
The Division of State Architect (DSA) acts as California's policy leader for building design and construction and provides design and construction oversight for K-12 schools and community colleges. DSA also develops and maintains accessibility standards and codes utilized in public schools throughout California.
- **State Water Resources Control Board**  
The California State Water Resources Control Board's mission is to preserve, enhance, restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future.
- **California Department of Education**  
The mission of the California Department of Education (CDE) is to provide leadership, assistance, oversight, and resources so that every Californian has access to an education that meets world-class standards.
- **Office of Public-School Construction**  
The Office of Public-School Construction (OPSC) implements and administers the School Facility Program and other programs of the State Allocation Board (SAB). OPSC is also responsible for verifying that all applicant school districts meet specific criteria based on the type of funding request.

- **Department of Toxic Substance Control**  
The Department of Toxic Substance Control (DTSC) regulates hazardous waste, cleans up existing contamination, and looks for ways to reduce the hazardous waste products in California.
- **Department of Industrial Relations**  
The Department of Industrial Relations (DIR) publishes prevailing wage rates and manages contractor registration to improve California's wage earners' working conditions.
- **Division of Apprenticeship Standards**  
The California Division of Apprenticeship Standards (DAS) consults with employers to develop a skilled workforce with viable career pathways to increase productivity and strengthen our economy.
- **California Geological Survey**  
The California Geological Survey (CGS) provides scientific products and services about the state's geology, seismology, and minerals that affect the health and safety, and business interests of the people of California.
- **Pacific Gas & Electric**  
Pacific Gas & Electric (PG&E) provides natural gas and electric services.
- **East Bay Municipal Utility District (East Bay Mud)**  
East Bay Municipal Utility District (East Bay Mud) provides water and sewage treatment services for the San Francisco East Bay Area.

# Question #3: Contractor v. Design Builder

## 1.2.7. Project Delivery Methods.

The Project Delivery Method establishes when the parties become engaged, influences the contractual relationships among the parties, influences ownership and impact of changes and modifications of the project cost.

The two Project Delivery Methods currently in use at WCCUSD are Design-Bid-Build (DBB) and Design-Build (DB).

### 1.2.7.1. Design-Bid-Build.

Design-Bid-Build (DBB) is the most commonly used project delivery method.

DBB Features Include:

- Three linear phases: Design, Bid, and Build
- Three prime players: District, Design Team, Contractor
- Two separate contracts: District to Design Team, District to Contractor

In a DBB project, the responsibilities include:

- District: Program, finance, management
- Design Team: Architectural/ Engineering services
- Contractor: Prime and Subcontractor

Benefits of selecting DBB:

- Multiple and alternative designs can be developed and reviewed
- Architect/Engineer (A/E) works directly for District
- Contractor works directly for District

### 1.2.7.2. Design-Build.

Design-Build (DB) is the fastest-growing project delivery method in the US for public agencies.

Characteristics of DB include:

- Project value of at least \$1M
- Integrated process; overlapped design and construction
- Often fast-tracked
- Two prime players: District and DBE
- One contract - District to DBE

Responsibilities:

- District: Program, performance requirements, and finance
- DBE: Design and construction

Reasons for selecting DB:

- Single point of responsibility for District
- A/E and Contractor on the same team providing unified recommendations to District
- Early Contractor involvement
- Transfer of risk from District to DBE
- Faster project delivery



# Question #4: Change Orders (Proposed Change Order v Change Order)

## 2.3. Change Management.

Change orders record and authorize changes in the contract scope, amount, and duration. The CM is responsible for ensuring that the administration of changes in the work follows the prescribed contract provisions

### 2.3.1. Proposed Change Orders.

A Proposed **Change Order** (PCO) is a written request that the Contractor/DBE prepares to request that the District issue a **Change Order** (CO) based upon a proposed change to the work, and in any situation where the Contractor/DBE believes a change in the work has occurred. Every PCO that the District approves will become part of a CO.

The Contractor/DBE provides the PCO on District-approved forms and includes backup documentation to support any additions, deletions, or revisions in the work, including a detailed cost breakdown validating a proposed adjustment to the Contract Amount. The Contractor/DBE submits Drawings, Specifications, and sketches as necessary to illustrate their reasoning for a PCO.

ColbiTechnologies

Document Routing & Retrieval

Processes & Forms

Change Order

Change Order

Cons Mgr, Proj Mgr, Dir., or Proj Admin  
Begins Change Order process

Project Manager  
Reviews Change Order paperwork

N/A

Director  
Prepares Change Order for Board

Project Admin  
Prepares Change Order after Board approval

N/A

Director  
Signs Change Order after Board Approval

General Contractor  
Accepts/signs Change Order

Project Admin  
Reviews Change Order -- Approve or return

N/A

After the scope, cost, and time of one or more Pending Changes has been agreed to by owner and contractor, it needs to be formally incorporated into the contract via **Change Order**. Multiple pending changes can be combined into one **change order**.

Change Orders are filled out by the Construction Manager and Project Manager. The Project Admin should enter the **Board Approval Date** and finalize the **Change Order**.

If the **Contains Unilateral PCs** is checked, this flags the Pending Change as one approved for construction, without acceptance by the Contractor.

*Unilateral changes are rare and avoided as they may result in litigation.*

This Change Order includes the following changes to the Contract scope of work.

PC ID	Description	Change Amount	Days	NTP Date
PC - 0007	Change road section in parking lot due to bad soil conditions.	\$47,000.00	0	
PC - 0009	Need to paint the hallway lockers from black to blue.	\$6,000.00	0	
PC - 0010	Provide doorframe & doors missing on plan Door schedule.	\$15,000.00	1	

PC Change Amount: \$68,000.00 1

Allow ID	Description	Contract	Change Amount	Days	% to Owner
Allow 001	Roofing Contingency	Midnight Construction	\$-2,000.00		100

Allowance Change Amount: \$-2,000.00 0

Select the available **Pending Changes** and **Allowances** from the bottom of the form to include in the **Change Order**. *Any Allowances selected will be closed out.* **Change Amounts** will populate automatically.

Some districts choose to have the Architect and Inspector sign off on a **Change Order**. These approvals can be added as steps in the process.

# Question #4: Change Orders (Board Approval / Ratification)

## 4.1.3.3. Change Orders.

Delegated Authority Threshold: <\$250K or <10% of original contract value (cumulative)

Board Precis: Bond Change Order

Timing: as needed

Board supporting documentation: change order table (Appendices as Item 1.4.4)

Financial Impact Statement: Total cost, funding source, proposed action is within Board approved Site Budget. Proposed expenditure is within the following budget account.

MUNIS supporting documentation: board change order table

Board Approval: >\$250K or >10% of original contract value (cumulative)

Board Precis: Approval of Bond Change Order (action item)

Timing: As needed

Board Supporting Documentation: detailed scope of change and contract summary

Financial Impact Statement: Total cost, funding source, proposed action is within Board approved Site Budget. Proposed expenditure is within the following budget account.

MUNIS supporting documentation: board item

Month Date, 2020 Change Orders Summary - Bond Program

	Project	Company	Original Contract	Previously Approved/ Ratified CO's	CO's Pending Ratification	Change Percent	Total CO'S Pending Ratification	Total Change Percent	Total CO's	Total CO Percent of Original Contract	Adjusted New Contract	Change Order Reason Code	Change Order Number	Account Code
1				\$0.00	\$0.00	#DIV/DI	\$0.00	#DIV/DI	\$0.00	#DIV/DI	\$0.00			

Total Board Action \$0.00

### Notes:

1. All proposed change orders are less than ten percent (10%) of the contract value.
2. All proposed change orders are within the Board Approved Site Budget.
3. Change Order Reason Code Definitions:
  - 1 - Unforeseen Conditions
  - 2 - Owner Initiated Scope Change
  - 3 - Design Deficiency
  - 4 - Outside Agency



# Question #5: Construction Consultants Architects, Inspectors & Construction Managers

## 1.2.1. Consultant Scope and Selection.

District Staff reviews the project and determines when additional project-specific consultants need to be incorporated into the project. Depending on the type of project, consultants may include:

- **Architect (AOR)**
- **Engineer(s) of Record (EOR)**
  - Civil Engineer
  - Electrical Engineer
  - Environmental Engineer
  - Geotechnical Engineer
  - Mechanical Engineer
  - Structural Engineer
- **Surveyor**
- **Inspector(s) of Record (IOR)**
  - Special Inspector
  - Testing and Materials Inspector
- **Project Manager**
- **Design Manager**
- **CEQA Consultant**
- **Construction Manager**
- **Testing & Material Lab**
- **Commissioning Agent**
- **Others as necessary**

<b>Site 108 - CAMERON</b>							<b>495,815.83</b>	
ALTEN CONSTRUCTION INC	227579	09/26/23	21-9745-6211-108	1000004033-5A	09/12/23	493,175.83	CAMERON SCHOOL CNP & HVAC JULY	
BRADLEY J WILLIAMSON	227800	09/26/23	21-9745-6214-108	1911	08/31/23	2,640.00	CAMERON SCHOOL CNP PROJ JULY 2023	
<b>Site 110 - COLLINS</b>							<b>3,431,919.27</b>	
ALTEN CONSTRUCTION INC	227579	09/26/23	21-9745-6211-110	100000403358	09/12/23	3,429,519.27	COLLINS ES CNP & HVAC JULY 2023	
BRADLEY J WILLIAMSON	227800	09/26/23	21-9745-6214-110	1912	08/31/23	2,400.00	COLLINS ES CNP PROJ JULY 2023	
<b>Site 134 - LAKE</b>							<b>2,698,994.79</b>	
ALAN KROPP AND ASSOCIATES INC	227405	09/19/23	21-9745-6190-134	28714	08/09/23	18,274.68	LAKE ES CAMPUS REPLACEMENT 7/5/23-	
ALTEN CONSTRUCTION INC	227579	09/26/23	21-9745-6201-134	1000003734-24B	09/09/23	21,165.36	LAKE ES CAMPUS REPLACE DESIGN	
ALTEN CONSTRUCTION INC	227579	09/26/23	21-9748-6211-134	1000003734-24A	09/09/23	2,635,955.43	LAKE ES CAMPUS REPLACE	
CONSOLIDATED ENGINEERING LABOR	227434	09/19/23	21-9745-5890-134	211400	08/16/23	23,599.32	LAKE ES TESTING & INSPECTION SVCS	
<b>Site 150 - RIVERSIDE</b>							<b>436,453.87</b>	
ERA CONSTRUCTION INC	227452	09/19/23	21-9745-6170-150	1000004138-3	08/30/23	257,009.90	RIVERSIDE ES RELOCATABLES AUGUST 2023	
LANDSCAPE STRUCTURES INC	227673	09/26/23	21-9745-6400-150	INV-131138	07/12/23	170,384.22	RIVERSIDE ES PLAYSTRUCTURE JULY 2023	
NINYO AND MOORE GEOTECHNICAL A	227515	09/19/23	21-9745-5890-150	277433	08/22/23	819.75	RIVERSIDE ES PLAYGROUND TEST &	
SVA ARCHITECTS, INC	227554	09/19/23	21-9745-6201-150	60989	07/31/23	3,240.00	RIVERSIDE ES - ARCHITECTURAL & ENG	
SVA ARCHITECTS, INC	227783	09/26/23	21-9745-6201-150	61043	08/31/23	5,000.00	RIVERSIDE ES - ARCHITECTURAL&ENG SVCS	
<b>Site 157 - STEGE</b>							<b>12,933.46</b>	
QUATTROCHI KWOK ARCHITECTS	227746	09/26/23	21-9745-6211-157	25015	09/11/23	12,933.46	STEGE ES CRITICAL NEEDS PROJ AUGUST	
<b>Site 360 - KENNEDY HIGH</b>							<b>111,809.30</b>	
DIVISION OF STATE ARCHITECT	227615	09/26/23	21-9747-6190-360	01 13502	08/24/23	14,595.80	KENNEDY HS PRESS BOX & BLEACHER	
HKIT ARCHITECTS	227474	09/19/23	21-9747-6190-360	1.	06/30/23	46,310.81	KENNEDY HS MODERNIZATION PROJ	
HKIT ARCHITECTS	227654	09/26/23	21-9747-6190-360	2.	07/31/23	44,494.69	KENNEDY HS MODERNIZATION PROJECT	
HMC ARCHITECTS	227475	09/19/23	21-9747-6201-360	169667	08/11/23	5,767.20	KENNEDY HS BLEACHERS AND PRESS JULY	
HMC ARCHITECTS	227655	09/26/23	21-9747-6201-360	170050	09/12/23	640.80	KENNEDY HS BLEACHERS AND PRESS BOX	
<b>Site 362 - PINOLE VALLEY HIGH</b>							<b>550.00</b>	
THUNDER MOUNTAIN ENTERPRISES,	227790	09/26/23	21-9745-5860-362	19907	09/18/23	550.00	PVHS FIELD HOUSE AND BLEACHERS	
<b>Site 364 - RICHMOND HIGH</b>							<b>152,250.00</b>	
DLR GROUP INC, A CALIFORNIA CO	227440	09/19/23	21-9747-6190-364	0221629	07/10/23	30,450.00	RICHMOND HS MODERNIZATION PROJ	
DLR GROUP INC, A CALIFORNIA CO	227440	09/19/23	21-9747-6190-364	0222250	08/10/23	45,675.00	RICHMOND HS MODERNIZATION PROJ	
DLR GROUP INC, A CALIFORNIA CO	227440	09/19/23	21-9747-6190-364	0223887	09/11/23	76,125.00	RICHMOND HS MODERNIZATION PROJ	
<b>Site 376 - HERCULES SR HIGH</b>							<b>737,184.49</b>	
DSK LLP	227442	09/19/23	21-9745-6201-376	013-3322	08/15/23	20,909.00	HERCULES M/H SCHOOL CNP ARC & ENG	
DSK LLP	227616	09/26/23	21-9745-6201-376	014-3418	09/14/23	8,363.60	HERCULES M/H SCHOOL CNP ARCH&ENG	
EDWARD SIT	227448	09/19/23	21-9745-6214-376	2	09/08/23	25,920.00	HERCULES MHS SCIENCE BLDG CNP	
SOLPAC CONSTRUCTION INC	227774	09/26/23	21-9748-6211-376	1000004154-2	09/13/23	681,991.89	HERCULES MS/HS SCIENCE BUILDING	

Site 150 - RIVERSIDE							436,453.87
ERA CONSTRUCTION INC	227452	09/19/23	21-9745-6170-150	1000004138-3	08/30/23	257,009.90	RIVERSIDE ES RELOCATABLES AUGUST 2023
LANDSCAPE STRUCTURES INC	227673	09/26/23	21-9745-6400-150	INV-131138	07/12/23	170,384.22	RIVERSIDE ES PLAYSTRUCTURE JULY 2023
NINYO AND MOORE GEOTECHNICAL A	227515	09/19/23	21-9745-5890-150	277433	08/22/23	819.75	RIVERSIDE ES PLAYGROUND TEST &
SVA ARCHITECTS, INC	227554	09/19/23	21-9745-6201-150	60989	07/31/23	3,240.00	RIVERSIDE ES - ARCHITECTURAL & ENG
SVA ARCHITECTS, INC	227783	09/26/23	21-9745-6201-150	61043	08/31/23	5,000.00	RIVERSIDE ES - ARCHITECTURAL&ENG SVCS

Object Site	Object Building	Cost Code	Description
6170	6211	500XXBB	General Construction
Explanation: Main contractor for a project or sub-project (Main or Other Construct-athletic fields, tennis courts, furnishing and installing playground apparatus)			
Vendors: C Overaa and Co, ERA Construction, Lathrop Construction Assoc, Mar Con Builders, Pro-Ex Construction.			
Contra: Contractors that are not the main contractor for a sub-phase should be coded 508XCTC - Other Constr.			

ERA Construction, Inc. 21-9745-6170-150

6201	6201	316XAOR	Architect of Record (AOR) (site 615 Central Program - same as site 316XAOR)
Explanation: Main Architect Services for project			
Vendors: Hibser Yamauchi Architects, WLC, HMC, TBP Architecture			
6201	6201	317XAOR	Architect of Record (AOR) - Reimbursable Fee
Explanation: Architect reimbursement fee.			
Vendors: Hibser Yamauchi Architects, WLC, HMC, TBP Architecture			

SVA Architects, Inc. 21-9745-6201-150

## MUNIS Manual Short Account Fund –Resource-Object-Site

1	Fund	21	BUILDING FUND
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2	Resource	9740	MEASURE J
2	Resource	9741	MSR J BUILD AMERICA BONDS
2	Resource	9742	MSR J QUALIFIED SCH CONSTR BND
2	Resource	9745	MEASURE 2010-D BOND PROGRAM
2	Resource	9746	MSR 2010-D QSCB
2	Resource	9747	MEASURE 2020-R BOND PROGRAM
2	Resource	9748	MEASURE E 2012
2	Resource	9790	BOND RELATED REVENUES

3	Object	6170	LAND IMPROVEMENTS	LAND IMPRV
3	Object	6190	OTHER PRE DESIGN	PRE DESIGN
3	Object	6200	BUILDING PURCHASE	BLDG PURCH
3	Object	6201	ARCHITECT OF RECORD	ARCHT RECR

4	Site	150	RIVERSIDE
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# Projects Status Update

Citizens' Bond Oversight Committee  
November 13, 2023

## Project Status Update

	SITE	PROJECT	TYPE	STATUS
PLANNING	Kennedy HS	Scoping and Prioritization	BOND	Pre-Design
	Richmond HS	Scoping and Prioritization	BOND	Pre-Design
	Stege ES	Scoping and Prioritization	BOND	Pre-Design
	SITE	PROJECT	TYPE	STATUS
DESIGN	Kennedy HS	Critical Needs: Demo 100 and 200 Building	BOND	Schematic Design / Design Development
	SITE	PROJECT	TYPE	STATUS
PROCUREMENT	Shannon ES	Critical Needs: MPR	BOND	Out to Bid
	SITE	PROJECT	TYPE	STATUS
CONSTRUCTION	Lake	Campus Replacement	BOND	Increment 1 – Complete Increment 2 – Construction
	Hercules M/HS	Critical Needs: Science Building	BOND	Construction
	Collins ES	Critical Needs: HVAC Addition	BOND	Paused until Equipment Delivery
	Cameron School	Critical Needs: HVAC Addition	BOND	Paused until Equipment Delivery
	Riverside ES	Critical Needs: Playground Improvements	BOND	Closeout
	E-Rate Year 24	Indoor/Outdoor Wireless Upgrades at Various Sites	E-RATE & BOND	Closeout
	Kennedy Fields	Field and Bleachers Replacement	BOND	Closeout
	Pinole Valley HS	Fields Restoration & Bleachers	BOND	California Geotechnical Review in Progress

# Lake Elementary School Campus Replacement



This two-phase project is the replacement of the Lake ES campus. The first phase includes new classrooms, library, and admin buildings and site work on the East half of the campus. The second phase will include new kindergarten and cafeteria buildings and remaining site work on the West half of the campus.

# Lake Elementary School Campus Replacement

Before (September 2023)



Before (October 2023)





# Lake Elementary School Campus Replacement



# Lake Elementary School Campus Replacement



Last Month





# Lake Elementary School Campus Replacement



# Lake Elementary School Campus Replacement





# Hercules Middle and High School Critical Needs Project



The primary purpose of this project is to build eight permanent high-quality science labs for both the Middle and High Schools. This project was identified in the Facilities Master Plan as Critical Needs Project. Support spaces include science teacher workrooms and student and staff restrooms. By the end of the project, nine portables will be removed from the campuses.

# Hercules M. & H.S. Critical Needs Project



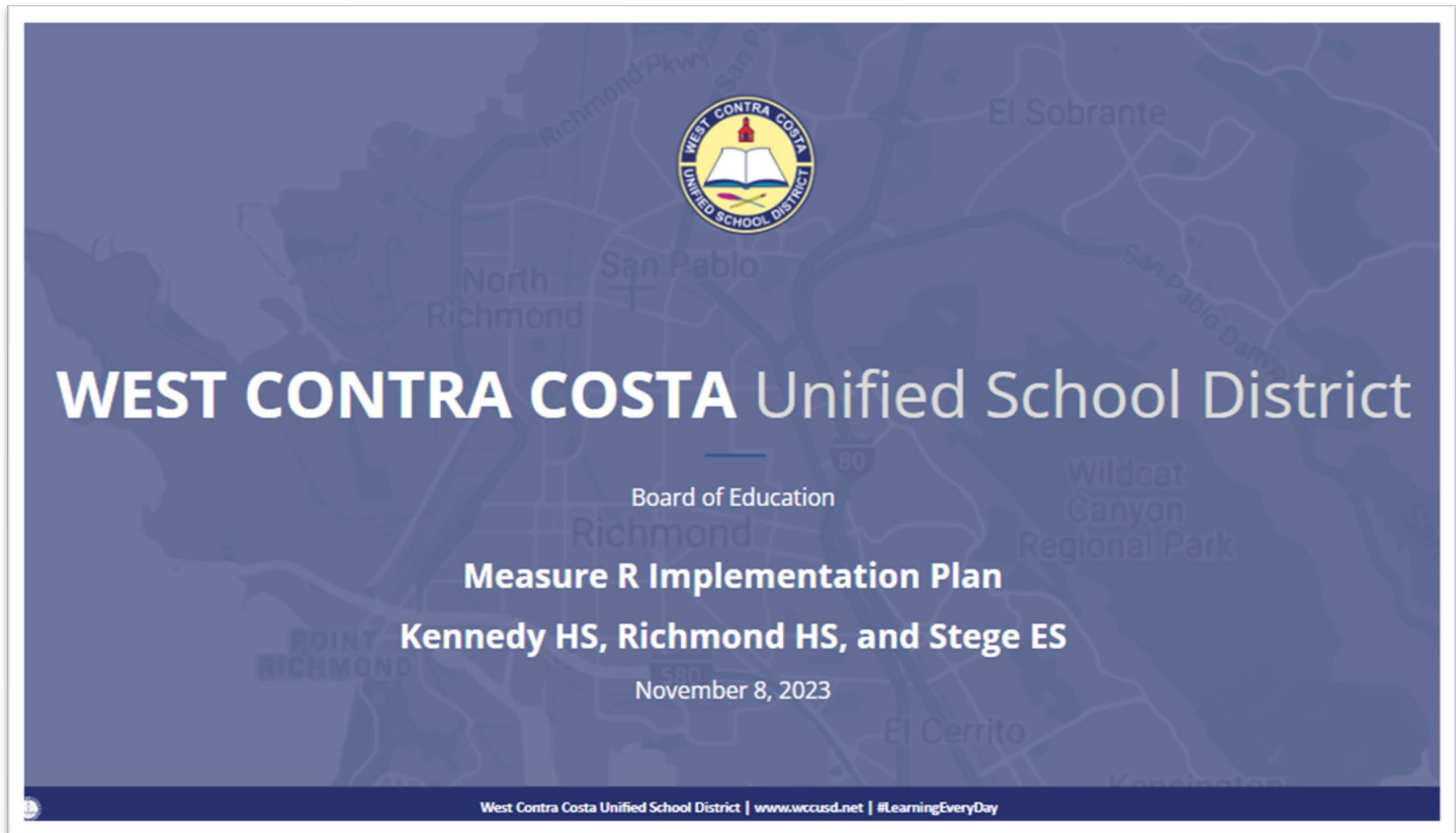
Preparing the footings



# Hercules M. & H.S. Critical Needs Project



Installing the west side bio basin



Board Workshop on November 8th



# Defining Project Scopes

## Site Selection

**The Board prioritized Kennedy, Richmond and Stege for Measure R Dollars**

## Site Master Planning

**Master Plan Architect creates a big picture directions for the project**

The Site Master Process ended with a fully developed campus for KHS & RHS; however the cost exceeds the Measure R revenue.

## Architectural Project Scoping


**Project Architects facilitates the definition of the final scope in active consultation with the community.**

This processes started in May 2023. Elements that were carried forward:

- Building Assessments
- Goals and major themes
- Desired Changes / Deficiencies

## Architectural Design

**Project Architects finalize the architectural program and creates the design and construction documents**



We  
Are  
Here

# Project Parameters



## Minimum Modernization

- New Low Voltage Systems (fire alarm, intercom/bell/clock system, building management system)
- Accessibility Improvements
- Interior finishes and exterior paint

High School - Modernization

Project Name: High School - Modernization

Projecting

Category	2024	2025	2026	2027	2028	2029	2030
Design	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Construction	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Soft Costs	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Other	10,000	10,000	10,000	10,000	10,000	10,000	10,000
<b>TOTAL</b>	<b>1,220,000</b>	<b>1,220,000</b>	<b>1,220,000</b>	<b>1,220,000</b>	<b>1,220,000</b>	<b>1,220,000</b>	<b>1,220,000</b>

## Budget

- Hard construction at \$175 and adjusted to \$185 Million after evaluating soft cost requirements
- Standardize cost estimating assumptions



## Modernization based on Facility Assessments

- Roof Replacements
- HVAC replacement



## Schedule

- Phase Design to expedite Phase 1 construction
- Complete Phasing no later than 2030

# Measure R Bond + State Facilities Revenue

## Measure R 2020 Revenue

**\$575M**

- **Budgeted: \$8.6M**

- \$6.6M KHS Fields
- \$1M KHS MOD
- \$1M RHS MOD

---

**\$566.4 M**

Available Budget

All Project Budget Allocations and Amendments (Increases or Decreases) require Board approval.



## State Facilities Revenue

**\$43.3M**

- \$227.7M in last 20 yrs
- \$15.6M since Nov 2022

---

**\$43.3 M**

Available Budget

# Recommendations To The Board For Funding

## KHS & RHS

Allocate the remaining Measure R2020 Bond Authority by Approving Project Budget Increase by

- **KHS Modernization: \$279.1M**
- **RHS Modernization: \$279.1M**
- and reserving \$8.2M for Central Cost (through June 30, 2030)

## Stege ES

Approve Project Budget Increase for **Stege ES Critical Needs Project (CNP)** using State Facilities Revenue.

Stege CNP \$ 2.9M  
+State Funds \$40.1M

Proposed \$43M



# ***Approved Measure R Implementation Plan***

<b>School</b>	<b>Project Type</b>	<b>Budget Allocation</b>
Kennedy HS	Mod/Partial Replacement	280.1
Richmond HS	Mod/Partial Replacement	280.1
Stege ES	Mod/Partial Replacement	43.0
Kennedy HS*	Field Renovation	6.6

\*Project previously approved and no change proposed to the amount of Budget Allocation

Scope definitions for KHS and RHS were also approved at the workshop. Stege project scope definition is due back to the Board before May 1, 2024

# Approved Option - KHS



## Safe & Secure Campus:

- Clear & Secure Visitor Entry at Cutting
- New Health Center entry by main entry\*
- Co-Location of Cafetorium, Library, and Gym all visible from Campus Gateway\*

## Health & Wellness:

- New Field House
- New Health Clinic and Counseling Spaces\*
- New cafeteria and kitchen located close to K\*

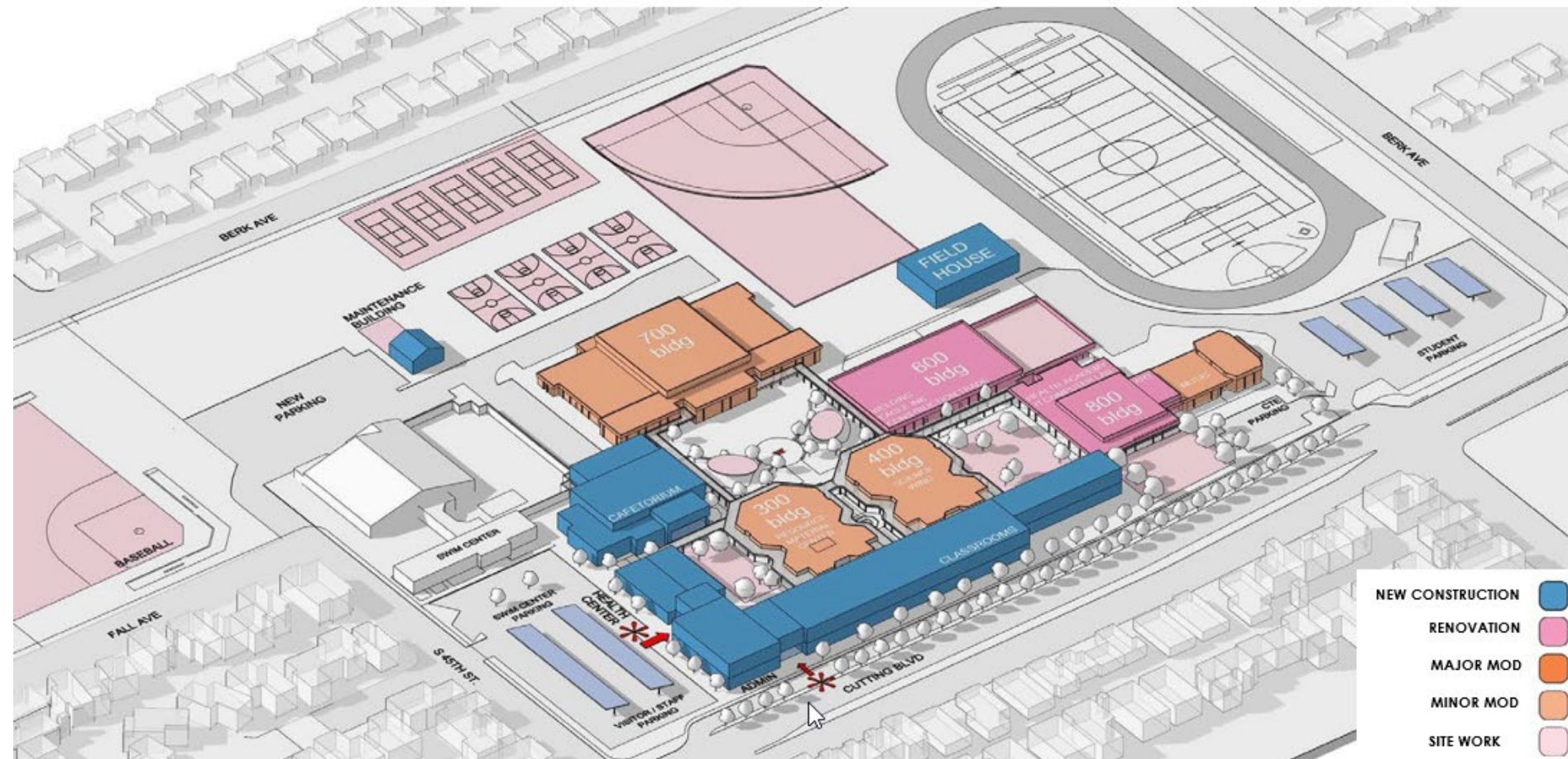
## Inspirational & Well-Built:

- Seating for 300-350 students for theater performances In Cafetorium\*
- New 2-story Admin & Classroom Building on Cutting Blvd.

## Supportive Learning Environments:

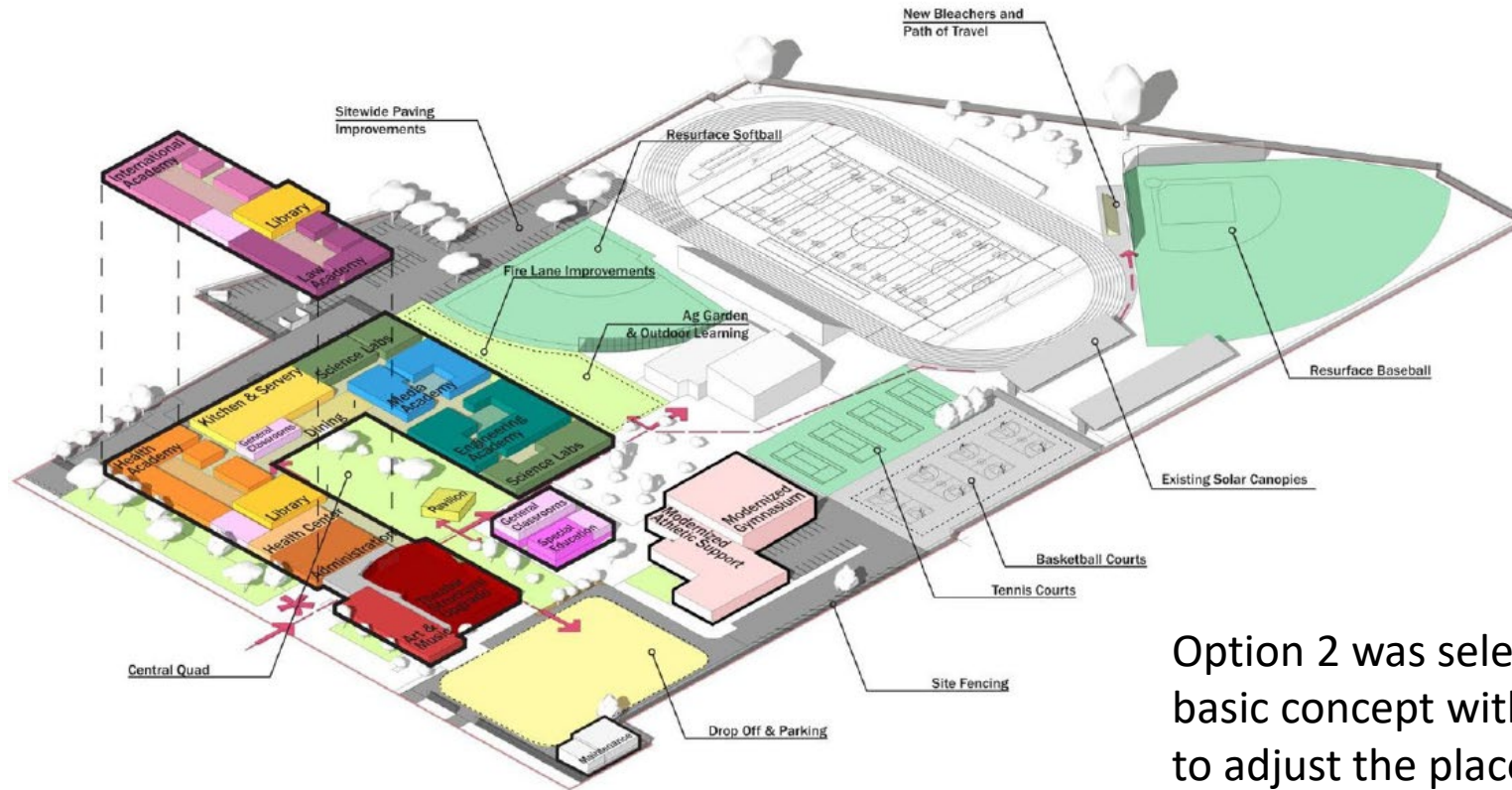
- CTE & STEAM programs co-located adjacent to Plaza and parking\*
- Expanded CTE spaces
- New Classroom building will hold the majority of classes and faculty/staff with 30+ classrooms.

# Approved Option - KHS





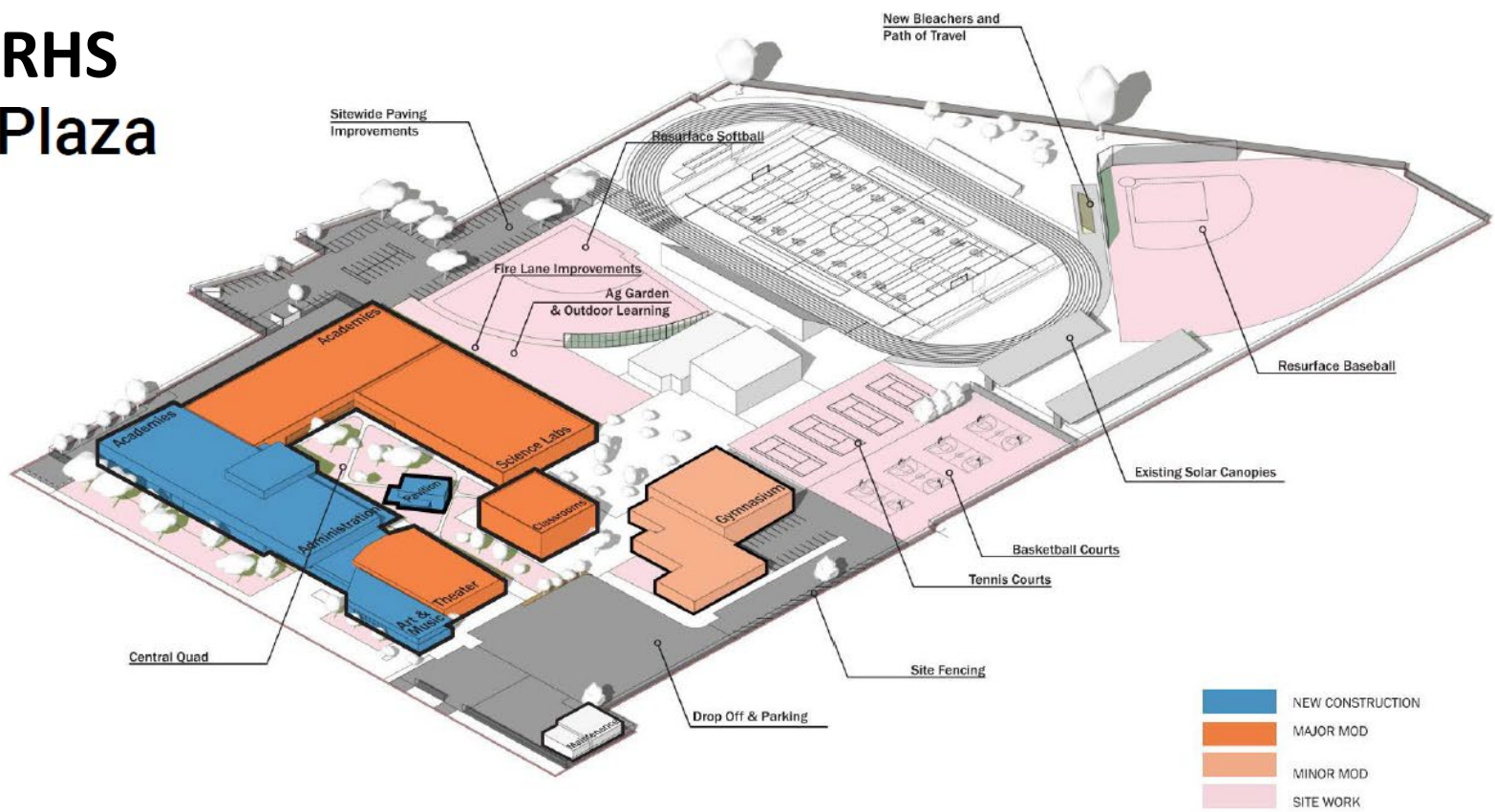
# Approved Option - RHS



**Design Option 2: Outdoor Plaza**

Option 2 was selected as the basic concept with the flexibility to adjust the placement of the new 2-story building in order to limit interim housing and improve the drop-off area.

# Approved Option - RHS Outdoor Plaza



## Unique Strengths

### Outdoor Opportunities

Plaza provides outdoor spaces to learn, socialize, and relax; large outdoor events.

### Daylight and views

100% classrooms have daylight, 95% have views.

### Dining experience

Direct access to outdoor seating.

### Mental health

Wellness Center that is private and centrally located.

### Campus Layout

Academies organized around plaza. Shortest travel time. Easy wayfinding.

## Shared Strengths

### Multi modal learning

Wide variety of learning spaces used multiple ways throughout the day.

### Outdoor athletics

New play courts, tennis courts, and field upgrades for softball and baseball.

### Street appearance

100% of view from the street is new or renovated.

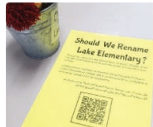


## WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT CONSTRUCTION NEWSLETTER



### LAKE ELEMENTARY CAMPUS REPLACEMENT PROJECT

#### Project Updates - November 2023



##### Should we rename Lake Elementary School?

If you have not participated already, please respond by November 20th. Please click the link <http://bit.ly/4739gdt> to access the survey

#### Construction Activity

##### Building A - Office and Library

Ongoing work in Progress:

- Completing stuccowork
- Interior paint



##### Building B and C - Classroom Buildings

Ongoing work in Progress:

- Complete ceiling piping and ductwork
- Installing interior wall insulation
- Installing gypsum board and preparing for interior paint
- Installing plaster and stuccowork
- Placing exterior windows



##### Site Work

- Site trailers have been relocated
- Begin surveying for the 12th Street drop off



#### Project Overview

- **Project Scope:** The primary purpose of this project is to replace the school campus. Campus will be occupied during the duration of this project. The project will have two main construction phases. The first phase will include new buildings and site work on the East half of the campus and the second phase will include new buildings and remaining site work on the West half of the campus. Project design started in August 2021 and the first phase of construction is scheduled to start in Summer 2022. Construction for Phase 1 is scheduled through Winter of 2023 and Phase 2 is scheduled through Summer 2025. This project is an investment in our community through the use of taxpayer bond dollars.
- **Architect:** Quattrocchi Kwok Architects - QKA
- **Anticipated Completion:** Fall 2025

#### Project Website

Additional information and past newsletters can be found on the project website. To receive an email of this monthly newsletter or ask a project question, please email: [askfacilities@wccusd.net](mailto:askfacilities@wccusd.net)



**B Building**  
Gypsum Board Installation at the study nook.



**Building B**  
Stucco rough coat and the steel structure for the outdoor learning awning.

**E Lake Construction Newsletter**  
WCCUSD Facilities Planning & Construction

Subscribe to Lake







WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

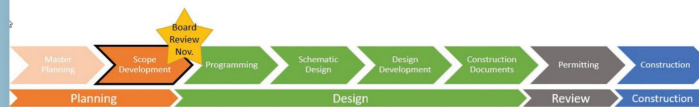
## CONSTRUCTION NEWSLETTER DESIGN EDITION

### KENNEDY HIGH SCHOOL MODERNIZATION PROJECT



One of Facilities' team goals is to keep you updated and engaged on facilities within our District. This newsletter is meant to keep you posted specifically on our Kennedy High School Modernization Project.

#### November 2023 - From Planning to Design



#### Join us for the Board Workshop on November 8th @ 5pm

##### Where have we been?

District Facilities and the Design Team have hosted focus group, steering and community meetings since last May. Two options have been developed.

##### Where are we headed?

On November 8th, we will be bringing both options and budget of this project to the WCCUSD Board for approval. Following Board approval, the final design work for the first phase of construction will begin. If you would like to see the options and other information from the scope development process, please click on the project website button below.

[Project Website](#)

#### What Is the Kennedy High School Modernization Project?

We have been listening to our families, staff, community, and Board regarding the need to modernize Kennedy High School. WCCUSD shares our community's strong desire to revitalize the Kennedy High School campus.

With that feedback, the Board authorized the District to engage the community in order to better understand the needs of future Kennedy students and staff, and to create the scope of a project to meet those needs within the available resources. This phase of the Kennedy High redesign project includes host student feedback sessions & surveys, establish a budget, and plan what a Kennedy High School redesign could look like.

This critical phase provides a clear roadmap for the future Kennedy High School campus. Pending board approval of the scope and budget that are produced during this phase, we will complete full architectural design & construction to modernize Kennedy High School.



Community Meeting

##### Contact Information

Architect:  
HKIT Architects  
Construction Manager:  
Tim Haley  
tim.haley@wccusd.net



Steering Committee Meeting



**KHS Modernization Project Newsletter**  
WCCUSD Facilities Planning & Construction

[Subscribe to KHS](#)





WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

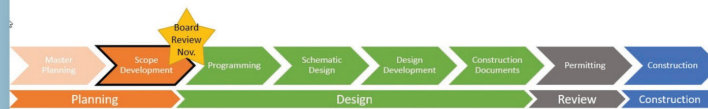
## CONSTRUCTION NEWSLETTER DESIGN EDITION

### RICHMOND HIGH SCHOOL MODERNIZATION PROJECT



One of Facilities' team goals is to keep you updated and engaged on facilities within our District. This newsletter is meant to keep you posted specifically on our Richmond High School Modernization Project.

### November 2023 - Status: From Planning to Design



### Join us for the Board Workshop on November 8th @ 5pm

#### Where have we been?

District Facilities and the Design Team have hosted focus group, steering and community meetings since last May. Two options have been developed.

#### Where are we headed?

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### Project Website

#### What Is the Richmond High School Modernization Project?

We have been listening to our families, staff, community, and Board regarding the need to modernize Richmond High School. WCCUSD shares our community's strong desire to revitalize the Richmond High School campus.

With that feedback, the Board authorized the District to engage the community in order to better understand the needs of future Richmond students and staff, and to create the scope of a project to meet those needs within the available resources. This phase of the Richmond High redesign project includes host student feedback sessions & surveys, establish a budget, and plan what a Richmond High School redesign could look like.

This critical phase provides a clear roadmap for the future Richmond High School campus. Pending board approval of the scope and budget that are produced during this phase, we will complete full architectural design & construction to modernize Richmond High School.



Community Meeting

**Contact Information**  
Architect:  
DLR Group  
Construction Manager:  
Tim Haley  
tim.haley@wccusd.net



Steering Committee



**RHS Modernization Project Newsletter**

WCCUSD Facilities Planning & Construction

Subscribe to RHS



**Cameron School Critical Needs and Collins ES Critical Needs**

Project No: 1000004033 DSA No: 01-119860 & 01-119890



<b>Project Scope</b>	Remove existing heating systems and install new HVAC systems. New flooring at select locations, accessible restroom, classroom and site accessibility upgrades.
----------------------	--

<b>Schedule</b>	Notice to Proceed	12/6/2022
	Original Project Duration	272
	Final Completion	9/4/2023
	Approved Time Extensions	224
	<b>Revised Project Duration</b>	<b>496</b>
	<b>Revised Completion Date</b>	<b>4/15/2024</b>
	Calendar Days Elapsed	312 63%

<b>Project Team</b>	Owner	WCCUSD
	Contractor	Alten Construction & Co.
	Construction Manager	RGM Kramer
	Inspector	Brad Williamson

<b>Contract Summary</b>	<b>Original Contract Amount</b>	\$9,064,000	
	<b>Executed Change Orders</b>	\$135,276.69	1.49%
	Unforeseen Conditions	\$103,978.32	1.15%
	Owner Requested	\$0	0.00%
	Design Changes	\$31,298	0.35%
	Outside Agency/ Other	\$0	0.00%
	<b>Revised Contract Amount</b> (contract + \$ Executed CO)	\$9,199,277	
	<b>No. of Cos</b>	7	
	Pending PCOs	\$193,842.91	2%
	Rejected/Voided PCOs	\$52,316.42	1%
<b>Completed &amp; Stored \$ Billed to Date</b>		<b>\$7,163,407.14</b>	
Stop Notices		\$0	

<b>Project Updates</b>	<b>Activities Last Month:</b>	
	<b>Collins ES:</b> -Close in all roof penetrations that supply refrigerant pipes to FCU's. -Anchor and final refrigerant and power connections to condensing units. -Finish installing ADA grab bars in Kinder restroom. -Restore landscaping at front drop off loop to previous conditions.	<b>Cameron ES:</b> -Completed MCT flooring in Hallways. -Refabricate and install hand rails. -Install Drywell for unforeseen storm drain. -Finish HVAC commissioning and startup, training. -Coordinate signage install.
	<b>Upcoming Work:</b>	
	<b>Collins ES:</b> -Architectural punch list. -Finalize Gates and Hardware. -Complete "Cougar Pride" Striping. -Coordination for switchgear and electrical transfer in December.	<b>Cameron ES:</b> -Signage Installation. -Paint walls in main hallways. -Install Hand Rail. -Restore Landscaping to previous conditions. -Coordination for switchgear and electrical transfer in December. -Punch list.



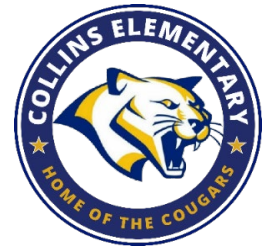
**Cameron School Critical Needs and Collins ES Critical Needs**

Project No: 1000004033 DSA No: 01-119860 & 01-119890

<b>Project Scope</b>	Remove existing heating systems and install new HVAC systems. New flooring at select locations, accessible restroom, classroom and site accessibility upgrades.
----------------------	--

<b>Schedule</b>	Notice to Proceed	12/6/2022
	Original Project Duration	272
	Final Completion	9/4/2023
	Approved Time Extensions	224
	<b>Revised Project Duration</b>	<b>496</b>
	<b>Revised Completion Date</b>	<b>4/15/2024</b>
	Calendar Days Elapsed	312 63%

<b>Project Team</b>	Owner	WCCUSD
	Contractor	Alten Construction & Co.
	Construction Manager	RGM Kramer
	Inspector	Brad Williamson



<b>Contract Summary</b>	<b>Original Contract Amount</b>	\$9,064,000	
	<b>Executed Change Orders</b>	\$135,276.69	1.49%
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	<b>No. of Cos</b>	7	
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	Rejected/Voided PCOs	\$52,316.42	1%
<b>Completed &amp; Stored \$ Billed to Date</b>		<b>\$7,163,407.14</b>	
Stop Notices		\$0	

<b>Project Updates</b>	<b>Activities Last Month:</b>	
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## Project Status Report: 10/5/2023



### Hercules Middle & High

### New Science Building

1900 Refugio Valley Road  
Hercules CA, 94547

Project No: 1000004154

DSA No: 01-120266

Project Scope	New 1 story, 14,410 sf classroom building with (8) laboratory classrooms, (2) lab prep rooms, restrooms, associated site work.
	Phase 1: Remove (4) middle school portables, complete student drop off sidewalk and paving improvements
	Phase 2: New science building
	Phase 3: Remove (4) high school portables and (1) restroom portable

Project Team	Owner	WCCUSD
	Architect	DSK Architects
	Construction Manager	Swinerton
	Contractor	Soltek Pacific Construction
	Inspector	Edward Sit

Schedule	NTP	6/13/2023
	Original Project Duration	429
	Final Completion	8/14/2024
	Approved Time Extensions	0
	Revised Project Duration	429
	Revised Completion Date	8/14/2024
	Calendar Days Lapsed	114 27%

Contract Summary	Original Contract Amount	\$15,613,000	
	BOE Executed COs	\$0.00	0.00%
	Unforeseen Conditions	\$0.00	0.00%
	Owner Requested	\$0.00	0.00%
	Design Changes	\$0.00	0.00%
	Outside Agency/Other	\$0.00	0.00%
	Revised Contract Amount (Contract + \$ Executed CO)	15,613,000.00	
	No. of PCOs	0	
	Pending PCOs	\$0.00	0.00%
	Rejected/Voided PCOs	\$0.00	0.00%
	Completed & Stored \$ Billed to Date	\$1,261,362.40	8.08%
	Stop Notices	\$0	

Project Status	<b>Completed Work:</b> - Building: - Site: Relocate underground Library gas (unforeseen) - Site: Pour foundation for West retaining wall adjacent to building pad - Site: Utilities (domestic water, storm, fire, sanitary) 75% complete. - Site: Site electrical 100% complete
	<b>Upcoming Work:</b> - Building: Excavate/rebar/pour building foundations. - Site: Form/pour West retaining walls. Construct North retaining walls - Relocate Library refrigerant lines to above ground
	<b>Project Issues:</b> - Relocation of Library utilities- pending pricing, time impact

# Project Status Report: 10/1/2023



## Lake Elementary School Replacement Project

2700 11th St.  
San Pablo, CA, 94806

Project No: 1000003734 DSA No: 01-119938

### Project Scope

Replacement of existing campus with construction of six new buildings. The first phase includes demolition of existing Kindergarten Building and construction of three of the new buildings and site work on the East half of the campus. The second phase will include the other three new buildings and remaining site work on the West half of the campus.

### Schedule

Notice to Proceed	8/5/2021
Original Project Duration	1258
Final Completion	1/24/2025
Approved Time Extensions	203
<b>Revised Project Duration</b>	<b>1461</b>
<b>Revised Completion Date</b>	<b>8/15/2025</b>
Calendar Days Elapsed	800 55%

### Project Team

Owner	WCCUSD
Design Build Entity	Alten Construction & Co.
Construction Manager	RGM Kramer
Inspector	DSA School Inspectors, Inc.

Contract Summary	Amended Base Contract Amount	\$50,466,705	
	Amended Project Contingency	\$781,522	
	Amended District Contingency	\$3,406,055	
	<b>Original Contract Amount</b>	<b>\$54,654,282</b>	
	Contract Ammendments	\$2,500,000	
	<b>Revised Contract Amount</b>	<b>\$57,154,282</b>	
	<b>Amended Project Contingency</b>	<b>\$781,522</b>	
	Executed CO	\$81,057	10%
	<b>Remaining Contingency</b>	<b>\$700,465</b>	<b>90%</b>
	Open PCOs	\$62,389	8%
	Rejected PCOs	\$37,785	5%
	<b>Amended District Contingency</b>	<b>\$3,406,055</b>	
	Executed CO	\$691,795	20%
	<b>Remaining Contingency</b>	<b>\$2,714,260</b>	<b>80%</b>
	Open PCOs	\$202,964	6%
	Rejected PCOs	\$23,099	1%
	<b>Completed &amp; Stored &amp; Billed to Date</b>	<b>\$19,913,359</b>	<b>36%</b>
	Stop Notices	\$0	

### Project Updates

Project Updates	<b>Activities Last Month:</b>
	Bldg A: Piping, conduit and ductwork installation is substantially complete. Fire sprinkler rough piping is complete. Roofing is complete except for the final coating and walk pads. Building paper envelope, metal flashing, lath is almost complete. Wall insulation is complete. Gypboard has started. Glazing at windows has started.
	Bldg B: Interior wall framing is complete. Blocking, piping, conduit and ductwork installation is substantially complete. Roofing is complete except for final coating and walk pads. Building paper envelope, metal flashing, lath started. Door and window frames have been installed.
	Bldg C: Structural and interior wall framing is complete. Door and window frames have been installed.
Project Updates	<b>Upcoming Work</b>
	Bldg A: Building paper envelope, metal flashing, lath and plaster and stuccowork is in progress and will be on going for the next few months. Roof and ceiling insulation is in progress. Gypboard is in progress. Glazing at exterior windows is in progress. Interior painting will start near the end of October.
	Bldg B: Wall insulation has started. Gypsum board will follow. Above ceiling piping, conduit and ductwork installation is in progress.
	Bldg C: Interior wall and ceiling framing is in progress. Blocking and backing is in progress. Roofing has started. Building paper envelope, metal flashing, lath and plaster and stuccowork has started and will be on going for the next few months.



**September 30, 2023 Change Orders Summary - Bond Program**

	Project	Company	Original Contract	Previously Approved/ Ratified CO's	CO's Pending Ratification	Change Percent	Total CO'S Pending Ratification	Total Change Percent	Total CO's	Total CO Percent of Original Contract	Adjusted New Contract	Change Order Number	Change Order Reason Code	Account Code
1	Riverside ES Playground Improvements	ERA Construction, Inc.	\$849,000.00	\$0.00	\$15,150.67	2%	\$53,644.29	6.32%	\$53,644.29	6.32%	\$902,644.29	1	2	21-9745-6170-150 0000-8500- 400130-0-0000
					\$38,493.62	4.53%						2	3	
					\$0.00	0.00%						3 Time Extension	3	

<b>Total Board Action</b>	<b>\$53,644.29</b>
---------------------------	--------------------

**Notes:**

1. All proposed change orders are less than ten percent (10%) of the contract value.
2. All proposed change orders are within the Board Approved Site Budget.
3. Change Order Reason Code Definitions:

- 1 - Unforeseen Conditions
- 2 - Owner Initiated Scope Change
- 3 - Design Deficiency
- 4 - Outside Agency

**Project Status Report: 9/1/2023**

**Riverside Elementary School  
Playground Improvements**

1300 Amador Street  
San Pablo CA, 94806

Project No: 1000004138

DSA No: 01-119933

<b>Project Scope</b>	Construction of new playground areas. Scope of work includes two (2) new play structures and new pour-in-place safety surfaces. Revisions to gates and fencing, asphalt striped play area to include basketball hoops and volleyball standards. Landscape improvements on main field and a new enclosed garden with irrigation controls.
----------------------	--

<b>Contract Summary</b>	Original Contract Amount	\$849,000	
	<b>BOE Executed COs</b>	<b>\$0.00</b>	<b>0.00%</b>
	Unforeseen Conditions	\$0.00	0.00%
	Owner Requested	\$0.00	0.00%
	Design Changes	\$0.00	0.00%
	Outside Agency/Other	\$0.00	0.00%
	<b>Revised Contract Amount</b> (Contract + \$ Executed CO)	<b>849,000.00</b>	
	<b>No. of COs</b>	<b>0</b>	
	Pending PCOs	\$56,039.00	6.60%
	Rejected/Voided PCOs	\$0.00	0.00%
	<b>Completed &amp; Stored \$ Billed to Date</b>	<b>\$231,424.00</b>	<b>27.26%</b>
	Stop Notices	\$0	

**WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE  
(Bond Measures D, E and R)**

**Meeting Minutes -draft  
September 12, 2022 at 6 pm**

**1400 Marina Way South, Richmond CA 94804**

**In Person Meeting**

Meeting video recording available on YouTube

<https://www.youtube.com/channel/UC9u1R1iSWbHzhieeGC5LvYA/videos>

**A. Opening Procedures**

**B. Call to Order/Pledge of Allegiance**

Dr Anderson called the meeting to order at 6 pm.

**C. Roll Call**

Members present: John Anderson, Lorraine Humes, Sallie DeWitt

Members absent: Jason Lindsey

(4 members with 3 required for a quorum)

**D. Approval of Agenda**

Agenda approved by unanimous consent

**E. Public Comment for items not on the Agenda**

No Public Comments

**ACTION**

**E. Consent Items**

**a. CBOC Information Request Log September 12, 2022**

**b. July 11, 2022 CBOC Meeting Draft Minutes**

**c. August 15, 2022 CBOC Meeting Draft Minutes**

Items E.a and b. were approved by unanimous consent..

Draft minutes of August 15, 2022 be pulled from the Consent Agenda by Lorraine Humes

**PRESENTATION**

**F. Bond Program Project Status and Financial Reports (Luis Freese/Melissa Payne/Ellen Mejia-Hooper)**

Presentation on progress of current Bond Projects including newsletters and financial reports

**a. Facilities Master Plan Project Update Consolidated Budget Report**

**b. Consolidated Budget Report**

**c. Report 13 Bond Program Financial Status**

- d. **Report 13A Variance Report**
- e. **Report 2 Bond Program Spending to Date**
- f. **20-21 AP check list**
- g. **Status of applicants for CBOC**

Public Comments were received

## **DISCUSSION**

### **G. 2021 CBOC Annual Report (Lorraine Humes)**

- a. **Update annual due dates for the Annual Report that were established in Resolution 21-3**
- b. **2021 Transitional Report Input**

## **DISCUSSION AND ACTION**

### **H. Ad Hoc committee Draft WCCUSD Board Policy Citizen's Bond Oversight Committee BP 7214.2**

- a. **Discussion and Resolution No. 22-03**
- b. **Resolution No. 22-03, September 12, 2022, Recommend Revised Board Policy 7214.2**
- c. **Motion**

Mrs. DeWitt motioned that- let it be resolved that WCCUSD's CBOC recommends that the WCCUSD's Board of Ed consider adopting the revised CBOC BP 7214.2 attached to this resolution and as amended by Melissa Payne at this meeting. The policy was drafted by an Ad Hoc Sub-Committee consisting of two district staff and two CBOC members.

Mrs. Humes seconded the Motion

#### **d. Discussion**

Public Comments were received

#### **e. Revised motion**

Mrs. DeWitt motioned to table the vote until the next scheduled meeting on October 10, 2022

Ms. Humes seconded the motion.

Motion passed by unanimous consent.

### **I. Resolution No. 22-04, September 12, 2022, Re-establish an Independent WCCUSD CBOC**

Mrs. DeWitt motioned to submit Resolution 22-04 to the BOE

Ms. Humes seconded the motion.

Public Comments were received



**a. Vote**

Ms. Humes -Aye

Mrs. DeWitt-Aye

Mr. Anderson-Aye

Mr. Lindsey-Absent

Motion passed 3-0 with one absent

Mr. Anderson stated that he would make the date corrections to the resolution and sign it. He will also send copies to the Board and Dr. Hurst.

With the resolution being passed and distributed the October 10 meeting may not happen.

**J. Next Scheduled Meeting**

**a. October 10 , 2022 6 pm**

**K. Adjournment**

Mr. Anderson adjourned the meeting at 8:13pm.

Minutes prepared by John Anderson, CBOC Secretary (October 2, 2023)

# MINUTES

## WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

### Bond Measures D, E and R

September 11, 2023 at 6 pm

1400 Marina Way South, Richmond CA 94804

#### OPENING PROCEDURES:

- A. Called to order at 6:02 pm and recessed
- B. Comments by Chairperson – the next schedule meeting date of October 9<sup>th</sup> is a WCCISD holiday so next CBOC meeting will be moved to October 16<sup>th</sup>.
- C. Roll Call

Chairperson: Lorraine Humes <i>present</i>	Jia Ma <i>present</i>
Vice Chairperson: Brendan Havenar-Daughton <i>present(arrived at 6:13 pm)</i>	Tamecia Vallot <i>absent (excused)</i>
Secretary: John Anderson <i>present</i>	Ariel Xi <i>present</i>
Anton Jungherr <i>present</i>	

Quorum is 4 of 7 members. 6 members present.

- D. Public Comment  
No Public Comments

- E. Approval of the Agenda

Mr Junger moved to have Item G to Item H.2 and motion was seconded.

Motion failed 2 Yes, 3 No and 1 abstention  
(Jungherr, Xi Yes, Humes, Havenar-Daughton, Anderson No, Ma abstained)

Agenda accepted as presented

#### DISTRICT REPORTS:

- F. Bond Project Reports
  - Financial Reports
  - Applications for CBOC membership

Requests for backup information from staff needs to be submitted to staff in writing so it is identified on the Information request log

Public comments received

**DISCUSSION****G. BOE Bylaws Committee edits for BP 7214.2 (CBOC)**

- 1 Public comments received

**H. Action Items**

- 1 Draft of August 14, 2023 minutes approved with corrections
- 2 Anton Jungherr memorandum/comments on BP 7214.2 (not covered in item G) deferred to a future meeting
- 3 Annual Report 2021/2023  
Period Covered  
Table of Contents  
Assignments
- 4 Formally amend Chairperson CBOC Status Report Distribution. Not formal amendment necessary.

**REFERENCE DOCUMENTS**

1. Information Request Log
2. CBOC Membership Roster
3. 2023 CBOC Attendance Chart

**NEXT SCHEDULED MEETING**

- I. October 16, 2023 6pm

**B. ADJOURNMENT**

- A. Meeting adjourned at 8:30 pm

Minutes prepared by John Anderson, CBOC Secretary





## A/P Check List

Julv. 2023  
Fund 21

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Invoice Description
ALTEN CONSTRUCTION INC	225662	07/05/23	21-9745-6211-108	1000004033-2A	06/07/23	222,426.16	CAMERON SCHOOL CRITICAL NEEDS &
ALTEN CONSTRUCTION INC	225662	07/05/23	21-9745-6211-110	1000004033-2B	06/07/23	56,131.03	COLLINS ES CRITICAL NEEDS & HVAC APRIL
ALTEN CONSTRUCTION INC	225662	07/05/23	21-9790-6211-108	1000004033-2A	06/07/23	288,774.55	CAMERON SCHOOL CRITICAL NEEDS &
ALTEN CONSTRUCTION INC	225663	07/05/23	21-9748-9135-000	1000003734-21ATRUST	06/08/23	78,402.16	1000003734 MAY 2023 RETENTION
ALTEN CONSTRUCTION INC	225857	07/11/23	21-9745-6211-110	1000004033-3B	06/13/23	180,928.48	COLLINS ES CRITICAL NEEDS & HVAC MAY
ALTEN CONSTRUCTION INC	225857	07/11/23	21-9790-6211-108	1000004033-3A	06/13/23	246,160.33	CAMERON SCHOOL CRITICAL NEEDS
ALTEN CONSTRUCTION INC	226173	07/25/23	21-9745-6201-134	1000003734-22REVB	06/30/23	16,768.84	LAKE ES CAMPUS DESIGN JUNE 2023
ALTEN CONSTRUCTION INC	226173	07/25/23	21-9748-6211-134	1000003734-22REVA	06/30/23	1,905,273.16	LAKE ES CAMPUS CONSTRUCTION JUNE
ALTEN CONSTRUCTION INC	226389	07/26/23	21-9745-6201-134	1000003734-22BREV	06/30/23	16,768.84	LAKE ES CAMPUS DESIGN JUNE 2023
ALTEN CONSTRUCTION INC	226389	07/26/23	21-9745-6205-134	20233517-1REV	06/30/23	12,315.22	LAKE ES WIRE RELOCATION REIMBURSE
ALTEN CONSTRUCTION INC	226389	07/26/23	21-9745-6207-134	20233518-1REV	06/30/23	4,645.35	LAKE ES PLAN REVIEW REIMBURSE JUNE
ALTEN CONSTRUCTION INC	226389	07/26/23	21-9745-6211-110	1000004033-4BREV	06/30/23	429,744.09	COLLINS ES CNP & HVAC JUNE 2023
ALTEN CONSTRUCTION INC	226389	07/26/23	21-9748-6211-134	1000003734-22AREV	06/30/23	1,905,273.16	LAKE ES CAMPUS CONSTRUCTION JUNE
ALTEN CONSTRUCTION INC	226389	07/26/23	21-9790-6211-108	1000004033-4AREV	06/30/23	354,220.55	CAMERON SCHOOL CNP & HVAC JUNE 2023
ANCHOR SINGH PAINTING INC	225861	07/11/23	21-9747-6190-360	1323	06/09/23	14,533.00	KENNEDY HS EXTERIOR PAINTING TKT
APEX TESTING LABORATORIES, INC	226009	07/18/23	21-9745-6190-108	231046-01	06/30/23	20,896.90	CAMERON SCHOOL CNP HVAC JUNE 2023
APEX TESTING LABORATORIES, INC	226009	07/18/23	21-9745-6190-110	231047-01	06/30/23	19,452.30	COLLINS SCHOOL CNP HVAC JUNE 2023
AQUATECH CONSULTANCY, INC	226011	07/18/23	21-9745-5860-134	52895	06/30/23	932.00	LAKE ES REPLACEMENT PROJECT JUNE 2023
BHM CONSTRUCTION, INC	225669	07/05/23	21-9747-6170-360	1000003935-9	06/23/23	101,005.00	KENNEDY HS BLEACHER & PRESS BOX MAY
BHM CONSTRUCTION, INC	225868	07/11/23	21-9747-9135-000	1000003935-9TRUST	06/23/23	5,316.05	1000003935 MAY 2023 RETENTION
BHM CONSTRUCTION, INC	226189	07/25/23	21-9747-6170-360	1000003935-10	06/23/23	19,336.24	KENNEDY HS BLEACHER & PRESS BOX JUNE
BLUEPRINT EXPRESS	225670	07/05/23	21-9748-6207-615	RICH-36468	06/13/23	94.75	FOC DOCS RIVERSIDE ES PLGRD
BRADLEY J WILLIAMSON	226156	07/18/23	21-9745-6214-108	1905	06/30/23	5,760.00	CAMERON SCHOOL CNP JUNE 2023
BRADLEY J WILLIAMSON	226156	07/18/23	21-9745-6214-110	1906	06/30/23	5,280.00	COLLINS ES CNP JUNE 2023
C & J PAINTING	225872	07/11/23	21-9747-6190-360	1-KENNEDYHS	05/18/23	22,545.00	KENNEDY HS EXTERIOR PAINTING MAY
CONSOLIDATED ENGINEERING	226034	07/18/23	21-9745-5890-134	209984	06/29/23	2,183.50	LAKE ES TESTING & INSPECTION SVCS
CONSOLIDATED ENGINEERING	226034	07/18/23	21-9745-5890-134	210143	06/30/23	1,184.70	LAKE ES TESTING & INSPECTION SVCS
DSA SCHOOL INSPECTORS, INC.	225683	07/05/23	21-9745-6214-134	23-2148-B	05/31/23	1,198.50	LAKE ES CAMPUS REPLACEMENT MAY 2023

21-9745 (Measure D2010)

21-9748 (Measure E2012)

21-9747 (Measure R2020) Page 51 of 100 Page 1 of 2

21-9790 (Non-Measure Resource)

Page 63 of 71



## A/P Check List

Julv. 2023  
Fund 21

DSA SCHOOL INSPECTORS, INC.	226039	07/18/23	21-9745-6214-134	23-2168	06/30/23	24,769.00 LAKE ES CAMPUS REPLACEMENT JUNE 2023
DSK LLP	225897	07/11/23	21-9745-6201-376	012-3258	06/30/23	24,874.50 HERCULES M/H SCHOOL CNP ARCH & ENG
EMPLOYERS ADVOCATE INC	226048	07/18/23	21-9748-5890-615	11283	06/30/23	1,575.00 DISTRICT WIDE PROJECT LABOR AD
ERA CONSTRUCTION INC	226501	07/27/23	21-9745-6170-150	1000004138-1	06/30/23	219,852.80 RIVERSIDE ES PLAYGROUND IMPROV JUNE
ESSEL TECHNOLOGY SERVICES INC	226050	07/18/23	21-9745-5890-110	159.22001.01-2	06/30/23	8,150.00 COLLINS ES HVAC CNP TEST&INSPECT JUNE
HAMILTON AND AITKEN	226056	07/18/23	21-9745-6201-154	2020.160.10	04/28/23	3,641.38 SHANNON ES ARCHITECTURAL SVCS CNP
HAMILTON AND AITKEN	226056	07/18/23	21-9745-6201-154	2020.160.11	06/22/23	9,103.45 SHANNON ES ARCHITECTURAL SVCS CNP
HKIT ARCHITECTS	226243	07/25/23	21-9745-6201-364	10	06/30/23	4,046.17 RICHMOND HS - MASTER PLANNING JUNE
HMC ARCHITECTS	225694	07/05/23	21-9747-6201-360	168707	06/12/23	8,010.00 KENNEDY HS BLEACHERS AND PRESS BOX
HMC ARCHITECTS	225918	07/11/23	21-9747-6201-360	169045	06/30/23	6,408.00 KENNEDY HS BLEACHERS AND PRESS BOX
ORBACH HUFF & HENDERSON LLP	225732	07/05/23	21-9790-5895-615	100323	04/05/23	773.43 BOND LEGAL FUND 21 MARCH 2023
ORBACH HUFF & HENDERSON LLP	225732	07/05/23	21-9790-5895-615	100326	04/05/23	2,714.00 LAKE ES MODERNIZATION PROJECT MARCH
ORBACH HUFF & HENDERSON LLP	225732	07/05/23	21-9790-5895-615	99940	03/08/23	326.20 BOND LEGAL FUND 21 FEBRUARY 2023
ORBACH HUFF & HENDERSON LLP	225732	07/05/23	21-9790-5895-615	99943	03/08/23	3,805.50 LAKE ES MODERNIZATION PROJECT
RGM KRAMER INC	225739	07/05/23	21-9745-6217-615	126974	04/30/23	80,553.00 FOC PROJECT AND CONSTRUCTION MGMT
RGM KRAMER INC	225739	07/05/23	21-9745-6217-615	9492	03/31/23	101,397.50 FOC PROJECT AND CONSTRUCTION MGMT
RGM KRAMER INC	225739	07/05/23	21-9748-6203-615	9492	03/31/23	760.00 FOC PROJECT AND CONSTRUCTION MGMT
ROEBBELEN CONSTRUCTION	225743	07/05/23	21-9745-6217-615	342265-11	04/10/23	11,760.00 VARIOUS SITES PROJECT COORDINATION
ROEBBELEN CONSTRUCTION	225743	07/05/23	21-9745-6217-615	342265-12	05/11/23	13,440.00 VARIOUS SITES PROJECT COORDINATION
ROEBBELEN CONSTRUCTION	225743	07/05/23	21-9745-6217-615	342265-13	06/12/23	12,040.00 VARIOUS SITES PROJECT COORDINATION
ROEBBELEN CONSTRUCTION	226313	07/25/23	21-9745-6217-615	342265-14	06/30/23	9,240.00 VARIOUS SITES PROJECT COORDINATION
SVA ARCHITECTS, INC	225977	07/11/23	21-9745-6201-150	60845	06/30/23	4,320.00 RIVERSIDE ES - ARCHITECTURAL & ENG SVCS
SWINERTON MANAGEMENT &	226140	07/18/23	21-9745-6202-615	18100022-050	06/30/23	1,065.00 FOC - STAFF AUGMENTATION JUNE 2023
SWINERTON MANAGEMENT &	226140	07/18/23	21-9745-6217-615	18100022-050	06/30/23	32,908.00 FOC - STAFF AUGMENTATION JUNE 2023
THUNDER MOUNTAIN	225982	07/11/23	21-9745-5860-362	19806	06/20/23	300.00 PVHS FIELD HOUSE AND BLEACHERS 6/5/23
VISTA ENVIRONMENTAL INC	226153	07/18/23	21-9745-6190-134	INV-26022	06/01/23	240.00 LAKE ES CAMPUS REPLACE SOIL SAMPLING
WEI JUN WANG	226530	07/27/23	21-9745-6202-615	035*	06/30/23	332.00 INVOICE#035 JUNE 2023 CHECK REISSUE

Grand Total

6,523,955

21-9745 (Measure D2010)  
21-9748 (Measure E2012)  
21-9747 (Measure R2020)  
21-9790 (Non-Measure Resource)



## A/P Check List

August, 2023  
Fund 21

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Invoice Description
AA OFFICE EQUIPMENT CO INC	227022	08/25/23	21-9748-5640-615	AR79016	06/30/23	84.55	FOC COPIER SVCS 5/25/23-6/24/23
ALAN KROPP AND ASSOCIATES INC	226646	08/08/23	21-9745-6190-134	28097	06/14/23	6,945.00	LAKE ES CAMPUS REPLACE REVIEW SVCS
ALAN KROPP AND ASSOCIATES INC	226646	08/08/23	21-9745-6190-134	28209	06/14/23	2,266.25	LAKE ES CAMPUS REPLACE REVIEW SVCS
ALAN KROPP AND ASSOCIATES INC	226646	08/08/23	21-9745-6190-134	28345	06/14/23	14,395.24	LAKE ES CAMPUS REPLACEMENT 10/05/22-
ALAN KROPP AND ASSOCIATES INC	226646	08/08/23	21-9745-6190-134	28598	05/05/23	15,344.25	LAKE ES CAMPUS REPLACEMENT 3/27/23-
ALAN KROPP AND ASSOCIATES INC	226646	08/08/23	21-9745-6190-134	28658	06/30/23	7,191.80	LAKE ES CAMPUS REPLACEMENT 5/8/23-
ALTEN CONSTRUCTION INC	226744	08/15/23	21-9745-6201-134	1000003734-23B	08/03/23	11,490.00	LAKE ES CAMPUS REPLACE DESIGN JULY
ALTEN CONSTRUCTION INC	226744	08/15/23	21-9748-6211-134	1000003734-23A	08/03/23	1,973,197.27	LAKE ES CAMPUS REPLACE CONSTRUCTION
APEX TESTING LABORATORIES, INC	226883	08/22/23	21-9745-6190-376	2315187-01	07/27/23	2,723.21	HERCULES MHS SCIENCE BLDG SOIL
AQUATECH CONSULTANCY, INC	226885	08/22/23	21-9745-5860-134	53079	08/05/23	828.00	LAKE ES REPLACEMENT PROJECT JULY 2023
BHM CONSTRUCTION, INC	226759	08/15/23	21-9747-6170-360	1000003935-11	07/31/23	138,581.04	KENNEDY HS BLEACHER & PRESS BOX JULY
BHM CONSTRUCTION, INC	226890	08/22/23	21-9747-9135-000	1000003935-10-11TRUS	06/23/23	8,311.44	1000003935 JUNE-JULY 2023 RETAINAGE
BLUEPRINT EXPRESS CORPORATION	227033	08/25/23	21-9748-6207-615	RICH-34696	05/03/23	1,315.25	HERCULES MS/HS SCI BLDG 5/3/23
BRADLEY J WILLIAMSON	227021	08/22/23	21-9745-6214-108	1908	07/31/23	2,640.00	CAMERON SCHOOL CNP JULY 2023
BRADLEY J WILLIAMSON	227021	08/22/23	21-9745-6214-110	1909	07/30/23	5,760.00	COLLINS ES CNP JULY 2023
COLBI TECHNOLOGIES	226667	08/08/23	21-9748-5850-615	9531	06/02/23	75,000.00	FOC PROGRAM MANAGEMENT SOTWARE
COLBI TECHNOLOGIES	227039	08/25/23	21-9748-5850-615	9704	07/05/23	19,076.77	COLBI REIMBURSABLE EXPENSES JUNE 2023
CONSOLIDATED ENGINEERING	226671	08/08/23	21-9745-5890-134	209509	06/14/23	8,097.38	LAKE ES TESTING & INSPECTION SVS
DECOTECH SYSTEMS	226679	08/08/23	21-9745-6460-686	1000003604-10	07/27/23	35,927.67	VARIOUS SITES - E-RATE YEAR 24
DECOTECH SYSTEMS	226679	08/08/23	21-9745-6460-686	1000003604-9	07/27/23	51,693.83	VARIOUS SITES - E-RATE YEAR 24
DSA SCHOOL INSPECTORS, INC.	226908	08/22/23	21-9745-6214-134	23-2185	07/31/23	21,394.00	LAKE ES CAMPUS REPLACEMENT JULY 2023
EDWARD SIT	226916	08/22/23	21-9745-6214-376	1	08/09/23	17,280.00	HERCULES MHS SCIENCE BLDG CNP JULY
ERA CONSTRUCTION INC	226918	08/22/23	21-9745-6170-150	1000004138-2	08/09/23	283,197.15	RIVERSIDE ES PLAYGROUND
HAMILTON AND AITKEN	226931	08/22/23	21-9745-6201-154	2020.160.12	07/28/23	1,820.79	SHANNON ES ARCHITECTURAL SVCS JULY
HKIT ARCHITECTS	226692	08/08/23	21-9745-6201-360	1A	06/30/23	50,439.75	KENNEDY HS CNP ARCHITECTURAL SVCS
MAN WAH CHENG	226663	08/08/23	21-9745-6214-150	01.	07/03/23	4,560.00	RIVERSIDE ES PLAYGROUND IOR SVCS JUNE
MAN WAH CHENG	226898	08/22/23	21-9745-6214-150	02.	08/01/23	4,560.00	RIVERSIDE ES PLAYGROUND IOR SVCS JULY
NINYO AND MOORE	226710	08/08/23	21-9745-5890-150	275542	06/30/23	1,771.75	RIVERSIDE ES PLAYGROUND TEST &

21-9745 (Measure D2010)

21-9748 (Measure E2012) Page 53 of 101

21-9747 (Measure R2020)

Page 1 of 2

21-9790 (Non-Measure Resource) Page 65 of 71

AP Check List August 2023





## A/P Check List

August, 2023  
Fund 21

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Invoice Description
3 ORBACH HUFF & HENDERSON LLP	227073	08/25/23	21-9790-5895-615	101035	08/17/23	4,879.23	BOND LEGAL FUND 21 MAY 2023
ORBACH HUFF & HENDERSON LLP	227073	08/25/23	21-9790-5895-615	101038	08/17/23	816.50	LAKE ES MODERNIZATION PROJECT MAY
32 ORBACH HUFF & HENDERSON LLP	227073	08/25/23	21-9790-5895-615	101493	08/21/23	2,206.00	BOND LEGAL FUND 21 JUNE 2023
ORBACH HUFF & HENDERSON LLP	227073	08/25/23	21-9790-5895-615	101495	08/17/23	1,798.92	LAKE ES MODERNIZATION PROJECT JUNE
QUATTROCCHI KWOK ARCHITECTS	226719	08/08/23	21-9745-6211-157	24756	07/13/23	7,208.75	STEGE ES CRITICAL NEEDS PROJECT JUNE
QUATTROCCHI KWOK ARCHITECTS	227081	08/25/23	21-9745-6211-157	24874	08/09/23	5,202.50	STEGE ES CRITICAL NEEDS PROJECT JULY
RGM KRAMER INC	226983	08/22/23	21-9745-6217-615	127642	05/31/23	94,122.00	FOC PROJECT AND CONSTRUCTION MGMT
RGM KRAMER INC	226983	08/22/23	21-9745-6217-615	128436	06/30/23	94,698.13	FOC PROJECT AND CONSTRUCTION MGMT
RGM KRAMER INC	226983	08/22/23	21-9745-6217-615	130753	07/31/23	80,955.00	FOC PROJECT AND CONSTRUCTION MGMT
41 RGM KRAMER INC	226983	08/22/23	21-9748-6203-615	128436	06/30/23	2,470.00	FOC PROJECT AND CONSTRUCTION MGMT
RGM KRAMER INC	226983	08/22/23	21-9748-6203-615	130753	07/31/23	2,765.00	FOC PROJECT AND CONSTRUCTION MGMT
SOLPAC CONSTRUCTION INC	226996	08/22/23	21-9748-6211-376	1000004154-1	08/11/23	516,302.39	HERCULES MS/HS SCIENCE BUILDING JULY
THUNDER MOUNTAIN	227006	08/22/23	21-9745-5860-362	19840	07/28/23	300.00	PVHS FIELD HOUSE AND BLEACHERS 7/5/23
TIMOTHY R. HALEY	226800	08/15/23	21-9748-6203-615	30	06/29/23	9,150.00	FOC DESIGN MANAGEMENT JUNE 2023
VISTA ENVIRONMENTAL INC	226873	08/15/23	21-9745-6190-134	INV-26022-02	06/01/23	9,835.00	LAKE ES CAMPUS REPLACEMENT SAMPLES
VISTA ENVIRONMENTAL INC	227017	08/22/23	21-9745-6190-108	INV-26415	07/26/23	1,905.00	CAMERON SCHOOL CNP SOIL SAMPLING
WEI JUN WANG	227019	08/22/23	21-9745-6202-615	0036A	08/15/23	500.50	DISTRICT WIDE FACILITIES MGMT JULY
WEI JUN WANG	227100	08/25/23	21-9745-6202-615	0036B	08/15/23	1,865.00	DISTRICT WIDE FACILITIES MGMT JULY
WOLF/LANG/CHRISTOPHER	227103	08/25/23	21-9745-6201-108	210070016	07/10/23	7,862.40	CAMERON SCHOOL ARCHITECT SVCS APRIL-

Grand Total

3,610,735

21-9745 (Measure D2010)  
21-9748 (Measure E2012)  
21-9747 (Measure R2020)  
21-9790 (Non-Measure Resource)

## A/P (Accounts Payable) Check List Evaluation for Jul. & Aug. 2023

### July

1. Ck# 225663 and #225868 / both for retention / to Alten Construction Inc & BHM Construction / object code = 9135 = cash with fiscal agent / site code = 000 = undistributed **What is retention and why in cash?**
2. Ck # 226173 & Ck # 226389 same amount (\$1,905,273.16) / to Alten Construction Inc (Object code 6211 = main Contractor) / for Lake ES /from services in June **Is this duplicate payment mistake?**
3. Ck # 225372 (4) all object code 5895 (legal fees) / to Orbach Huff & Henderson LLP / for Lake ES / from services in Feb. & Mar. **Why are we paying legal fees on Lake ES construction – possible change order rejection? (See August #3)**

### August

1. Ck# 226714 / for \$1, 973,197.27 / to Alten Construction Inc (Object Code 6211 = main contractor) / for Lake ES **Why such large monthly mounts – cause company is the DBE and paying other contractors?** From Updated FMP (2021) approved budget = \$65.6 million.
2. Ck# 226692 / architect SVCS / Resource Code = 9745 (bond D) / for Kennedy HS CNP (critical needs project) **So far checks for Kennedy HS was from Measure R (9747) related to bleachers now check from Measure D (9745) Is this a new project starting? Check Project Status Chart and FMP Update 2021.**
3. Ck# 227073 / Orbach Huff & Henderson / legal fee for Lake ES **(See July # 3)**
4. Ck #226983 / **What does FOC stand for?**

NAME of REQUESTER	DATE OPERATIONS OFFICE RVCD.	SUBJECT	FORWARDED FOR RESPONSE TO:	RESPONSE	RESP. DATE
151)Anton Jungherr	10/26/2020	Detail of Lead Auditor July 2020 credit of \$991.48 and confirm that no payroll for the Lead Internal auditor was charged to the Fund 21 Bond Fund in July 2020. Confirm that there was no payroll for the Lead Internal reported in Aug. 2020. Will the Lead Auditor's payroll be charged to the Fund 21 Bond Funds when she reviews the implementation of forensic/audit recommendations?	10-27-20 to M. Payne	Document sent to A. Jungherr and D. Gosney 12-10-20	12/10/2020
152)Anton Jungherr	11/9/2020	Mr. Jungherr inquired whether the district followed appropriate procedures for hiring Eide Bailly.	11-9-20 M. Romo	12-14-20 answers were emailed to A. Jungherr and D. Gosney. 12-15-20 additional document sent.	12/14/2020 & 12-15-20
153)Don Gosney	3/5/2021	Copies of Orbach's invoices for 12-15-20 and 12-22-20	M. Payne	3-22-21 sent to D. Gosney by M. Payne	3/22/2021
154)Lorraine Humes	8/8/2021	Questions & verifications needed for Annual Report	8-9-21 M. Romo & M. Payne	9-3-21 emailed L. Humes the response	9/3/2021
155)Sallie DeWitt	8/26/2021	Update of the FAI Recommendation table and overall status of the FAI implementation.	8-27-21 M. Payne	9-6-21 emailed S. DeWitte the response.	9/6/2021
156)Lorraine Humes	10/20/2021	Asked if there are any government standards stating how long a company can audit the same program.	10-21-21 forwarded to Nidia Carrera for response.	10-26-21 N. Carrera responded to Ms. Humes.	10/26/2021
157)Lorraine Humes	10/28/2021	How wil the 27 recommendations from Moss Adams be verified?	10-28-21 M. Payne	11-15-21 M. Payne responded to L. Humes	11/15/2021
158)Lorraine Hume	10/28/2021	How can the CBOC review the verification of recommendations using the PMP?	10-28-21 M. Payne	11-15-21 M. Payne responded to L. Humes	11/15/2021
159)Lorraine Hume	2/9/2022	Copy of the draft minutes from the December CBOC meeting.	S. Garfield	Copy emailed to Ms. Humes and Mr. Anderson	2/9/2022
160)Lorraine Humes	8/15/2022	Financial Report #13 for 6-30-22	8-18-22 S. Cha	Sent to L. Humes and CBOC committee-10-5-22	10/5/2022
161)Lorraine Humes	8/15/2022	Financial Report #13A for 1-31-21 - 6-30-22	8-18-22 S. Cha	Sent to L. Humes and CBOC committee-10-5-22	10/5/2022
162)Lorraine Humes	8/15/2022	Reports for 6-30-22-Rpt. #2, Consolidate Fund 21&35, Master Plan Projects 2016, Measure R Projects	8-18-22 S. Cha	Sent to L. Humes 9-23-22-Additional documents sent on 10-5-22	9/23/2022 & 10-5-22
163)Lorraine Humes	8/15/2022	Estimated tax rates after Measure R	8-18-22 S. Cha	Sent to L. Humes 10-7-22	10/7/2022

NAME of REQUESTER	DATE OPERATIONS OFFICE RVCD.	SUBJECT	FORWARDED FOR RESPONSE TO:	RESPONSE	RESP. DATE
164)Lorraine Humes	8/15/2022	FMP Implementation update for Measure D(2010) & Measure E(2012), 6-20-21-slide #5-project status	8-18-22 E. Mejia-Hooper	Sent to L. Humes 8-22-22	8/22/2022
165)Lorraine Humes	8/15/2022	FMP Updating the 2016 Facilities Master Plan Prioritization for Project Sequencing of Measure R 2020, June 23, 2021-slide 6 & 5	8-18-22 E. Mejia-Hooper	Sent to L. Humes 8-19-22 & 9-6-22	8-19-22 & 9-6-22
166)Lorraine Humes	8/15/2022	FAI Implementation reports Phase 1.5 & 2.0	8-18-22 M. Payne	Sent to L. Humes 9-8-22	9/8/2022
167)Lorraine Humes	8/15/2022	KPI Summary-Report #1, Bonds Authorized chart through June 30, 2022	8-18-22 S. Cha	Sent to L. Humes and CBOC committee-10-5-22	10/5/2022
168)Anton Jungherr	3/31/2023	John Anderson's letter referred to in the minutes of 6-16-21 Facilities Committee Meeting Minutes	4-4-23 M. Payne & S. Garfield	Sent to A. Jungherr	4/11/2023
169)Anton Jungherr	7/11/2023	Colbi Amendment 4-20-23	7-12-23 M. Payne & S. Garfield	Sent to A. Jungherr	7/24/2023
170)Anton Jungherr	7/11/2023	Tami Dunning's Contract with CBOC	7-12-23 L. Freese & S. Garfield	Sent to A. Jungherr	7/24/2023
171)Lorraine Humes	7/12/2023	Group email for PTA Councils & School Councils	7-12-23 S. Garfield	Sent response to L. Humes	7/26/2023
172)Lorraine Humes	8/29/2023	cpy of July and August 2023 A/P check lists for Building Fund, Code 21	8-29-23 -M. Payne, L. Freese	Response given at 9-11-23 CBOC meeting	9/11/2023
173)Anton Jungherr	9/11/2023	Copy of Colby invoice 9704	9-11-23 M. Payne at CBOC mtg.	Response sent to A. Jungherr 9-18-23	9/18/2023
174)Anton Jungherr	9/11/2023	Copy of Orbach Henderson, Huff & Henderson invoices 101035,101038,101493,101495	9-11-23 M. Payne at CBOC mtg.	Response sent to A. Jungherr 9-18-23	9/18/2023
175)Lorraine Humes	9/25/2023	Copy of Fund 21 Checklist for Sept. 2023	9-25-23 M. Payne	Response sent to L. Humes 10-10-23	10/10/2023
176)Lorraine Humes	10/23/2023	Copy of 2023 Bond KPI Summary Report	10-24-23 M. Payne		



<b>No.<sup>1</sup></b>	<b>Category<sup>2</sup></b>	<b>Nominated By</b>	<b>Member Name</b>	<b>City of Residence</b>	<b>Office</b>	<b>Dates Board Approved</b>	<b>Current Term End Date</b>	<b>1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Term?</b>
1	Business Organization *	Business Organization						
2	Senior Citizen Organization *	Senior Citizen Organization						
3	Taxpayers' Organization *	Taxpayers' Organization	Lorraine Humes	San Pablo	Chair	3-1-23	3-23-25	Third
4	Parent or Guardian*	Parent or Guardian						
	Parent/Guardian & PTA*	PTA/School Site Council	Brendan Daughton	Richmond	Vice Chair	3-15-23	3-14-25	First
5	At Large Community Member	Self-Nomination	Jia Ma	El Cerrito		1-11-23	1-10-25	First
7	At Large Community Member	Self-Nomination	Don Gosney	Richmond		11-1-23	10-31-25	First
8	At Large Community Member	Self-Nomination						
9	At Large Community Member	Self-Nomination	Ariel Xi	Richmond		4-12-23	4-11-25	First
10	At Large Community Member	Self-Nomination						
11	At Large Community Member	Self-Nomination						

Superintendent's Designee: Luis Freese  
BOE Liaison: Trustee Leslie Reckler

<b>Description</b>	<b>Number</b>
Authorized Positions	11
Filled Positions	5
Vacant Positions	6
Pending Applications	1
Quorum Requirement	3

<sup>1</sup> Position numbers were assigned by the CBOC for reference purposes only

<sup>2</sup> Proposition 39, CBOC was established by the Board of Education on April 9, 2003. All appointments are made by the Board of Education. Terms are for two (2) years with a maximum of three consecutive terms.

At endance / Roster for 2023													
	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Term dates (Term #)
John Anderson	P	P	P	A(+)	P	A(+)	A(+)	P	P	X	No longer a commit ee member		6/9/22 – 6/8/24 (2)
Brendan Havenar-Daughton			P	P	A(+)	A(+)	A(+)	P	P	X			3/15/23 – 3/14/25 (1)
Sallie DeWit	A (-)	A (-)	No longer a commit ee member										3/24/21 – 3/23/23 (3)
Lorraine Humes	P	P	P	P	P	P	P	P	P	X			3/24/22 – 3/23/24 (3)
Anton Jungherr			P	P	P	P	P	P	P	No longer a commit ee member			3/15/23 - 3/14/25 (1)
Jason Lindsey	A (-)	A (-)	P	A(-)	A(-)	No longer a commit ee member							6/2/21 – 6/1/23 (1)
Jia Ma	P		P	A(-)	P	A(-)	P	P	P	X			1/11/23 – 1/10/25 (1)
Tamecia Vallot			P	A(-)	P	P	A(+)	A(+)	A(+)	No longer a commit ee member			3/15/23 – 3/14/25 (1)
Ariel Xi					P	A(+)	P	P	P	X			4/12/23 – 4/11/25 (1)
Don Gosney													11/1/23 – 10/31/25 (1)
P = Present A (+) = Absent with notification A (-) = Absent without notification X = No meeting (Apr. = Lack of Quorum)													