

WCCUSD



CITIZENS' BOND OVERSIGHT COMMITTEE

MEETING PACKET FOR: JULY 25, 2019

1400 MARINA WAY SOUTH RICHMOND, CA 94804

NORMS OF BEHAVIOR

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

CBOC Chair Don Gosney can be reached at:

Home Office: (510) 233-2060 Mobile: (510) 685-2403

email dongosney@comcast.net

CBOC members are requested to call or email if they are unable to attend a CBOC meeting

WCCUSD

CITIZEN'S BOND OVERSIGHT COMMITTEE

BASIC PARLIAMENTARY PROCEDURES

THE CBOC CONDUCTS THEIR AFFAIRS USING ROBERTS RULES OF ORDER

All discussions and actions go through the Chair.

All actions require a MOTION and a SECOND before proceeding.

- Once a MOTION has been seconded, it then belongs to the body.
- There is no such thing as a friendly (or unfriendly) amendment. Amendments are made and seconded, discussed and then the amendment is voted on for acceptance or rejection.
- If an amendment is passed, then the AMENDED MOTION is voted on.

Motions and amendments need to be clear and concise in what is being discussed and voted on. The CBOC does not vote on general ideas—they vote on specific language. Words matter.

A MOTION TO END DEBATE must be seconded and requires a 2/3 majority for passage.

- A MOTION TO TABLE is used to postpone the vote on an issue until a later date.
- A MOTION TO TABLE **cannot** be used as a means to kill a motion—only postpone it.
- When a MOTION TO TABLE is made, it must also be stated when the item is to be removed from the table for a vote.

Motions require a simple majority (50%+1 of those voting) for passage.

An ABSTENTION does not count as a 'YES' or a 'NO' vote. An ABSTENTION is used to validate that a quorum exists.

A quorum (50%+1 of the total number of CBOC members) must be present to vote on any issue.

A MOTION TO ADJOURN is always in order.

CBOC TABLET INSTRUCTIONS

(Tablet Has Touchscreen Function)

In an effort to reduce costs, as an alternative to a printed agenda packet, pre-loaded tablets are provided to the CBOC members and the public. A limited number of printed packets are still made available for both the CBOC and the public.

Login: CBOC

Password: cboc

LOG IN

1. Power button is on the left side at the top. Press it for a few seconds and it should blink white . (Tapping on this button can also be used to revive the computer if sleeping.)
2. Press Ctrl-Alt-Delete
3. The CBOC user account should appear . Type cboc (all lower case) for the password and press ENTER.
4. Click the CBOC link on the desktop. This will open up the Google Drive folder.
5. Click anywhere in the icon and it will open the pdf within Chrome.
 - a.single click (tap) on LINK to open back up documentation in a new tab

DOCUMENT NAVIGATION

Double Click/Tap—GOOGLE DRIVE LINK

Single Click/Tap on GOOGLE DOCUMENT—CBOC Packet Agenda

Single Click/Tap on LINK within the CBOC Packet Agenda—to OPEN DOCUMENT in NEW TAB

Return to GOOGLE DRIVE TAB for Agenda Packet

Right/Left Arrow—TO ACCESS ADDITIONAL DOCS (Not included in Agenda Packet)

CBOC TABLET CANNOT BE REMOVED FROM THE PREMISES

CBOC TABLET INSTRUCTIONS

(Tablet Has Touchscreen Function)

F A Q S

WIFI TROUBLESHOOTING

If the wifi is a problem (there's a wifi icon in the lower right on the login screen, also after you log in), you can click or tap this icon and select **WCCUSDADMIN** and press the Connect button (the password is saved so it shouldn't ask you.) If that doesn't work, try **WCCUSD BYOD**.

ALTERNATIVE CBOC PACKET IN PDF WITHOUT LINKS

Click the CBOC pdf. The down arrow in the icon will download the pdf.

The download will appear on desktop.

Open the pdf (there is no link ability within the download file)

MAKE THE PDF LARGER

There's a magnifying glass icon in the pdf controls at the bottom, this will enlarge the pdf to fit the screen.

**CBOC TABLET CANNOT BE REMOVED FROM THE
PREMISES**



WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE
Kathy Fleming Don Gosney Cameron Moore
Vice Chairperson Chairperson Secretary

AGENDA

Thursday July 25, 2019 at 6:15 PM

Note: Links in this document are PDFs on Google Drive. Clicking on the links should open the PDFs in a web browser on your computer. The full agenda packet may be viewed on the CBOC website or by clicking this link:

[07.25.19 CBOC Agenda Packet](#)

A) OPENING PROCEDURES

B) CALL TO ORDER/PLEDGE OF ALLEGIANCE

C) ROLL CALL

Sallie DeWitt, Kathy Fleming, Don Gosney, Vanessa Hill, Lorraine Humes, Anton Jungherr, Cameron Moore & Gregg Visineau
[8 members ~ 5 required for a quorum]

D) APPROVAL OF AGENDA

To discuss a Consent Calendar item, it must be removed from the agenda.

E) PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Items already on the agenda may not be spoken on in this section. Speakers must fill out a Speaker Form with the appropriate agenda item listed. Speakers will be allowed three minutes.

Facilities Operations Center
1400 Marina Way South
Richmond CA 94804-3747

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

D I S T R I C T R E P O R T S

F) BOND PROGRAM PROJECTS STATUS (Melissa Payne & Luis Freese)

Presentation on progress of current Bond Projects including Status Report, Project Change Order Report, PVHS Project Status Presentation and Summer Projects.

D I S C U S S I O N O N L Y

[07.25.19 PVHS Project Update](#)

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[07.25.19 Facilities Master Plan Projects Update](#)

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[07.25.19 Bond Project Status Plan Update](#)

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[07.25.19 Bond Program Project Status Report](#)

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[07.25.19 Report #6 Bond Project Change Orders](#)

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[07.25.19 Change Order Summary ~ Report 5](#)

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[07.25.19 Change Order Summary](#)

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G) DISTRICT STAFFING UPDATE (Don Gosney)

D I S C U S S I O N O N L Y

Report on the status of filling the vacant positions of Chief Business Officer and Associate Superintendent Facilities, Maintenance and Operations, Bond Program

WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE

H) BOARD OF EDUCATION LIAISON REPORT (Consuelo Lara)

D I S C U S S I O N O N L Y

C B O C R E P O R T S

CONSENT ITEMS

D I S C U S S I O N O N L Y

Unless pulled from the consent calendar by a member of the CBOC, staff or the public, consent items are approved without discussion.

I) ADOPTION OF MINUTES (Cameron Moore)

[06.20.19 CBOC Draft Minutes.pdf](#)

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J) INFORMATION REQUESTS STATUS LOG (Melissa Payne)

[07.25.19 CBOC Information Requests Status Log](#)

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K) CORRESPONDENCE AND INVOICES FROM CBOC ATTORNEY (Don Gosney)

[06.28.19 Ferber ~ Brown Act Clarification \(Serial Communication\)](#)

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[07.25.19 Adam Ferber Invoice](#)

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CITIZENS' BOND OVERSIGHT COMMITTEE

COMMITTEE REPORTS

L) CHAIRPERSON (Don Gosney)

D I S C U S S I O N O N L Y

Reports on issues relevant to the operation of the CBOC, future issues and reports to the Board of Education

[06.26.19 CBOC Chair Report](#)

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[07.02.19 CBOC Chair Report](#)

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[07.17.19 CBOC Chair Report](#)

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M) ATTENDANCE REVIEW (Don Gosney)

D I S C U S S I O N O N L Y

Status reports on CBOC membership and efforts to fill vacancies.

[07.25.19 CBOC Attendance Log](#)

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[07.25.19~CBOC Roster](#)

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N) NEW MEMBER APPLICATION (Don Gosney)

D I S C U S S I O N O N L Y

Presentation of the application of Guadalupe Calvario to join the CBOC representing Richmond.

[Guadalupe Calvario CBOC Application Packet 07.19.19
Redacted](#)

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O) ANNUAL REPORT (Sallie DeWitt)

D I S C U S S I O N O N L Y

Update on status of 2018 Annual Report.

[07.25.19 '18 Annual Report Schedule and Checklist](#)

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CITIZENS' BOND OVERSIGHT COMMITTEE

P) AUDITS (Gregg Visineau)

D I S C U S S I O N O N L Y

Report and update on the actions of the Audit Subcommittee.

**Q) WOODROW WILSON ELEMENTARY DEMOLITION
(Don Gosney)**

D I S C U S S I O N O N L Y

Provide a slide show presentation of the demolition of the old Woodrow Wilson Elementary School

[07.25.19~Woodrow Wilson Demolition Slide Show](#)

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**R) PINOLE VALLEY HIGH SCHOOL 'MOVE-IN'
(Don Gosney)**

D I S C U S S I O N O N L Y

Provide a slide show presentation of the 'move-in' process at Pinole Valley High.

[07.25.19~Pinole Valley HS 'Move-In' Slide Show](#)

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S) COMMEMORATIVE PLAQUES (Don Gosney)

A C T I O N I T E M

Discuss using Bond Funds for the purchase and installation of commemorative plaques affixed to new WCCUSD facilities. Possibly take action to advise the Board accordingly.

[07.21.19 CBOC Chair Report](#)

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CITIZENS' BOND OVERSIGHT COMMITTEE

T) **MEMBER HANDBOOK (Don Gosney)**

D I S C U S S I O N O N L Y

Discuss proposed inserts into the new Member Handbook.
The attached materials are working drafts with multiple changes expected.

[07.25.19 '19 CBOC Handbook \(Working Draft\)](#)

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[07.25.19 '19 CBOC Handbook ~ Anton Jungherr Suggestions](#)

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U) **Calendar (Don Gosney)**

A C T I O N I T E M S

[07.25.19 CBOC Meeting Calendar](#)

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V) **FUTURE AGENDA TOPICS**

A C T I O N I T E M

Suggest and discuss issues that the CBOC and members of the public want to see brought up at future meetings

[07.25.19~Future Agenda Items Log](#)

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W) **ADJOURNMENT**

NEXT SCHEDULED MEETING: CBOC meeting on August 15, 2019

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.

Pinole Valley High School (PVHS) Project Update



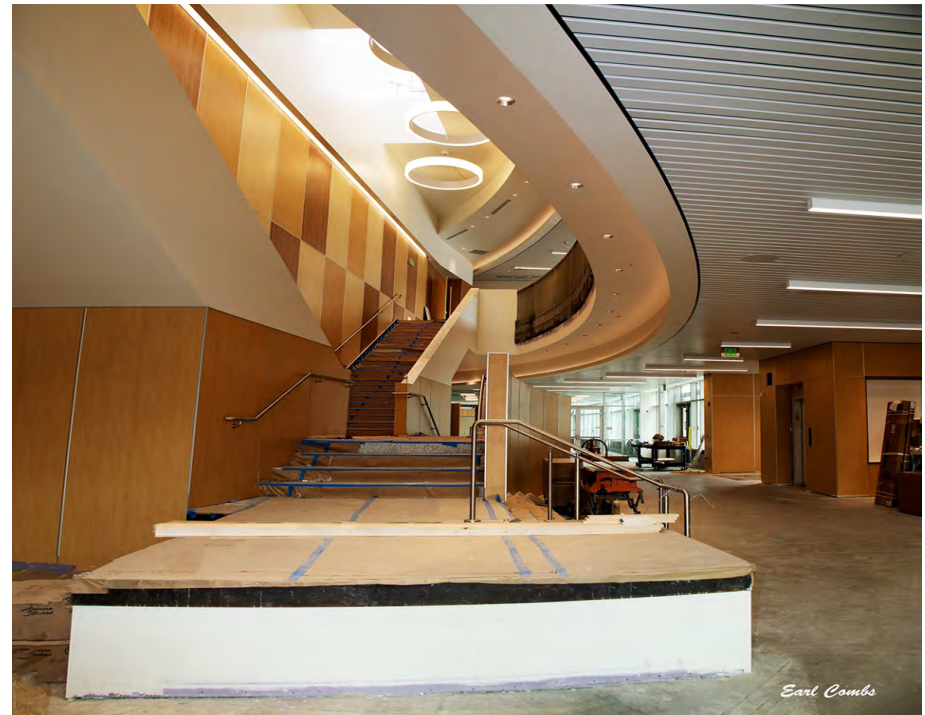
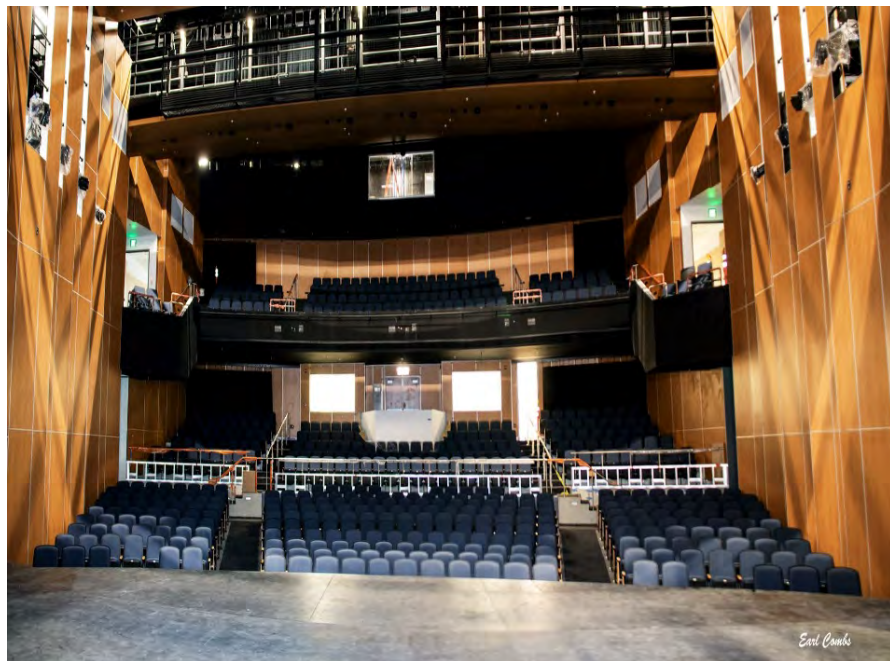
Citizens Bond Oversight Committee Meeting
July 25, 2019

PVHS New Campus Project Update

Performing Arts Building A

Complete thru June

- FRL in Cafeteria and Lobby
- Flooring on second floor
- Painting classroom walls
- Building Signage



Upcoming (ongoing)

- A/V Control work
- Acoustical wall panels in stairways
- 1st floor and stairway flooring in progress

PVHS New Campus Project Update

Library Building B

Complete thru June

- Rubber flooring on 1st and 2nd floors
- Lighting & ceiling cloud work
- Library and Health Center casework



Upcoming

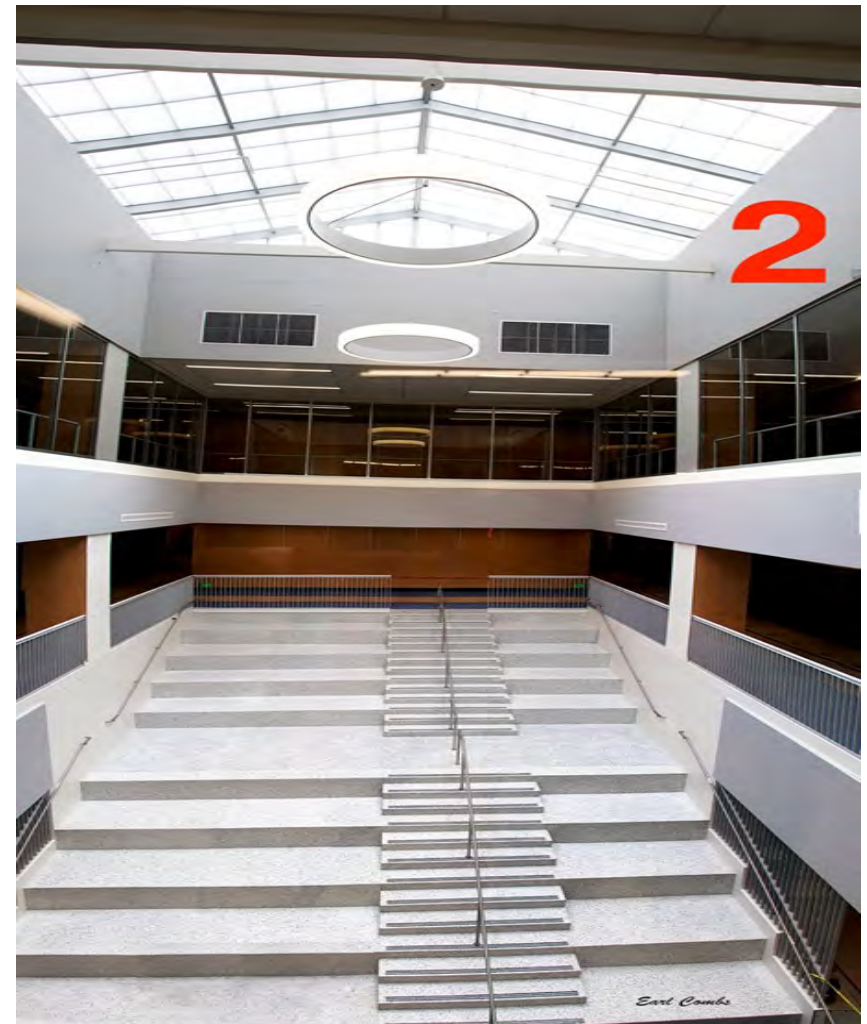
- Misc. electrical
- Casework installation
- Furnishing exam rooms
- FRL wall panels in hallway

PVHS New Campus Project Update

Classroom Building C

Complete thru June

- Floor protection for move-in
- WAPs installed
- Plumbing fixtures
- Most classrooms punched



PVHS New Campus Project Update

Classroom Building D

Complete thru June

- FRL at corridor installed
- Stairway railings installed
- All classroom + exterior WAPS
- Window sunshades



PVHS New Campus Project Update

Gymnasium Building E



Complete thru June

- Panels at corridors installed
- Misc. plumbing fixtures installed
- Door canopy covers installed
- Touch-up painting

Upcoming (ongoing)

- Cleaning corridors
- Casework install ongoing

PVHS New Campus Project Update

Site Work

Complete thru June

- Final site paving complete
- Offsite light and signal poles
- Irrigation lines installed
- Site benches placed



Upcoming (ongoing)

- Planting ongoing
- Site striping ongoing
- Offsite work at Pinole Valley Rd.

PVHS New Campus Project Update

Temporary Campus Removal



- Future Sports Fields

- Future Tennis and Basketball Courts



PVHS New Campus Project Update

Budget

CONSTRUCTION BUDGET

Lathrop Construction Contract	\$129,894,002.00
BOE Approved Change Orders (1-87)	\$4,374,490.00
Amended Contract Total	\$134,268,492.00
Contractor Billed to Date	\$132,806,936.17
SCHEDULE	
Notice to Proceed	June 15, 2016
Percent Billed To Date	98.85%

PVHS New Campus Project Update Outreach

Community Communication Plan

- City Council and Staff Updates
 - City Public Works staff invited to weekly project meetings.
 - City of Pinole update provided in June 2019.
- TV format of Newsletters 1-36 provided to the City of Pinole.
- Newsletters 1-36, mailed to community, City of Pinole, PVHS, Board of Education.
- Opening Ceremony 8/12/2019

PINOLE VALLEY HIGH SCHOOL
CONSTRUCTION NEWS

July 2019 Edition 36

CONSTRUCTION MANAGER'S CORNER

We're in the end game now! Classroom materials and furniture are being moved into the new buildings, the new street improvements and pavement striping are in place, and most of the site landscaping and flatwork is complete.

Work continues troubleshooting the mechanical systems and installing finishes in the Performing Arts Building.

UPCOMING CONSTRUCTION ACTIVITIES

- Complete onsite concrete work at main Quad.
- Complete exterior wall paneling and painting.
- Continue flooring install in hallways and lobbies.
- Continue interior wall panel install in all buildings.
- Continue concrete and electrical work along PVR.
- Continue installation of Theater finishes.

WORK COMPLETED THIS MONTH

- Wall paneling and casework install in all buildings
- Installation of seating and equipment in theater
- Continued placement of trees and irrigation system.
- Air Balancing and testing for HVAC systems
- Began final paving and striping site parking lots.
- Completed Paving and striping of Pinole Valley Road.

MONITORING & STATISTICS

Storm Water Pollution Prevention Program in place with specialist on site weekly for monitoring.

POTENTIAL IMPACTS TO NEIGHBORS

Impacts this coming month will be similar to what occurred last month and will include the following:

- Noise
- Increased truck traffic
- Crane on site
- Continued work on Pinole Valley Road



Planting and Other Landscaping Work Finishing Up in Main Quad



Furniture Stockpile in Classroom Building to be Moved to Classrooms

CONTACT INFORMATION

Roebelen Construction Management Services, Inc. Rich Miller (916) 224-5219
Inez Ayerra (510) 502-1850



Facilities Master Plan Projects Update

Citizens' Bond Oversight Committee
July 25, 2019

Crespi Middle School Gym Seismic Retrofit



Crespi Middle School Gym Seismic Retrofit



Fairmont Elementary School Critical Needs



Olinda Elementary School Critical Needs



Wilson Elementary School Campus Replacement



Wilson Elementary School Campus Replacement



Thank You!

**Bond Project Status Update
July 2019**

	SITE	PROJECT	ORIGINAL CONTRACT AMOUNT	STATUS
CONSTRUCTION	Pinole Valley HS	Replacement Campus	\$ 12,989,400.00	Change Orders # 1 - 87 Board Approved
	Pinole Valley HS	Technology Infrastructure	\$ 858,534.00	Under Construction
	Pinole Valley HS	Furniture & Equipment	\$ 1,513,912.00	Under Contract
	Pinole Valley HS	Moving Services	\$ 107,338.00	Under Contract
	Pinole Valley HS	Interim Campus Demobilization	\$ 214,690.00	Under Construction
	Pinole Valley HS	Security Video Surveillance	\$ 359,696.70	Under Construction
	Pinole Valley HS	Projector Installation	\$ 222,584.42	Under Construction
	Crespi MS	Gym Seismic Retrofit	\$ 3,997,407.00	Under Construction
	Fairmont ES	Critical Needs	\$ 407,000.00	Under Construction
	Olinda ES	Critical Needs	\$ 585,000.00	Under Construction
	Wilson ES	Campus Replacement	\$ 40,300,000.00	Under Construction
	SITE	PROJECT	BUDGET	STATUS
PROCUREMENT	Riverside ES	Critical Needs (Soils Stabilization)	\$ 6,900,000.00	Issuing RFP
	SITE	PROJECT	BUDGET	STATUS
DESIGN	Highland ES	Critical Needs	\$ 747,000.00	Assessing Water & Power Upgrades
	Richmond HS	Critical Needs	\$ 19,000,000.00	Increments 2 & 3 Under DSA Review
	Pinole Valley HS	Fields Restoration & Site Work	\$ 15,000,000.00	Design Development
	Stege ES	Critical Needs	\$ 2,900,000.00	Hold-Pending Program Redesign
	Korematsu MS	Fall Protection	\$ -	Hold
	Lake ES	Campus Replacement	\$ 1,000,000.00	Planning

School Type	#	Sub-Project Name	Architect of Record	Construction Contract Value	Notice to Proceed	Completion Date	Percent Complete	Approved Change Orders		Pending Change Orders		Notice of Completion
								Amount	%	Amount	%	
High School	1	Pinole Valley High School New Campus	WLC Architects	\$ 129,894,002.00	6/15/16	4/8/19	98.85%*	\$4,374,490.00	3.37%	\$275,087.00	0.21%	
TOTALS				\$129,894,002.00				\$4,374,490.00	3.37%	\$275,087.00	0.21%	

(*) Billed To Date



West Contra Costa Unified School District

Bond Program

CBOC Change Order Information - Sub-Project Summary

(as of: 7/19/2019 1:31:58 PM)

Sub-Project Summary For: Pinole Valley HS Ph5 Main Campus

Contract No.: 1000001929 (Lathrop Construction Associates, Inc - Original Contract Amt = \$129,894,002.00)

CO Reason Code (See Below)	COs \$0 to \$5,000		COs \$5,000 to \$25,000		COs > \$25,000		Grand Total COs > \$0		COs With Net Credits		Grand Total All COs	
	# of COs	Total CO Value	# of COs	Total CO Value	# of COs	Total CO Value	# of COs	Total CO Value	# of COs	Total CO Value	# of COs	Total CO Value
1	9	\$0.00	4	\$41,681.00	6	\$483,631.00	19	\$525,312.00	0	\$0.00	19	\$525,312.00
2	2	\$7,168.00	0	\$0.00	3	\$149,847.14	5	\$157,015.14	4	-\$360,074.00	9	(\$203,058.86)
3	2	\$7,688.00	8	\$120,907.86	41	\$4,454,388.00	51	\$4,582,983.86	6	-\$586,383.00	57	\$3,996,600.86
4	1	\$3,101.00	2	\$25,584.00	1	\$63,535.00	4	\$92,220.00	0	\$0.00	4	\$92,220.00
Not Indicated	0	\$0.00	0	\$0.00	2	\$238,503.00	2	\$238,503.00	0	\$0.00	2	\$238,503.00
Totals	14	\$17,957.00	14	\$188,172.86	53	\$5,389,904.14	81	\$5,596,034.00	10	-\$946,457.00	91	\$4,649,577.00

CO Reason Code Definitions

Reason CD	Reason Description
1	Unforeseen Conditions
2	Owner Initiated Scope Change
3	Design Deficiency
4	Outside Agency



Bond Program Project List

(as of: 7/19/2019 1:30:42 PM)

CO Summary Information

School Type	#	Sub-Project Name	Architect of Record	(Original)	Notice to Proceed	(Original)	Percent Complete +	Change Orders		Pending Change Orders		Notice of Completion
				Construction Contract Value		Completion Date		Amount	%	Amount	%	
High School	1	Pinole Valley HS Ph5 Main Campus	WLC ARCHITECTS INC	\$129,894,002.00	06/15/2016	12/15/2018	109.7	\$4,374,490.00	3.37%	\$275,087.00	0.21%	
TOTALS				\$129,894,002.00				\$4,374,490.00	3.37%	\$275,087.00	0.21%	

Notes:

+ = Percent complete values are pulled from most recent BOE Construction Status Reports

++ = Project will no longer be reported

(All Change Orders are BOE approved; NOC has been filed)

	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	Account Code
1	Pinole Valley High School New Campus	Lathrop Construction Associates, Inc.	\$129,894,002.00	\$4,456,894.00	\$6,326.00	0.00%	-\$82,404.00	-0.06%	\$4,374,490.00	3.37%	\$134,268,492.00	85	21-9748-6211-362-0000-8500-400130-0-0000
					-\$69,579.00	-0.05%						86	
					-\$19,151.00	-0.01%						87	

Total Board Action	(\$82,404.00)
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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.

WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE

DRAFT MINUTES

Meeting of June 20, 2019

A) OPENING PROCEDURES

B) CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mr. Gosney called the meeting to order at 6:18 pm.

C) ROLL CALL

Present: Sallie DeWitt, Kathy Fleming (arrived 6:23 pm, membership renewed June 26, 2019 retroactive to June 14, 2019), Don Gosney, Vanessa Hill, Lorraine Humes, Anton Jungherr, Gregg Visineau

Absent: Robson Swift, Cameron Moore

9 members ~ 5 required for a quorum; a quorum was present

Staff Present: Luis Freese, Lisa LeBlanc (left 8:23 pm), Melissa Payne

Board Liaison: Tom Panas

D) APPROVAL OF AGENDA

The agenda was approved.

E) PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

D I S T R I C T R E P O R T S

F) BOND PROGRAM PROJECTS STATUS (Lisa LeBlanc & Luis Freese)

Mr. Jungherr asked for assistance in reconciling the April 2019 financial reports (reports 2 and 13, with cash position projection summary), ideally in person; Ms. LeBlanc asked he provide his request in writing and the District would respond. Mr. Gosney requested a definition of a 'critical needs' project and whether such projects would be funded through the bond program or the general fund. Mr. Freese replied that critical needs projects were ones deemed in the Facilities Master Plan (FMP) to be where the health and safety of staff and students could be at risk; the concept was developed in the context of the FMP and so these are bond projects. Mr. Jungherr reiterated the request for the monthly accounts payable report.

Mr. Freese highlighted PVHS change orders in negotiation related to DSA required changes to the fire protection system design post project bidding. The net change order will be approximately \$1 million (total cost \$2 million, less contractor \$1 million allocation for the related scope.)

Mr. Freese ran through the status of various other projects in process including Crespi, Olinda, Riverside, Fairmount, Chavez, Richmond High, and Wilson. Highlights include: proposed change orders are expected for Crespi (unforeseen conditions) and Wilson (gaps between Ed Specs and site needs).

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There was an extended discussion on the Lake project. The District is requesting \$1 million budget authorization to refine the preliminary design and total project budget in respect to current requirements (such as projected enrollment), educational specifications, and expectations of higher construction costs. The existing preliminary design and costs from the facilities master plan are out of date. The goal is to keep the project budget below the \$66 million ROM budget established in the master plan. See also the handout of a chart on Facilities Master Plan Projects prepared by Gregg Visineau.

Mr. Freese noted that there were about \$4 million in proposed change orders in discussion with PVHS contractor, which, if approved, would exceed the 5% contingency: up to approximately 8% of the project budget. He stated that negotiations are ongoing and a number of items are likely to go through the dispute resolution process.

Mr. Gosney requested that the bi-weekly PVHS construction report be presented to the full committee and not just the audit subcommittee.

G) DISTRICT STAFFING UPDATE (Lisa LeBlanc)

Ms. LeBlanc stated that the District was recruiting for the Associate Superintendent for Facilities (her position), and the Associate Superintendent for Business Services (formerly Dr. al-Amin). Ms. Humes asked who would be the contact for CBOC information requests, and Ms. LeBlanc indicated that Silvia Garfield would act as the conduit for the time being.

H) BOARD OF EDUCATION LIAISON REPORT (Consuelo Lara)

Ms. Lara had a previous commitment, and so Mr. Panas attended in her place. He noted two items: (1) the Governance subcommittee meeting for June was rescheduled for July 24, and the CBOC's revision of board policy 7214.2 would be voted on at that meeting, and (2) Ms. Fleming's application for reappointment to the CBOC was approved by the Facilities subcommittee and would now go to the full board.

Mr. Freese indicated that the grand opening of PVHS is tentatively scheduled for August 12.

C B O C R E P O R T S

CONSENT ITEMS

The consent items were approved.

I) ADOPTION OF MINUTES (Cameron Moore)

05.16.19 CBOC Draft Minutes

J) INFORMATION REQUESTS STATUS LOG (Lisa LeBlanc)

06.20.19 CBOC Information Requests Status Log

C O M M I T T E E R E P O R T S

K) CHAIRPERSON (Don Gosney)

Mr. Gosney noted that for the 3rd time in a row, the Board meeting ran over and the CBOC standing report was deferred. Mr. Gosney expressed concern regarding recruiting for members and

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CITIZENS' BOND OVERSIGHT COMMITTEE

establishing and cultivating new leadership for the CBOC. Ms. Hill asked Mr. Panas why the CBOC report was not being heard, and he indicated it was a result of the extended meeting times.

L) ATTENDANCE REVIEW (Don Gosney)

Mr. Gosney reviewed attendance. He indicated that he was revising the CBOC application form.

M) ANNUAL REPORT (Sallie DeWitt)

Ms. DeWitt provided an update on the annual report process and schedule. She noted that revision 2 will be completed for the July 25 meeting, and that changes need to be submitted by July 19.

N) AUDITS (Gregg Visineau)

Mr. Visineau noted that the July Audit subcommittee meeting is cancelled and the September meeting rescheduled to September 5.

Mr. Visineau provided background to the following proposed action items:

1. That the Board of Education ensure that an independent 3rd party determine the amount of FY2019 salaries & benefits that can be legally charged to Fund 21 Building Fund based on California Attorney General Opinion No. 04-110.
2. That the Board of Education ensure that only the legally appropriate amount of FY2020 salaries & benefits are charges to Fund 21 Building Fund.

Ms. Hume asked Ms. LeBlanc how allocations are currently done; Ms. LeBlanc stated that Facilities works with Business Services to make good faith estimates of staff allocation. Mr. Jungherr provided his understanding of how the allocations are established: in advance, at the beginning of the fiscal year. Ms. Hill asked Ms. LeBlanc whether the District is working on options to address this with Swinerton; Ms. LeBlanc indicated that the District was exploring options, but has not chosen a method yet.

Mr. Visineau made a motion to approve the first action item above, seconded by Mr. Jungherr. Discussion followed where it was clarified that the intent of the recommendation was to apply to FY2019. Voice Vote: Yes: 7, No: 0, Abstain: 0, Absent: 2 (Moore, Swift). The motion passed.

Mr. Visineau made a motion to approve the second action item above, seconded by Mr. Jungherr. Voice Vote: Yes: 7, No: 0, Abstain: 0, Absent: 2 (Moore, Swift). The motion passed.

Mr. Visineau introduced and provided background on a proposed action item to recommend to the Board that it adopt the "Facilities Roadmap 2023" prepared by the Audit subcommittee and included in the agenda packet pp. 70-73.

Mr. Jungherr made a motion to approve the recommendation, seconded by Ms. DeWitt. Discussion: Ms. Hume asked how the document would be used, and Mr. Visineau indicated the roadmap is intended as a parallel to the educational roadmap prepared by the Superintendent and approved by the Board. Ms. Humes stated she would prefer to discuss with the Board prior to making the recommendation for the Board to adopt the roadmap. Ms. Hill indicated her view was that the roadmap provides a set of expectations for the Bond program from the CBOC. Ms. Humes reiterated her perspective that she preferred to have a discussion with the new Associate Superintendent for Facilities and/or to place it on the agenda as a discussion item at the next joint

WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE

meeting with the Board. Ms. DeWitt indicated that her view is that the intent is to spark a discussion with the Board; Ms. Fleming agreed with this perspective.

Mr. Jungherr made an amendment to his original motion that the recommendation include the roadmap be placed on the agenda for the September joint meeting with the Board, seconded by Ms. DeWitt. Voice Vote (on the Amendment): Yes: 7, No: 0, Abstain: 0, Absent: 2 (Moore, Swift). The amendment passed. Voice Vote (on the Amended Motion): Yes: 7, No: 0, Abstain: 0, Absent: 2 (Moore, Swift). The amended motion passed.

O) BROWN ACT (Don Gosney)

Mr. Gosney referred to a Brown Act Summary that was circulated at a recent Board retreat and included in the CBOC agenda packet.

P) CBOC RECOMMENDATIONS (Anton Jungherr)

Ms. DeWitt provided an overview of a revision of the matrix list of CBOC recommendations made to the Board and the District.

Q) MEMBER HANDBOOK (Don Gosney)

Mr. Gosney requested that members review the draft handbook and provide suggestions.

R) Calendar (Don Gosney)

Mr. Gosney reviewed some proposed changes to the meeting calendar, and there were no objections.

- September 10 - regular CBOC meeting
- September 11 - joint meeting with Board
- October 15
- December 10

S) FUTURE AGENDA TOPICS

Suggestions include: the Member Handbook, CBOC By-laws, role of the District's internal auditor in relation to the Bond program, a standing agenda item on the implementation of the program management plan by Swinerton, a standing agenda item on the implementation of the FAI recommendations.

Mr. Gosney noted that he will coordinate with District Communications Director Marcus Walton to get access to the CBOC website, and noted that the District website and presumably the CBOC website are going through revision.

T) ADJOURNMENT

Mr. Gosney adjourned the meeting at 9:26 pm.

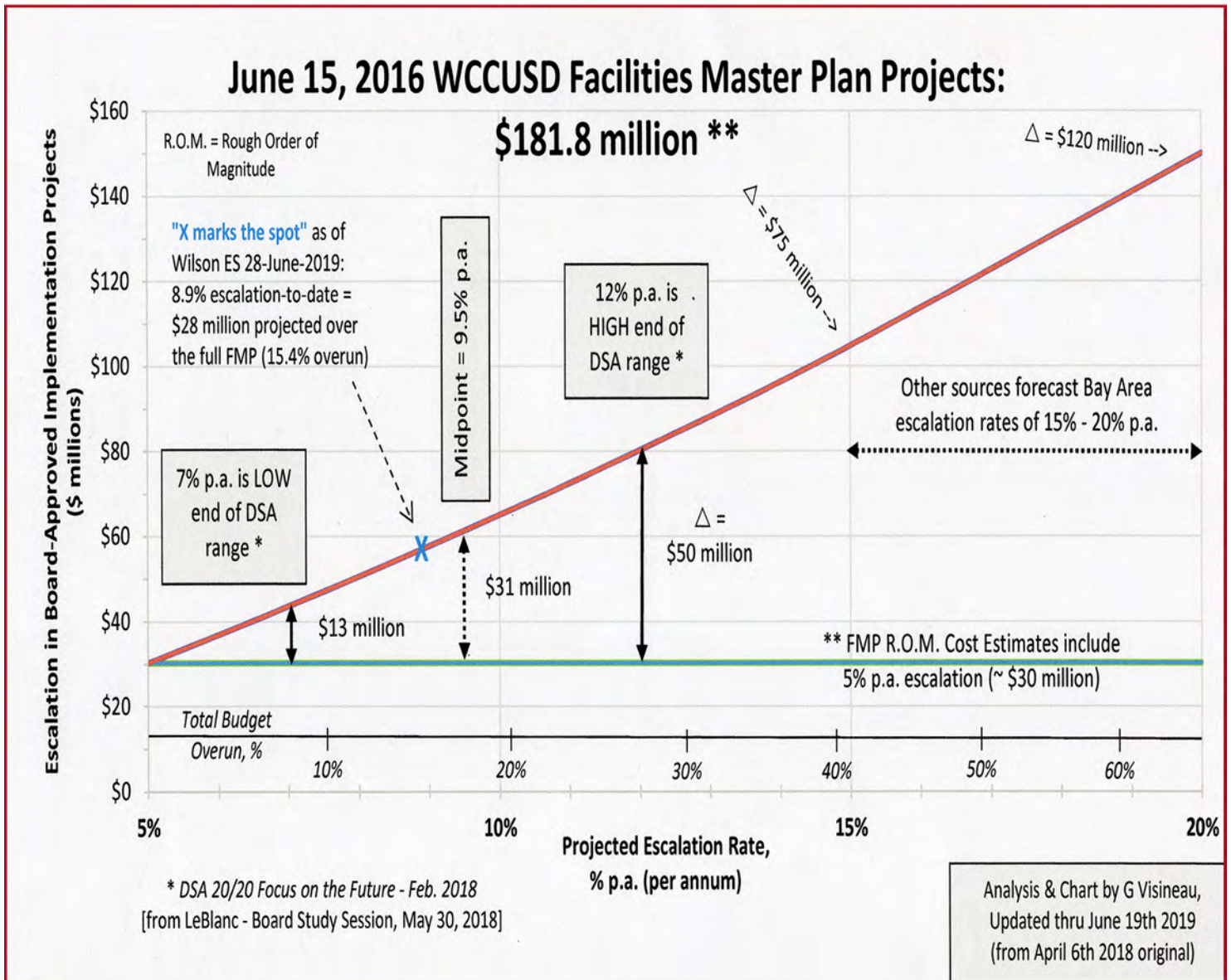
Prepared by: Cameron M. Moore, Secretary from notes prepared by Kathy Fleming, Vice Chair

WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE

July 21, 2019

Handouts

1. WCCUSD Facilities Master Plan Projects Chart, Prepared by G. Visineau



PUBLIC RECORDS REQUEST AND STATUS LOG

07/25/19

REQUESTER	DATE REC'D	SUBJECT	FORWARDED FOR RESPONSE	RESPONSE DATE	RESPONSE
105) Anton Jungherr	4/16/18	Current version of Bond Program Budget Practices and Procedures	04/17/18 to M. Bonnett	Waiting on revised version in late 2018	
109) Gregg Visineau	7/16/18	Questions regarding Munis accounting system	07/16/18 to M. Payne	07/17/18 emailed G. Visineau, C. Moore & D. Gosney answers and manual	07/17/18
110) Anton Jungherr	12/6/18	Master Plan Projects – Inflation Amounts for the 22 projects	12/11/18 to L. LeBlanc	12/11/18 emailed A. Jungherr with response. No report with that information exists	12/11/18
111) Anton Jungherr	3/16/19	Copy of 03/20/19 Closed Session referenced case and District's related cross-action	03/18/19 to L. LeBlanc	04/02/19 emailed A. Jungherr documents requested	04/02/19
112) Anton Jungherr	4/15/19	Copy of Riverside RFQ Design Build	4/15/19 to L. LeBlanc	4/17/19 emailed A. Jungherr requested documents	4/17/19
113) Anton Jungherr	4/15/19	Disclosure Procedures	5/15/19 to J. al-Amin	4/17/19 emailed A. Jungherr requested documents	4/17/19
114) Anton Jungherr	5/2/19	Parley Pro agreement	5/2/19 to M. Payne	5/6/19 emailed A. Jungherr requested documents	5/6/19
115) Anton Jungherr	5/6/19	Copy of Moss Adams proposal for systems and procedures services	5/6/19 to L. LeBlanc	5/6/19 emailed A. Jungherr requested documents	5/6/19
116) Anton Jungherr	5/5/19	Copy of DDLN agreement and amendments 1-6	5/6/19 to M. Payne	5/9/19 emailed A. Jungherr requested documents	5/9/19
117) Anton Jungherr	5/16/19	Details for 4 items discussed at FSC meeting -5-15-19	5/16/19	6-17-19 emailed A. Jungherr documents	6/17/19
118)				6/17/19 emailed A. Jungherr	

PUBLIC RECORDS REQUEST AND STATUS LOG

07/25/19

Anton Jungherr	5/16/19	Details of Bond Program Cash Position Projection Summary	5/16/19 to M. Payne	documents(duplicate of #117)	6/17/19
119) Anton Jungherr	5/16/19	Melissa Truitt Project Administration Agreement	5/17/19 to M. Payne	6/17/19 emailed agreement to A. Jungherr	6/17/19
120) Anton Jungherr	5/17/19	Lisa Nagai Consulting Project Agreement	5/17/19-to M. Payne	6/17/19 emailed agreement to A. Jungherr	6/17/19
121) Anton Jungherr	5/17/19	Colbi Implementation Survey	5/17/19-to M. Payne	6/24/19 emailed A. Jungherr survey	6/24/19
122) Anton Jungherr	5/17/19	Bond Program Management Plan table of contents	5/17/19 to M. Payne		
123) Anton Jungherr	5/17/19	Current version of Bond Program Budget Practices and Procedures (duplicate from 4.16.19)	5/17/19 to M. Payne		
124) Anton Jungherr	5/17/19	Copies of Adam Ferber's invoices for assorted listed months	5/20/19 to S. Garfield	5/28/19 emailed copies of invoices to A. Jungherr	5/28/19
125) Anton Jungherr	5/24/19	Bond Program staffing positions for 2015-16 and 2016-17.	5-24-19 to M. Payne		
126) Anton Jungherr	5/26/19	Current version of Munis Training Manual	5/28/19 to S. Garfield	5/28/19 emailed response to A. Jungherr to access manual through the District's website under Purchasing Dept.	5/28/19
127) Anton Jungherr	5/1/19	Copies of sample reports provided by Colbi	5/1/19 to M. Payne	5/1/19 emailed reports to G. Visineau, A. Jungherr, D. Gosney	5/1/19
128) Anton Jungherr	6/30/19	Master List Numbers for various Phase 1 & Phase 2 recommendations	7/1/19 to M. Payne		
129) Anton Jungherr	6/30/19	Completed version of the Colbi District information document.	7/1/19 to M. Payne		
130) Gregg Visineau	7/4/19	Questions on KNN schedules & clarification on previously answered inquiries.	7/8/19 to M. Payne	7/19/19 emailed to G. Visineau with comments and documents	7/19/19
131) Sallie DeWitt	7/16/19	Asked for staff to review and comment on the variance report she prepared for Annual Report	7/16/19 to M. Payne	7/17/19 emailed S. DeWitt with comments and document.	7/17/19



WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE
Kathy Fleming Don Gosney Cameron Moore
Vice Chairperson Chairperson Secretary

Adam Ferber
1180 Brown Avenue Suite 100
Lafayette, CA 94549

June 28, 2019

Re: Brown Act Clarification ~ Serial Communication

Mr. Ferber:

Every time we think we have the Brown Act figured out, something comes up and there are numerous interpretations tossed about. I'd like to think that we're doing things by the book but it's my goal to deny our detractors with any ammunition they might use claiming that we're in violation of the Brown Act.

We have another such issue that can use some guidance from someone with your skills.

Here's the scenario:

Every year the CBOC is required to produce an Annual Report. The WCCUSD CBOC takes this very seriously and pours a lot of time and effort into drafting an accurate representation of the Bond Program over the previous year.

We have an ad hoc subcommittee that works on this but, because our CBOC is so small right now, virtually every member is tasked with serving on multiple committees. Sadly, some members of our CBOC actually have lives and families that demand their time. This leaves too much work for too few on the CBOC.

This year the subcommittee has elected to draft their report using GoogleDocs where everyone on the CBOC can weight in and help draft the report. Depending on the member, some have more editorial rights than others but everyone can weigh in with comments.

Because this is a working document, though, the subcommittee is keeping this from the public. Once they have a draft final for presentation, the public will be able to review and comment on the report. In the mean time, though, well over half of the CBOC has access to this working draft and the public has none.

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CITIZENS' BOND OVERSIGHT COMMITTEE

Several members of the subcommittee have access to all sections (for review and to edit) while others have limited editorial opportunities.

The question here is, since everyone on the CBOC has access to this working draft and the public does not, is this a violation of the Brown Act? Does the fact that it's a working draft make any difference? Must the public be given access to this working draft?

Even though the entire CBOC (or even a majority) may not be conversing on this at the same time, their ideas, opinions and even actions are shared with everyone else.

Can you please provide clarification of this matter?

Thank you.

A handwritten signature in blue ink that reads "Ron Gooney". The signature is written in a cursive style with a large, looping 'G' at the end.

Law Office of
Adam S. Ferber
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1180 Brown Ave, Suite 100
Lafayette, CA 94549
(510) 508-2500
aferber@ferberlawoffice.com

Invoice
June 1 through 30, 2019
West Contra Costa USD
Citizens' Bond Oversight Committee

6/14/19	1.1 hours
Review e-mail from Committee Chair re: SB 1036, legal research and prepare email memorandum to Chair re: same	
6/17/19	1.1 hours
Review e-mail from Committee Chair re: further research and opinions re: SB 1036 and prepare email memorandum to Chair re: same	
Total Hours at \$275 per hour	2.2 hours
TOTAL NOW DUE AND PAYABLE	\$605.00



WCCUSD

CITIZEN'S BOND OVERSIGHT COMMITTEE

Kathy Fleming
Vice Chairperson

Don Gosney
Chairperson

Cameron Moore
Secretary

CHAIRPERSON'S REPORT

06/26/19

The last time I was allowed to stand before you to give a report about the Citizens' Bond Oversight Committee was February 27—a full four months ago.

The CBOC fully understands that when your meetings extend on til the wee hours of the morning, agenda items need to be deferred. We all understand that the Board needs to set priorities and between the numerous presentations at the beginning of your meetings, the always present charter school demonstrations, consultant presentations AND maybe something about educating our kids, with all of that, reports from the CBOC and UTR are less important. Some members of the Board and all of the staff members still in attendance have day jobs they need to prepare for in just a few hours after the tail end of your meetings.

I can't speak for any message that UTR presents but much of what I try to report on includes some of the things that the public wants to know about. Even though you're the ones sitting before us when we report, if our reports were heard earlier in the evening we would have millions of our adoring fans watching at home on their flat screens. Being realistic, though, when you invite us up at midnight, we know fully well that our adoring fans at home are no longer watching the Greatest Show on Earth. We even know that our message is falling on deaf ears here in this room. And that's a shame.

Some of the information in the reports I prepared over the past several months was time sensitive but there was no one to hear the reports. I reached out in every report asking for your help—but you weren't there to hear my pleas for help, because my reports were deferred.

Technically my reports weren't even deferred—the agenda items simply weren't brought up.

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CITIZEN'S BOND OVERSIGHT COMMITTEE

We'd like to think that the oversight that the CBOC provides for the remaining couple of hundred million dollars left in the Bond Fund has some value. We'd like to think that the elected representatives of this community would be interested in knowing more about what's going on with the Bond Program. We're not really sure where we stand right now. The communication between the Board, staff and the CBOC could be better. We're here to work with you and we invite at least the Board to collaboratively work with the CBOC. Staff can join in, too.

The CBOC has concerns about the continuity of the Program considering that so many senior staffers are departing. We can't seem to find financial people to oversee our funds and provide the critical financial reports that an oversight body needs. And we're even losing Ms. LeBlanc at the end of the week. By the way—thanks for your contributions to our program.

At our CBOC meeting last week we asked for an update on filling these many vacancies and the response was somewhat fluid. We really didn't know any more after the response than we did when we asked the question.

The Board and Staff needs to wake up and listen to the words I'm going to say right now: **WE NEED HELP IN FILLING THE VACANCIES ON THE CBOC.**

We need one CBOCer from Pinole, two from Richmond, one from San Pablo and two from the unincorporated areas. The Building Trades seat has been vacant for 19 months and the Solution Teams seat has been vacant for 15 months.

When the Board discusses and votes on the proposed amendments to the Board Policy governing the CBOC those last two might not need to be filled.

And the Student representative may become empty any minute now.

WCCUSD

CITIZEN'S BOND OVERSIGHT COMMITTEE

We're telling you that right about half of the available seats are vacant and have been vacant for a VERY long time.

Since the CBOC is not the least very high on your list of priorities, filling these seats may yet be another item to defer to a later date.

Let me explain, though, why it's important to act and to act now: I don't care who we are, one of the most important things we need to do is to cultivate our own replacements. If we've done our job right, if Superintendent Duffy were to be abducted by aliens on his way home tonight, at 8:15 tomorrow morning his cabinet should be asking "Matt who?" There should be someone that can seamlessly step in so the District can move on with no disruptions.

The same goes for the people on the CBOC that this community needs to oversee the Bond Program.

Take a look at the nine of us serving on the CBOC right now. Anton Jungherr and I are the designated old guys. Between the two of us we have about 18 years of service on the CBOC but in a little over a year we'll be termed out and you won't have access to the history and experience that we bring to the table. Gregg Visineau and Sallie DeWitt have a little over one term left. Mac Moore and Kathy Fleming are short timers, too.

Who do you expect to step in to take the reins and serve as the leaders on the CBOC when we're gone? Who's going to be able to review the finances like our Audit Subcommittee does now? Just curious, how many of you can even give us the names of all nine members of the CBOC.

One of the biggest failures that this Board can call their own is that when your terms are up in 2020, you left the CBOC with inexperienced members who have virtually no institutional history of the Program. This would be a disaster for the Bond Program, for the District and for this community. Is this the legacy you want to leave.

WCCUSD

CITIZEN'S BOND OVERSIGHT COMMITTEE

We have some very good people on the CBOC but, just like we have on the Board, some of them have day jobs. They can't take off of work to attend your Facilities Subcommittee or Governance Subcommittees. They can't take off work to meet with the auditors. And some of them have families that need their attention.

I hope that you're listening to what I'm trying to tell you.

Now that Pinole Valley High has been completed and things are being transferred from the portables into the new school, the Bond Program is really just the Bond Project. We're shutting down the Pinole Project and now we're starting in earnest the Woodrow Wilson rebuild. I just posted a couple of dozen photos I took on Sunday of the piles of demolition debris that used to be Woodrow Wilson Elementary.

We need to all keep an eye on this project. The Program has precious few dollars left and unless we want to shortchange the Lake community, we need to stay on top of the Wilson project to ensure the money is spent wisely and frugally.

When you get a chance, drive by the Wilson site from time to time to see how things are progressing.

In the meantime, though, the July 25 CBOC meeting will be at 1400 Marina Way South and will start promptly at 6:15. All are welcome.





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CITIZEN'S BOND OVERSIGHT COMMITTEE

Kathy Fleming
Vice Chairperson

Don Gosney
Chairperson

Cameron Moore
Secretary

CHAIRPERSON'S REPORT

07/02/19

After the CBOC Chair's Report presented to the Board on June 26th, Boardmember Phillips commented that he thought that the policy of the Board was no longer to appoint members to the CBOC.

In response to his confusion, I emailed the Board and staff with the following (the parts of the email that were not relevant have been deleted here):

Attached is the most current version of the fillable CBOC application PDF. If you find a prospective CBOCer, please use this application form. In particular, since the retirement of Lisa LeBlanc, her contact information has been removed.

At the last Board meeting after I asked for help from the Board, Mister Phillips commented on the Board's involvement in the process.

At one time Board Policy called for Board members to nominate a single applicant. At no time were Board members ever allowed to appoint anyone to the CBOC. The best they could do would be to nominate an applicant for the Facilities Subcommittee to interview and then for the full Board to publicly discuss and vote on.

I am not asking any Board member to nominate anyone. Each Board member has their own network of supporters, contacts and community groups that they can get the word out to. THAT'S what I'm hoping to tap into. As CBOCers, we have limited access to the 248,000 residents of West County. Filling these seats will be a joint effort and that's the assistance I'm asking for.

Just after my report the other evening, Trustee Hernandez Jarvis emailed me telling me that she had sent out two of the application forms to help fill the vacant Pinole seat.

Any help that we can get to fill these seats will be appreciated.

A handwritten signature in blue ink that reads "Don Gosney".



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CITIZEN'S BOND OVERSIGHT COMMITTEE

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Cameron Moore
Secretary

CHAIRPERSON'S REPORT

07/17/19

It's only been three weeks since I was last afforded an opportunity to report on what the Citizens' Bond Oversight Committee has been working on so this report will be brief.

The primary focus of the CBOC these past several months has been the drafting of the Annual Report of the Bond Program. While this may seem to be an insignificant document to most people, to the Board and to District staff, it's anything but insignificant.

When the Grand Jury swoops into town with their investigations, the Annual Report is one of the documents they rely on to help validate the efforts of the Board and staff when it comes to complying with Proposition 39 and what the District promised the voters when they asked them to tax themselves for the next 40 years to pay for these new schools and renovations.

If you doubt the importance of the Annual Report and want to sweep under the rug the ramifications of Grand Jury investigations, might I suggest you look a few miles to the south and ask your fellow Board members in Oakland if they appreciated what the Grand Jury had to say about them. Sometimes things are as simple as the \$600 spent to wash the one car used by their Bond Program—the one that never seemed to be clean.

While several Board members are new to all of this and entirely too many staff members are new to the area, a few of you might remember how it was disgruntled members of the public along with an editorial staff of the local newspaper who truly despises this District that brought the Grand Jury into our house the last time. Ask these people just how easy it was for things to go south with the District using borrowed money to spend better than \$3

WCCUSD

CITIZEN'S BOND OVERSIGHT COMMITTEE

million on a forensic audit of the Bond Program. Ask how it felt to have to defend themselves in the public when the Grand Jury presented a flawed report to the public and the media. The damage was done when the report was made public and virtually no one ever read the responses that debunked most of what was in those reports. Once these reports are made public, their truth and validity are inconsequential. The damage is done once they make the allegation because that's what makes the news and never the final findings where it's determined that truth was the first casualty of this war. Ask any of the 26 so called witches that were hanged or pressed in Salem AFTER the teenage girls recanted their stories. Sometimes a bell can't be unrung.

In this report I expect there may be a few words spent pointing out that the Bond Program really didn't have anyone overseeing the finances of the Program from nearly half a year—much as we have right now. They might write a few words about how the District failed to provide financial information to the CBOC for them to review—much as we have right now. No one is saying—not yet at least—that the District was deliberately trying to keep critical information from the state mandated oversight body. But if the Grand Jury suggests this in their report, will anyone be listening when the District tries to explain why this information was not available?

While we're on this subject, maybe the Board would like to ask themselves why the Bond Program no longer has a Chief Business Officer or an Associate Superintendent over Facilities, Maintenance and Operations. And maybe the Board would like to explain to the CBOC why they were kept in the dark by the District that these positions were either vacant or about to become vacant. Why did we have to learn of these significant vacancies from sources other than the District? Seeing how important these are to the operations of the Bond Program, wouldn't you naturally think that it might be important to keep your partners in the loop?

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CITIZEN'S BOND OVERSIGHT COMMITTEE

Another major item the CBOC is working on is a CBOC Member Handbook so new members, the public and even the Board and staff might know how we operate.

Next Wednesday your Governance Subcommittee will be reviewing the CBOC's proposed amendments to Board Policy 7214.2 which would significantly clarify the Board policy with regards to the CBOC.

Just curious—how many of you have driven by the Wilson Elementary campus in the past couple of weeks? If you had, you'd have noticed that the school no longer exists—it's been smashed to the ground and the piles of rubble have been hauled away. I've been snapping photos of this work and offered them to the District but I'm not sure if anyone thinks they're of use or value since the photos were never downloaded.

Just last week Luis Freese set me up with a tour of the nearly completed Pinole Valley High School where I was able to snap a few photos of the moving-in process where the new desks and table are being assembled.

One thing I noticed, though, is something I've been bringing up for more than a dozen years. That has to do with the safe operation of our schools to ensure that the students and staff are safe.

Some of you may know that I've spent almost a half century building oil refineries in the area—a very dangerous profession. On these major projects, safety truly is #1. With everything we do, we always consider the safety of the project, our coworkers and even the community. But I don't always see this in our schools.

In particular, we have a number of laboratory classrooms. In these labs the students may be using chemicals that need to stay off of their skin and definitely out of their eyes. That's why we have emergency eyewash stations near the front of the classrooms.

WCCUSD

CITIZEN'S BOND OVERSIGHT COMMITTEE

When nasty stuff gets on the skin, though, or if a student has set their sweater or hair on fire, they need access to the emergency safety shower and they need to access it RIGHT NOW.

The problem that I've been seeing all across our District—and saw once again at the new PVHS—is that we don't have an emergency safety shower in the same classroom as where the students may be doing harm to themselves. Often there is a shared storage/prep room between two labs and the emergency safety shower is installed in that room. And, because students are, by their very nature, the reasons why doorlocks were invented, these rooms are frequently locked during the time the students are in class.

Try to imagine that it's your daughter that set her hair on fire and she has to find the teacher to unlock the door to another room so her life might be saved.

When it comes to emergency showers and eyewash stations, there's a 10 second rule where the affected person should be able to get to these devices within 10 seconds. Now pretend it's your daughter or your wife's hair that's on fire. Would you really want to stretch out the full ten seconds or would you rather they have immediate access?

As I reported earlier, this is something I've brought up time and time again over the years and my admonitions seem to go in one ear and out the other. I even brought it up a few months back at one of your workshops right here in this room as a means of saving insurance premiums.

Speaking from experience, all it takes is seeing one friend running around to extinguish the fire that is consuming him; all it takes is to see one friend forced into an early retirement when their eyes have been destroyed by toxic chemicals that splashed into them; all it takes is being within an arm's reach of a coworker that falls to their death because they did something stupid—

WCCUSD

CITIZEN'S BOND OVERSIGHT COMMITTEE

all it takes is one incident to all of a sudden wake you up to what you could have done to prevent these accidents.

Out of curiosity, do you even have a risk management plan? A school site safety plan? What do your new ed specs say about ensuring that your students and staff have a safe place to work and learn in?

I made similar reports after site visits of Pinole Middle School, De Anza High and El Cerrito High. I was ignored then, too.

Once again, you've been warned.

I will be offering a more detailed report on these under separate cover. For the sake of our kids and our employees, I hope that someone opens their eyes and ears and gives this the due consideration it deserves.

In the meantime, though, the July 25 CBOC meeting will be at 1400 Marina Way South and will start promptly at 6:15. All are welcome.



WCCUSD CBOC

Attendance Report for Last 12 Meetings

7/21/2019

	2018				2019							Y's	N's	Total	
	7/30	8/29	9/12	10/24	12/19	1/17	2/13	3/14	3/27	4/18	5/16				6/20
Sallie DeWitt							Y						1		1
Kathy Fleming						Y		Y					2		2
Don Gosney															
Vanessa Hill										Y			1		1
Lorraine Humes															
Anton Jungherr															
Cameron Moore	Y											Y	2		2
Robson Swift	Y				N			N	Y		Y	N	3	3	6
Gregg Visineau											Y		1		1
BOE Liason*		Y			N					N			1	2	3

Key Codes:

Y = Absent, contacted Chairperson or Secretary prior to the meeting

N = Absent, did not contact the Chairperson or Secretary prior to the meeting

Total Column – Too many absences (>=5 absences)

Total Column – Warning on absences (4 absences)

* Consuelo Lara from February 13, 2019. Tom Panas attended the June 20, 2019 meeting in her place.



WCCUSD

CITIZEN'S BOND OVERSIGHT COMMITTEE

Kathy Fleming
Vice Chairperson

Don Gosney
Chairperson

Cameron Moore
Secretary

CITIZENS' BOND OVERSIGHT COMMITTEE MEMBERSHIP ROSTER 07/25/19

Categories per BP 7214.2 Effective December 9, 2015					
#	Category	Name	Term Start Date	Term Ends	Term #
1	Business Organization*	Sallie DeWitt	01/18/19	01/17/21	2
2	Senior Citizen Organization*	Gregg Visineau	03/29/19	03/28/21	2
3	Taxpayers Organization*	Lorraine Humes	03/06/19	03/05/21	1
4	Parent or Guardian*	Vanessa Hill	07/25/18	07/24/20	1
5	Parent or Guardian & PTA*	Cameron Moore	04/11/18	04/10/20	2
6	El Cerrito Resident	Kathy Fleming	06/14/19	06/13/21	2
7	Hercules Resident	Anton Jungherr	02/11/19	02/10/21	3
8	Pinole Resident	Vacant	—	—	—
9	Richmond Resident	Vacant	—	—	—
10	Richmond Resident	Vacant	—	—	—
11	Richmond Resident	Don Gosney	05/24/19	05/24/21	3
12	San Pablo Resident	Vacant	—	—	—
13	Unincorporated Area Resident	Vacant	—	—	—
14	Unincorporated Area Resident	Vacant	—	—	—
15	Building Trades Council	Vacant	—	—	—
16	WCCUSD Employee Unions**	Veronica Diaz	Pending	—	—
17	WCCUSD Student	Vacant	—	—	—

The Proposition 39 WCCUSD CBOC was established by the Board of Education on April 9, 2003. All appointments are made by the Board of Education per BP 7214.2. Terms are for two (2) years with a maximum of three consecutive two (2) year terms.

The date appointments were approved by the Board of Education is the same as the "Term Start" date.

* Legally required category under Proposition 39, California Education Code Section 15282 (a).

**One member, who is not a current WCCUSD employee, representing the five WCCUSD employee unions: United Teachers of Richmond, Teamsters Local 856, School Supervisors Association, West Contra Costa Administrators Association and Adult School Teachers United.



WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE
 Kathy Fleming Don Gosney Cameron Moore
 Vice Chairperson Chairperson Secretary

MEMBERSHIP APPLICATION

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." WCCUSD Board Policy BP 7214.2

APPLICATION INSTRUCTIONS

Please complete and submit this Membership Application with a current resume and a personal statement explaining why you want to serve on the Citizens' Bond Oversight Committee and what special areas of expertise or experience that you think would be helpful to the Committee.

Please submit the completed Membership Application and supporting documents to Senior Administrative Assistant Silvia Garfield at sgarfield@wccusd.net **and** CBOC Chair Don Gosney at dongosney@comcast.net

Name	Home Address	
Home Phone	Mobile Phone	Email

GENERAL MEMBERSHIP REQUIREMENTS	YES	NO
Do you live or work within the boundaries of the WCCUSD?		
Are you an elected official?		
Are you an employee or official of the WCCUSD? (No employee or official shall be appointed to the CBOC.)		
Are you a vendor, contractor or consultant of the WCCUSD? (None shall be appointed to the CBOC.)		
Can you serve a full two year term?		
Can you attend monthly CBOC meetings (normally held at 6:15 PM at the Facilities Operations Center at 1400 Marina Way South, Richmond, CA?) See '19 schedule below.		
Do you know of any reason such as a potential conflict of interest, which would adversely affect your ability to serve on the CBOC?		

SUBCOMMITTEES YOU WOULD LIKE TO SERVE ON			
ALL CBOC MEMBERS ARE REQUIRED TO SERVE ON AT LEAST ONE SUBCOMMITTEE			
	Annual Report		By-Laws
	Audit (Financial and Performance)		Site Tours
	Web Site		Training

WCCUSD

CITIZEN'S BOND OVERSIGHT COMMITTEE

MEMBERSHIP APPLICATION

SPECIFIC MEMBERSHIP REQUIREMENTS	
<small>(CHECK CATEGORY YOU ARE APPLYING FOR)</small>	
✓	CATEGORY
QUALIFIER	
REQUIRED BY PROPOSITION 39	
	Business Organization (1 position)
	Senior Citizen Organization (1 position)
	Taxpayer Organization (1 position)
	Parent or Guardian (1 position)
	Parent or Guardian AND PTA (1 position)
PER BOARD POLICY	
	El Cerrito (1 position)
	Hercules (1 position)
	Pinole (1 position)
	Richmond (3 positions)
	San Pablo (1 position)
	Unincorporated Areas (2 positions)
	Contra Costa Building Trades Council (1 position)
	WCCUSD Employees Unions (1 position)
	WCCUSD Student (1 position)

Various CBOC documents are available on the CBOC's website at
<http://www.wccusd-bond-oversight.com>
 including agendas, minutes, membership by categories, audit reports, Board of Education Policy BP 7214.2, CBOC By-Laws, audio records of meetings, subcommittee documents, annual reports, bond measures etc.

✓	MEMBERSHIP APPLICATION CHECKLIST	✓
	Completed Application Form	Current Resume
	Personal Statement (Why do you want to serve on the CBOC and what areas of expertise or experience do you possess that will benefit the CBOC?)	
	Email everything to sgarfield@wccusd.net AND dongosney@comcast.net	

SELECTION PROCESS

Applicants will be interviewed by the Facilities Subcommittee which shall make recommendations based on merit to the Board of Education for appointment to the CBOC. Application Packages will be included in Board and Facilities Subcommittee Agenda Packets prior to a public review and determination by the Board of Education to appoint the Committee members. The Committee **must** consist of at least seven members but the Board intends the Committee to consist of 17 members (per Board Policy 7214.2)

SIGNATURE OF APPLICANT	
By signature, the Membership Application answers, current resume and personal statement are true and complete to the best of my knowledge.	
Name	Date

Guadalupe Calvario

[REDACTED]
Richmond, CA 94801-3229

[REDACTED]
1 (510) [REDACTED]

WCCUSD

CITIZEN'S BOND OVERSIGHT COMMITTEE MEMBERSHIP APPLICATION - PERSONAL STATEMENT

I've been a lifelong Richmond resident. Student and parent of WCCUSD as well as a volunteer in a number of nonprofits within richmond. I want to now support the CBOC and have an opportunity to collaborate in the way Construction funds are properly spent. I've advocated as a citizen, I believe I can be an effective advocate as a member of the CBOC by bringing diversity and new ideas to the table. This will also help me see things from the financial perspective in governance. I am a team player and have great collaboration skills as well as very in depth when it comes to data and fine print of systems.

Experience

2004-2006

Bridge Self Storage

Resident Manager

- Ran office and facilities
- Handled after hours emergencies at site.

2016 – Present

School site Parent Club Facilitator

- Brought Prepare Agendas and topics to be discussed
- back information from various district meetings
- Look over student data and test scores with other parents
- Discussed number of students being reclassified
- Coordinate workshops and trainings
- Translation from English to Spanish vice versa

January 2017 to Present

Community Event Organizer

- Parent Power Convening 2017 Event
 - Facilitated meetings both in English or Spanish
 - Collaborate with agencies to support Ideal event
 - Oversea total execution on event day
 - Managed volunteers and staff

Transparent Schools Engaged Communities 2017 Event

- Research and collaborated on information sessions
- Facilitator

Nystrom Catchment Community Clean Up 2017 Event

- Organized teams
- Prepared agenda
- Promoted event
- Outreached
- Community collaborating emphasized

Nystrom Catchment Summer Kick off

2017 Event

Nystrom Catchment Summer Program

June 2017 to August 2017

- Organized enrollment
- Overseen program
- Conducted Weekly staff check ins
- Outreach to supporting agencies
- drafted program contracts

Others

- Catholic Charities of East Bay Volunteer 2003 - 2005
- Systematic Training For Effective Parenting. Completed 2015
- Youth Program Coordinator St.Marks Church 2005-2009
- Parent University of WCCUSD Completed 2015
- WCCUSD Parent Volunteer 2001 - Present
- Innovate Public Schools /Community Organizing Completed 2017
- Parent Leaders Action Network Community Event Planning Completed 2018
- Nystrom Family Catchment Founder 2018
- Building Blocks For Kids Volunteer 2014 - 2016
- Latina Center Workshop Assistant 2014 – Present

References

Dulce Galicia
Healthy Richmond Program Coordinator/Resident Leadership.

Specialistemail: dgalicianoguez@lisc.org

office: 510.680.3144

Luz Avalos

YMCA East Bay

510-417-6322

Stephanie Sequeira

Sparkipoint 510-860-1324



WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

Kathy Fleming
Vice Chairperson

Don Gosney
Chairperson

Cameron Moore
Secretary

2018 CBOC ANNUAL REPORT SCHEDULE & CHECKLIST

07/25/19

Assignments	Responsible Person	Assisted By	S T A T U S	Rev 1 Due June 14 for June 20 Mtg	Rev 2 Due July 19 for July 25 Mtg	Final Rev 3 Due Aug 9 for Aug 15 Mtg	Summary and Presentation August 9 for August 15 Mtg
F U L L R E P O R T							
Title Page	DeWitt				SDW drafted 7/13		
Executive Summary	DeWitt						
About the CBOC	Jungherr			Accept Assignment	Done, list of CBOC members sent to SDW 7/19/SDW installed list and formatted pages 7/19		

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

Use of Bond Funds	Visineau	Hill			Work-in-progress by GV & VH		
Audits & Compliance Statement	Jungherr	Hill		Accept Assignment AJ	1 st draft to VH for review 7/10		
2016 FAI Recommendation Implementation Status (including Board Policy 7214.2)	Moore	Jungherr Visineau		1 st draft complete Fleming to review	7/10 AJ needs to discuss "Chart" with GV & MM		
Long Range Facilities Master Plan Year End Status	Moore	Visineau		1 st draft complete Visineau reviewed	GV & MM online comments reveal issues not yet resolved. GV to return from vacation on July 22		
Unfunded 2016 Master Plan Year-End Status	Moore	Visineau		Completed (deleted appendix and included FMP section). Visineau reviewed	GV & MM online comments reveal issues not yet resolved. GV to return from vacation on July 22		
OTHER CBOC ACTIONS OR WORKING CONDITIONS IN 2018							
District Staff Changes	Visineau				Placeholder installed by GV ~ 7/12		
Financial Impact Statements (FIS)	Jungherr			Accept assignment	Done 7/10		

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

Report 13 & Projected Spending Variance Report (final format approved)	DeWitt						
A P P E N D I C E S							
1. Use of Bond Funds/Program Financial Status							
A) Facilities Funding Sources	Visineau	Hill			GV to update upon return		
B) Bond Program Spending by Site (Report #2 eff date 12.31.18)	Visineau	Hill			VH updated w/questions for GV		
C) Bond Program Financial Status (Report #13 eff date 12.31.18)	Visineau	Hill			SDW inserted five (5) JPGs. Need to be checked by GV		
2. Audits & Compliance							
D) West Contra Costa County Property Tax Rates	Jungherr	Hill			1 st draft to VH 7/10. SDW tried to fix the first paragraph		
E) Bond Program Key Performance Indicators (Report #1 eff date 12.31.18)	Visineau				AJ drafted, SDW reviewed and commented 7/11		
F) Bond Program Status Report eff date 12.31.18	Jungherr	DeWitt		Accept assignment	Done 7/10; SDW reviewed & made one suggestion 7/10		

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

3. Facilities Master Plan							
G) Bond Program Status Report eff 12/31/18	DeWitt			Complete: to be installed in Google Docs	Done 7/15 SDW		
H) Bond Program Spending by Site (Report #2 eff 12/31/18)	DeWitt			Complete: installed in Google Docs	Done 7/15 SDW		
I) Bond Program Financial Status (Report #13)	DeWitt			Complete: to be installed in Google Docs	Complete 7/18: '17 & '18 Report #13; '17 v '18 variance analysis by District (Melissa Payne)		
4. Forensic Accounting Investigation							
J) CBOC 2018 Member Roster and Bios	DeWitt				SDW 7/19 installed preliminary chart by GV and Risk-related chart oy SDW		
5. Other CBOC Actions and Working Conditions in 2018							
K) CBOC Recommendation: Board Agenda Financial Impact Statements	DeWitt	Jungherr Visineau Moore		Accept Assignment AJ	Done: by SDW 7/19		
L) 'Report 13 Primer	DeWitt				Done: by SDW 7/19		

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CITIZENS' BOND OVERSIGHT COMMITTEE

6. General Reference							
M) CBOC Member Roster and Bios	Fleming	Moore				Fleming will complete (GV: Confirmed bio and commented on deletions 6/25)	
N0 CBOC Annual Report Chronology 1998-2017	Visineau					GV: Done 6/25	
O) Other References and Links	DeWitt					SD: Copied old K; no change required in '18	
P) Measure D & Measure E – Listed Links	Visineau					GV: Done 6/25 - SDW copied old App M	
Q) Definition of :Prop 39 Bonds”	Visineau					SDW copied old N & O; GV to review	
L) ‘Prop 39’ Projects, Measure D and Measure E Listed Projects, plus a Guide FY Annual Audit	Visineau	Jungherr		Accept assignment AJ		Reorg'd per GV input 6/24 (ref AR17 App M, N, O)	
S U M M A R Y R E P O R T & P U B L I C P R E S E N T A T I O N							
Public Slide Presentation	Humes	Gosney Fleming				In progress – needs photos added	
Annual Report Summary Handout	Humes	Fleming		Accept Assignment KF		Written – needs Fleming review and photos added	
Report PDF Distribution List	Humes					Waiting for school email group list	



*The Demolition
of
Woodrow Wilson Elementary*





















































WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

Kathy Fleming
Vice Chairperson

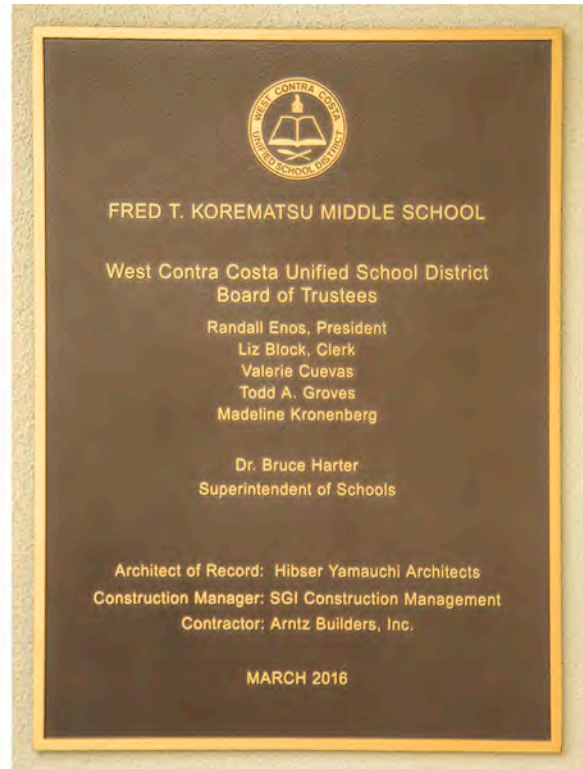
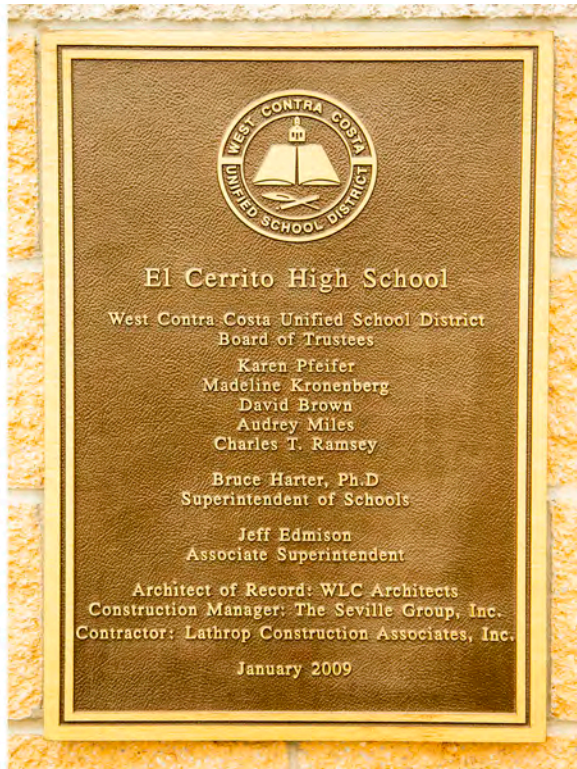
Don Gosney
Chairperson

Cameron Moore
Secretary

CHAIRPERSON'S REPORT

07/21/19

COMMEMORATIVE PLAQUES



In recent years when the WCCUSD has completed a new school a commemorative plaque has been affixed to a wall so people in generations to come might know who was responsible for the fine new facility.

The question always should have been asked but especially now, with the lack of funds left in the Bond Program and the politics that has surrounded the Bond Program these past years: “Why?”

What purpose do these plaques serve?

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

Let's keep in mind that the cost for these plaques runs into the multiple thousands of dollars—funds that are taken away from the remaining schools.

Pinole Valley High School is nearing completion but cuts are still being made so the Pinole community will be getting less than what they were promised when they were asked to tax themselves for the next 40 years to pay for this new school.

Woodrow Wilson Elementary in Richmond has been demolished with a new facility scheduled to be built later this summer. In another year or so the same fate will apply to Lake Elementary in San Pablo.

The problem with both of these schools is the lack of remaining bond dollars available to provide these communities with what they need.

Should Bond Funds be used to pay for these plaques?

The other side of the question about these plaques is “what purpose do they serve?”, or, more accurately, “who do they serve?”

Should the taxpayers be asked to pat the collective backs of their elected officials on the school board who are only doing what they were elected to do? Actually patting their backs is one thing but spending thousands of dollars for a “pat” that will outlive them all is something else completely.

With Pinole Valley High, do we honor the members of the school board that serve us today or do we honor the many others that were involved with this project from when it was first envisioned through completion. Altogether there may be 15 or more Boardmembers that have been involved.

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

Do we attach an asterisk next to some of those names to let future generations know that these Boardmembers voted against this project and actually campaigned to kill it? Does their hubris extend to hypocrisy, too?

And, in this case, we have two Superintendents who oversaw the District and the Bond Program during this lengthy process. Do we honor the one that just showed up or both of them?

And the Associate Superintendents who were hired to oversee these projects, do they get their names on a plaque for showing up for work?

Then there are the EXTREMELY well paid architects, construction management companies and contractors—do the taxpayers get to pay to honor them for the next 50-75 years? Shouldn't they be paying the taxpayers for naming rights to these schools?

The hubris of elected officials that expect the taxpayers to spend thousands of dollars to place a near permanent honorific at the entrance of these money pits is laughable.

Is this what the taxpayers were promised when they were asked to pass these bond measures?

And a last note: what date do you put at the bottom of the plaque? Do you put the month/year of the ribbon cutting or the date a decade later when the work is actually completed? [When was the last \$20 million spent for the sports complexes at El Cerrito High? Seven years after the school was "completed"?



WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

MEMBER HANDBOOK

VICE CHAIRPERSON

The Vice-Chairperson is an elected position with elections held in December of each year. The term of office is one year beginning with the January meeting.

PURPOSE

The purpose of the Vice Chairperson is to work as a part of the Executive Committee (Chairperson, Vice Chairperson and Recording Secretary) to administer the monthly affairs of the CBOC.

ACTIVITIES

The Vice Chairperson's primary responsibility is stand in for the Chairperson when the Chair is not available or able to fulfill his/her obligations.



WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

MEMBER HANDBOOK

RECORDING SECRETARY

The Recording Secretary is an elected position with elections held in December of each year. The term of office is one year beginning with the January meeting.

PURPOSE

The purpose of the Recording Secretary is to work as a part of the Executive Committee (Chairperson, Vice Chairperson and Recording Secretary) to administer the monthly affairs of the CBOC.

The primary duty of the Recording Secretary is to provide an accurate recording of the meetings of the CBOC.

ACTIVITIES

- The Recording Secretary needs to take notes of the Regular and Special meetings of the CBOC as well as the Joint Meeting of the CBOC and the WCCUSD Board of Education.
- These notes should be used, in addition to any audio or video recordings of the meetings, to draft a set of minutes.
- The minutes need to include the date and time of the meeting.
- The minutes need to include the location of the meeting.
- The minutes need to include the names of the CBOC members in attendance.
- The minutes need to include the names of WCCUSD staff in attendance.
- If CBOC or Staff members arrive after the start of the meeting or depart before the meeting has concluded, the time should be included in the minutes.
- The minutes should list the names of CBOC members that vote on any matter and whether they voted aye, nay or abstained.

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CITIZENS' BOND OVERSIGHT COMMITTEE

MEMBER HANDBOOK

- The names of CBOC members making motions need to be recorded in the minutes.
- The names of CBOC members seconding motions need to be recorded in the minutes.
- Draft minutes should be written in such a fashion that a person who was not in attendance would have a reasonable expectation of understanding what happened at the meeting.
- Draft minutes should include any handout materials distributed at a CBOC meeting. [Materials that are not relevant to the business of the CBOC are exempt.]
- Draft minutes should be distributed to all CBOC and Staff members that were present within ten (10) days of the meeting soliciting corrections before the larger dissemination of the Draft Minutes to the public.
- The Recording Secretary should work closely with the Chairperson and Vice Chairperson to ensure that the Draft Minutes are included in the CBOC Agenda Packet.
- The Recording Secretary should work closely with the Chairperson and Vice Chairperson to ensure that the Final Minutes are included in the CBOC web site.



WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

MEMBER HANDBOOK

AUDIT SUBCOMMITTEE

TYPE OF SUBCOMMITTEE

Standing committee¹

FREQUENCY OF MEETINGS

Normally monthly on the second Thursday at 2:00 PM., Facilities
Operations Center

Days and time for Audit Subcommittee meetings are reviewed as necessary
to accommodate District and CBOC attendees' schedules.

SUBJECT TO BROWN ACT

PURPOSE

- Monitor the schedule for the preparation of the annual financial audit and performance audit.
- Conduct annual entrances conferences with financial auditor and performance auditor.
- Conduct annual exit conferences with financial auditor and performance auditor.
- Receive and review draft annual financial audit report and performance audit report.
- Receive and review progress reports from financial auditor and performance auditor.
- Review and accept annual financial audit and performance audit.
- Annually evaluate the performance of the financial auditor and performance auditor.

¹ On December 9, 2013 Steve Moawad, Deputy District Attorney, Contra Costa County, send a letter to CBOC Chair Ivette Ricco stating that the Office of the Contra Costa County District Attorney had received a complaint in relation to the conduct of meetings of the Audit Subcommittee. The District Attorney took the position that the Audit Subcommittee was **not** subject to the Brown Act. The CBOC took the position that the Audit Subcommittee was subject to the Brown Act as it has a continuing subject matter jurisdiction and a fixed schedule of meetings.

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

MEMBER HANDBOOK

- Participate in the preparation of request for proposals for financial auditor and performance auditor.
- Monitor the implementation of the annual financial auditor and annual performance auditor observations, findings and recommendations, if any.
- Monitor the schedule for the implantation of the forensic review recommendations.
- Conduct entrances conferences with forensic review auditor.
- Conduct exit conferences with forensic review auditor.
- Receive and review draft forensic review reports.
- Receive and review progress reports from forensic review auditor.
- Review and accept forensic review reports.
- Established direct communication channels with the financial auditor, performance auditor and forensic review auditor.
- Review District's plans for bond sale.
- Review cost savings measures.
- Review construction costs.
- Review change orders.
- Review preventative maintenance plan for facilities.
- Review various monthly construction financial reports.
- Review paid invoices.
- Assist in the preparation of the CBOC Annual Report.

ACTIVITIES

The subcommittee prepares its own agenda and backup documents coordinating closely with the staff. Staff, auditors and vendor attend subcommittee meetings as needed. Often auditors meet with the subcommittee via conference call.

The subcommittee endeavors to reduce the staff effort required to support its oversight activities including:

- Preparing and distributing its agenda.
- Preparing backup documents.

WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE MEMBER HANDBOOK

- Preparing its own minutes.
- Using existing financial reports produced by the District for its purposes.
- Using existing construction management reports prepared by District vendors.

The subcommittee makes a monthly report to the CBOC.

DRAFT



WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

MEMBER HANDBOOK

ANNUAL REPORT SUBCOMMITTEE

TYPE OF SUBCOMMITTEE

Ad-Hoc subcommittee

FREQUENCY OF MEETINGS

At the call of the subcommittee chair.
Typically held between April and September.

PUBLIC NOTICE NOT REQUIRED

Brown Act applies under certain circumstances.

PURPOSE

The State of California requires Citizens' Bond Oversight Committees (CBOCs) to inform the public and taxpayers concerning the expenditures and use of bond funds at least once a year¹. It is meant to inform and be read by the school community, local student families, teachers and other District staff, the Board of Education, local property owners, regulators, news media and any other interested parties.

Since 2015, and in various years before that, CBOC annual reports have been prepared by CBOC members as both a comprehensive historical record and a summary of pertinent events and information related to WCCUSD's Bond Program and CBOC activities in the prior calendar year.

To prepare an accurate report delineating the activities of the WCCUSD Bond Program and the Citizens' Bond Oversight Committee over the

¹ **California Education Code Section 15278 (b)**: "The citizens' oversight committee shall advise the public as to whether a school district or community college district is in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution" and **Section 15280 (b)**: "The citizens' oversight committee shall issue regular reports on the results of its activities. A report shall be issued at least once a year."

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

MEMBER HANDBOOK

previous year. This report is not only an historical record but is also used to disseminate this information to the WCCUSD Board of Education, the regulators, the auditors and the Bond Program stakeholders.

ACTIVITIES

Item	Description	Prepared by	Timeframe and Approximate Due Date
Framing Document	Report topic list, outline and section assignments	Subcommittee Chair	CBOC April/May meeting (agenda <i>discussion</i> item)
Preliminary drafts	One or more drafts, as needed, for discussion with the CBOC	CBOC members per assignment in the Framing Document	CBOC June/July meetings (agenda <i>discussion</i> item)
Final Version for approval by the CBOC	Final comprehensive report for historical purposes, plus Summary Overview and Public Presentation		CBOC August meeting (agenda approval action item)
Public Presentation	Presentation to the Board of Education	Subcommittee Chair or assignee	Usually at the joint meeting of the CBOC and BoE in September



WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

MEMBER HANDBOOK

BYLAWS SUBCOMMITTEE

TYPE OF SUBCOMMITTEE

Ad-Hoc subcommittee

FREQUENCY OF MEETINGS

At the call of the subcommittee chair.

PUBLIC NOTICE NOT REQUIRED

PURPOSE

To maintain the CBOC Bylaws.

ACTIVITIES

- In January of each year review the Bylaws and make recommendations for amendments, if any.
- Review and make recommendations on proposed Bylaws amendments made by any CBOC Member. (CBOC Bylaws requires this responsibility).
- Maintain the current Bylaws on the CBOC Web Site.
- Prepare resolutions for all proposed amendments to the Bylaws. Said resolutions require action at two CBOC meetings (regular or special) per CBOC Bylaws.



WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

MEMBER HANDBOOK

WEB SITE SUBCOMMITTEE

TYPE OF SUBCOMMITTEE

Ad-Hoc subcommittee

FREQUENCY OF MEETINGS

At the call of the subcommittee chair.

PUBLIC NOTICE NOT REQUIRED

PURPOSE

To maintain the CBOC web site and to recommend improvements in the format of the web site. The Chairperson of the Web Site Subcommittee acts as the authorized representative of the CBOC to post documents to the web site in an effort to keep the content current.

ACTIVITIES

CBOC meetings including Joint meeting with the Board of Education:

- Post agenda packets
- Post minutes, with attachments if any
- Post audio recording

Subcommittee meetings:

- Post agenda packets (Audit Subcommittee)
- Post minutes, if any
- Post audio recordings, if any

Post Audit and Review Reports:

- Financial Audit
- Performance Audit

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

MEMBER HANDBOOK

- Forensic Review

Post Financial Reports (to separate tabs)

- Bond Program KPI (Key Performance Indicators) Summary (Report 1)
- Bond Program Spending to Date by Site (Report 2)
- Bond Program Financial Status including variance report (Report 13 and 13A)
- Project Status Report

Maintain library

- Key construct and services agreements

Maintain bond sale official statements

Construction newsletters

- PVHS
- Wilson

Maintain status of CBOC recommendations

Current membership roster

Members contact information

Forensic Investigation Task Force

Quarterly review of site format



WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

MEMBER HANDBOOK

SITE VISIT SUBCOMMITTEE

TYPE OF SUBCOMMITTEE

Ad-Hoc subcommittee

FREQUENCY OF MEETINGS

At the call of the subcommittee chair.

PUBLIC NOTICE NOT REQUIRED

PURPOSE

Members of the CBOC as well as members of the community have a desire to know first hand of the status of the WCCUSD schools that re either slated to be repaired or replaced. One of the obligations of the CBOC is to ensure that access to these sites is made available with staff, contractors and construction management available to answer questions.

ACTIVITIES

The subcommittee needs to arrange for and coordinate with staff for visits to appropriate facilities and projects covered by the WCCUSD Bond Program.

Because these are often active construction sites, access to the public may be limited. Appropriate personal protection may be required. These may include hard hats, substantial shoes, long pants, long sleeve shirts/blouses and protective eyewear.

Photographs are encouraged.

The Subcommittee will be expected to report on their activities at the soonest available CBOC meeting.



WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

MEMBER HANDBOOK

Anton Jungherr Suggestions

OVERVIEW

California Proposition 39, approved by the voters on November 7, 2000, amended the California Constitution to provide for voter approval of school district general obligation bonds by a 55% vote. California Education Code Section 15278, which implemented Proposition 39, provides that a school district that approves a Proposition 39 bond measure "... shall appoint members to an independent citizens' oversight committee"

West Contra Costa Unified School (WCCUSD) voters have approved four Proposition 39 School Bond measures: Measure D-2002, Measure J-2005, Measure D-2010 and Measure E-2012. WCCUSD voters, by approving four Proposition 39 School Bond Measures, established the WCCUSD independent citizens' oversight committee.

The WCCUSD Citizens' Bond Oversight Committee (CBOC) at its October 24, 2018 meeting agreed on the need to prepare a CBOC *Member Handbook* for CBOC Members. This CBOC Handbook would put together information in one document that would be useful to CBOC Members, prospective CBOC Members, Board of Education Trustees, District staff and the public.

This CBOC Handbook would provide the guidance for the CBOC to conduct its bond oversight duties and responsibilities independent of the District.

This CBOC Handbook will show that the CBOC operates in accordance with applicable California Education Code Laws.

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

MEMBER HANDBOOK

33 This CBOC Handbook will display the independence of the CBOC both in
34 actual practice and perception.

35

36 The CBOC Handbook will include:

- 37 ▪ Education Code Laws relating to the work of the CBOC.
- 38 ▪ Board of Education Policy BP 7214.2 Citizens Bond Oversight
- 39 Committee.
- 40 ▪ CBOC Bylaws.
- 41 ▪ CBOC Operating Guidelines.

42

43

44 **FORMAT FOR CBOC HANDBOOK TOPICS**

45 A separate document will be prepared for each CBOC Handbook Topic.

46 Each Topic will include:

- 47 ▪ Topic Number
- 48 ▪ Title
- 49 ▪ Date Prepared
- 50 ▪ Overview
- 51 ▪ Education Code references, if any
- 52 ▪ Contents
- 53 ▪ Embedded links to key documents, if any
- 54 ▪ References

55

56 *CBOC Member Handbook* will be maintained on the CBOC website in PDF
57 format. Individual Topics will be printable on demand. The entire CBOC
58 Handbook can also be printed.

59

60 **HANDBOOK TOPICS**

61 An initial list of possible basic and advanced Topics is attached. Topics will
62 be added/deleted from the initial list based on the needs of the CBOC. The
63 priority for the preparation of Topics will be determined by the CBOC.
64 Topics will be written by individual CBOC Members, discussed by the
65 CBOC at one meeting (first reading) and approved by the CBOC at a

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66 subsequent meeting (second reading). Topics will be presented to the CBOC
67 for discussion/approval as they are drafted. Topics will be reviewed annually
68 based on their original approval date to ensure a cycle of continuous
69 improvement.

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72 Attachments

73 ▪ *CBOC Member Handbook* Basis Topics

74 ▪ *CBOC Member Handbook* Advanced Topics

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Table 1: Basic Topics

Topics are not in priority order or order of production. The priority for the preparation of Topics will be determined by the CBOC.

# ¹	Topic Title	Learning Objective	Outline Contents ²
1	CBOC Member Handbook	Provide an overview of the purpose, contents and preparation process of a handbook for CBOC Members.	See draft 11.10.18
2	Purpose of CBOC		
3	Education Code		
4	Board Policy BP 7214.2		
5	CBOC Bylaws		
6	Committee Operations		
7	Project Lists		
8	Master Plan 2016		
9	Construction Management		
10	Design- Build Construction		
11	CBOC Financial Reports		
12	Bond Basics		
13	Website		

¹ Number assigned by author for identification only. This is not the Topic Number. Topic Numbers will be assigned in sequence as they are approved by the CBOC.

² See Format for CBOC Handbook above.

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# ¹	Topic Title	Learning Objective	Outline Contents ²
14	Robert's Rules of Order		
15	Financial Audits		
16	Performance Audits		
17	Forensic Review Investigation 2016		
18	Annual Reports		
19	Transparency		
20	Resources		
21	Subcommittees		

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Table 2: Advanced Topics

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Topics are not in priority order or order of production. The priority for the preparation of Topics will be determined by the CBOC.

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# ³	Topic Title	Learning Objective	Outline Contents ⁴
1	Government Auditing Standards (Yellow Book)		
2			
3			
4			
5			
6			

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³ Number assigned by author for identification only. This is not the Topic Number. Topic Numbers will be assigned in sequence as they are approved by the CBOC.

⁴ See Format for CBOC Handbook above.



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CITIZENS' BOND OVERSIGHT COMMITTEE
Kathy Fleming Don Gosney Cameron Moore
Vice Chairperson Chairperson Secretary

2019

CBOC MEETINGS CALENDAR

Meetings will begin at 6:15

A u g 15	Sept 11 (Joint Mtg)	N o v 7
S e p t 10	O c t 15	D e c 10

SCHOOL BOARD MEETINGS

A u g 07	S e p t 04	O c t 02
A u g 21	Sept 11 (Joint Mtg)	O c t 16
	S e p t 18	

N o v 06	D e c 04
N o v 20	D e c 18

CBOC Bylaw Requirements

There must be a December meeting for officer elections
2 joint meetings with Board of Education

FUTURE AGENDA ITEM LOG

07/25/19

Item #	Description	Suggested	Agendized
18-1	Board Policy 7214.2 Amendments	10.24.18	04.18.19
18-2	CBOC Handbook	10.24.18	ongoing
18-3	Election of 2019 Officers	10.24.18	12.19.18
18-4	Distribution of '17 Annual Report	10.24.18	12.19.18
18-5	Work Plan ~ CBOC Web Site	10.24.18	12.19.18
18-6	Recruitment of CBOC Members	10.24.18	01.17.19
18-7	CBOC Meeting Schedule	10.24.18	12.19.18
18-8	Updated By-Laws		
18-9	Recommendation that the District appoint an appropriate Business Services Division member to the Implementation Task Force	12/14/18	12/19/18
18-10	Invite PVHS Construction Manager (Roebbelin Construction Management Services, Inc.) to CBOC meeting to discuss cost overruns	10/24/18	05/16
19-1	Bring Draft ByLaws to CBOC for review	02/06/19	TBD
19-2	Distribution of '17 Annual Report	02/06/19	04/18/19
19-3	Recruitment of CBOC applicants	02/06/19	04/18/19
19-4	Provide opinion from CBOC attorney on the role of the CBOC	02/06/19	03/27/19