

WCCUSD



CITIZENS' BOND OVERSIGHT COMMITTEE

MEETING PACKET FOR: December 16, 2024

1400 MARINA WAY SOUTH RICHMOND, CA 94804

AGENDA

Monday December 16, 2024 – 6:15 PM

WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

Bond Measure D (2010) \$380,000,000
Bond Measure E (2012) \$360,000,000
Bond Measure R (2020) \$575,000,000

(In Person/Online Hybrid 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

Committee's Purpose: "The purpose of the Committee is to inform the public concerning the expenditures and uses of bond revenues. The Committee's legal charge is to actively review and report on the expenditures of taxpayer's money for school construction." (Board Policy BP 7214.2)

OPENING PROCEDURES:

A. CALL TO ORDER

B. ROLL CALL

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

Member: Andrea Landin
Member 8: Tashiana Johnson
Member 9: Andrew Butt
Member 10: *Vacant*
Member 11: *Vacant*

The Committee is currently composed of 9 members. 5 members are required for a quorum.

C. APPROVAL OF AGENDA

To discuss an item on the consent calendar, it must be removed from the agenda.

D. APPROVE MINUTES

- a. February 12, 2024
- b. March 11, 2024
- c. June 10, 2024

E. COMMENTS BY THE CHAIRPERSON (Brendan Havenar-Daughton)

Land Acknowledgment Statement

We recognize that we are presently on the lands of the Chochenyo, Muwekma, Karkin, Ohlone peoples and acknowledge them as the first inhabitants of the land we currently occupy.

Labor and Body Recognition

"I acknowledge that the burden of environmental exploitation and systemic injustice falls upon the labor of Black and Brown bodies in the building of this country and its institutions. I remember that Black and Brown people were born and died working this land against their will for generations. I also acknowledge the continued contribution of the labor of survivors - over the centuries to today - of all immigrant labor, including voluntary, involuntary, trafficked, forced, and undocumented peoples in the building of what we refer to as the "United" States."

By Dr. Rachelle Rogers-Ard

F. PUBLIC COMMENT (ON NON-AGENDIZED ITEMS)

Members of the public are invited to speak on non-agendized items. Comments are limited to three minutes per speaker. CBOC members may briefly respond, however no action can be taken at this time and discussion must be limited.

G. PUBLIC COMMENT (ON AGENDIZED ITEMS)

Members of the public who prefer to speak at the beginning of the meeting are invited to speak on agendized items. Comments are limited to three minutes per speaker. CBOC members may briefly respond, however no action can be taken at this time and discussion must be limited.

Please contact the CBOC Chairperson to suggest any issues to be placed on a future agenda
Brendan.CBOC@gmail.com

DISTRICT REPORTS

H. BOND PROGRAM PROGRESS AND STATUS REPORT (Ellen Mejia-Hooper)

I. BOND PROGRAM FINANCIAL REPORT UPDATE (Melissa Payne)

CBOC BUSINESS – ACTION ITEMS

J. ELECTION OF OFFICERS (Brendan Havenar-Daughton)

K. CBOC BYLAWS (Don Gosney)

CBOC BUSINESS – DISCUSSION ITEMS

L. DISCUSSION TO INCLUDE PLEDGE OF ALLEGIANCE AND/OR LAND AND LABOR ACKNOWLEDGEMENT IN CBOC AGENDA (Brendan Havenar-Daughton)

M. CBOC RECRUITMENT UPDATE (Brendan Havenar-Daughton)
Request for translation services.

N. NEW BUSINESS (Brendan Havenar-Daughton)
Call for agenda items. Call for Requests for Information. Call for attendance updates – known absences.

O. OLD BUSINESS (Brendan Havenar-Daughton)

P. FOR THE GOOD OF THE ORDER (Brendan Havenar-Daughton)

Q. NEXT SCHEDULED MEETING (Brendan Havenar-Daughton)
January 13, 2025 6:15pm

R. ADJOURNMENT (Brendan Havenar-Daughton)

REFERENCE DOCUMENTS

1. Future Agenda Item Log
2. Information Request Log
3. 2024 CBOC Attendance / Roster

Please contact the CBOC Chairperson to suggest any issues to be placed on a future agenda
Brendan.CBOC@gmail.com

Disability Information

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

Draft MINUTES

WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

**(Bond Measures D, E and R)
February 12, 2024 - 6:15 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 at 6:23 PM by Chairperson Brendan Havenar-Daughton (delay due to a technical issue).
- B. ROLL CALL

Chairperson: Brendan Havenar-Daughton (Present)	Secretary: Ariel Xi (Present)	Lin Johnson (Present)
Vice Chairperson: Lorraine Humes (Present)	Don Gosney (Present)	Jia Ma (Present)

With 6 out of 6 members present, a quorum is established.

- C. APPROVAL OF AGENDA

Lorraine Humes proposed an amendment, noting that the attendance chart for 2024 was not included in the attachments. The agenda was approved with no objections.

- D. COMMENTS BY THE CHAIRPERSON

Comments by Chairperson Brendan Havenar-Daughton were received. presented his aspirational vision and guiding principles for the CBOC.

Don Gosney and Lorraine Humes made comments.

- E. PUBLIC COMMENT (ON NON-AGENDIZED ITEMS)

Lorraine Humes made comments.

- F. PUBLIC COMMENT (ON AGENDIZED ITEMS)

No Public Comments.

DISTRICT REPORTS

- G. BOND PROGRAM PROJECT STATUS REPORT was received. (Ellen Mejia-Hooper)
 - a. Bond Project Reports
 - b. Bond Projects Updates
 - c. Construction Newsletter

- H. BOND PROGRAM FINANCIAL REPORT STATUS UPDATE was received. (Luis Freese)
 - a. Consolidated Budget Status Report
 - b. Bond Program Spending to Date by Site

CBOC BUSINESS – ACTION ITEMS

- I. CONSENT CALENDAR (Brendan Havenar-Daughton)
 - a. Approval of Minutes
 - i. Minutes for January 8, 2024

The item was removed from the agenda and deferred to the March meeting due to the unavailability of the minutes for January 8, 2024, within the designated time frame.

- J. APPOINTMENT TO THE (STANDING) CBOC MEMBER SELECTION COMMITTEE (Brendan Havenar-Daughton)
 - a. Lin Johnson and Brendan Havenar-Daughton self-nominated for the committee.
 - b. President Smith Folds is on the committee
 - c. Trustee Christine is the new school board liaison to the CBOC.
 - d. Don Gosney made comments.

- K. ESTABLISH AD-HOC BY-LAWS COMMITTEE (Brendan Havenar-Daughton)
 - a. Brendan Havenar-Daughton self-nominated the position of committee chair.
 - b. Tami Dunning (WCCUSD CBOC Parliamentarian) corrected that the By-Laws Committee is a standing committee, not an ad-hoc committee.

- L. ESTABLISH AD-HOC WEBSITE COMMITTEE (Brendan Havenar-Daughton)
 - a. Lorraine Humes self-nominated for the committee. Brendan Havenar-Daughton appointed her Chair.

- M. ESTABLISH AD-HOC BOND PROJECT SITE VISIT COMMITTEE (Brendan Havenar-Daughton)
 - a. Ariel Xi self-nominated the position of committee chair. Brendan Daughton and Lin Johnson volunteered to join the committee
 - b. Tami Dunning (WCCUSD CBOC Parliamentarian) corrected that the Site Visit Committee is a standing committee, not an ad-hoc committee.

- N. SUMMARY AND NEXT STEP PERTAINING TO THE CBOC MEETING WITH THE SUPERINTENDENT AND CONTRA COSTA COUNTY TAXPAYERS ASSOCIATION (Lorraine Humes)
 - a. Lorriane presented
 - a. Timeline for CBOC Issue on Non-Compliance to Proposition 39 at WCCUSD
 - b. FAI Implementation Reviews,
 - c. Forensic Accounting Investing (FAI) Reviews
 - d. Financial monthly reports for construction bond program
 - e. Reports posted on facilities planning and construction website
 - f. and CBOC membership chart
 - b. Don Gosney made comments.

- O. AMEND CBOC MEETING SCHEDULE TO REFLECT JOINT SCHOOL BOARD MEETINGS (Brendan Havenar-Daughton)

The item was postponed, and the CBOC decided to defer the decision to a later point as it draws nearer.

- P. FIRST READING OF “CBOC Ground Rules and Norms” (Brendan Havenar-Daughton)

Chairperson Brendan Havenar-Daughton presented the item and determined to postpone it for ratification.

Q. NEW AND OLD BUSINESS (Brendan Havenar-Daughton)
Lorraine Humes and Don Gosney made comments.
Public comments were received.

R. NEXT SCHEDULED MEETING
March 11, 2024 at 6:15 PM

S. ADJOURNMENT
Chairperson Brendan Havenar-Daughton adjourned the meeting at 8:51 PM, acknowledging and honoring the recent passing of former CBOC member Anton Jungherr.

The draft meeting minutes were prepared by WCCUSD CBOC Secretary Ariel Xi.



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE

MINUTES OF MEETING MARCH 11, 2024

The District's video link to this meeting can be found here:
<https://youtu.be/2dJZovCihWQ>

The regularly scheduled meeting of the West Contra Costa Unified School District's (WCCUSD) Citizens' Bond Oversight Committee (CBOC) was held at the WCCUSD Facilities Building (1400 Marina Way South) on Monday March 11th, 2024. The meeting was called to order at 6:28 PM by CBOC Chair Brendan Havenar-Daughton.

With the absence of Secretary Ariel Xi, Chair Havenar-Daughton asked CBOC member Don Gosney if he would be willing to record the minutes for this meeting. Mr. Gosney responded that as long as he was allowed to include actual content in the minutes (as opposed to ONLY Action Minutes) he would agree. Chair Havenar-Daughton agreed.

B ~ The **ROLL CALL** of attendees showed the following:

PRESENT

Brendan Havenar-Daughton (Chair)
Lorraine Humes (Vice Chair)
Don Gosney (Member)
Jia Ma (Member)

ABSENT

Ariel Xi (Secretary)
Lin Johnson (Member)

ALSO IN ATTENDANCE

Luis Freese (Associate Superintendent ~ Operation)
Melissa Payne (Executive Director of Contracts Administration)
Ellen Mejia-Hooper (Director of Facilities, Planning & Construction)

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CITIZENS' BOND OVERSIGHT COMMITTEE MINUTES OF 03.11.24 MEETING

Tami Dunning (Professional Parliamentarian)

With four of the seven appointed CBOC members in attendance, a quorum was confirmed.

C ~ APPROVAL OF AGENDA

With the exception of the minutes from the January 8th, 2024 and February 12th meetings, the agenda was approved as presented.

D ~ COMMENTS FROM THE CBOC CHAIR

Chair Havenar-Daughton welcomed everyone and thanked them for engaging and showing up.

E ~ PUBLIC COMMENT FOR NON AGENDIZED ITEMS

There were no submissions submitted.

F ~ PUBLIC COMMENT FOR AGENDIZED ITEMS

WCCUSD Trustee Leslie Reckler commented on Agenda Item H (Joint BOE/CBOC meeting). She asked for the CBOC to advocate for her changes to BP 7214.2 (the Board policy covering the CBOC) to be discussed at the joint meeting.

Chair Havenar-Daughton expressed his slight confusion about these proposed changes and requested that Trustee Reckler forward her proposals to him. Trustee Reckler replied that she was advised by legal counsel that she could not do that.

G ~ BOND PROGRAM FINANCIAL REPORTS

Melissa Payne reported on the suite of financial reports which included:

- A/P Check Lists (January and February 2024)
- Consolidated Budget Status Report (03/06/24)
- Consolidated Budget Status Report (02/29/24)
- Bond Program Spending to Date by Site (Report #2) (02/29/24)
- Bond Program Financial Status (Report #13) (02/29/24)

Ms. Payne reported that an online reporting portal was being established where anyone can go online to review financial reports at any time. Although

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CITIZENS' BOND OVERSIGHT COMMITTEE MINUTES OF 03.11.24 MEETING

there are still some coding issues to resolve, Ms. Payne explained that this should address the issues raised over the difficulties the District has had in getting financial status reports to the CBOC and the public.

Mr. Gosney pointed out that there used to be two Consolidated Budget Reports with color coding that made it easier and more informative for non finance persons to follow and understand these reports. Ms. Payne agreed that this would be addressed in future reports.

Chair Havenar-Daughton pointed out that on previous A/P Check Lists there was a list of asterisked definitions that appear to have fallen off of these lists. Ms. Payne replied that she would correct this before the lists were posted online.

H ~ BOND PROGRAM PROJECT STATUS REPORTS

Ms. Mejia-Hooper reported on projects falling under the Facilities Team:

A general project status update on all projects being worked by the District:

- Lake Elementary School Campus Replacement
- Hercules Middle and High School Critical Needs Project
- Project Status Report: Lake Elementary School Replacement Project
- Project Status Report: Hercules Middle & High New Science Building
- Lake Elementary School Replacement Project Newsletter
- Hercules Middle and High School Critical Needs Science Building Newsletter
- Richmond High School Modernization Project Newsletter

I ~ CONSENT CALENDAR

The minutes of the meetings of January 8th, 2024 and February 12th, 2024 were up for approval.

Ms. Humes expressed her concern with an item on Page 47 of the agenda packet covering the minutes of the February 12th meeting. Her concern was the following text under Section M. ESTABLISH AD-HOC BOND PROJECT SITE VISIT COMMITTEE:

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"Ariel Xi self-nominated the position of committee chair. Brendan Daughton and Lin Johnson volunteered to join the committee". Ms Humes did not recall Ms. Johnson volunteering to serve and since she is not present at this meeting, Ms. Humes requested that the minutes be pulled until a clarification might be made.

Ms Dunning suggested that it would be better to adopt the questionable minutes and, if someone wanted to come back at a later date to edit the minutes, they could do so.

Mr. Gosney added that he would never approve minutes he knew to be wrong—or may be wrong. He also advised that he would never vote to approve minutes that are ACTION MINUTES where a reader at a later date would have a minimal opportunity to learn what actually happened at a meeting other than just that reports were given and votes taken. He stated that both sets of these minutes were ACTION MINUTES so he could not vote to approve them stating that a reader should be able to review a set of minutes and have a reasonable expectation to understand what happened at that meeting.

Ms Payne pointed out that the videos of the meetings are online and suggested that the online link to the video recording be included in the minutes.

There was a heated discussion with Parliamentarian Dunning expressing her concerns about including publicly stated names in the minutes and advised against the minutes being anything more than the Brown Act required ACTION MINUTES.

Jia Ma made a **MOTION** to accept the minutes of January 8th. The motion was seconded by Ms Humes.

Parliamentarian Dunning took exception to Interim Secretary Mr. Gosney calling off the roll call randomly as opposed to alphabetically.

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The roll call vote had Ms Humes and Ms Ma voting YES and Mr. Gosney voting NO (with Chair Havenar-Daughton not being allowed to vote). **MOTION PASSED.**

Ms Humes made a **MOTION** to postpone until the meeting of April 18th the minutes of the February 12th meeting. Mr. Gosney seconded the motion.

Without objection, **THE APPROVAL OF THE MINUTES WERE POSTPONED UNTIL THE MEETING OF APRIL 18TH.**

J ~ AGREEMENT ON SCHEDULING SPECIAL MEETINGS IN MONTHS WHERE SCHOOL BOARD/CBOC MEETINGS ARE SCHEDULED

Ms. Humes argued that a second meeting in a month was not necessary but could be scheduled as a special meeting.

Mr. Gosney argued that too much might happen between meetings and the public deserves to be kept informed in a timely manner.

Mr. Gosney made a **MOTION** to make the April 8th meeting a regularly scheduled CBOC meeting. Ms Ma seconded the motion.

With no objections, the **MOTION WAS APPROVED.**

After Ms Payne pointed out that the Board had already designated April 8th as the date for the Joint Meeting and Mr. Gosney pointed out that the CBOC and the public were not made aware of that, the previously passed date for the regularly scheduled CBOC meeting would be problematic. Ms. Humes also expressed her confusion with the motion.

Ms Humes made a **MOTION** to amend the previously passed motion to have a regularly scheduled CBOC meeting on Monday April 18th. Mr. Gosney seconded the motion.

Hearing no objections, the **MOTION WAS APPROVED.**

Citing the possibility of as many as 5 new members prior to the September Joint Meeting and pointing out that a decision does not have to be made this

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early, Mr. Gosney made a **MOTION** that the decision about a September CBOC meeting be postponed until the July CBOC meeting. Ms Humes seconded the motion.

With no objection, the **MOTION WAS APPROVED.**

Ms. Ma requested that the meeting date for the May CBOC meeting be rescheduled from the second to the third Monday. Chair Havenar-Daughton replied that he would add this request to the agenda for the April 18th meeting. Mr. Gosney requested that the issue of amending the regular schedule to the third Monday be investigated and discussed.

K ~ INCLUSION OF THE PLEDGE OF ALLEGIANCE FOLLOWING CBOC CALL TO ORDER

Chair Havenar-Daughton solicited a motion to include the recitation of the Pledge of Allegiance on the CBOC agendas.

Ms Hume made a **MOTION** to include the Pledge of Allegiance on the CBOC agendas. The motion **DIED FOR LACK OF A SECOND.**

L ~ OFFERING TRANSLATION SERVICES

Replying to concerns expressed about providing translation services for the CBOC meetings, Chair Havenar-Daughton solicited a motion to provide such services.

There were questions about whether the subject can be discussed but Parliamentarian Dunning explained that, without an actual motion, no discussion would be allowed.

Absent a motion, the item was closed.

M ~ ADOPTION OF "CBOC GROUND RULES AND NORMS"

Without discussion or a vote, the CBOC Ground Rules and Norms were adopted:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

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CBOC GROUND RULES AND NORMS

NORMS OF BEHAVIOR (excerpted from past CBOC agenda authored by former Chair Don Gosney)

Every team has two components that team members must keep in mind if the team is going to succeed.

- The team must pay attention to the Committee's purpose.
- The team must also carefully shape and monitor the team process it uses to accomplish its purpose.

Team process includes:

- How team members interact with and communicate with each other
- How team members will be responsible and accountable for accomplishing the CBOC's purpose

These team norms or ground rules are established with all members of the team participating equally:

- Recognize cross-disciplinary interaction requires patience and openness to diverse perspectives
- All views are important
- Participation needs to be equitable and balanced
- Expect, respect, and accept disagreements
- Reducing defensiveness is the responsibility of all
- Be tough on issues not on each other
- Place cell phones on silent
- Read agenda packet before the meeting

N ~ JOINT BOARD OF EDUCATION/CBOC MEETING AGENDA ITEMS BRAINSTORM

Chair Havenar-Daughton solicited a motion to create a list of items to bring into the negotiations for the Joint Meeting agenda.

Ms Humes made a **MOTION** to create a list of items to bring to the agenda setting negotiations. Ms Ma seconded the motion.

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Without a vote to approve the motion, Chair Havenar-Daughton proceeded to hear suggestions for the list:

- A discussion of the recommendations included in the 2016 Forensic Accounting Investigation (FAI)
- A discussion of the status of the Implementation Task Force created to deal with the recommendations included in the FAI and possible Prop 39 violations
- The seven items included in the FAI recommendations that were deemed secret due to attorney/client privilege.
- A discussion of the Bond Program financial and performance audits and the timelines for getting them to the CBOC
- Discuss getting the draft audits in the hands of the CBOC with sufficient time to review and comment on them

O ~ SITE VISIT COMMITTEE SITE VISIT SCHEDULE ADOPTION AND REPORT

Chair Havenar-Daughton solicited a motion to accept the proposed dates for site visits.

Ms. Humes made a **MOTION** to accept the proposed dates for site visits. The **MOTION DIED FOR LACK OF A SECOND.**

P ~ MEMBER SELECTION COMMITTEE REPORT

Chair Havenar-Daughton reported that he had reached out to the school Principals in schools where the District has Bond projects. Chair Havenar-Daughton listed the names of many Principals even though many of them were in charge of schools where the Bond Program was not being used.

Chair Havenar-Daughton also reported on the printed selection process that he had included in the March 11th agenda packet.

Mr. Gosney asked about reaching out to the 25 City Council members, the two County Supervisors, the Richmond Neighborhood Coordinating Council, any of the active Richmond neighborhood councils anything that might reach the quarter of a million adults in West County, any of the

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CITIZENS' BOND OVERSIGHT COMMITTEE MINUTES OF 03.11.24 MEETING

chambers of commerce or the Council of Industry and any of the major business organizations to spread the word.

Mr. Gosney pointed to the list of questions asked of CBOC applicants but also pointed out that there were other questions asked of some applicants. He especially spoke about the question asked about the “equity lens” regarding the spending of Bond Funds on schools focused on less affluent students of color.

Q ~ BY-LAWS COMMITTEE REPORT

Chair Havenar-Daughton reported on his efforts to amend and update the CBOC By-Laws.

Ms Humes suggested that this be put on hold until the CBOC can receive By-Laws training.

Mr. Gosney recalled the history of the CBOC By-Laws and how they had been vastly changed but there is no record in the meeting minutes of these changes. He said that the current set of By-Laws comes across more as a Board Policy instead of a set of by-laws for the internal working of the CBOC. He suggested that the By-Laws need a total rewrite to ensure the CBOC’s independence and autonomy and to allow the CBOC to do their work.

R ~ WEBSITE COMMITTEE REPORT

Website Committee Chair Lorraine Humes had nothing to report.

S ~ NEXT STEPS ON THE IMPLEMENTATION OF THE FORENSIC ACCOUNTING INVESTIGATION RECOMMENDATIONS

Ms Humes pointed out that her concerns were brought up with the suggested Joint Meeting agenda topics discussed earlier.

T ~ NEW AND OLD BUSINESS

Ms. Humes requested that staff look into inviting a KNN representative to report to the CBOC about the District’s bond sales (possibly including a KPI report). She also asked for an explanation of where the bond money goes after a bond is sold.

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Ms Humes also requested the attendance log be included in the agenda packet.

U ~ JOINT BOARD OF EDUCATION/CBOC MEETING

The next scheduled meeting is a joint meeting between the WCCUSD Board of Education and the CBOC. The meeting is scheduled for Monday April 8th, 2024 but the location and start time is to be determined and will be sent out to the CBOC and the public once it is determined.

V ~ ADJOURNMENT

The meeting was adjourned at 8:34 PM.

DRAFT

Draft MINUTES

WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

Monday June 10, 2024 – 6:15 PM

Bond Measure D (2010) \$380,000,000

Bond Measure E (2012) \$360,000,000

Bond Measure R (2020) \$575,000,000

(In Person Meeting)

1400 Marina Way South, Richmond CA 94804

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Youtube Recording: [Citizens' Bond Oversight Committee Meeting | June 10, 2024](#)

Committee's Purpose: "The purpose of the Committee is to inform the public concerning the expenditures and uses of bond revenues. The Committee's legal charge is to actively review and report on the expenditures of taxpayer's money for school construction." (Board Policy BP 7214.2)

OPENING PROCEDURES:

- A. CALL TO ORDER at 6:24 PM by Chairperson Brendan Havenar-Daughton.
- B. ROLL CALL

Chairperson: Brendan Havenar-Daughton (Present)	Secretary: Ariel Xi (Absent)	Lin Johnson (Absent)
Vice Chairperson: Lorraine Humes (Absent)	Don Gosney (Present)	Jia Ma (Absent)

With 2 out of 6 members present, there was no quorum. The meeting proceeded with a presentation only, without any discussions, questions, or vote.

- C. APPROVAL OF AGENDA

No Objection.

- D. COMMENTS BY THE CHAIRPERSON

No Comments.

- E. PUBLIC COMMENT (ON NON-AGENDIZED ITEMS)

No Public Comments.

- F. PUBLIC COMMENT (ON AGENDIZED ITEMS)

No Public Comments.

DISTRICT REPORTS

- G. EXPLANATION OF CONSTRUCTION PROCUREMENT METHODS: LEASE-LEASEBACK, DESIGN-BUILD, DESIGN-BID-BUILD was received: Melissa Payne
- H. UPDATE ON DISTRICT ACTION REGARDING FORENSIC ACCOUNTING AUDIT was received: Luis Freese
- I. BOND PROGRAM PROGRESS AND STATUS REPORT:

The report by Ellen Mejia-Hooper was not presented due to her sick leave. Questions regarding the Bond Program Progress and Status Report can be emailed to [Ellen Mejia Hooper](#).

- J. BOND PROGRAM FINANCIAL REPORTS was received: Melissa Payne and Colby Team

CBOC BUSINESS – ACTION ITEMS

- M. SITE VISIT COMMITTEE REPORT OUT by Brendan Havenar-Daughton
- N. MEMBER SELECTION COMMITTEE REPORT-OUT by Brendan Havenar-Daughton
- O. WEBSITE COMMITTEE REPORT OUT

Due to the absence of Lorrian Humes, consideration of this item will be deferred to the next meeting.

- P. NEW AND OLD BUSINESS by Brendan Havenar-Daughton

Call for agenda items. Call for Requests for Information. Call for attendance updates – known absences.

- Q. AUTHORIZING 2023 ANNUAL REPORT by Brendan Havenar-Daughton
- R. NOTICE TO SCHEDULE BY-LAWS TRAINING BEFORE JUNE 30, 2024 by Brendan Havenar-Daughton
- S. NOTICE THAT PARLIAMENTARIAN CONTRACT EXPIRES JUNE 30, 2024 by Brendan HavenarDaughton
- T. NEXT SCHEDULED MEETING

July 8, 2024 6:15pm

- U. ADJOURNMENT

Chairperson Brendan Havenar-Daughton adjourned the meeting at 7:16 PM.

The draft meeting minutes were prepared by WCCUSD CBOC Secretary Ariel Xi based on the Youtube Video Recording [Citizens' Bond Oversight Committee Meeting | June 10, 2024](#)



Projects Status Update

Citizens' Bond Oversight Committee
December 16, 2024

Project Status Update

	SITE	PROJECT	TYPE	STATUS
Procurement	Stege ES	Modernization	BOND	Procurement for Design Build Entity
	SITE	PROJECT	TYPE	STATUS
DESIGN	Kennedy HS	Modernization	BOND	Design Development
	Richmond HS	Modernization	BOND	Design Development
	Kennedy HS	Critical Needs: Demo 100 and 200 Building	BOND	<ul style="list-style-type: none"> Boiler Room Renovation –Closeout Admin Relocation – Construction Temp Housing Small Projects – Closeout Demolition of the 100, 200, and 500 Buildings – Preparing 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
	Pinole Valley HS	Fields Restoration & Bleachers	BOND	California Geotechnical Review COMPLETE!
	Shannon ES	Critical Needs: MPR	BOND	Construction

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



Campus Overview

Lake Elementary School Campus Replacement



Building F – Setting Open Web Joist

Lake Elementary School Campus Replacement



Building E – Exterior Framing, Building D – Preparing for the Building Slab

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.S & H.S. Critical Needs Project



Casework installation

Hercules M. & H.S. Critical Needs Project



Landscape

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



Roofing the Canopy

Shannon Multipurpose Room Replacement Project



The primary purpose of this project is to build a new multi purpose room with dining area, stage, and food services kitchen, servery, and support spaces. After the completion of the new building, the existing cafeteria portable will be removed. The project will include roll-up doors to support connection to the exterior, landscaping around the building, and infrastructure for a new garden.

Shannon Multipurpose Room Replacement Project



Kennedy Critical Needs Project



The Kennedy High School Critical Needs projects includes the relocation of the 100 and 200 Building occupants and the demolition of the buildings.

Admin Relocation Project

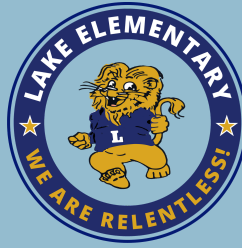


Layout for Utility Trenching

Admin Relocation Project



New Interior Door to the MDF Room (Main Distribution Frame)



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

CONSTRUCTION NEWSLETTER



LAKE ELEMENTARY CAMPUS REPLACEMENT PROJECT

Project Updates - December 2024

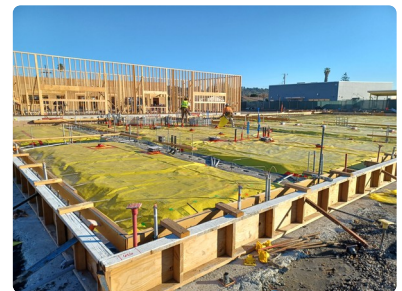
Construction Activity

Building E and F (Kindergarten Wings)

- Framing Exterior Walls
- Placing Roof Joists
- Installing Building Sheathing

Building D (Cafeteria)

- Preparation and Pouring Concrete Building Pad
- Begin Framing



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 has two main construction phases. The first phase included 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 complete. Phase 2 is scheduled through Fall 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

Join the CBOC!

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Sign up here: bit.ly/CBOCWCCUSD23



SEE YOUR TAX DOLLARS AT WORK IN WCCUSD SCHOOLS

Join the Citizens' Bond Oversight Committee

What is CBOC?
The Citizens' Bond Oversight Committee (CBOC) reviews bond-funded school projects and informs the public about bond expenditures and uses. Current projects include Shannon Elementary, Hercules Middle/High, Kennedy High, Richmond High, and Stege Elementary School.

Openings
• 1 Local Business Organization Member
• 3 "At-Large" Community Members

What We Do
✓ Publish an Annual Report to inform the public
✓ Meet monthly to review project and financial reports
✓ Get updates on bond funded facility projects

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Project Website

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Installing Roof Joists

Project Team:
Design Build Contractor:
Alten Construction

Construction Manager:
RGM Kramer Inc.
Matthew Medeiros
Matthew.Medeiros@wccusd.net



View from Giant Road 11/15

Building F, E and D in the foreground from left to right



Lake Construction Newsletter
WCCUSD Facilities Planning & Construction

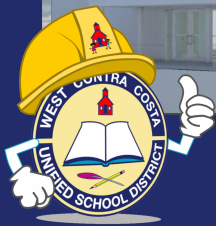
Subscribe





WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

CONSTRUCTION NEWSLETTER



SHANNON ELEMENTARY MULTI PURPOSE ROOM REPLACEMENT PROJECT

Project Updates - December 2024

Construction Activity

- Structural Steel was DELIVERED and INSTALLED!
- Beams have been set
- The main activity next month will be framing the walls



Project Overview

- **Project Scope:** The primary purpose of this project is to build a new multi purpose room with dining area, stage, and food services kitchen, servery, and support spaces. After the completion of the new building, the existing cafeteria portable will be removed. The project will include roll-up doors to support connection to the exterior, landscaping around the building, and infrastructure for a new garden. This project is an investment in our community through the use of taxpayer bond dollars.
- **Architect:** Hamilton + Aitken Architects
- **Anticipated Completion:** Fall/Winter 2025

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Building Structure in Place

Contact Information

Construction Contractor:
Strawn Construction, Inc

Construction Manager:
RGM Kramer
Matthew Medeiros
matthew.medeiros@wccusd.net



Craning a Beam into Place



Shannon Construction Newsletter

WCCUSD Facilities Planning & Construction

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WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

CONSTRUCTION NEWSLETTER



HERCULES MIDDLE AND
HIGH SCHOOL
CRITICAL NEEDS PROJECT
SCIENCE BUILDING

Project Updates - December 2024

Construction Completed Last Month

- Completed plastering the outdoor patio canopies
- Began roofing on the patio canopies
- Installed appliances
- Placed turf in the amphitheater



Construction Work Planned for This Month

- Complete site clean up, irrigation and landscaping
- Finish installing concrete sidewalks and patios
- Complete punch list items



Project Overview

- **Project Scope:** 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 a 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.
- **Architect:** DSK Architects
- **Contractor:** Soltek Pacific Construction
- **Anticipated Completion:** Fall / Winter 2024

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Starting the Planting and Installed Guardrails

Contact Information
Contractor:
Soltek Pacific Construction
Construction Manager:
Swinerton
Christine Tai
christine.tai@wccusd.net



Patio Canopies



Hercules Construction Newsletter

WCCUSD Facilities Planning & Construction

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WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

CONSTRUCTION NEWSLETTER DESIGN EDITION



KENNEDY HIGH SCHOOL
CRITICAL NEEDS PROJECT

December 2024 - Design Input

Design Input to the Modernization Project

Please click on the survey links below to give input into the interior color scheme and design concept for the new "K" quad!

[English Survey](#)

[Spanish Survey](#)

Construction Activity

- Preparation has begun for new utility trenches along Cutting Blvd and in the staff parking lot and library quad
- Trenching will be completed in sections from west to east and finishing in the staff parking lot
- Staff parking lot trenching is planned for the Christmas Break



- Accessible pathway improvements will be made behind the cafeteria and across the "K" quad

Project Website



Saw Cutting

Preparation for trenching along
Cutting

Contact Information

Architect:

HKIT Architects

Construction Manager:

Tim Haley

tim.haley@wccusd.net



Accessibility Upgrades

Layout and Saw Cutting Behind
the Cafeteria



KHS Modernization Project Newsletter

WCCUSD Facilities Planning & Construction

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Project Status Report: 12/1/2024



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	297
Revised Project Duration	1555
Revised Completion Date	11/17/2025
Calendar Days Elapsed	1227 79%

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
Original Contract Amount	\$54,654,282
Contract Ammendments	\$2,500,000
Revised Contract Amount	\$57,154,282
Amended Project Contingency	\$781,522
Executed CO	\$336,140
Remaining Contingency	\$445,382
Open PCOs	\$58,533
Rejected PCOs	\$37,786
Amended District Contingency	\$3,406,055
Executed CO	\$1,305,714
Remaining Contingency	\$2,100,341
Open PCOs	\$96,534
Rejected PCOs	\$53,598
Completed & Stored & Billed & Processed to Date	\$37,524,587 69%
Stop Notices	\$0

Project Updates

Activities Last Month:
Phase 1A: Continue punch list. Backcheck punch list items completed. Finalize landscape maintenance period for Phase 1A and turn over to District.
Phase 1B: Building F wall curbs and rough framing. Building E pour slab, wall curbs and rough framing. Building D underslab plumbing and electrical and slab rock. Rough grading and baserock at South parking lot and for access to all buildings.
Upcoming Work
Phase 1A: Continue punch list. Backcheck punch list items completed.
Phase 1B: Building F Rough framing. Building E Rough framing. Building D underslab , vapor barrier and building slab. Stage formwork, stemwall and slab.

Project Status Report: 12/1/2024



**Shannon Elementary School
CNP - Multipurpose Building**

Project No: 1000004297 DSA No: 01-120507

Project Scope

Replace the multipurpose building, provide new site improvements and a trash enclosure.

Schedule

Notice to Proceed	4/30/2024	
Original Project Duration	425	
Final Completion	8/1/2025	
Approved Time Extensions	0	
Revised Project Duration	425	
Revised Completion Date	8/1/2025	
Calendar Days Elapsed	216	51%

Project Team

Owner	WCCUSD	
Contractor	Strawn Construction Inc.	
Construction Manager	RGM Kramer	
Inspector	MWC & Associates	

Contract Summary

Original Contract Amount	\$7,852,000	
Executed Change Orders	\$0.00	
Unforeseen Conditions	\$0.00	
Owner Requested	\$0	
Design Changes	\$0	
Outside Agency/ Other	\$0	
Revised Contract Amount (contract + \$ Executed CO)	\$7,852,000	
No. of Cos	0	
Pending PCOs	\$15,854.16	0%
Rejected/Voided PCOs	\$1,233.00	0%
Completed, Stored, Billed and Processed to Date	\$317,506.00	
Stop Notices	\$0	

Project Updates

Activities Last Month:
Complete structural steel fabrication. Erect Structural Steel. Rough framing. Install rock at temp EVA road for site access.
Upcoming Work:
Rough framing, Start MEPs at walls.

Project Status Report: 12/2/2024



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	51	
Revised Project Duration	480	
Revised Completion Date	10/4/2024	
Calendar Days Lapsed	538	112%

Contract Summary

Original Contract Amount	\$15,613,000	
BOE Executed COs	\$351,766.00	2.25%
Unforeseen Conditions	\$154,738.00	0.99%
Owner Requested	\$97,670.00	0.63%
Design Changes	\$99,358.00	0.64%
Outside Agency/Other	\$0.00	0.00%
Revised Contract Amount (Contract + \$ Executed CO)	15,964,766.00	
No. of PCOs	39	
Pending PCOs	\$688,396.00	4.41%
Rejected/Voided PCOs	\$1,179,649.66	7.56%
Completed & Stored \$ Billed to Date	\$14,104,912.42	88.35%
Stop Notices	\$0	

Project Status

Completed Work: - Building Exterior: Complete plaster at large canopies. Install spine wall coping. Caulk storefront openings. Roof large canopies (90%). Install flashing at large canopies (90%) and downspouts (25%). - Interior: Install projector screens and appliances. Install interior door hardware (90%). Compression struts and ceiling tiles (75%). Punch list (25%). -Site: Set boulders. Install artificial turf at seat walls. Pour flat work at perimeter of building (75%). Install guard rails (90%). Pour stairs and planter walls. Irrigation lines (50%). -Closeout docs/training (30%)
Upcoming Work: - Building Exterior: Punch exterior. Install signage and building letters. - Interior: Punch lists. Metal shelving. Fire rated glass in wood door. HVAC report and CxA site walk. - Site: Landscaping - planting, hydroseed and mulch. Install bike locker. Install drinking fountain at MS, cane detection, stair railings. Paint steel columns.
Project Issues: Time Impact #2- resubmittal under review.
Completed & Stored reflects billing for work through October, 2024.



A/P Check List

November, 2024
Fund 21

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Invoice Description
ALAN KROPP AND ASSOCIATES INC	239805	11/04/24	21-9745-6190-134	29269	10/10/24	20,595.82	LAKE ES CAMPUS REPLACE GEOTECH SVC
ALTEN CONSTRUCTION INC	239808	11/04/24	21-9748-9135-000	1000003734-34ATRUSTR	07/01/24	39,816.60	1000003734 JUNE RETENTION CHECK REISSUE
BLUEPRINT EXPRESS CORPORATION	239821	11/04/24	21-9748-6207-615	RICH-53442	07/31/24	673.50	BID PROJ SHANNON ES MP BLDG 7/31/2
BLUEPRINT EXPRESS CORPORATION	239821	11/04/24	21-9748-6207-615	RICH-56422	10/09/24	685.15	REBID KHS ADMIN RELO *4435R 10/9/24
BLUEPRINT EXPRESS CORPORATION	239821	11/04/24	21-9748-6207-615	RICH-56883	10/21/24	491.85	CUPCCAA INF BID HERCULES MS/HS SCI B
CAL ENGINEERING AND GEOLOGY IN	239826	11/04/24	21-9745-6190-362	7501554	09/20/24	2,880.00	PVHS SLOPE AND DRAINAGE IMPROV 8/1
CAL ENGINEERING AND GEOLOGY IN	239826	11/04/24	21-9745-6190-362	7501601	10/28/24	4,605.00	PVHS SLOPE AND DRAINAGE IMPROV 9/1
CONTRACT DECOR INC	239837	11/04/24	21-9748-6219-134	9836-REV	10/11/24	28,250.00	LAKE ES WINDOW SHADE
HAMILTON AND AITKEN ARCHITECTS	239872	11/04/24	21-9745-6201-154	2020.160.16	10/01/24	9,067.04	SHANNON ES ARCHITECTURAL SVCS 8/1/
PACIFIC GAS AND ELECTRIC	239922	11/04/24	21-9747-6207-360	0008339925-3	10/07/24	5,000.00	KHS MOD PROJECT#129613251
SOLPAC CONSTRUCTION INC	239954	11/04/24	21-9748-6211-376	1000004154-15	10/14/24	808,799.70	HERCULES MS/HS SCIENCE BLDG
TERRACON CONSULTANTS, INC.	239966	11/04/24	21-9747-6219-360	TM85138	10/22/24	13,192.50	KHS HAZARDOUS MATERIAL EVALUATIO
VISTA ENVIRONMENTAL INC	239978	11/04/24	21-9745-6207-134	INV-28765	10/16/24	993.00	LAKE ES ASBESTOS SURVEY
VISTA ENVIRONMENTAL INC	239978	11/04/24	21-9745-6209-134	INV-28919	10/06/24	10,752.00	LAKE ES CAMPUS REPLACEMENT SOIL SA
Grand Total						945,802	

* Does not include: Payroll, Retention withholds.

Future Agenda Items

WCCUSD CBOC[illegible]

NAME of REQUESTER	DATE OPERATIONS OFFICE RVCD.	SUBJECT	FORWARDED FOR RESPONSE TO:	RESPONSE	RESP. DATE
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 losts 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	M. Payne had a conversation with L. Humes explaining that this is not a routine report and is not available at this time.	11/13/2023
177)Lorraine Humes	9/16/2024	Excell spreadsheet for FY 2024 checklist data.	9-16-24 M. Payne	10-2-24 M. Falk emailed excel doc to L. Humes	10/2/2024

Regular Meeting Attendance / Roster for 2024													
	Jan.	Feb	Mar	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Term dates (Term #)
Brendan Havenar-Daughton	P	P	P	P	X	P	P	P	P	P	X		3/15/23 – 3/14/25 (1)
Lorraine Humes	P	P	P	P	X	A (-)	A	P	P	P	X		3/24/23 – 3/23/25 (3)
Ariel Xi	P	P	A(+)	P	X	A (+)	A	A	P	P	X		4/12/23 – 4/11/25 (1)
Don Gosney	P	P	P	P	X	P	P	P	P	P	X		11/1/23 – 10/31/25 (1)
Lin Johnson	P	P	A(+)	A(-)	X	A (-)	A(-)	A(+)	A(-)	P	X		12/6/23 – 12/5/25 (1)
Jia Ma	P	P	P	A	X	P	P	P	P	P	X		1/11/23 – 1/10/25 (1)
Andrea Lindin	-	-	-	-	-	-	P	P	P	A(+)	X		6/26/24 - 6/25/26 (1)
P = Present A (+) = Absent with notification A (-) = Absent without notification X = No meeting (Apr. = Lack of Quorum) - = Not Yet Appointed to Committee													