

WCCUSD



CITIZENS' BOND OVERSIGHT COMMITTEE

MEETING PACKET FOR: JULY 13, 2020

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.



WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE
Guadalupe Enllana Don Gosney Cameron Moore
Vice Chairperson Chairperson Secretary

AGENDA

Monday July 13th, 2020 at 2:00 PM

Viewing and Participating in the CBOC Meetings

As authorized by the Governor's Emergency Executive Order issued on March 17, 2020, the West Contra Costa Unified School District Citizens' Bond Oversight Committee will conduct meetings via video conference/teleconference until further notice. The meeting will be streamed via Zoom using the following link:

By computer, please click the link below to join the webinar:

<https://zoom.us/j/92280010513>

Or by Telephone:

US: 1+(669) 900 6833

Webinar ID: 922-8001-0513

Participating in Board Meetings:

The WCCUSD CBOC welcomes participation from concerned citizens.

Participants must provide their first and last name and either an email address or phone number.

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:

[07.13.20 CBOC Agenda Packet](#)

A) OPENING PROCEDURES

B) CALL TO ORDER/PLEDGE OF ALLEGIANCE

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C) ROLL CALL

John Anderson, Ken Burns, Maisha Cole, Sallie DeWitt, Guadalupe Enllana, Don Gosney, Vanessa Hill, Lorraine Humes, Anton Jungherr & Cameron Moore
[10 members ~ 6 required for a quorum]

D) APPROVAL OF AGENDA

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

DEPENDING ON THE LENGTH OF THIS AGENDA AND MEETING, ITEMS ON THIS AGENDA MAY BE DEFERRED TO THE AUGUST MEETING

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

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

F) BOND PROGRAM PROJECTS STATUS and FINANCIAL REPORTS (Luis Freese/Melissa Payne)

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

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

[07.13.20 Facilities Master Plan Projects Update](#)

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[Michelle Obama Newsletter \(July\)](#)

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[Richmond HS Newsletter Number 12 \(July\)](#)

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[Fairmont Critical Needs Modernization Phase 2 Status Report \(July\)](#)

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[Michelle Obama School Project Status Report \(July\)](#)

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[RHS Critical Needs Project Status Report \(July\)](#)

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[Consolidated Budget Report 06.30.20](#)

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[Consolidated Budget Report-2016 Master Plan 06.30.20](#)

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[Report #2 Bond Program Spending to Date 06.30.20](#)

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[Report #13 Bond Program Financial Status 06.30.20](#)

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[Report #13A Variance Report 06.30.20](#)

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['19-'20 Accounts Payable Check List 06.30.20](#)

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[07.13.20 Bond Program Project Management Plan \(PMP\)](#)

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[07.13.20 Public Comments on the Bond Program Project \(PMP\)](#)

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G) **BOARD OF EDUCATION LIAISON REPORT (Consuelo Lara)**

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

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CITIZENS' BOND OVERSIGHT COMMITTEE

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

H) ADOPTION OF MINUTES (Cameron Moore)

[06.08.20 CBOC Draft Minutes](#)

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**I) CBOC MEMBER INFORMATION REQUEST LOG
(Don Gosney)**

[07.13.20 CBOC Member Information Requests Status Log](#)

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**J) APPROVED RECOMMENDATIONS BY THE CBOC
(Don Gosney)**

[07.13.20 CBOC Approved Recommendations](#)

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

K) MEMBERSHIP (Cameron Moore)

F O R I N F O R M A T I O N O N L Y

[07.13.20 CBOC Attendance Review](#)

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[07.13.20 DRAFT CBOC Attendance Review](#)

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L) MEMBERSHIP ROSTER (Don Gosney)

F O R I N F O R M A T I O N O N L Y

[07.13.20 CBOC Roster](#)

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M) CHAIRPERSON REPORTS (Don Gosney)

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

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

[05.20.20 Chair Report](#)

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[06.10.20 Chair Report](#)

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[07.09.20 CBOC Request for September Joint Meeting](#)

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N) CAPITAL IMPROVEMENT BUDGET CONTROL AND EFFECTIVE BOND OVERSIGHT

(Anton Jungherr and Sallie DeWitt)

Discuss the need for capital improvement budget control, a proper
Board Policy for the long term budgeting of capital improvements
and the communities desire and need for oversight of the Bond

Program.

A C T I O N I T E M

[Res 20-2 ~ Capital Improvement Budget Control and Effective Bond Oversight ~ \(numbered\)](#)

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O) ANNUAL REPORT UPDATE (Sallie DeWitt and Don Gosney)

Review status and plans for the 2019 Annual Report of the Bond
Program. Discuss what needs to be done and solicit volunteers to
help fulfill those needs.

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

[07.13.20 2019 Bond Program Annual Report To-Do List and Assignments](#)

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P) AUDIT SCHEDULES (Anton Jungherr)

A C T I O N I T E M

FY2019 Audit Schedules

- Annual Evaluation of Moss Adams, LLP for FY2019
- Annual Evaluation of Christy White Associates for FY2019
- District responses to FY2019 Performance Audit recommendation were due to the CBOC on July 1, 2020.

[07.13.20 2019 Audit Schedules](#)

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FY2020 Audit Schedule (see attached schedule)

- Schedule needs to be completed with dates.
- Need Request for Proposal for performance audit (see attached Superintendent Friday Memo, April 24, 2020)
- Need status of forensic Phase II Moss Adams, LLP review.
- Need plan to audit 29 recommendations not verified in Phase I of forensic accounting investigation review by Moss Adams, LLP.

[07.13.20 2020 Audit Schedules](#)

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[04.24.20 WCCUSD Friday Memo](#)

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Q) BOARD POLICY 7214.2 UPDATE (Don Gosney)

Review current status of proposed amendments to
Board Policy 7214.2 covering the CBOC.

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

R) RECRUITMENT OF NEW CBOC MEMBERS (Don Gosney)

Discuss options to recruit new members to the CBOC
using all means necessary—both conventional and unconventional

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

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**S) NEW MEMBER ORIENTATION PRIMER
(Don Gosney)**

Solicit input on assembling a New Member Primer that will help new CBOC members assimilate and members of the community to understand what they are seeing when they view the Agenda Packet and the CBOC web site.

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

[07.13.20 Staff Reports Descriptions](#)

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**T) MOVING THE CBOC FORWARD
(Don Gosney and Lorraine Humes)**

Discuss the updating of the CBOC web site and community outreach.

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

**U) WCCUSD BOARD ELECTIONS AND CBOC
INDEPENDENCE (Cameron Moore)**

As the WCCUSD Board election approaches, there are several members of the CBOC who are either campaign officers or candidates. Since the CBOC is appointed by the Board and provides resolutions and recommendations to the Board, does this situation create or appear to create a conflict of interest? Does it compromise the independence of the CBOC? Should members who are candidates or campaign officers resign from the CBOC or recuse themselves in some fashion?

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

V) CALENDAR (Don Gosney)

F O R I N F O R M A T I O N O N L Y

[07.13.20 CBOC Meetings Calendar](#)

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CITIZENS' BOND OVERSIGHT COMMITTEE

W) FUTURE AGENDA TOPICS (Don Gosney)

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

[07.13.20~Future Agenda Items Log \(short list\)](#)

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X) ADJOURNMENT

NEXT SCHEDULED CBOC MEETING:

August 10, 2020

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.



Facilities Master Plan Projects Update

Citizens' Bond Oversight Committee
July 13, 2020

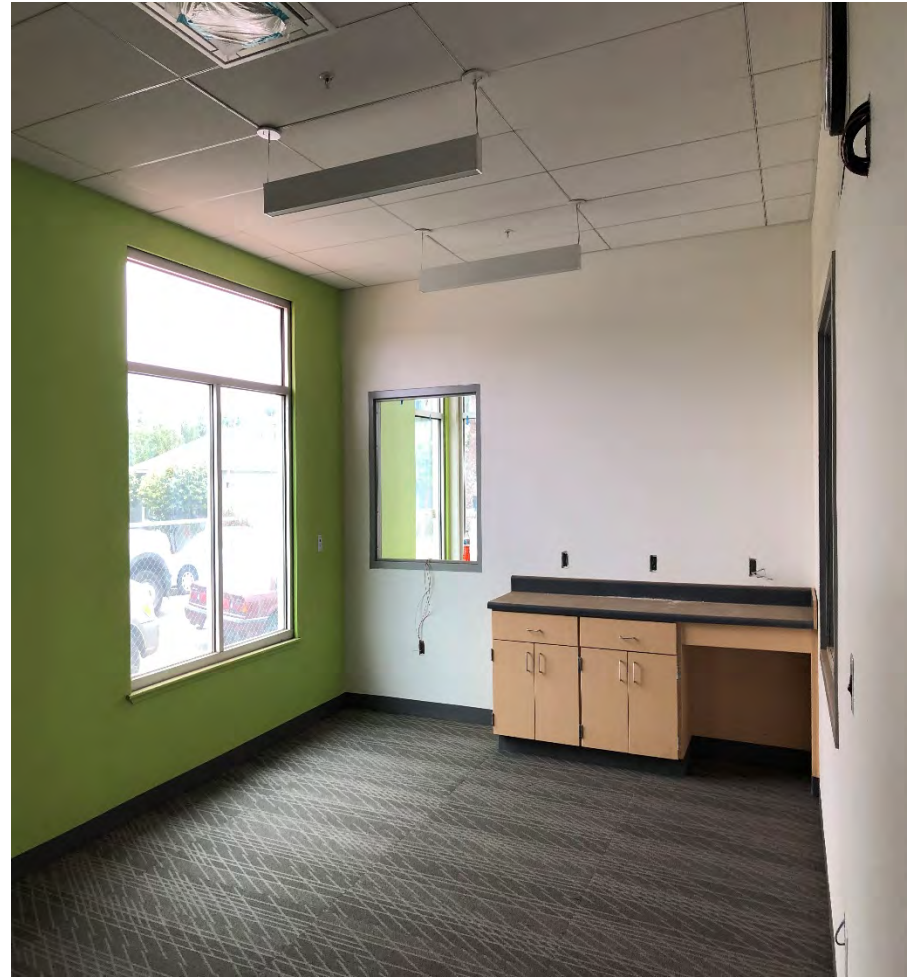
Michelle Obama School



Michelle Obama School



Library Circulation Desk



Parent Room in Admin Building

Michelle Obama School



Pre K East Flooring



Richmond High School Critical Needs



Gym Truss Install



Richmond High School Critical Needs



Science Elevator Footing



Fairmont Elementary School Critical Needs Modernization Phase 2



Multi-Use Building Floor Demolition

Bond Project Status Update July 13, 2020

	SITE	PROJECT	REVISED CONTRACT AMOUNT	STATUS
CONSTRUCTION	Fairmont ES	Critical Needs Phase 2	\$ 1,363,095	Under Construction
	Korematsu MS	Fall Protection	\$255,000	Contract Awarded
	Michelle Obama School	New Campus	\$ 37,763,093*	Under Construction
	Richmond HS	Critical Needs	\$ 19,932,841*	Under Construction
	SITE	PROJECT	BUDGET	STATUS
PROCUREMENT	Pinole Valley HS	Fields Restoration & Bleachers	\$ 19,000,000	Bleachers pending DSA approval
	Riverside ES	Critical Needs (Soils Stabilization)	\$ 6,900,000	Proposals due July 16, 2020
	E-Rate Year 23	Wireless Upgrades at Various Sites	\$ 650,000	Awarded; pending Erate approval
	SITE	PROJECT	BUDGET	STATUS
DESIGN	Lake ES	Campus Replacement	\$ 1,000,000	Bridging Documents being prepared
	Stege ES	Critical Needs	\$ 2,900,000	Hold



OVERVIEW

Welcome to our monthly newsletter issued to inform neighbors and the campus community about construction activities and updates to the **Michelle Obama School Reconstruction project**.

We understand that a construction project does not make the best neighbor. While we strive to make the experience as pleasant as possible, we are working hard to reach the long-term goal of providing a [new 21st century Elementary School](#) for our community here in Richmond.

Please don't hesitate to email us at facilitiesplanning@wccusd.net to request to be removed or added to this newsletter mailing list.



UPCOMING ACTIVITIES

PLANNED CONSTRUCTION WORK THIS MONTH

- Mechanical, Electrical and Plumbing Finishes
- Permanent utilities from PG&E and EBMUD
- Complete Storefront Entries
- Elevator Installation



POTENTIAL IMPACTS TO NEIGHBORS

- *Truck traffic on 41st and 42nd Street*
- *Noise due to construction*
- *Increased site security patrols*



MITIGATION MEASURES

- Water down trucks before exiting if muddy
- Maintain gravel at construction entry/ exit for tracking control



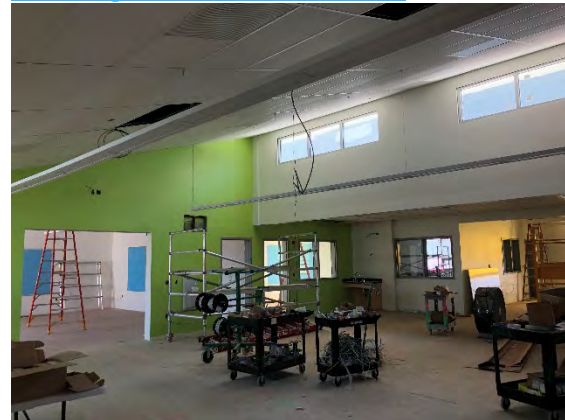
COMPLETED WORK

- Installation of two of three Play Structures
- Paving and Sidewalks at main drop off area
- Installation of Kitchen Equipment

Kitchen Appliances:



Learning Suite South 2nd Floor:



CONTACT INFORMATION

Contractor: C. Overaa Construction, Inc.

Frank Driscoll 510-234-0926

Niall Walsh 510-234-0926

Construction Manager: Swinerton Management & Consulting

Peter Hempel 415-516-1250



Gym / Main Entry & Student Quad

CONSTRUCTION ACTIVITIES

Previous Month:

Metal Joist Installation completed
 Metal Framing and Shear Wall continued
 MEP Rough-in continued

Science Bldg Door Frames Installed and Drywall patching completed

Science Bldg Interior Painting started
 Site Grading and underground utilities continued

Upcoming Month:

Metal Framing to continue at GYM
 Metal Decking installation at GYM
 MEP Rough-In to continue
 Plaster Mock-up to start

Science Bldg Restroom Wall Tile and Epoxy Flooring
 Science Bldg Flooring replacement at 2nd Floor change order to start end of July

Grading, rock placement and underground utilities around Science to complete



PROJECT FACTS

New Auxiliary Gym Square Footage: 15,500

Completion: The Science Classroom Building is scheduled to be finished in the Summer of 2020, and the new Auxiliary Gym in the first quarter of 2021.

Design Build Contractor:
 Lathrop Construction Associates
www.lathropconstruction.com

Design Build Architect:
 HKIT Architects
www.hkit.com

CONTACT INFORMATION

To subscribe to this monthly newsletter or to submit project questions, please email:

Facilitiesplanning@wccusd.net

Construction Manger

Peter Hempel

Project Manager

Swinerton Management & Consulting

415.516.1250

Project Status Report: 07/03/2020



Fairmont Elementary School Critical Needs Modernization Phase 2

724 Kearney Street
El Cerrito, CA 94530

Project No: **1000003356** DSA No: **01-117906**

Project Scope	Replacement of fire alarm system, three new ADA compliant restrooms, replace classroom flooring
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Project Team	Owner	WCCUSD
	Architect	HY Architects
	Construction Manager	Lisa Nagai
	Contractor	Mar Con Builders
	Inspector	Brad Williamson


Schedule	NTP	06/08/2020
	Original Project Duration	60
	Final Completion	08/07/2020
	Approved Time Extensions	0
	Revised Project Duration	60
	Revised Completion Date	08/07/2020
	Calendar Days Lapsed	25 42%



Contract Summary	Original Contract Amount	\$ 1,363,095		
	BOE Executed Cos	0	\$ 0	0%
	Unforeseen Conditions	0	\$ 0	0%
	Owner Requested	0	\$ 0	0%
	Design Changes	0	\$ 0	0%
	Outside Agency/Other	0	\$ 0	0%
	Revised Contract Amount (Contract + \$ Executed CO)	\$ 1,363,095		
	No. of PCOs	0	\$ 0	0%
	Pending PCOs		\$ 0	0%
	Rejected PCOs	0	\$ 0	0%
	Completed & Stored \$Billed to Date	\$90,908.10		6.67%
	Stop Notices	\$ 0		

Project Status	Completed Work:
	Multi-Use Building floor demolition and abatement completed. Building 500 floor demolition and abatement completed. Building 400 set up for asbestos abatement. New Fire Alarm conduit rough-in continues in portables. Building 500 Staff and Special Ed restroom Demolition completed. Saw cut slab for new HD, rough framing and rough plumbing continues. Boys and Girls restroom started demo for blocking for new grab bars, underground plumbing, and new exhaust fans.
	Upcoming Work:
Project Status	Multi-use Building New installation for fire alarm conduit. Floor Tile installation. Building 500 Installation for new fire alarm conduit. Floor Tile installation at classrooms and hallway. Building 400 Asbestos abatement.
	Project Issues:
	None

Project Status Report: 7/6/2020



**Michelle Obama School
Campus Replacement**
629 42nd Street

Project No: 1000002635 DSA No: 01-117849

Project Scope	New construction of single and two story k-6 academic buildings. The buildings include kindergarten/pre-kindergarten classrooms, administration office/reception, library, community rooms, multi-purpose room, kitchen, special education, flex office, learning suites, and supporting space. Site design includes public quads, parking, library patio, outdoor learning spaces, outdoor student dining, court and play yards.
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Project Team	Owner	WCCUSD
	DBE	C.Overaa & Co.
	Construction Manager	Swinerton
	Inspector	Structure Groups

Schedule	NTP	8/2/2019
	Original Project Duration	362
	Final Completion	7/28/2020
	Approved Time Extensions	0
	Revised Project Duration	362
	Revised Completion Date	7/28/2020
	Calendar Days Lapsed	341




Contract Summary	Original Scope	\$33,441,281		
	District Contingency	\$836,032		
	Project Contingency	\$836,032		
	Original Contract Amount	\$35,113,345		
	Amendment to Scope	\$849,748		
	Amendment to District Contingency	\$1,800,000		
	Amendment to Project Contingency	\$0		
	Amendments to Date	\$2,649,748		
	Revised Contract Amount	\$37,763,093		
	District Contingency	\$2,636,032		
	Executed CO	6	\$816,247	31%
	Remaining Contingency		\$1,819,785	69%
	Project Contingency	\$836,032		
	Executed CO	4	\$550,853	66%
	Remaining Contingency		\$285,179	34%
	Pending PCOs (District)	8	\$972,460	
	Pending PCOs (Project)	13	\$255,158	
	Rejected PCOs (District)	5	\$70,487	
Rejected PCOs (Project)	1	\$161,000		
Completed & Stored \$ Billed to Date		\$27,127,964	72%	
Stop Notices		\$25,501		

Completed Work:
 Kinder. N. Bldg – Plumbing Fixtures, Restroom Accessories, Flooring, Operable Windows, Low voltage systems (in progress).
 Kinder. E. Bldg – Plumbing Fixtures, Restroom Accessories, Flooring, Operable Windows, Low voltage systems (in progress).
 Admin. Bldg – Plumbing Fixtures, Flooring, Low voltage systems (in progress).
 MPR Bldg – Restroom Accessories/ Partitions, Polished Concrete Floor, Epoxy Floor, Kitchen Equipment, Storefront.
 Learning Suite S. – Rough MEPF, Interior Paint, Tile, Restroom Accessories, Casework, Stair #2.
 Learning Suite N. – Rough MEPF, Interior Paint, Floor Tile, Restroom Accessories, Casework, Stair #3. Elevator install in progress.
 Site - Play Structures at PreK and K, Paving at North lot/ play area /Drop-off Area, Irrigation rough in, Grease Interceptor, Power Poles at 41st St. PG&E Vault. Data conduits for third party service installed.

Upcoming Work:
 Kinder. N. Bldg – Interior doors. Electrical trim. HVAC startup.
 Kinder. E. Bldg – Interior doors. Electrical trim. HVAC startup.
 Admin. Bldg – Storefront. Partition Doors. Interior doors. Electrical trim. HVAC startup.
 MPR Bldg – Interior paint. Stage Flooring, Wall sound boards. Kitchen MEPF Trim.
 Learning Suite S. – Operable windows, Storefront, MEPF Trim, Flooring, Wood Doors and Hardware, Partition Doors. Stair #1.
 Learning Suite N. – Storefront, Restroom Accessories, MEPF Trim, Flooring, Wood Doors and Hardware, Elevator.
 Site - Set Transformer pad. Sidewalk and paving. Bioswales. Landscaping and Irrigation, Safety Surfacing, Steel Canopy, Metal Fencing Surrounding School Grounds, PG&E Provide Power and Gas, Fire Water System.

Project Issues:
 Electrical and gas service - Date for permanent power from PG&E unknown; estimated for 7/17.
 Fire water service - Hydrant in EBMUD design as of 6/24, estimated design by 7/17. Installation date unknown.
 Site compaction - poor soils anticipated to be encountered during site work.
 COVID 19 Pandemic - Impact to site productivity. Four workers tested positive for COVID19; electricians off site for two weeks.

Project Status Report: 7/3/2020



**Richmond High School
Critical Needs Project**

1250 23rd Street
Richmond CA 94804

Project No: 1000003023 DSA No: 01-118099

Project Scope	New construction of a single story gymnasium, demolition of old gymnasium and new plaza sitework. Seismic upgrade of existing two-story Science Building and sitework surrounding the building, including adding a new exterior elevator to the building. Demolition of existing Building A (old auto-shop building) and repavement of area to prepare for new Health Clinic portable buildings.
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Project Team	Owner	WCCUSD
	DBE	Lathrop Construction
	Construction Manager	Swinerton
	Inspector	Structure Groups

Schedule	NTP	11/11/2019	
	Original Project Duration	459	
	Final Completion	2/11/2021	
	Approved Time Extensions	0	
	Revised Project Duration	459	
	Revised Completion Date	2/11/2021	
	Calendar Days Lapsed	241	53%



Contract Summary	Original Scope	\$16,399,899		
	District Contingency	\$0		
	Project Contingency	\$1,639,990		
	Original Contract Amount	\$18,039,889		
	Amendment to Scope	\$1,092,952		
	Amendment to District Contingency	\$800,000		
	Amendment to Project Contingency	\$0		
	Amendments to Date	\$1,892,952		
	Revised Contract Amount	\$19,932,841		
	District Contingency		\$800,000	
	Executed CO	3	\$274,151	34%
	Remaining Contingency		\$525,849	66%
Project Contingency		\$1,639,990		
Executed CO	2	\$107,761	7%	
Remaining Contingency		\$1,532,229	93%	
Pending PCOs (District)	14	\$448,873		
Pending PCOs (Project)	3	\$151,852		
Rejected PCOs (District)	0	\$0		
Rejected PCOs (Project)	0	\$0		
Completed & Stored \$ Billed to Date		\$7,365,439	37%	
Stop Notices		\$0		

Project Status	Completed Work: At new Auxiliary Gymnasium: Installed roof sheathing at north half of building. Continued rough plumbing and electrical in walls, and fire sprinkler piping. Installed interior ductwork at north half of building. Installed gym high roof joists. At Science Building: Installed interior door frames. Started interior wall patching and painting. At Quad: Installed site electrical conduits. Demolished old asphalt paving. Installed site fire water, storm drain, and water piping.
	Upcoming Work: At new Auxiliary Gymnasium: High roof metal framing and roof deck installation. Continue MEP rough-in. Start exterior plaster mock-up. At Quad: Complete Quad utility work and new paving around Science Bldg. At Science Building: Complete finishes at rebuilt bathrooms. Complete patch and paint interior rooms. Start Install of new flooring on 2nd floor.
	Project Issues: PG&E scheduled to provide new gas meter on campus end of July. Finalize site access plan for return to school in August.

Budget vs. Commitments and Expenditures

Fund 21 and Fund 35

Data as of 06/30/2020

School/Project Name	Budget	Commitments			Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
1 Bayview Elementary School						
Legacy Project	19,850,802	19,850,802	100.0%	-	19,850,802	100.0%
	19,850,802	19,850,802	100.0%	-	19,850,802	100.0%
1 Cameron						
+ Critical Needs	-	-	-	-	-	-
Legacy Project	122,195	122,195	100.0%	-	122,195	100.0%
	122,195	122,195	100.0%	-	122,195	100.0%
1 Castro Elementary School						
Legacy Project	620,944	620,944	100.0%	-	620,944	100.0%
	620,944	620,944	100.0%	-	620,944	100.0%
1 Chavez Elementary School						
Critical Needs	72,847	72,847	100.0%	-	72,847	100.0%
Legacy Project	985,387	985,387	100.0%	-	985,387	100.0%
	1,058,234	1,058,234	100.0%	-	1,058,234	100.0%
1 Collins Elementary School						
+ Critical Needs	-	-	-	-	-	-
Legacy Project	1,638,871	1,638,871	100.0%	-	1,638,871	100.0%
	1,638,871	1,638,871	100.0%	-	1,638,871	100.0%
1 Coronado Elementary School						
Legacy Project	43,022,627	43,022,627	100.0%	-	43,022,627	100.0%
	43,022,627	43,022,627	100.0%	-	43,022,627	100.0%
1 Dover Elementary School						
Legacy Project	35,095,267	35,095,267	100.0%	-	35,095,267	100.0%
	35,095,267	35,095,267	100.0%	-	35,095,267	100.0%
1 Downer Elementary School						
Legacy Project	33,415,902	33,415,902	100.0%	-	33,415,902	100.0%
	33,415,902	33,415,902	100.0%	-	33,415,902	100.0%
1 El Sobrante Elementary School						
Legacy Project	536,231	536,231	100.0%	-	536,231	100.0%
	536,231	536,231	100.0%	-	536,231	100.0%
1 Ellerhorst Elementary School						
Legacy Project	13,931,806	13,931,806	100.0%	-	13,931,806	100.0%
	13,931,806	13,931,806	100.0%	-	13,931,806	100.0%
1 Fairmont Elementary School						
* Critical Needs	3,000,000	2,234,385	74.5%	765,615	831,606	27.7%
Legacy Project	3,864,259	3,864,259	100.0%	-	3,864,259	100.0%
	6,864,259	6,098,643	88.8%	765,615	4,695,865	68.4%
1 Ford Elementary School						
Legacy Project	30,817,526	30,817,526	100.0%	-	30,817,526	100.0%
	30,817,526	30,817,526	100.0%	-	30,817,526	100.0%
1 Grant Elementary School						
Critical Needs	211,467	211,467	100.0%	-	211,467	100.0%
Legacy Project	1,944,098	1,944,098	100.0%	-	1,944,098	100.0%
	2,155,565	2,155,565	100.0%	-	2,155,565	100.0%
1 Hanna Ranch Elementary School						
Legacy Project	783,349	783,349	100.0%	-	783,349	100.0%
	783,349	783,349	100.0%	-	783,349	100.0%
1 Harbour Way						
Legacy Project	121,944	121,944	100.0%	-	121,944	100.0%

Budget vs. Commitments and Expenditures

Fund 21 and Fund 35

Data as of 06/30/2020

School/Project Name	Budget	Commitments			Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
	121,944	121,944	100.0%	-	121,944	100.0%
1 Harding Elementary School						
Legacy Project	22,632,446	22,632,446	100.0%	-	22,632,446	100.0%
	22,632,446	22,632,446	100.0%	-	22,632,446	100.0%
1 Harmon Knolls						
Critical Needs	406,946	406,946	100.0%	-	406,946	100.0%
Soil Testing	41,489	41,489	100.0%	-	41,489	100.0%
	448,435	448,435	100.0%	-	448,435	100.0%
1 Highland Elementary School						
* Water & Power Upgrade	747,125	-	0.0%	747,125	-	0.0%
Critical Needs	52,875	52,875	100.0%	-	52,875	100.0%
Legacy Project	1,879,839	1,879,839	100.0%	-	1,879,839	100.0%
	2,679,839	1,932,714	72.1%	747,125	1,932,714	72.1%
1 Kensington Elementary School						
Legacy Project	19,343,892	19,343,892	100.0%	-	19,343,892	100.0%
	19,343,892	19,343,892	100.0%	-	19,343,892	100.0%
1 King Elementary School						
Legacy Project	25,342,166	25,342,166	100.0%	-	25,342,166	100.0%
	25,342,166	25,342,166	100.0%	-	25,342,166	100.0%
1 Lake Elementary School						
* Campus Replacement	1,000,000	175,650	17.6%	824,350	57,725	5.8%
Legacy Project	1,500,322	1,500,322	100.0%	-	1,500,322	100.0%
Portable Demolition	147,501	147,501	100.0%	-	147,501	100.0%
	2,647,823	1,823,473	68.9%	824,350	1,705,548	64.4%
1 Lincoln Elementary School						
Legacy Project	17,676,561	17,676,561	100.0%	-	17,676,561	100.0%
	17,676,561	17,676,561	100.0%	-	17,676,561	100.0%
1 Lupine Hills Elementary School						
Legacy Project	15,395,678	15,395,678	100.0%	-	15,395,678	100.0%
	15,395,678	15,395,678	100.0%	-	15,395,678	100.0%
1 Madera Elementary School						
Legacy Project	12,233,801	12,233,801	100.0%	-	12,233,801	100.0%
	12,233,801	12,233,801	100.0%	-	12,233,801	100.0%
1 Michelle Obama School						
* Campus Replacement	40,300,000	39,601,358	98.3%	698,642	30,930,547	76.8%
Legacy Project	3,829,324	3,829,324	100.0%	-	3,829,324	100.0%
	44,129,324	43,430,682	98.4%	698,642	34,759,871	78.8%
1 Mira Vista K-8						
Legacy Project	16,651,130	16,651,130	100.0%	-	16,651,130	100.0%
	16,651,130	16,651,130	100.0%	-	16,651,130	100.0%
1 Montalvin K-8						
Additional New Classrooms	4,028,011	4,028,011	100.0%	-	4,028,011	100.0%
Legacy Project	12,763,017	12,763,017	100.0%	-	12,763,017	100.0%
	16,791,028	16,791,028	100.0%	-	16,791,028	100.0%
1 Murphy Elementary School						
Legacy Project	15,619,655	15,619,655	100.0%	-	15,619,655	100.0%
	15,619,655	15,619,655	100.0%	-	15,619,655	100.0%
1 Nystrom Elementary School						
Classroom Renovation	30,233,455	30,233,455	100.0%	-	30,233,455	100.0%

Budget vs. Commitments and Expenditures

Fund 21 and Fund 35

Data as of 06/30/2020

School/Project Name	Budget	Commitments			Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
Demo Portable and Sitework	518,285	518,285	100.0%	-	518,285	100.0%
Legacy Project	5,442,234	5,442,234	100.0%	-	5,442,234	100.0%
Multi-purpose Room	11,606,839	11,606,839	100.0%	-	11,606,839	100.0%
	47,800,813	47,800,813	100.0%	-	47,800,813	100.0%
1 Ohlone Elementary School						
Classroom and Admin Building	24,508,510	24,508,510	100.0%	-	24,508,510	100.0%
Critical Needs	623,885	623,885	100.0%	-	623,885	100.0%
Legacy Project	3,962,598	3,962,598	100.0%	-	3,962,598	100.0%
Portable Removal and Playground	5,397,758	5,397,758	100.0%	-	5,397,758	100.0%
	34,492,752	34,492,752	100.0%	-	34,492,752	100.0%
1 Olinda Elementary School						
Critical Needs	793,247	793,247	100.0%	-	793,247	100.0%
Legacy Project	1,286,942	1,286,942	100.0%	-	1,286,942	100.0%
	2,080,188	2,080,188	100.0%	-	2,080,188	100.0%
1 Peres K-8						
Legacy Project	21,424,293	21,424,293	100.0%	-	21,424,293	100.0%
	21,424,293	21,424,293	100.0%	-	21,424,293	100.0%
1 RCP Charter School						
Legacy Project	4,415,204	4,415,204	100.0%	-	4,415,204	100.0%
	4,415,204	4,415,204	100.0%	-	4,415,204	100.0%
1 Riverside Elementary School						
* Critical Needs	6,900,000	299,540	4.3%	6,600,460	130,220	1.9%
Legacy Project	14,611,005	14,611,005	100.0%	-	14,611,005	100.0%
	21,511,005	14,910,545	69.3%	6,600,460	14,741,225	68.5%
1 Seaview Elementary School						
Legacy Project	499,116	499,116	100.0%	-	499,116	100.0%
	499,116	499,116	100.0%	-	499,116	100.0%
1 Shannon Elementary School						
+ Critical Needs	-	-	-	-	-	-
Legacy Project	1,555,163	1,555,163	100.0%	-	1,555,163	100.0%
	1,555,163	1,555,163	100.0%	-	1,555,163	100.0%
1 Sheldon Elementary School						
Legacy Project	15,102,837	15,102,837	100.0%	-	15,102,837	100.0%
	15,102,837	15,102,837	100.0%	-	15,102,837	100.0%
1 Stege Elementary School						
* Critical Needs	2,900,000	35,900	1.2%	2,864,100	35,900	1.2%
Legacy Project	3,445,886	3,445,886	100.0%	-	3,445,886	100.0%
	6,345,886	3,481,786	54.9%	2,864,100	3,481,786	54.9%
1 Stewart K-8						
Legacy Project	16,737,037	16,737,037	100.0%	-	16,737,037	100.0%
	16,737,037	16,737,037	100.0%	-	16,737,037	100.0%
1 Tara Hills Elementary School						
Legacy Project	14,975,067	14,975,067	100.0%	-	14,975,067	100.0%
	14,975,067	14,975,067	100.0%	-	14,975,067	100.0%
1 TLC Elementary School						
Legacy Project	116,673	116,673	100.0%	-	116,673	100.0%
	116,673	116,673	100.0%	-	116,673	100.0%
1 Valley View Elementary School						
Critical Needs	1,091,447	1,091,447	100.0%	-	1,091,447	100.0%

Budget vs. Commitments and Expenditures
Fund 21 and Fund 35

Data as of 06/30/2020

School/Project Name	Budget	Commitments			Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
Existing Campus Demo	33,096	33,096	100.0%	-	33,096	100.0%
Legacy Project	3,908,093	3,908,093	100.0%	-	3,908,093	100.0%
Portables	5,189,726	5,189,726	100.0%	-	5,189,726	100.0%
	10,222,362	10,222,362	100.0%	-	10,222,362	100.0%
1 Verde K-8						
Legacy Project	16,065,870	16,065,870	100.0%	-	16,065,870	100.0%
	16,065,870	16,065,870	100.0%	-	16,065,870	100.0%
1 Washington Elementary School						
Legacy Project	15,322,847	15,322,847	100.0%	-	15,322,847	100.0%
	15,322,847	15,322,847	100.0%	-	15,322,847	100.0%
1 West Hercules						
Legacy Project	56,847	56,847	100.0%	-	56,847	100.0%
	56,847	56,847	100.0%	-	56,847	100.0%
2 Adams Middle School						
Legacy Project	691,211	691,211	100.0%	-	691,211	100.0%
	691,211	691,211	100.0%	-	691,211	100.0%
2 Crespi Middle School						
* Critical Needs	5,300,000	5,026,655	94.8%	273,345	4,842,832	91.4%
Legacy Project	1,245,896	1,245,896	100.0%	-	1,245,896	100.0%
	6,545,896	6,272,550	95.8%	273,345	6,088,727	93.0%
2 DeJean Middle School						
Legacy Project	381,209	381,209	100.0%	-	381,209	100.0%
	381,209	381,209	100.0%	-	381,209	100.0%
2 Helms Middle School						
Legacy Project	83,432,888	83,432,888	100.0%	-	83,432,888	100.0%
	83,432,888	83,432,888	100.0%	-	83,432,888	100.0%
2 Hercules Middle School						
Legacy Project	699,000	699,000	100.0%	-	699,000	100.0%
	699,000	699,000	100.0%	-	699,000	100.0%
2 Korematsu Middle School						
* New Buildings	53,439,076	52,979,318	99.1%	459,758	52,713,808	98.6%
Legacy Project	19,943,103	19,943,103	100.0%	-	19,943,103	100.0%
	73,382,179	72,922,421	99.4%	459,758	72,656,911	99.0%
2 Pinole Middle School						
Legacy Project	56,689,430	56,689,430	100.0%	-	56,689,430	100.0%
	56,689,430	56,689,430	100.0%	-	56,689,430	100.0%
3 De Anza High School						
Legacy Project	132,236,248	132,236,248	100.0%	-	132,236,248	100.0%
	132,236,248	132,236,248	100.0%	-	132,236,248	100.0%
3 DELTA NSS						
Legacy Project	152,226	152,226	100.0%	-	152,226	100.0%
	152,226	152,226	100.0%	-	152,226	100.0%
3 El Cerrito High School						
Legacy Project	128,477,500	128,477,500	100.0%	-	128,477,500	100.0%
Stadium	18,372,605	18,372,605	100.0%	-	18,372,605	100.0%
	146,850,105	146,850,105	100.0%	-	146,850,105	100.0%
3 Greenwood High School						
Legacy Project	79,583,607	79,583,607	100.0%	-	79,583,607	100.0%
	79,583,607	79,583,607	100.0%	-	79,583,607	100.0%

Budget vs. Commitments and Expenditures

Fund 21 and Fund 35

Data as of 06/30/2020

School/Project Name	Budget	Commitments			Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
3 Hercules High School						
+ Critical Needs	-	-		-	-	
Legacy Project	3,295,019	3,295,019	100.0%	-	3,295,019	100.0%
	3,295,019	3,295,019	100.0%	-	3,295,019	100.0%
3 KAPPA NSS						
Legacy Project	109,831	109,831	100.0%	-	109,831	100.0%
	109,831	109,831	100.0%	-	109,831	100.0%
3 Kennedy High School						
+ Critical Needs	-	-		-	-	
Legacy Project	33,854,981	33,854,981	100.0%	-	33,854,981	100.0%
	33,854,981	33,854,981	100.0%	-	33,854,981	100.0%
3 North Campus High School						
Legacy Project	205,450	205,450	100.0%	-	205,450	100.0%
	205,450	205,450	100.0%	-	205,450	100.0%
3 OMEGA NSS						
Legacy Project	118,313	118,313	100.0%	-	118,313	100.0%
	118,313	118,313	100.0%	-	118,313	100.0%
3 Pinole Valley High School						
* Campus Replacement	154,564,387	154,153,421	99.7%	410,966	153,965,581	99.6%
* Fields/Sitework	19,184,130	181,905	0.9%	19,002,225	179,780	0.9%
* Interim Campus Demo	3,628,014	3,628,013	100.0%	1	3,628,013	100.0%
* Site Design	17,935,216	17,935,214	100.0%	2	17,257,845	96.2%
Detention Basin and Paving	3,517,521	3,517,521	100.0%	-	3,517,521	100.0%
Existing Building Demolition	2,511,397	2,511,397	100.0%	-	2,511,397	100.0%
Hillside Stabilization	2,199,821	2,199,821	100.0%	-	2,199,821	100.0%
Interim Campus	8,796,248	8,796,248	100.0%	-	8,796,248	100.0%
Legacy Furniture & Equipment	36,520	36,520	100.0%	-	36,520	100.0%
Legacy Program Cost	696,938	696,938	100.0%	-	696,938	100.0%
Legacy Restroom Renovation	167,601	167,601	100.0%	-	167,601	100.0%
Legacy Technology	37,165	37,165	100.0%	-	37,165	100.0%
Legacy Track	1,676,771	1,676,771	100.0%	-	1,676,771	100.0%
Off Site Parking and Traffic	1,240,584	1,240,584	100.0%	-	1,240,584	100.0%
Video Surveillance System	357,268	357,268	100.0%	-	357,268	100.0%
	216,549,580	197,136,386	91.0%	19,413,194	196,269,051	90.6%
3 Richmond High School						
* Gym and Seismic Classroom	21,000,000	20,695,863	98.6%	304,137	7,918,762	37.7%
Legacy Project	21,622,087	21,622,087	100.0%	-	21,622,087	100.0%
	42,622,087	42,317,951	99.3%	304,137	29,540,849	69.3%
3 SIGMA NSS						
Legacy Project	110,949	110,949	100.0%	-	110,949	100.0%
	110,949	110,949	100.0%	-	110,949	100.0%
3 Vista High School						
Legacy Project	7,236,543	7,236,543	100.0%	-	7,236,543	100.0%
	7,236,543	7,236,543	100.0%	-	7,236,543	100.0%
4 Technology						
* Infrastructure	15,004,976	14,299,306	95.3%	705,670	14,299,306	95.3%
Computer Common Core	3,903,858	3,903,858	100.0%	-	3,903,858	100.0%
District Network Backbone	568,416	568,416	100.0%	-	568,416	100.0%
IT Data Center	1,400,746	1,400,746	100.0%	-	1,400,746	100.0%

Budget vs. Commitments and Expenditures

Fund 21 and Fund 35

Data as of 06/30/2020

School/Project Name	Budget	Commitments			Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
Teacher Equipment	112,360	112,360	100.0%	-	112,360	100.0%
Tech Communication	1,130,966	1,130,966	100.0%	-	1,130,966	100.0%
Technology Equipment	1,885,661	1,885,661	100.0%	-	1,885,661	100.0%
Technology Wireless	10,993,016	10,993,016	100.0%	-	10,993,016	100.0%
	35,000,000	34,294,330	98.0%	705,670	34,294,330	98.0%
4 Central						
* District Support	54,964,766	52,715,674	95.9%	2,249,093	52,665,501	95.8%
* Program Coordination	47,866,868	46,385,267	96.9%	1,481,601	45,404,062	94.9%
	102,831,634	99,100,940	96.4%	3,730,694	98,069,563	95.4%
Totals	1,652,929,646	1,615,542,556	97.7%	37,387,090	1,590,056,574	96.2%

Note 1: * Site Projects are under planning, construction or in closeout.

Note 2: + Site Projects approved by the Board 2016 Master Plan to commence in the future.

Note 3: 1 School Name - Elementary school site name

Note 4: 2 School Name - Middle school site name

Note 5: 3 School Name - High school site name

Note 6: 4 Central/Program Name

Note 7: BOE approved supplemental funds for Michelle Obama school: Fund 25 of \$1.75M and Fund 01 MRAD of \$0.85M on 6/26/19

Note 8: BOE approved supplemental funds for Richmond HS: Fund 40 of \$1M on 11/06/19

Note 9: Measure 1998E is not covered under Proposition 39 regulations for school bonds, and is not ordinarily reported in the Bond Program expenditure reports. The following report shows Measure 1998E projects by site with state funded DeJean middle school project.

Measure 1998E Project						
DeJean Middle School	36,836,215.33	36,836,215.33	100.0%	-	100.0%	
1998E Project	23,994,285.33	23,994,285.33	100.0%	-	100.0%	
State Fund Project	12,841,930.00	12,841,930.00	100.0%	-	100.0%	
Pinole Valley High School	190,570.61	190,570.61	100.0%	-	100.0%	
Central Program Coordination	16,276,517.57	16,276,517.57	100.0%	-	100.0%	
Total	53,303,303.51	53,303,303.51	100.0%	-	100.0%	

Budget vs. Commitments and Expenditures
2016 MASTER PLAN PROJECT
Fund 21 and Fund 35

Data as of 06/30/2020

School/Project Name	Budget			Commitments			Expenditures	
	Original Budget	Approved Budget Changes	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
1 Cameron								
+ Critical Needs	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
1 Chavez Elementary School								
Critical Needs	600,000	(527,153)	72,847	72,847	100.0%	-	72,847	100.0%
	600,000	(527,153)	72,847	72,847	100.0%	-	72,847	100.0%
1 Collins Elementary School								
+ Critical Needs	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
1 Fairmont Elementary School								
* Critical Needs	3,000,000	-	3,000,000	2,234,385	74.5%	765,615	831,606	27.7%
	3,000,000	-	3,000,000	2,234,385	74.5%	765,615	831,606	27.7%
1 Grant Elementary School								
Critical Needs	900,000	(688,533)	211,467	211,467	100.0%	-	211,467	100.0%
	900,000	(688,533)	211,467	211,467	100.0%	-	211,467	100.0%
1 Harmon Knolls								
Critical Needs	200,000	206,946	406,946	406,946	100.0%	-	406,946	100.0%
Soil Testing	100,000	(58,511)	41,489	41,489	100.0%	-	41,489	100.0%
	300,000	148,435	448,435	448,435	100.0%	-	448,435	100.0%
1 Highland Elementary School								
* Water & Power Upgrade	-	747,125	747,125	-	0.0%	747,125	-	0.0%
Critical Needs	800,000	(747,125)	52,875	52,875	100.0%	-	52,875	100.0%
	800,000	-	800,000	52,875	6.6%	747,125	52,875	6.6%
1 Lake Elementary School								
* Campus Replacement	1,000,000	-	1,000,000	175,650	17.6%	824,350	57,725	5.8%
Portable Demolition	500,000	(352,499)	147,501	147,501	100.0%	-	147,501	100.0%
	1,500,000	(352,499)	1,147,501	323,151	28.2%	824,350	205,226	17.9%
1 Michelle Obama School								
* Campus Replacement	40,300,000	-	40,300,000	39,601,358	98.3%	698,642	30,930,547	76.8%
	40,300,000	-	40,300,000	39,601,358	98.3%	698,642	30,930,547	76.8%
1 Ohlone Elementary School								
Critical Needs	800,000	(176,115)	623,885	623,885	100.0%	-	623,885	100.0%
	800,000	(176,115)	623,885	623,885	100.0%	-	623,885	100.0%
1 Olinda Elementary School								
Critical Needs	1,000,000	(206,753)	793,247	793,247	100.0%	-	793,247	100.0%
	1,000,000	(206,753)	793,247	793,247	100.0%	-	793,247	100.0%
1 Riverside Elementary School								
* Critical Needs	6,900,000	-	6,900,000	299,540	4.3%	6,600,460	130,220	1.9%
	6,900,000	-	6,900,000	299,540	4.3%	6,600,460	130,220	1.9%
1 Shannon Elementary School								
+ Critical Needs	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
1 Stege Elementary School								
* Critical Needs	2,900,000	-	2,900,000	35,900	1.2%	2,864,100	35,900	1.2%
	2,900,000	-	2,900,000	35,900	1.2%	2,864,100	35,900	1.2%
1 Valley View Elementary School								
Critical Needs	1,000,000	91,447	1,091,447	1,091,447	100.0%	-	1,091,447	100.0%
	1,000,000	91,447	1,091,447	1,091,447	100.0%	-	1,091,447	100.0%
2 Crespi Middle School								
* Critical Needs	3,100,000	2,200,000	5,300,000	5,026,655	94.8%	273,345	4,842,832	91.4%
	3,100,000	2,200,000	5,300,000	5,026,655	94.8%	273,345	4,842,832	91.4%

Budget vs. Commitments and Expenditures
2016 MASTER PLAN PROJECT
Fund 21 and Fund 35

Data as of 06/30/2020

School/Project Name	Budget			Commitments			Expenditures	
	Original Budget	Approved Budget Changes	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
3 Hercules High School								
+ Critical Needs	-	-	-	-		-	-	
3 Kennedy High School								
+ Critical Needs	-	-	-	-		-	-	
3 Richmond High School								
* Gym and Seismic Classroom	15,100,000	5,900,000	21,000,000	20,695,863	98.6%	304,137	7,918,762	37.7%
	15,100,000	5,900,000	21,000,000	20,695,863	98.6%	304,137	7,918,762	37.7%
4 Central								
Program Coordination (Ed Specs & School Size)	200,000	-	200,000	148,128	74.1%	51,872	148,128	74.1%
	200,000	-	200,000	148,128	74.1%	51,872	148,128	74.1%
Totals	78,400,000	6,388,828	84,788,828	71,659,182	84.5%	13,129,646	48,337,422	57.0%

Note 1: * Site Projects are under planning, construction or in closeout.

Note 2: + Site Projects approved by the Board 2016 Master Plan to commence in the future.

Note 3: 1 School Name - Elementary school site name

Note 4: 2 School Name - Middle school site name

Note 5: 3 School Name - High school site name

Note 6: 4 Central/Program Name

Note 7: BOE approved supplemental fund for Michelle Obama school: Fund 25 of \$1.75M and Fund 01 MRAD of \$0.85M on 6/26/19

Note 8: BOE approved supplemental fund for Richmond HS: Fund 40 of \$1M on 11/06/19

Note 9: BOE approved supplemental fund for Michelle Obama school: Fund 25 of \$2M on 06/24/20



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Bond Program Spending to Date by Site
Data as of 06/30/2020 Preliminary

Updated 07/03/2020

Site Name	Original Budget *	Board Approved Budget 02/26/20	Expended FY 99-01 thru FY 18-19	Expended FY 19-20 Jul-Jun	Expended Total thru 06/30/20	Committed Balance as of 06/30/20	Budget Balance as of 06/30/20	Notes
BAYVIEW	17,732,392	19,850,802	19,850,802	-	19,850,802	-	-	Footnote 1
CHAVEZ	1,339,784	1,058,234	1,058,234	-	1,058,234	-	-	Footnote 1
COLLINS	993,294	1,638,871	1,638,871	-	1,638,871	-	-	Footnote 4
CORONADO	11,278,047	43,022,627	43,022,627	-	43,022,627	-	-	Footnote 1
DOVER	13,070,243	35,095,267	35,095,267	-	35,095,267	-	-	Footnote 1
DOWNER	28,819,079	33,415,902	33,415,902	-	33,415,902	-	-	Footnote 1
ELLERHORST	11,238,341	13,931,806	13,931,806	-	13,931,806	-	-	Footnote 1
FAIRMONT	10,971,356	6,864,259	4,213,128	482,736	4,695,865	1,402,779	765,615	Footnote 3
FORD	11,839,322	30,817,526	30,817,526	-	30,817,526	-	-	Footnote 1
GRANT	1,409,600	2,155,565	2,155,565	-	2,155,565	-	-	Footnote 1
HANNA RANCH	680,923	783,349	783,349	-	783,349	-	-	Footnote 1
HARDING	15,574,211	22,632,446	22,632,446	-	22,632,446	-	-	Footnote 1
HARMON KNOLLS	-	448,435	448,435	-	448,435	-	-	Footnote 1
HIGHLAND	13,504,714	2,679,839	1,932,714	-	1,932,714	-	747,125	Footnote 3
KENSINGTON	16,397,920	19,343,892	19,343,892	-	19,343,892	-	-	Footnote 1
KING	16,688,732	25,342,166	25,342,166	-	25,342,166	-	-	Footnote 1
LAKE	822,657	2,647,823	1,647,823	57,725	1,705,548	117,925	824,350	Footnote 3
LINCOLN	15,225,821	17,676,561	17,676,561	-	17,676,561	-	-	Footnote 1
LUPINE HILLS	16,111,242	15,395,678	15,395,678	-	15,395,678	-	-	Footnote 1
MADERA	11,088,764	12,233,801	12,233,801	-	12,233,801	-	-	Footnote 1
MICHELLE OBAMA**	13,673,885	44,129,324	9,664,279	25,095,592	34,759,871	8,670,811	698,642	Footnote 3
MIRA VISTA	13,928,364	16,651,130	16,651,130	-	16,651,130	-	-	Footnote 1
MONTALVIN	15,904,716	16,791,028	16,791,028	-	16,791,028	-	-	Footnote 1
MURPHY	13,554,495	15,619,655	15,619,655	-	15,619,655	-	-	Footnote 1
NYSTROM	20,999,690	47,800,813	45,461,314	2,339,500	47,800,813	-	(0)	Footnote 1
OHLONE	14,174,928	34,492,752	34,492,752	-	34,492,752	-	-	Footnote 1
OLINDA	1,170,596	2,080,188	1,582,078	498,111	2,080,188	-	-	Footnote 1
PERES	19,752,789	21,424,293	21,424,293	-	21,424,293	-	-	Footnote 1
RIVERSIDE	13,439,831	21,511,005	14,723,012	18,213	14,741,225	169,320	6,600,460	Footnote 3
SHANNON	1,157,736	1,555,163	1,555,163	-	1,555,163	-	-	Footnote 4
SHELDON	14,968,745	15,102,837	15,102,837	-	15,102,837	-	-	Footnote 1
STEGE	13,000,749	6,345,886	3,481,786	-	3,481,786	-	2,864,100	Footnote 3
STEWART	12,710,427	16,737,037	16,737,037	-	16,737,037	-	-	Footnote 1
TARA HILLS	14,160,935	14,975,067	14,975,067	-	14,975,067	-	-	Footnote 1
VALLEY VIEW	11,117,405	10,222,362	10,222,362	-	10,222,362	-	-	Footnote 1
VERDE	15,709,690	16,065,870	16,065,870	-	16,065,870	-	-	Footnote 1
WASHINGTON	14,051,720	15,322,847	15,322,847	-	15,322,847	-	-	Footnote 1
Elementary Total	438,263,142	623,862,105	572,509,101	28,491,877	601,000,978	10,360,835	12,500,292	



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Bond Program Spending to Date by Site
Data as of 06/30/2020 Preliminary

Updated 07/03/2020

Site Name	Original Budget *	Board Approved Budget 02/26/20	Expended FY 99-01 thru FY 18-19	Expended FY 19-20 Jul-Jun	Expended Total thru 06/30/20	Committed Balance as of 06/30/20	Budget Balance as of 06/30/20	Notes
CRESPI MS	1,205,711	6,545,896	2,553,745	3,534,982	6,088,727	183,823	273,345	Footnote 3
DEJEAN MS	64,929	381,209	381,209	-	381,209	-	-	Footnote 1
HELMS MS	61,287,986	83,432,888	83,432,888	-	83,432,888	-	-	Footnote 1
HERCULES MS	602,982	699,000	699,000	-	699,000	-	-	Footnote 1
KOREMATSU MS	37,937,901	73,382,179	72,655,201	1,710	72,656,911	265,510	459,758	Footnote 2
PINOLE MS	38,828,979	56,689,430	56,689,430	-	56,689,430	-	-	Footnote 1
Middle Sch Total	139,928,488	221,130,602	216,411,473	3,536,692	219,948,165	449,333	733,104	
DE ANZA HS	105,389,888	132,236,248	132,236,248	-	132,236,248	-	-	Footnote 1
EL CERRITO HS	93,605,815	146,850,105	146,850,105	-	146,850,105	-	-	Footnote 1
GREENWOOD	35,315,772	79,583,607	79,583,607	-	79,583,607	-	-	Footnote 1
HERCULES HS	12,603,343	3,295,019	3,295,019	-	3,295,019	-	-	Footnote 4
KENNEDY HS	89,903,130	33,854,981	33,854,981	-	33,854,981	-	-	Footnote 4
PINOLE VALLEY HS	124,040,286	216,549,580	185,963,019	10,306,032	196,269,051	867,334	19,413,194	Footnote 2
RICHMOND HS	94,720,910	42,622,087	22,854,818	6,686,031	29,540,849	12,777,102	304,137	Footnote 3
VISTA HS	3,566,208	7,236,543	7,236,543	-	7,236,543	-	0	Footnote 1
High Sch Total	559,145,352	662,228,170	611,874,340	16,992,064	628,866,403	13,644,436	19,717,331	
ADAMS MS	703,660	691,211	691,211	-	691,211	-	-	Footnote 1
CAMERON	284,012	122,195	122,195	-	122,195	-	-	Footnote 4
CASTRO	11,901,504	620,944	620,944	-	620,944	-	-	Footnote 1
DELTA NSS	152,564	152,226	152,226	-	152,226	-	-	Footnote 1
EL SOBRANTE	187,343	536,231	536,231	-	536,231	-	-	Footnote 1
HARBOUR WAY	121,639	121,944	121,944	-	121,944	-	-	Footnote 1
KAPPA NSS	109,809	109,831	109,831	-	109,831	-	-	Footnote 1
NORTH CAMPUS	169,849	205,450	205,450	-	205,450	-	-	Footnote 1
OMEGA NSS	117,742	118,313	118,313	-	118,313	-	-	Footnote 1
SEAVIEW	178,534	499,116	499,116	-	499,116	-	-	Footnote 1
SIGMA NSS	110,728	110,949	110,949	-	110,949	-	-	Footnote 1
TLC	118,020	116,673	116,673	-	116,673	-	-	Footnote 1
WEST HERCULES	-	56,847	56,847	-	56,847	-	-	Footnote 1
Closed/Program Total	14,155,404	3,461,930	3,461,930	-	3,461,930	-	-	
CENTRAL	67,713,312	102,831,634	94,934,549	3,135,014	98,069,563	1,031,377	3,730,694	Budget thru 20-21
RCP CHARTER	8,148,550	4,415,204	4,415,204	-	4,415,204	-	-	Footnote 1
TECHNOLOGY	35,000,000	35,000,000	34,294,330	-	34,294,330	-	705,670	Footnote 2
Admin/Other Total	110,861,862	142,246,838	133,644,083	3,135,014	136,779,097	1,031,377	4,436,364	
GRAND TOTAL	1,262,354,248	1,652,929,646	1,537,900,927	52,155,647	1,590,056,574	25,485,982	37,387,090	

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

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

Footnote 1: Site projects are completed.

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

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

Footnote 4: Site projects are part of the 2016 Facilities Master Plan Projects to commence in future.

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

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

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



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Bond Program Financial Status
As of June 30, 2020 Preliminary

Cash Projection to June-2021

		<u>Notes</u>
<u>Adjusted Cash Balance</u>	162,950,339	1
<u>Projected Revenues</u>		
Bond Sales 2010 Measure D	\$ -	2
Bond Sales 2012 Measure E	\$ -	2
Less: Cost of Issuance	\$ -	2
Interest Earning & Other Revenue	\$ 3,519,000	2
	<u>\$ 3,519,000</u>	
<u>Projected Available Funds</u>	\$ 166,469,339	
<u>Budget Balance</u>		
Board Approved Budget	\$ 1,652,929,646	3
Less Expenses to Date	<u>\$ (1,590,056,574)</u>	3
<u>Current budget balance</u>	\$ 62,873,072	
Projected Cash Balance June 2021	\$ 103,596,266	

State Facility Grants Pending State Approval

Estimated during current planning period:	\$ 23,400,090	4
Estimated after current planning period:	\$ 7,615,578	4

Items Pending Board Approval

Future Facilities Master Plan Projects	\$ 103,400,000	5
Future Bond Sale 2020 Measure R	\$ 575,000,000	
2022-2023 Estimated Central Cost	\$ 5,927,011	6
2022-2023 Estimated Other Revenue	\$ 2,530,000	2



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT Bond Program Financial Status As of June 30, 2020 Preliminary

Note 1 Adjusted Cash Balance

Description	Amount	Comments
Cash & Equivalents Building Fund 21	\$ 163,211,502	A
Cash & Equivalents County School Facilities Fund 35	\$ -	B
Cash with Fiscal Agent (contract retentions)	\$ 5,835,299	C 3rd-Party held Retention
Accounts Receivable	\$ -	
Accounts Payable	\$ -	D
Contract Retention	\$ (6,096,462)	C District held Retention
Adjusted Cash Balance	\$ 162,950,339	

Comments

A. The cash balance is reflective of financial data from MUNIS.

B. California School Facilities Grants are deposited into the County School Facilities Fund 35 and subsequently transferred to the Building Fund 21.

C. This liability is deducted from the contractor's process payment and retained; it is deposited in a Third party escrow account or accumulated and held by the district. The amounts are reflective of financial data from MUNIS.

D. Accounts payable is reflective of financial data from MUNIS.



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Bond Program Financial Status
As of June 30, 2020 Preliminary

Note 2 Projected Revenues

Fiscal Year	Bond Sales 2010 Measure D	Bond Sales 2012 Measure E	Less: Cost of Bond Issuance	Interest Earnings & Other Revenue	Total
FY2020				\$ 149,000	\$ 149,000
FY2021				\$ 3,370,000	\$ 3,370,000
Sub-Totals	\$ -	\$ -	\$ -	\$ 3,519,000	\$ 3,519,000
FY2022				\$ 1,530,000	\$ 1,530,000
FY2023				\$ 1,000,000	\$ 1,000,000
Sub-Total	\$ -	\$ -	\$ -	\$ 2,530,000	\$ 2,530,000
Grand Total	\$ -	\$ -	\$ -	\$ 6,049,000	\$ 6,049,000

Note 3 Budget Balance

Description	Note
Board Approved Budget	This represents the current board approved budget amount and should agree with Report#2, Bond Program Spending by Site.
Expenses to Date	This is total expended amount from FY 1999-01 thru Current Fiscal Year Period and should agree with Report#2, Bond Program Spending by Site.



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT Bond Program Financial Status As of June 30, 2020 Preliminary

Note 4 State Facility Grants

Upon release of funds by the California State Allocation Board the State Controller prepares the checks which are then mailed to the County Treasurer for deposit into the District's bank account Fund 35 (County School Facilities Fund) and subsequently are transferred to Fund 21, Building Fund.

School	Funding	OPSC * Status	SAB** Approval ¹	SAB** Funded	Amount
Pinole Valley HS	Modernization	Unfunded Approval 8/28/19	May 27, 2020	Est: Jul-20	\$ 23,400,090
Helms MS	Modernization	On Workload List	Est: 01/23-06/23	Est: Jul-23	\$ 4,133,414
Crespi MS	Modernization	On Workload List	Est: 07/23-12/23	Est: Feb-24	\$ 3,482,164
				Total	\$ 31,015,668

*Office of Public School Construction - OPSC

**State Allocation Board - SAB

¹ Last updated 05/27/20



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Bond Program Financial Status

As of June 30, 2020 Preliminary

The Board of Education received the Implementation Plan with the draft Master Plan on June 15, 2016 and approved them unanimously. The Board approved Implementation Plan - Model one, which includes the following projects with the project cost, including inflation:

School	Project Type	FMP 2016	Current Budget
Ed Specs & School Size		\$ 200,000	\$ 200,000
Chavez Elementary School	Critical Needs	\$ 600,000	\$ 72,847
Crespi Middle School	Critical Needs	\$ 3,100,000	\$ 5,300,000
Fairmont Elementary School	Critical Needs	\$ 3,000,000	\$ 3,000,000
Grant Elementary School	Critical Needs	\$ 900,000	\$ 211,467
Harmon Knolls	Critical Needs	\$ 200,000	\$ 406,946
Harmon Knolls	Soils Testing	\$ 100,000	\$ 41,489
Highland Elementary School	Critical Needs	\$ 800,000	\$ 800,000
Lake Elementary School	Critical Needs	\$ -	\$ 147,501
Lake Elementary School	RS Replacement	\$ -	\$ 1,000,000
M Obama Elementary School*	RS Replacement	\$ 40,300,000	\$ 40,300,000
Ohlone Elementary School	Critical Needs	\$ 800,000	\$ 623,885
Olinda Elementary School	Critical Needs	\$ 1,000,000	\$ 793,247
Richmond High School**	Critical Needs	\$ 15,100,000	\$ 21,000,000
Riverside Elementary School	Critical Needs	\$ 6,900,000	\$ 6,900,000
Stege Elementary School	Critical Needs	\$ 2,900,000	\$ 2,900,000
Valley View Elementary School	Critical Needs	\$ 1,000,000	\$ 1,091,447
Sub Total		\$ 76,900,000	\$ 84,788,828

Note 5: Future Facilities Master Plan Projects

School	Project Type	FMP 2016	Current Budget
Cameron School	Critical Needs	\$ 1,300,000	\$ 1,300,000
Collin Elementary School	Critical Needs	\$ 3,500,000	\$ 3,500,000
Hercules Middle School	Critical Needs	\$ 7,500,000	\$ 7,500,000
Hercules High School	Critical Needs	\$ 7,200,000	\$ 7,200,000
Kennedy High School	Critical Needs	\$ 12,200,000	\$ 12,200,000
Lake Elementary School-Campus Replace	RS Replacement	\$ 66,100,000	\$ 64,600,000
Shannon Elementary School	Critical Needs	\$ 7,100,000	\$ 7,100,000
Sub Total		\$ 104,900,000	\$ 103,400,000
TOTAL IMPLEMENTATION PLAN MODEL 1		\$ 181,800,000	\$ 188,188,828



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Bond Program Financial Status

As of June 30, 2020 Preliminary

* BOE approved supplemental funds for Obama ES: Fund 25 of \$1.75M and Fund 01 MRAD of \$0.85M on 06/26/19

* BOE approved supplemental funds for Obama ES: Fund 25 of \$2M on 06/24/20

** BOE approved supplemental funds for Richmond HS: Fund 40 of \$1M on 11/06/19

Definition of ROM¹

Five percent inflation has been applied from mid-2016 to the scheduled midpoint of construction, compounded yearly, to account for inflation. These "Rough Order of Magnitude" (R.O.M.) cost estimates, which are based on general cost per square foot, do not include market-based contract escalation (if any) above 5% annual inflation.

Additionally, the cost of temporary housing has been included where it was known to be required at the time of the Master Plan (e.g., at Lake Elementary). It has not been included where it was not anticipated prior to the release of the Master Plan (e.g., at M Obama Elementary).

Note that further Architectural and Engineering studies are required, including scoping and budgeting, for all Critical Needs.

*In June 2016 the Board approved \$181,800,000 FMP since then the following budget revisions have been approved by the Board:

- Harmon Knolls \$250,000 and Valley View \$150,000 on 08/09/17; Grant <\$688,533>, Harmon Knolls <\$101,565>, Lake <\$352,499>, Ohlone <\$176,115>, & Valley View <\$58,553> on 07/25/18; Richmond \$3,900,000 on 11/14/18; Crespi \$2,200,000 on 03/20/19; Chavez <\$572,153> on 06/26/19; Richmond \$2,000,000 on 11/06/19; Olinda <\$206,753.35> on 02/26/20

Note 6 Unbudgeted Central Services Projected Expenses FY2021-22 & 2022-23

Description	FY 2021-22	FY 2022-23	Total
Salaries & Benefits	\$ 1,530,600	\$ 1,591,344	\$ 3,121,944
Services & Other Cost	\$ 1,532,177	\$ 1,272,890	\$ 2,805,067
Total Projection	\$ 3,062,777	\$ 2,864,234	\$ 5,927,011



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Financial Impact of Report 13 Analysis
From May 2020 to June 2020 Preliminary

Updated 07/03/2020

Items	Beginning Balance	Ending Balance	Variance	Notes
Adjusted Cash Balance	37,279,407	162,950,339	125,670,932	<\$4,329,067.93> expended in June.2020 \$130,000,000.00 Bond Proceeds
Projected Revenue				
Bond Sales 2010 Measure D	65,000,000	-	(65,000,000)	Bond Sold
Bond Sales 2010 Measure E	65,000,000	-	(65,000,000)	Bond Sold
Less: Cost of Issuance	(510,000)	-	510,000	Bond Sold
Other Revenues estimated to 2021	3,519,000	3,519,000	-	
Projected Revenue Total	133,009,000	3,519,000	(129,490,000)	
Projected Available Funds	170,288,407	166,469,339	(3,819,068)	<\$4,329,067.93> expended in June.2020 \$510,000 COI removed
Budget Balance				
Board Approved Budget	1,652,929,646	1,652,929,646	-	
Less Expenses to Date	(1,585,727,506)	(1,590,056,574)	(4,329,068)	
Budget Balance Total	67,202,140	62,873,072	(4,329,068)	<\$4,329,067.93> expended in June 2020
Projected Cash Balance June 2021	103,086,266	103,596,266	510,000	\$510,000 COI removed
State Facility Grants				
Estimated during current planning period	23,400,090	23,400,090	-	
Estimated after current planning period	7,615,578	7,615,578	-	
Future Facilities Master Plan Projects	103,400,000	103,400,000	-	
Future Bond Sale 2020 Measure R	575,000,000	575,000,000	-	
2022-2023 Estimated Central Cost	5,927,011	5,927,011	-	
2022-2023 Estimated Other Revenue	2,530,000	2,530,000	-	



A/P Check List

June, 2020 Preliminary

Fund 21

Updated 07/03/2020

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Invoice Description
Site 000 - UNDISTRIBUTED						387,681.83	
C OVERAA & CO	194854	06/02/20	21-9745-9135-000	20-STOPNOTICETRUST	06/02/20	4,698.10	Contract 1000002635 retainage 01/27/2020 to
C OVERAA & CO	194855	06/02/20	21-9745-9135-000	1000002635-21TRUST	06/02/20	162,496.24	Contract 1000002635 retainage 01/27/2020 to
C OVERAA & CO	195373	06/23/20	21-9745-9135-000	1000002635-22TRUST	06/18/20	112,725.37	Contract 1000002635 retainage 06/16/2020 to
LATHROP CONSTRUCTION ASSOCIATE	194915	06/02/20	21-9745-9135-000	100000302317-17BTRUS	06/02/20	43,322.50	Contract 1000003023 retainage 01/27/2020 to
LATHROP CONSTRUCTION ASSOCIATE	195649	06/30/20	21-9745-9135-000	1000003023-00018TRUS	06/02/20	64,439.62	Contract 1000003023 retainage 01/01/2020 to
Site 134 - LAKE						8,075.00	
PERKINS EASTMAN ARCHITECTS, D.	195448	06/23/20	21-9745-6201-134	85400.00.0-1	06/05/20	8,075.00	LAKE ES CAMPUS REPLACEMENT BRI
Site 165 - MICHELLE OBAMA*						2,258,747.17	
3QC	195353	06/23/20	21-9745-5890-165	61310	06/18/20	3,200.00	WILSON ES - CAMPUS REPLACEMENT
3QC	195353	06/23/20	21-9745-5890-165	61410	06/18/20	2,800.00	WILSON ES - CAMPUS REPLACEMENT
3QC	195353	06/23/20	21-9745-5890-165	61724	06/18/20	7,300.00	WILSON ES - CAMPUS REPLACEMENT
AQUATECH CONSULTANCY, LLC	195363	06/23/20	21-9745-5860-165	48320	06/13/20	2,722.50	WILSON ES WATERPROOFING CONSTR
C OVERAA & CO	195191	06/16/20	21-9745-6201-165	1000002635-22B	06/11/20	29,533.00	WILSON ES - DESIGN & CONSTRUCT
C OVERAA & CO	195191	06/16/20	21-9745-6201-165	16STOPNOTICE	05/29/20	18,287.37	WILSON ES - DESIGN & CONSTRUCT
C OVERAA & CO	195191	06/16/20	21-9745-6211-165	1000002635-22	06/11/20	2,141,781.93	WILSON ES - DESIGN & CONSTRUCT
C OVERAA & CO	195191	06/16/20	21-9745-6211-165	ADJ-RETENTION	05/21/20	4,698.10	WILSON ES - DESIGN & CONSTRUCT
C OVERAA & CO	195373	06/23/20	21-9745-6211-165	ADJ-RETENTION 2	06/16/20	(4,698.10)	WILSON ES - DESIGN & CONSTRUCT
INSPECTION SERVICES INC	195246	06/16/20	21-9745-5890-165	256158	06/05/20	20,897.37	WILSON ES DSA SPECIAL TESTING
SECURITY BY DESIGN INC	195307	06/16/20	21-9745-5860-165	202005012	05/27/20	3,825.00	MICHELLE OBAMA CONSTRUCTION MG
STRUCTURE GROUPS	195325	06/16/20	21-9745-6214-165	190933-10	05/31/20	28,400.00	WILSON ES PROJECT INSPECTOR SE
Site 206 - CRESPI JR HIGH						900.00	
INSPECTION SERVICES INC	195056	06/09/20	21-9745-5890-206	255886	04/09/20	900.00	CRESPI MS GYM SEISMIC RETROFIT
Site 362 - PINOLE VALLEY HIGH						25,386.58	
DIVISION OF STATE ARCHITECT	194880	06/02/20	21-9745-6205-362	01-119042	05/27/20	800.00	PVHS DSA #01-119042 FILE #7-39
ECONOMY RESTAURANT FIXTURES	195403	06/23/20	21-9745-4300-362	306002/2	06/17/20	2,072.47	PVHS - OVEN RACK ORDER
LUK AND ASSOCIATES	195265	06/16/20	21-9745-6190-362	18405	03/04/20	3,800.00	PVHS FIELDS TOPOGRAPHIC SURVEY
STRUCTURE GROUPS	195131	06/09/20	21-9745-6214-362	16-0298-41	05/31/20	1,440.00	PVHS - DSA INSPECTION
WLC ARCHITECTS INC	194967	06/02/20	21-9745-6201-362	0101970105	05/21/20	17,274.11	PINOLE VALLEY DESIGN CONTRACT
Site 364 - RICHMOND HIGH						1,306,989.89	
3QC	195353	06/23/20	21-9745-5890-364	61423	06/18/20	868.80	RHS GYM & VOLUNTARY SEISMIC RE
3QC	195353	06/23/20	21-9745-5890-364	61762	06/18/20	1,000.00	RHS GYM & VOLUNTARY SEISMIC RE
ALAN KROPP AND ASSOCIATES INC	195172	06/16/20	21-9745-6190-364	27003	05/19/20	7,605.00	RICHMOND HS GEOTECHNICAL INVES
ALAN KROPP AND ASSOCIATES INC	195358	06/23/20	21-9745-6190-364	27024	06/12/20	3,860.00	RICHMOND HS GEOTECHNICAL INVES
AQUATECH CONSULTANCY, LLC	194842	06/02/20	21-9745-5860-364	48152	05/14/20	1,740.00	RICHMOND HS WATERPROOFING CONS
AQUATECH CONSULTANCY, LLC	195363	06/23/20	21-9745-5860-364	48319	06/13/20	2,100.00	RICHMOND HS WATERPROOFING CONS
INSPECTION SERVICES INC	194903	06/02/20	21-9745-5890-364	255955	06/01/20	12,259.61	RHS SPECIAL INSPECTION AND MAT
INSPECTION SERVICES INC	194903	06/02/20	21-9745-5890-364	256047	06/01/20	7,323.90	RHS SPECIAL INSPECTION AND MAT
INSPECTION SERVICES INC	194903	06/02/20	21-9745-5890-364	256098	06/01/20	4,742.00	RHS SPECIAL INSPECTION AND MAT
INSPECTION SERVICES INC	195246	06/16/20	21-9745-5890-364	256173	06/05/20	4,901.00	RHS SPECIAL INSPECTION AND MAT
LATHROP CONSTRUCTION ASSOCIATE	195426	06/23/20	21-9745-6201-364	1000003023-00018A	06/02/20	36,236.90	RICHMOND HS - DESIGN-BUILD FOR
LATHROP CONSTRUCTION ASSOCIATE	195426	06/23/20	21-9745-6211-364	1000003023-00018	06/02/20	1,224,352.68	RICHMOND HS - DESIGN-BUILD FOR
Site 615 - OPERATIONAL SUPPT SRVS CE						64,959.54	
AA OFFICE EQUIPMENT CO INC	194969	06/09/20	21-9745-5640-615	AR74644	05/31/20	60.44	FOC COPIERS- SERVICE MAINT. AG
BPXPRESS REPROGRAPHICS	194996	06/09/20	21-9748-6207-615	RI00243673	05/08/20	946.58	FOC - DOCUMENT REPRODUCTION SE
EDUARDO DONOSO	195216	06/16/20	21-9745-5210-615	03/02/20-05/27/20	05/29/20	56.35	03/02/20 - 05/27/20 MILEAGE REIMBURSEMENT
EMPLOYERS ADVOCATE INC	195405	06/23/20	21-9748-5890-615	11252	06/15/20	140.00	PROGRAM-WIDE PROJECT LABOR AGR
INTEGRATED EDUCATIONAL PROGRAM	195419	06/23/20	21-9748-5860-615	1000002979-10	06/11/20	35,550.00	STAFF AUGMENTATION - VARIOUS P
LISA NAGAI	195080	06/09/20	21-9745-6217-615	43	06/01/20	6,825.00	CONSTRUCTION MANAGEMENT-PROJEC
MELISSA TRUITT	195148	06/09/20	21-9745-6203-615	0045	05/31/20	13,400.00	PROGRAM MANAGEMENT- PLANNING/C
ORBACH HUFF AND SUAREZ LLP	195446	06/23/20	21-9745-5895-615	90556	06/16/20	5,014.27	CONTINUING AGREEMENT
ORBACH HUFF AND SUAREZ LLP	195446	06/23/20	21-9745-5895-615	90557	06/10/20	2,329.70	CONTINUING AGREEMENT
WEST COUNTY TIMES	195626	06/30/20	21-9748-5890-615	0001254936	05/31/20	637.20	FOC - BID ADVERTISEMENTS
Grand Total						4,052,740.01	



A/P Check List

June, 2020 Preliminary Fund 21

Updated 07/03/2020

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Invoice Description
AP CHECKS TOTAL						4,052,740.01	
Non expense account - RETENTION TO VENDOR'S ESCROW ACCOUNT						(387,681.83)	
unpaid RETENTION WITHHOLD AMOUNT						177,164.99	
Jun.2020 PAYROLL						125,592.98	
Refund Check from Vendor						(17,476.25)	
OTHER EXPENSES						419,850.00	
MANUAL JOURNAL ENTRY						(41,121.97)	
TOTAL Jun.2020 EXPENSE AMOUNT						4,329,067.93	

Object 9570 - Retention withhold amount:

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Invoice Description
C OVERAA & CO	195191	06/16/20	21-9745-6211-165	1000002635-22	06/11/20	112,725.37	WILSON ES - DESIGN & CONSTRUCT
LATHROP CONSTRUCTION ASSOCIATE	195426	06/23/20	21-9745-6211-364	1000003023-00018	06/02/20	64,439.62	RICHMOND HS - DESIGN-BUILD FOR
Grand Total						177,164.99	

Payroll

Project#	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Notes
66901396-01		06/30/20				63,955.16	Facility Program Staff
66901396-01		06/30/20				18,106.22	Facility Program Staff Vacation Pay
67001396-01		06/30/20				22,964.64	Assoc Supt Operation Staff
67001396-01		06/30/20				20,566.96	Assoc Supt Operation Staff Vacation Pay
Grand Total						125,592.98	

Refund Checks

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Notes
ORBACH HUFF SUAREZ CK#43133		06/25/20	21-9745-6190-362			(17,476.25)	Kleinfelder Contract Legal Issue for PVHS Campus Replacement Project
Grand Total						(17,476.25)	

Other Expenses

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Notes
		06/17/20	21-9745-5890-615			209,925.00	Bond Sale Cost of Issuance Msr 2010D Sr F
		06/17/20	21-9748-5890-615			209,925.00	Bond Sale Cost of Issuance Msr 2012E Sr E
Grand Total						419,850.00	

Manual Journal

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Notes
May 2020 Facility Staff Salary							
Regular Payroll \$65,293.94 - Adjustment \$22,946.00 = Revised \$42,347.94						(22,946.00)	May Payroll adjustment thru Time Study
Vacation Pay \$20,363.55 - Correction \$4,678.51 = Bond FTE Vacation \$15,685.04						(4,678.51)	Vacation Correction to Non-bond FTE
May 2020 Assoc Supt Operat Staff Salary							
Regular Payroll \$25,889.93 - Adjustment \$13,497.46 = Revised \$12,497.46						(13,497.46)	May Payroll adjustment thru Time Study
Grand Total						(41,121.97)	

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

West Contra Costa Unified School District

Bond Policies & Procedures
“Program Management Plan” Update
July 13, 2020

presented to Citizens' Bond Oversight Committee

Background

- The Moss Adams Program Effectiveness Audit recommends that: “the District consolidate all policies, procedures, and resolutions into one document to ensure effective controls and communication of the policies and procedures.”
- On May 8th, 2019, the Board of Education approved a contract with Swinerton Management & Consulting (“SMC”) to assist the District to develop and publish a Bond Program Management Plan (“PMP”)
- The Program Management Plan is anticipated to be completed Summer 2020
- Regular updates and draft sections are available at <https://www.wccusd.net/Page/13520>

presented to Citizens' Bond Oversight Committee

Program Management Plan: Anticipated Schedule to Release Working Drafts

- ✓ **Program and Operations** – December 2019
- ✓ **Administrative** – January 2020
- **Project Management** – June 2020
- ✓ **Fiscal** – February 2020
- **Program Management Plan** – Summer 2020
- **Present to Board** – Summer 2020

Section	# of Public Comments
Program & Operations	32
Administrative	44
Project Management	10
Fiscal	25
Totals	111

presented to Citizens' Bond Oversight Committee

Program Management Plan: Reviewing & Incorporating Public Comments

Summary of Public Comments
for Program Management Plan drafts

Comment #	Section	Article	Change/Question Location	Feedback
66	Admin	III.B.4.a Request for Qualifications	"District staff will evaluate SOQs using a set of uniform criteria to determine the firms that are well qualified to perform the services on future projects at school sites throughout the District. District staff may select any firms that meet their needs; fees are not the sole factor. All qualified firms or individuals shall be accorded equal opportunity for consultant contracts regardless of race, color, gender, national or ethnic origin, age, or disability." (Paragraph 3)	Reword, as this might be interpreted that staff can choose any firm they want without regard to uniform criteria. I think the intent is to say that there are uniform criteria applied of which fees are one but not the sole criteria. Furthermore, if the non-discrimination clause is included here, ensure its applied consistently throughout the text (or leave it out) so as not to imply it applies to professional service providers only.
67	Admin	III.B.4.c Request for Qualifications and Proposals (RFQ/P)	Entire Section	Is there a dollar threshold over which the two-step process would always apply?
68	Admin	III.B.5.a . Public Contract Code §10298 et. Seq – CMAS	Entire Section	This section seems to be duplicative with the "Goods and Materials" section on page 13, so you may want to consolidate. The final paragraph describes the criteria for using CMAS; it would be good to have a description of the criteria for any non-bid goods and materials, as well procedure to document the rationale.
69	Admin	III.C.3 [Board Authorization] Professional and Special Services	Add-Service Amendments for Board Ratification are submitted every 60 days pursuant to Board Policy and Administrative Regulation 3300	BP 3300 has no authority to support this statement. AR3300 requires monthly reporting to the board, not 60 days.
70	Admin	III.D.1 Centralized Filing System	"The Facilities Procurement Group provides overall responsibility to the District to maintain the project archive files"	Who is this, specifically? What positions/job titles make up this group?

presented to Citizens' Bond Oversight Committee

Next Steps

- Release written staff response to all public comments
- Publish **Project Management Plan** final draft online and present to Board anticipated Summer 2020
 - CBOC will be notified when the compiled PMP final draft is available
- Continue to provide monthly updates to the Facilities Committee and Citizens' Bond Oversight Committee
 - Historical presentations are available online <https://www.wccusd.net/Page/13520>

presented to Citizens' Bond Oversight Committee

Summary of Public Comments
for Program Management Plan drafts

Comment #	Section	Article	Change/Question Location	Feedback
1	P&O	Introduction: Paragraph 1	"This Bond Program Management Plan has been developed by Swinerton Management and Consulting, in conjunction with the West Contra Costa Unified School District, for use in administering the District's Bond Program."	Suggest instead "This Bond Program Management Plan has been developed by the West Contra Costa Unified School District for use in administering the District's Bond Program, with the support of Swinerton Management and Consulting."
2	P&O	Introduction: Paragraph 5	"When new regulations or better practices emerge, the Director of Contract Administration will review any updates to the Plan with the Facilities Committee, which will determine whether/which revisions need to go to the Board for full approval."	I don't think the Facilities Committee has this authority. BB9130 says the Facilities Committee will act in an advisory capacity unless otherwise authorized by the Board.
3	P&O	I.A.1 Bond Management Team Vision/Purpose Statement	"Bond Management Team" (in Section Title)	Not clear exactly who this is.
4	P&O	I.A.1 Bond Management Team Vision/Purpose Statement	"When finalized, it [Purpose Statement] will be added to this document"	When will it be available for review?
5	P&O	I.A.2.a Long-Range Facilities Master Plan Annual Review and Update	"The Facilities Planning and Construction Department reviews the FMP annually, presenting updates on each Master Plan project to the Board, as well as the overall schedule and budget."	More detail on what would drive an update as opposed to annual review. Address more specifically the FAI and FMP recommendation for periodic updates over time.

Summary of Public Comments
for Program Management Plan drafts

Comment #	Section	Article	Change/Question Location	Feedback
6	P&O	I.B.1.a Board of Education	"Members of the Board"	Individual Board members have no independent authority. Only the Board acting as a whole has authority.
7	P&O	I.B.1.c Implementation Task Force	Forensic Accounting (FAI)	INSERT Investigation
8	P&O	I.B.1.c Implementation Task Force	The express responsibility of the ITF is to reduce the District's risk and improve the overall operational and administrative efficiencies	The ITF is going away. This is the express responsibility of the Superintendent.
9	P&O	I.B.1.c Implementation Task Force	2nd bullet point: "Associate Superintendent, Business Services"	Various documents use different titles for this position. We need to agree on the title and use it in all documents.
10	P&O	I.B.1.c Implementation Task Force	3rd bullet point: "Associate Superintendent, Operations"	Various documents use different titles for this position. We need to agree on the title and use it in all documents.
11	P&O	I.B.1.c Business Services	5 th bullet point: "Internal Audits"	This is wrong. That position reports to the Superintendent.
12	P&O	I.B.1.c Business Services	7th bullet point	ADD 7th bullet point: Food Service
13	P&O	I.B.1.e Operations	"The Bond Controls Team, comprised of the Contracts Approver, the Fiscal Approver, and the Engineering Approver..."	Who are these people? Are these official positions with approved job descriptions and pay grades?
14	P&O	I.B.1.e Operations (and throughout)	"The Bond Controls Team, comprised of the Contracts Approver, the Fiscal Approver, and the Engineering Approver..."	(and throughout) should the references be to job titles or to the individuals filling those roles?

Summary of Public Comments
for Program Management Plan drafts

Comment #	Section	Article	Change/Question Location	Feedback
15	P&O	I.B.1.e Operations (and throughout)	Bond Controls Team... BCT	If acronyms are used, the document should use them consistently and an acronym glossary attached. (For example, Bond Control Team used on page 4 and Bond Control Team (BCT) used on page 5).
16	P&O	I.B.1.f School Sites	Entire Section	Board Member Panas requested at the Facilities Committee Meeting on 1/8/20, that the language clearly describe that staff input will be within the Board approved scope and budget.
17	P&O	I.B.2 District and Professional Services Annual Staffing Plan	"The Plan aligns staffing resources with the needs of the bond program and management to projects authorized for the upcoming fiscal year"	Staff should be allocated based on the hours they work. How does this align with the Moss-Adams audit exception on time keeping?
18	P&O	I.C Transparency and Communication	Section Title	Consider revising this heading, as it doesn't fully capture what is covered in this section.

Summary of Public Comments
for Program Management Plan drafts

Comment #	Section	Article	Change/Question Location	Feedback
19	P&O	I.C.3.a [Board of Education] Membership	"Term of four (4) years"	2 members currently are serving 2-year terms and after the election in November 2020 there will still be 2 members serving 2-year term [sic].
20	P&O	I.C.3.a [Board of Education] Membership	https://www.wccusd.net/domain/3196	The website reflects this same erroneous information (i.e 2 members currently are serving 2-year terms and after the election in November 2020 there will still be 2 members serving 2-year term [sic].)
21	P&O	I.C.3.c BOE Precis	"Board authorization for various types of transactions is described in further detail in Section III.C. Board Authorization."	Please ADD the recent changes to fiscal impact in the updated BB9322.
22	P&O	I.C.4.a [Facilities Committee] Membership	"The FC can approve Facilities matters with the delegated authority of the Board, or it can refuse to do so"	The FC can only approve things if the Board specifically delegates that authority to the FC. Right now [sic] there is no delegated authority.
23	P&O	I.C.5.a.i CBOC Outreach	Entire Section	I recall the FAI recommendation response was to advertise vacancies on the District website supplemented by personal networking. I think open advertisement should be emphasized as the primary means so as to be clear that membership is open to all, and not just those with "connections".
24	P&O	I.C.5.c CBOC Reporting	Entire Section	Not sure this section is necessary since it is already covered in Section 6.

Summary of Public Comments
for Program Management Plan drafts

Comment #	Section	Article	Change/Question Location	Feedback
25	P&O	I.C.5.d Annual CBOC Report	The CBOC shall provide to the District and to the public an annual report of its oversight..."	add "... and to the public" after to the District.
26	P&O	I.C.7 Compliance Audits	Entirety of Paragraph 1 and subsequent 6 bullet points	This section should have its own heading as the Internal Audit Department is not usually associate [sic] with our compliance audits.
27	P&O	I.C.7.a Compliance Audits	Entire Section	In this section we should include the role of Moss-Adams on the Forensic Accounting Investigation review.
28	P&O	I.C.7.b Implementation Task Force	"As described in further detail in Section I.B.1.c Implementation Task Force, a member of the Internal Audit Department"	CROSSOUT a member of the Internal Audit Department; REPLACE with Director of Internal Audit.
29	P&O Appendix	Appendix Item 1 Bond Team Organizational Chart	Entire Org Chart	This org chart should have names and formal job titles; it should also conform to the District org chart.
30	P&O Appendix	Appendix Items 3-8	Consolidated Budget Status Report, Program-Wide; Consolidated Budget Status Report, 2016 Facilities Master Plan-Specific; Bond Program Spending to Date by Site 11; Bond Program Financial Status, Report 13; Impact of Report 13 Variance; A/P Check List	Replace the reports with the January 2020 reports

Summary of Public Comments
for Program Management Plan drafts

Comment #	Section	Article	Change/Question Location	Feedback
31	P&O Appendix	Appendix Item 4 Consolidated Budget Status Report, 2016 Facilities Master Plan-Specific	Page 10 of 21: "Measure 1998E Project, DeJean, PVHS, Central Program"	We should use the 1998E DeJean, PVHS, and Central Program numbers here.
32	P&O Appendix	Appendix Item 4 Consolidated Budget Status Report, 2016 Facilities Master Plan-Specific	Page 11 of 21: "Entire chart/page"	We should use the 1998E DeJean, PVHS, and Central Program numbers for the previous page here.
33	Admin	III.A.1 Contract Administration	"The West Contra Costa Unified School District (WCCUSD) Contracts Team , under the Facilities and Operations Division"	Who is this specifically? What positions/Job titles are the "Contracts Team"?
34	Admin	III.A.1 Contract Administration	"The Contract Team's purpose is to ensure that the procurement of goods and services is conducted in accordance with... and the District's internal control policies " (Paragraph 1)	If we are going to cite this, we need to be more specific about which internal controls. Also, how many of these specific control procedures have yet to be verified by the auditors?
35	Admin	III.A.1 Contract Administration	"A bid summary form may be completed for public works projects to help determine the bidding method (formal or informal)." (Paragraph 2)	The auditors may look for the objective criteria for using a bid summary form, so consider providing the specific criteria for using the form or not.
36	Admin	III.A.1 Contract Administration	"An independent contractor is defined as an individual who acts as a company in performing a service for or providing a tangible product to the District." (Paragraph 4)	This is not an accurate description per the Labor Code of the IRS; plus AB5, which went into effect on January 1, gets additional rules for classifying people as independent contractors.

Summary of Public Comments
for Program Management Plan drafts

Comment #	Section	Article	Change/Question Location	Feedback
37	Admin	III.A.1 Contract Administration	"In accordance with Board Policy 3600, the District may require independent contractors to submit a written conflict of interest statement disclosing financial interests and shall determine the need or lack thereof for this conflict of interest statement before beginning the contracting process" (Paragraph 5)	Consider providing the specific criteria for requiring the conflict of interest statement.
38	Admin	III.A.2.a Purchasing Bid Limits and CUPCCAA	1st bullet point: Maintenance Repairs that are not considered public projects per PCC 22002 (C)	Can we footnote this or more fully describe this in the text?
39	Admin	III.A.2.a.ii Informal Bid: greater than \$60,000 but less than \$200,000	1. The Contracts Team sends a Notice of Invitation requesting informal bids to a list of specified trade journals at least ten (10) days prior to the informal bid closing date.	State how and by whom the list of specified trade journals is determined.
40	Admin	III.A.2.a.iii Formal Bid: greater than \$200,000	"Any contract for construction services may be subject to standard formal bidding procedures."	What are the criteria for deciding if a contract that does not meet the threshold should be formally bid?
41	Admin	III.A.2.a.iii Formal Bid: greater than \$200,000	5th bullet point: However, the Board of Education may either waive minor and non-substantive irregularities that do not provide a competitive advantage or reject bids that do not conform completely to the notice calling for bids and bid specifications.	Suggest citation of the code that provides this authority.

Summary of Public Comments
for Program Management Plan drafts

Comment #	Section	Article	Change/Question Location	Feedback
42	Admin	III.A.2.a.iii Formal Bid: greater than \$200,000	8th bullet point: Listed Contractors / Subcontractors can only be substituted under very specific circumstances, as permitted by the PCC, and with the District's written permission.	Suggest specific citation of the section of the PCC.
43	Admin	III.A.2.a.iii Formal Bid: greater than \$200,000	11th bullet point: Specifications may designate by brand or trade name if the Board has made a finding based on the following...	Suggest citation of the code or policy that provides this authority.
44	Admin	III.A.2.b Conflict of Interest Policy	"In the standard construction bidding requirements, contractors must provide a Non-Collusion Declaration with their bids.... For professional service providers, the RFQ/RFP process includes a certification of conflict of interest."	I think it would be good to be more specific and detailed about the circumstances under which Declarations and Certifications are or are not required. The phrase "standard construction bidding" may be confusing: does it mean all types of bids including informal quotes under the threshold, does it apply to contractors who apply to be on the bidders list or only when they bid?
45	Admin	III.A.2.c Contract Templates	"District Legal Counsel will annually review the standard contract and amendment templates to implement any updates in regulatory requirements, as well as any recommendations that can strengthen the District's protections."	Just to note that the auditor will want documentation to support that the District has complied with this statement.
46	Admin	III.A.3.b Construction Delivery Methods	Entire Section	It would be good to provide specific criteria for determining whether to use DBB or DB.

Summary of Public Comments
for Program Management Plan drafts

Comment #	Section	Article	Change/Question Location	Feedback
47	Admin	III.A.4 Professional and Special Services	“Architectural and professional services providers are subject to a fair and competitive selection process, and special services providers may be as well. Responses to the District’s Request for Qualifications (RFQ), followed by their Request for Proposals (RFP) are thoroughly reviewed and evaluated. The comprehensive evaluation of each firm’s qualifications is thoroughly documented, and the selection of the designed firm is specifically justified.”	What are the objective criteria for deciding whether a special service provider would be subject to competitive selection process?
48	Admin	III.A.4 Professional and Special Services	“There is an exemption to the competitive selection process for service providers. Without going to bid, Districts may contract with an entity to furnish “special services and advice” to the District in financial, economic, accounting, engineering, legal, or administrative matters.”	Cite the authority to the exemption and the quoted criteria. What is the process to determine that a non-competitive selection process is appropriate and how is this documented?
49	Admin	III.A.4.a Proposal Approval Checklist	Item iv: “Fiscal Approver shall review and approve if the project is within the board approved budget. Funding availability will be checked.”	I think this is out of compliance with Board Bylaw 9322. Also [sic] I don’t think the staff has authority to transfer budget between object codes on a project without Board Approval.
50	Admin	III.A.6.a [Fraud Prevention] Controls	“These controls may include, but are not limited to, segregated employee duties relating to authorization, custody of assets, and recording or reporting of transactions.”	CROSSOUT the “may.” Instead of broadly describing the areas of the Internal Controls, can we precisely describe what the internal controls are?
51	Admin	III.A.6.a [Fraud Prevention] Controls	"District staff are also provided continuous in-service training on the importance of fraud prevention."	Is there/should there be a requirement to report all cases of suspected fraud to the Board?

Summary of Public Comments
for Program Management Plan drafts

Comment #	Section	Article	Change/Question Location	Feedback
52	Admin	III.A.6.b [Fraud Prevention] Deviations	"The Superintendent or designee" (Paragraph 2)	CROSSOUT and REPLACE with Board. The Director of Internal Audit shall be the mechanism by which this (SMC: the fraud investigation?) is implemented. As specified in the job description, the Director of Internal Audit reports to the Board. For administrative purposes, the Director of Internal Audit reports to the Superintendent.
53	Admin	III.B.1.b Project Controls Threshold Chart	"A Bid Coordination and Schedule Checklist, attached in the Appendix as Item 3, is sometimes completed for public works projects to help outline the bidding milestone dates."	What are the objective criteria to determine whether the checklist is completed?
54	Admin	III.B.2 Construction: Design-Bid-Build	This entire section and the entirety of III.B.3 Construction: Design-Build	The way these two sections are organized may be interpreted to mean the PLA and LCB program apply to DBB but not DB. Assuming it's the case they apply to both contracting methods, you might break out a separate section "Provisions that Apply to All Construction Bidding".
55	Admin	III.B.2.a Project Labor Agreement	"Originally, the PLA applied to the projects listed on Attachment B to the agreement; however, there is a provision that allows the agreement to be extended to other projects. Contract documents for all bond-funded projects that cost \$1 million or more include an extension of the PLA to each project."	Suggest wording revision to make it clearer how the PLA extends to all bond-funded projects over \$1 million. "Allows" implies that a choice had/has to be made. If the District has agreed to apply the PLA to all projects over \$1 million, suggest citation to the document approving that decision.

Summary of Public Comments
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Comment #	Section	Article	Change/Question Location	Feedback
56	Admin	III.B.2.b Local Capacity Building Program (LCBP)	"Due to the legislative changes and considerable cost-savings, the District discontinued the Labor Compliance Program in June 2017."	How was this decision documented? Was there Board approval or notification documented? Recognizing that this topic has come up before in audit reports, what is the written procedure to track and enforce contractor requirements for good faith efforts and reporting to the DIR? How and when is the performance of the LCB program evaluated?
57	Admin	III.B.2.c Contractor Prequalification	"The District may include any contractor's name it desires on the contractors list..."	What are the written criteria used to decide to include a contractor on the list if it has not applied or previously bid?
58	Admin	III.B.2.d Front-End Documents (Division 00 and 01)	"The Project Manual that is produced by the Architect includes the administrative, organizational, performance, and payment requirements from Division 00 and 01, which are known as the Front-End Documents."	Consider revising to make this clearer, for example, maybe "The Project Manual for a particular project that is produced by the Architect of Record for the project..."
59	Admin	III.B.2.m [Construction: Design-Bid-Build] Board Authorization	"The Board précis is then routed for review and approval to the Bond Controls Team"	INSERT draft to make "the draft Board precis"
60	Admin	III.B.2.m [Construction: Design-Bid-Build] Board Authorization	"The Contracts Approver will finalize the Board précis and forward the document"	Change to "make a final check of the draft precis"
61	Admin	III.B.2.m [Construction: Design-Bid-Build] Board Authorization	The Associate Superintendent of Operations (ASO)	This position does not exist

Summary of Public Comments
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Comment #	Section	Article	Change/Question Location	Feedback
62	Admin	III.B.2.n [Construction: Design-Bid-Build] Notice of Award	"The Notice of Award (NOA) is Document 00 51 00 of the Front-End Documents and attached in the Appendix as Item 17"	The Appendix should include the formats for all eight possible Board actions. These include: 1) Initial budget authorization for new-project; 2) Project budget increase; 3) Budget transfers within a project between major objects; 4) Budget transfers between projects; 5) expenditure authorization for agreements, change orders, and purchase orders; 6) Acceptance for project work and approval of Notice of Completion; 7) final Budget Adjustments; and 8) Budget transfers between fiscal years with no total project budget increase.
63	Admin	III.B.3 Construction: Design-Build	This entire section and the entirety of the preceding section, III.B.2 Construction: Design-Bid-Build	The way these two sections are organized may be interpreted to mean the PLA and LCB program apply to DBB but not DB. Assuming it's the case they apply to both contracting methods, you might break out a separate section "Provisions that Apply to All Construction Bidding".
64	Admin	III.B.3.b Design- Build Contract	"When the Design-Build contract has been finalized and approved with the selected DBE, the Associate Superintendent's confidential secretary will prepare a Proposal Approval Checklist Form (PACF)"	Check to see that title is consistently applied through the document: Associate Superintendent, Associate Superintendent for Operations, or ASO.
65	Admin	III.B.4 Professional and Special Services	"Government Code §53060 states that school districts and other public entities may contract with persons or firms who provide "special services and advice" to the District in financial, economic, engineering, accounting, legal, or administrative matters without going to bid."	As noted above, recommend including somewhere in the administrative section a description of the criteria used and documentation of a decision to sole source a professional service contract.

Summary of Public Comments
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Comment #	Section	Article	Change/Question Location	Feedback
66	Admin	III.B.4.a Request for Qualifications	"District staff will evaluate SOQs using a set of uniform criteria to determine the firms that are well qualified to perform the services on future projects at school sites throughout the District. District staff may select any firms that meet their needs; fees are not the sole factor. All qualified firms or individuals shall be accorded equal opportunity for consultant contracts regardless of race, color, gender, national or ethnic origin, age, or disability." (Paragraph 3)	Reword, as this might be interpreted that staff can choose any firm they want without regard to uniform criteria. I think the intent is to say that there are uniform criteria applied of which fees are one but not the sole criteria. Furthermore, if the non-discrimination clause is included here, ensure its applied consistently throughout the text (or leave it out) so as not to imply it applies to professional service providers only.
67	Admin	III.B.4.c Request for Qualifications and Proposals (RFQ/P)	Entire Section	Is there a dollar threshold over which the two-step process would always apply?
68	Admin	III.B.5.a . Public Contract Code §10298 et. Seq – CMAS	Entire Section	This section seems to be duplicative with the "Goods and Materials" section on page 13, so you may want to consolidate. The final paragraph describes the criteria for using CMAS; it would be good to have a description of the criteria for any non-bid goods and materials, as well procedure to document the rationale.
69	Admin	III.C.3 [Board Authorization] Professional and Special Services	Add-Service Amendments for Board Ratification are submitted every 60 days pursuant to Board Policy and Administrative Regulation 3300	BP 3300 has no authority to support this statement. AR330 requires monthly reporting to the board, not 60 days.
70	Admin	III.D.1 Centralized Filing System	"The Facilities Procurement Group provides overall responsibility to the District to maintain the project archive files"	Who is this, specifically? What positions/job titles make up this group?

Summary of Public Comments
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Comment #	Section	Article	Change/Question Location	Feedback
71	Admin	III.D.4.a [Colbi Docs] Description	“Colbi Docs is an online construction document processing system which is replacing Primavera”	The Colbi account # String has a different format than the SACS account # String. Will users see Colbi-format account # String, which would require a crosswalk, or SACS-format account # Strings? We have already seen that all the dollars associated with bond projects have been transferred into Colbi. What about all the paperwork? Is paperwork from past projects going to migrate into the Colbi system? If so, what is the timeline for this? If not, how will we maintain the Primavera system?
72	Admin	III.D.4.b [Colbi Docs] Procedure Workflow	“The workflow and order of steps for routing the following types of documents in Colbi Docs is still subject to determination by District”	Is this a remnant from a previous version or are we saying here that we are doing all this work before we know what the workflows are??
73	Admin Appendix	Appendix Item 1: Proposal Approval Checklist Form	Account Code (Project String/GL Account)	The Colbi account # String has a different format than the SACS account # String. Will users see Colbi-format account # String, which would require a crosswalk, or SACS-format account # Strings? We have already seen that all the dollars associated with bond projects have been transferred into Colbi. What about all the paperwork? Is paperwork from past projects going to migrate into the Colbi system? If so, what is the timeline for this? If not, how will we maintain the Primavera system?

Summary of Public Comments
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Comment #	Section	Article	Change/Question Location	Feedback
74	Admin Appendix	Appendix Item 11: Change Order Consent Item Precis	Throughout	1) This form now includes the change order reason code. 2) The Colbi account # String has a different format than the SACS account # String. Will users see Colbi-format account # String, which would require a crosswalk, or SACS-format account # Strings? We have already seen that all the dollars associated with bond projects have been transferred into Colbi. What about all the paperwork? Is paperwork from past projects going to migrate into the Colbi system? If so, what is the timeline for this? If not, how will we maintain the Primavera system?
75	Admin Appendix	Appendix Item 12: Change Order Action Item Precis	Throughout	1) Board Bylaw 9322 requires the precis to indicate whether or not any new spending is within the Board-approved budget. 2) Shouldn't this match the format of the previous page, including the change order reason code?
76	Admin Appendix	Appendix Item 12: Change Order Action Item Precis	Fiscal Impact	The Colbi account # String has a different format than the SACS account # String. Will users see Colbi-format account # String, which would require a crosswalk, or SACS-format account # Strings? We have already seen that all the dollars associated with bond projects have been transferred into Colbi. What about all the paperwork? Is paperwork from past projects going to migrate into the Colbi system? If so, what is the timeline for this? If not, how will we maintain the Primavera system?
77	Fiscal	Throughout	Throughout	Throughout this document, it would be better to use position titles rather than job descriptions!!
78	Fiscal	IV.A.1 Design and Construction Budget Management	Once the project budget is approved by the Board, the Fiscal Initiator will set up the project in MUNIS.	Who is this? Is there a position title that corresponds to this role?

Summary of Public Comments
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Comment #	Section	Article	Change/Question Location	Feedback
79	Fiscal	IV.A.1 Design and Construction Budget Management	"The Project Detail Form requires approval and date from both Fiscal and Facilities Approvers"	Is this the "New Bond Program Project Detail Form"?
80	Fiscal	IV.A.2 Monthly Reconciliation Project Ledger to General Ledger	"Reconciliation of the SACS code (General Ledger Account Code) and the Project Ledger Account Code is completed monthly"	Is this a reconciliation of the account numbers or the amount in the accounts??
81	Fiscal	IV.A.3 Project Budget Transfers	"The Fiscal Approver will then review the FY, account string and amount, and verify that the budget transfer will keep the project within the Board-approved amount... Per the requirements of Ed Code 42600, budget transfers between cost codes with no change to the overall project budget are brought to the Board quarterly." (Paragraph 2-3)	BB9322 requires a fiscal impact statement that the expenditure is within the Board-approved budget. How will this work?
82	Fiscal	IV.B.1 Cost Codes- Chart and Explanation	"The District's MUNIS system uses General Ledger Account Codes (GL) to track all financial transactions against project budgets within a fiscal year. The Project Ledger (PL) is a subsidiary ledger..."	We have a number of coding schemes. Do we need to discuss the relationships between the: MUNIS General Ledger Account Code; MUNIS Project Ledger Account Code; Colbi; Colbi Doc; Primavera (and will these survive in any way?)
83	Fiscal	IV.D.2 Annual Reports	Bullet point reading: Bond Program Key Performance Indicators (KPI) Summary	ADD as of Dec 31, 2019
84	Fiscal	IV.E.1 Munis	"MUNIS, which is reconciled monthly for accuracy by the Fiscal Approver"	What is MUNIS reconciled to monthly?

Summary of Public Comments
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Comment #	Section	Article	Change/Question Location	Feedback
85	Fiscal Appendix	Appendix Item 1.01 Proposal Approval Checklist Form	Account Code (Project String/ GL Account)	Can we be clear about whether this is a Colbi account number string or a SACS account number string? Do we need a crosswalk?
86	Fiscal Appendix	Appendix Item 1.01 Proposal Approval Checklist Form	Budget Amendment/Transfer Submission Date	The Board approves project budgets that include budgeted amounts by account number. So the Board should approve transfers between account numbers.
87	Fiscal Appendix	Appendix Item 1.01 Proposal Approval Checklist Form	Coord of Finance Signature	Is this a finance person outside of the Facilities Department? It should be...
88	Fiscal Appendix	Appendix Item 1.02 DSA Check Request	10 (Fund 21 Project String), 11 (Fund 21 GL Account Code), 12 (Other Account Code)	Can we be clear for the non-expert reader whether these are SACS format or Colbi Docs format?
89	Fiscal Appendix	Appendix Item 1.03 Check Request	Entire Item	Is this exactly the same as Appendix Item 1.02 except that 1.02 is for DSA?
90	Fiscal Appendix	Appendix Item 2.04 New Bond Program Project Detail Form	Munis Project String	Just the project string or should there be more here?
91	Fiscal Appendix	Appendix Item 2.04 New Bond Program Project Detail Form	“The future PL budget must be reversed and re-entered with GL accounts when Board adopts the new budget for that year”	Why is this happening? It’s not at all clear to me why this needs to occur.
92	Fiscal Appendix	Appendix Item 2.05 Project Multi-Year Budget Amendment/Transfer	Throughout	It is not clear when/how this is supposed to occur.

Summary of Public Comments
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Comment #	Section	Article	Change/Question Location	Feedback
93	Fiscal Appendix	Appendix Item 2.06 General Journal Entry Form	"Proj/Sitesub/Resobj/Cost"	What are these? MUNIS? Colbi? Something else?
94	Fiscal Appendix	Appendix Item 4.01 Chart of Account Segments	Pages 1-29	For pages 1 through 29 of this table, shouldn't the choices be limited to the various SACS codes that can be used in the Facilities Department?
95	Fiscal Appendix	Appendix Item 4.02 Cost Code Chart	Throughout	The cost codes listed include ones that are not listed in Appendix 4.02, for example 108X55P. Should there be a one to one match?
96	Fiscal Appendix	Appendix Item 4.03 Cost Code Explanations and Examples	Throughout	The cost codes listed include ones that are not listed in Appendix 4.02, for example 108X55P. Should there be a one to one match?
97	Fiscal Appendix	Appendix Item 8.04 FOC Invoice Tracking Sheet	Entire Item	Is this form filled out by the computer or is this tracked manually?
98	Fiscal Appendix	Appendix Item 10.01 Bond Program MUNIS Workflow	Entire Item	This forms [sic] are nice, it would be best if we could include the position title. Why are we missing most of the steps? The top line goes from step 5 to step 15 to step 40 to step 80. Most of the steps are missing!
99	Fiscal Appendix	Appendix Item 10.02 Invoice Process	Entire Item	I think it would be best if we included the position titles here.
100	Fiscal Appendix	Appendix Item 10.03 Pay Application Process	Entire Item	I think it would be best if we included the position titles here.

Summary of Public Comments
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Comment #	Section	Article	Change/Question Location	Feedback
101	Fiscal			For each bond financing transaction, the District shall work with its municipal advisor to identify applicable procedures and issuance strategy in advance of the financing process. Various factors may be considered including interest rate environment, debt structure, credit rating profile, and market conditions at time of sale. Additionally, the following are applicable for each bond financing transaction:
				<p>I. Post-Financing Review: Upon successfully closing each transaction, District Staff and/or municipal advisor will report financing results to the Board of Trustees. The results will summarize transaction highlights such as final debt service, maturity term, repayment ratio, true interest cost and cost of issuance. Other pertinent details may also include pricing results, credit rating outcome, tax rate projections, available bonding capacity, and future bond issuance plans.</p> <p>For negotiated sale transactions, a post-financing review may also report secondary trade activity following initial issuance. District staff will work closely with its municipal advisor to monitor secondary market trades, identifying any specific activity in which there are unusual or significant change to price and/or yield. Review of secondary trades will extend for approximately a 30-day period following the initial sale.</p>
Staff	Fiscal			

Summary of Public Comments
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Comment #	Section	Article	Change/Question Location	Feedback
Staff	Fiscal			<p>II. Refunding of Outstanding Bonds: On April 24, 2013, the District adopted its Refunding and Restructuring Policy (B.P. 7214.3). The policy was adopted to provide specific parameters and guidelines when considering the issuance of refunding bonds. The policy extends beyond statutory requirements and is intended to assist with the decision-making process and to provide a basis for determination on when to issue refunding bonds. Specific objectives are outlined within the policy including minimum present value savings, tax rate management objectives and/or debt service re-structuring. Policy guidelines require a minimum net present value savings of at least 4%, a minimum of \$1 million present value savings and/or annual savings in excess of \$100,000. Furthermore, the policy requires an annual report be presented to the Board of Trustees reviewing outstanding debt obligations and consideration of potential refunding candidates. Please refer to the Refunding and Restructuring Policy for further details.</p>

Summary of Public Comments
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Comment #	Section	Article	Change/Question Location	Feedback
				<p>III. Arbitrage and Investments: On November 12, 2014, the District adopted its General Obligation Bond/Post-Issuance Tax Compliance Procedures (AR 7214). The purpose of this Administrative Regulation is to establish specific procedures and assigned responsibilities which will assist the District in complying with its federal tax obligations for tax-exempt bonds. Please refer to the Post-Issuance Tax Compliance Procedures for further details.</p> <p>-Investments: Proceeds generated from the issuance of bonds are required to be deposited within the County Pool and therefore the District has little discretion on how funds are invested. Bond proceeds are only made accessible to the District upon requisition for applicable capital facility expenditures.</p> <p>-Arbitrage: Consideration for arbitrage becomes present when there are bond proceeds that have not been spent for a bond-financed project. Every fifth year after the issue date of bonds, the District shall have a nationally recognized rebate service provider confirm whether arbitrage has occurred and if so, ensure a rebate payment, if any, is made within 60 days. Please refer to the Administrative Regulation 7214 for specific arbitrage requirements and District procedures.</p>
Staff	Fiscal			
102	Project	Page 1	Introduction	consider making the reference to the FMP more generic so it doesn't contain specific dates or activities, that way the BPMP won't have to be revised so frequently.

Summary of Public Comments
for Program Management Plan drafts

Comment #	Section	Article	Change/Question Location	Feedback
103	Project	Page 1	Project Initiation	the plan jumps right into initiation of a specific project. It would be good to have a section or introduction that addresses the big picture. What are the processes and decision making/approvals related to initiating a project or group of projects from the master plan for implementation and assignment to a project manager?
104	Project	Page 2 - 2aii	New Construction	I think there should be a more specific definition of project stakeholders (for example, does it include other District departments, the school community, the neighborhood community) and specifics about the responsibilities for the PM for engaging stakeholders (for example, community meetings, establishing a school task force). I also think there should be more emphasis at the beginning of the section on the established framework the PM and design team are operating under. They aren't starting with a fresh sheet of paper; rather they are guided by a high-level project concept from the approved facilities master plan and the educational specifications.
105	Project	Page 4 - 2b	Budget	I think there needs to be more specifics on the approval process for the project budget after validation by the PM and design team. I presume that after validation, the budget needs to go to Board for approval. Also, check that the usage of "project budget" and "construction budget" are used precisely and not interchangeably.
106	Project	Page 6 - 2i.	Project Delivery Method	what are the decision criteria for choosing one method or the other? Who decides and how is the decision documented?
107	Project	Page 9- 3b.iv	Schematic Design Phase Deliverables	refers to two defined terms "Preliminary Cost Estimate of the Work" and "Program Document", but does not define these terms or how they are prepared or determined.

Summary of Public Comments
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Comment #	Section	Article	Change/Question Location	Feedback
108	Project	Design Phase	General Comments	General Comment/Question – are design plans presented to project stakeholders for their input at certain points in the design process?
109	Project	Page 14 B.1	Pre-Construction	what approvals are required to issue NTP?
110	Project	Page 16 B.2	Construction Management	is there/should there be a documented requirement for regular communication to the community – project newsletter?
111	Project	Page 26 - C	Closeout	recommend consideration of establishing formal project after-action review/report submitted to District management and the Board in which the PM and the project team evaluate the project to established lessons learned that could be applied to future projects and as consideration in working with the particular contractor in the future.

WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE

DRAFT MINUTES

Meeting of June 8, 2020

A) OPENING PROCEDURES

Note: this meeting was held on line using the Zoom platform and was open to the public to attend.

B) CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mr. Gosney called the meeting to order at 2:05 pm.

C) ROLL CALL

Present: Sallie DeWitt, Guadalupe Enllana, Don Gosney, Vanessa Hill, Lorraine Humes, Anton Jungherr, Cameron Moore

Absent: None

7 members ~ 4 required for a quorum; a quorum was present.

Staff Present: Luis Freese, Julio Arroyo, Melissa Payne, SeungJa Cha, Tony Wold (till 2:30 pm)

Board Liaison: Absent

Guests: John Anderson, Ken Burns, Maisha Cole (CBOC applicants), Stephanie Sequeira

Mr. Gosney introduced Mr. Burns, who is an applicant for the CBOC Building Trades position.

D) APPROVAL OF AGENDA

Mr. Freese asked that the District financial reports be presented first. There were no objections and 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 and FINANCIAL REPORTS (Luis Freese/Melissa Payne)

Ms. Payne presented the financial reports. A key highlight was that the SAB (California State Allocation Board) has approved the \$23.4 million grant for PVHS, and its on schedule to be paid in July 2020.

Mr. Wold provided a summary of the \$130 million bond issuance under the remaining authorization of Measures D and E. The bonds were issued at a 2.6% interest rate, which is the lowest ever rate for the District.

Mr. Freese presented the project reports. Highlights included: the Korematsu fall protection contract was approved and awarded, and the PVHS fields project received its DSA approval

WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE

(the bleachers subproject was submitted as a separate request and is still under review). He expected the proposed change order related to soils condition at Obama School to be submitted later this month. In response to a question from Ms. Hill, he indicated that the change order would be funded from unallocated project budget, rather than from the District contingency budget for the project. Ms. Humes asked if the project would be completed by the 7/28/2020 schedule date, and Mr. Freese indicated that some work would continue on till September 2020, but that the plan is to have the school ready to occupy by the original target date of August 2020.

G) BOARD OF EDUCATION LIAISON REPORT (Consuelo Lara)

There was no report, as the Liaison did not attend the meeting. Ms. Hill asked Mr. Gosney to reach out to the Board to formally request that the Liaison attend the meeting so as to address COVID-19 impacts on the program, among other items.

C B O C R E P O R T S

CONSENT ITEMS

The consent items were approved with no objections.

H) ADOPTION OF MINUTES (Cameron Moore)

05.11.20 CBOC Draft Minutes

I) CBOC MEMBER INFORMATION REQUEST LOG (Don Gosney)

06.08.20 CBOC Member Information Requests Status Log

J) APPROVED RECOMMENDATIONS BY THE CBOC (Don Gosney)

05.11.20 CBOC Approved Recommendations

K) AUDIT SCHEDULES (Don Gosney)

06.08.20 Audit Schedules

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

L) MEMBERSHIP (Cameron Moore)

There was some input provided on the format of the attendance report.

M) NEW MEMBER APPLICATIONS (Don Gosney)

Mr. Gosney noted Mr. Burn's application.

N) MEMBERSHIP ROSTER (Don Gosney)

No discussion.

O) CHAIRPERSON REPORTS (Don Gosney)

Mr. Gosney referred to a table he prepared with age and location of schools on the facilities master plan in the agenda packet.

P) ANNUAL REPORT UPDATE (Sallie DeWitt and Don Gosney)

Ms. DeWitt provided an update on the status of the 2019 annual report and requested that the new prospective members participate in report preparation.

WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE

Q) AN INDEPENDENT CBOC (Anton Jungherr)

Discuss and act on a resolution with suggestions to the Board of Education which includes a list of recommendations pulled from the Little Hoover Commission.

Mr. Jungherr provided background and summary on the Little Hoover Report and resolution. Mr. Moore commented that while he supported many of the recommendations of the report, he was disappointed in its quality, as the report did not support its conclusions with statistical evidence, rather only anecdotal evidence from a small number of individuals. Each item was discussed and voted on separately.

Resolved: That the WCCUSD Citizens' Bond Oversight Committee (CBOC) support Little Hoover Commission legislative changes to enhance the independence of the CBOC and provide authority for CBOC "best practices" as displayed below:

- Res 20-1A: "Amend statutory code on performance audits to include the effectiveness and results of the bond program."

Motion by Mr. Jungherr, second by Ms. Hill. Roll call vote: Yes (7), No (0), Abstain (0), Absent (0). The motion passed.

- Res 20-1B: "Expand the role of Citizens' Oversight Committees in selecting and interacting with bond program auditors."

Motion by Mr. Jungherr, second by Ms. DeWitt. Roll call vote: Yes (6), No (0), Abstain (0), Absent (1, Enllana). The motion passed.

- Res 20-1C: "Require bond measures proposed to voters under the reduced threshold to include specific project lists."

Motion by Mr. Jungherr, second by Ms. Hill. After some discussion, Mr. Jungherr withdrew his motion.

- Res 20-1D: "Change the appointment authority for members of Citizens' Bond Oversight Committees."

Motion by Mr. Jungherr, second by Ms. DeWitt. Roll call vote: Yes (5), No (2, Gosney, Moore), Abstain (0), Absent (0). The motion passed.

- Res 20-1E: "Require districts to provide a minimal budget for the oversight committees, including a budget to hire independent counsel with municipal bond expertise."

Motion by Mr. Jungherr, second by Ms. Humes. Roll call vote: Yes (6), No (1, Enllana), Abstain (0), Absent (0). The motion passed.

- Res 20-1F: "Require districts to provide and maintain a Web presence for Citizens' Bond Oversight Committees to prominently display meeting agendas, reports and background information."

Motion by Mr. Jungherr, second by Ms. Humes. Roll call vote: Yes (7), No (0), Abstain (0), Absent (0). The motion passed.

Resolved: Res 20-1G: That the WCCUSD CBOC urge the WCCUSD Board of Education to support these Little Hoover Commission legislative changes.

WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE

Motion by Mr. Jungherr, second by Ms. DeWitt. Roll call vote: Yes (7), No (0), Abstain (0), Absent (0). The motion passed.

R) BOARD POLICY 7214.2 UPDATE (Don Gosney)

Mr. Gosney provided a summary of the Board discussion on the BP 7214.2 revision at the meeting of May 27, 2020. Several amendments were discussed at the Board meeting, but no vote taken. It is not clear what the next steps will be.

S) NEW MEMBER ORIENTATION PRIMER (Lorraine Humes)

Ms. Humes provided a brief summary of her draft member orientation primer and members were encouraged to provide her comments and feedback.

T) MOVING THE CBOC FORWARD (Lorraine Humes)

Ms. Humes provided a brief overview of her website suggestions, which will be taken up at a future meeting.

U) ANNUAL EVALUATION OF PERFORMANCE AND FINANCIAL AUDITORS (Don Gosney)

Members provided written (attached as Appendix 1 and 2) and verbal feedback on auditor performance.

V) ACCEPTANCE OF FINANCIAL AND PERFORMANCE AUDITS (Don Gosney)

Ms. Enllana motioned to accept the 2019 performance audit report, second by Ms. Humes. Roll call vote: Yes (7), No (0), Abstain (0), Absent (0). The motion passed.

Ms. Hill motioned to accept the 2019 financial audit report, second by Ms. Enllana. Roll call vote: Yes (7), No (0), Abstain (0), Absent (0). The motion passed.

W) CALENDAR (Don Gosney)

Mr. Gosney suggested that until further notice, the online meetings would take place at 2:00 pm and members and staff agreed.

X) FUTURE AGENDA TOPICS (Don Gosney)

Ms. Humes reminded Mr. Gosney to add Brown Act training to the agenda topic list and he agreed to do so.

Y) ADJOURNMENT

Mr. Gosney adjourned the meeting at 5:00 pm.

Appendices

Appendix 1 – Financial Auditor Evaluations

Appendix 2 – Performance Auditor Evaluations

Submitted by: Cameron M. Moore, Secretary

Date: July 7, 2020

CBOC MEMBER RECORDS REQUEST AND STATUS LOG

07/13/20

REQUESTER	DATE REC'D	SUBJECT	FORWARDED FOR RESPONSE	RESPONSE DATE	RESPONSE
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) Anton Jungherr	5/16/19	Details of Bond Program Cash Position Projection Summary	5/16/19 to M. Payne	6/17/19 emailed A. Jungherr 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

CBOC MEMBER RECORDS REQUEST AND STATUS LOG

07/13/20

REQUESTER	DATE REC'D	SUBJECT	FORWARDED FOR RESPONSE	RESPONSE DATE	RESPONSE
122) Anton Jungherr	5/17/19	Bond Program Management Plan table of contents	5/17/19 to M. Payne	7/15/19 Emailed Jungherr and Gosney	7/25/19
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	Withdrawn by A. Jungherr	7/27/19
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 to Payne 10/16 to Bueno/Wold	2/10/20 emailed A. Jungherr & D. Gosney updated report	2/10/20
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
127A) Anton Jungherr	6/22/19	Explanation in Variance between Report 13 and staff report	6/24/19 to M. Payne	Emailed information to Jungherr and Gosney to share with CBOC	6/28/19
128) Anton Jungherr	6/30/19	Master List Numbers for various Phase 1 & Phase 2 recommendations	7/1/19 to M. Payne	04/13/20 ~ A. Jungherr requested for it to be marked Completed	04/13/20
129) Anton Jungherr	6/30/19	Completed version of the Colbi District information document.	7/1/19 to M. Payne	2-7-20 emailed Jungherr/Gosney requested information	2/7/20
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

CBOC MEMBER RECORDS REQUEST AND STATUS LOG

07/13/20

REQUESTER	DATE REC'D	SUBJECT	FORWARDED FOR RESPONSE	RESPONSE DATE	RESPONSE
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
132) Anton Jungherr	8/16/19	Copy of Riverside ES Soils Stabilization Project RFP	8/19 to L. Freese	9/3/19 emailed Jungherr & Gosney requested documents	9/3/19
133) Don Gosney	9/19/19	RFP for Wilson Project	9/19 to L. Freese	10/09/19 emailed record to Gosney	10/09/19
134) Anton Jungherr	10/11/19	District's CBOC budget for FY 2019	10/14 to L. Freese & T. Wold	10/16 Emailed response to A. Jungherr	10/16/19
135) Anton Jungherr	1/15/20	Request for copies of Orbach's invoices for check #190261	1/15/20 S. Cha	1/21/20 emailed Jungherr/Gosney	1/21/20
136) Anton Jungherr	2/2/20	Detailing variances from Report 13A	2/2/20 M. Payne	2/7/20 emailed Jungherr/Gosney Requested information	2/7/20
137) Gregg Visineau	2/12/20	Settlement agreement District & RCI for Nystrom	2/13/20 to M. Mayne	2/25/20 emailed G. Visineau and D. Gosney with copy of settlement	2/25/20

West Contra Costa Unified School District
Citizens' Bond Oversight Committee
CBOC Approved Recommendations

07.13.20

Per Board of Education Policy #7214.2: “All recommendations approved by the Committee (CBOC) shall be presented to the Board of Education. The Board shall respond to the Committee’s recommendation(s) within sixty (60) days after receipt of the recommendation(s).”

The purpose of this log is to document recommendations made by the CBOC to the Board of Education

Item No.	Recommendation	Date CBOC Approved	District’s Response
1	Proposed Board Policy 7161.1 Lesson Learned Process	12.21.16	“...not needed at this time”
2	Eight standard Financial Impact Statement formats for Board of Education agenda precis on bond Program budget approval and expenditure authorizations.	07.30.18 09.12.18 discussed joint CBOC/Board meeting	Currently being reviewed as part of the drafting of Bond Program Management Plan
3	Amendments to Board Policy BP 7214.2 Citizens’ Bond Oversight Committee	03.14-27.19 discussed joint CBOC/Board meeting 05.15.19 Governance Committee	Discussion but no action when discussed by Board on 05.27.20
4	Facilities Road Map 2023 be approved by the Board of Education. Discuss at the Joint Board/CBOC September 11, 2019.	06.20.19	Currently under review Done

West Contra Costa Unified School District
Citizens' Bond Oversight Committee
CBOC Approved Recommendations

07.13.20

Item No.	Recommendation	Date CBOC Approved	District's Response
5	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.	06.20.19	IMPLEMENTED on 03.01.20
6	That the Board of Education ensure that only legally appropriate amount of FY2020 salaries & benefits are charged to Fund 21 Building Fund.	06.20.19	IMPLEMENTED on 03.01.20
7	District staff include Board Program Financial Status Reports (Report 12 and 13A) in the Board of Education agenda packet for one meeting each month under agenda item E.2, Standing Reports.	07.30.18	REPORTED MONTHLY TO FACILITIES COMMITTEE
8	Amend Director Internal Audit job description to report functionally to the Board of Education and administratively to the Superintendent.	12.19.18	REJECTED
9	That the District prepare a plan to update 2016 Master Plan cost estimates.	03.14.19	DONE

West Contra Costa Unified School District
Citizens' Bond Oversight Committee
CBOC Approved Recommendations

07.13.20

Item No.	Recommendation	Date CBOC Approved	District's Response
10	That the Board provide a response to the CBOC by June 28, 2019 to the 24 recommendations in the FY2018 Board Program Performance Audit marked "TBD" including a responsible official and a planned resolution date.	04.18.19	NOT DONE
11	Appoint an appropriate Business Services member to the 2016 FAI Recommendation Implementation Task Force.	12.19.18	DONE
12	Have Moss Adams, LLP forensic accounting review cycle align with their bond program performance audit cycle.	12.18.18	REJECTED
13	Have Moss Adams, LLP review forensic accounting investigation implementation status as of June 30, 2019 and June 30, 2020.	03.14.19	REJECTED
14	Have Director Internal Audit dedicate full time on the implementation of the forensic investigation recommendations.	03.14.19	NOT DONE.

West Contra Costa Unified School District
Citizens' Bond Oversight Committee
CBOC Approved Recommendations

07.13.20

Item No.	Recommendation	Date CBOC Approved	District's Response
15	Amend Director Internal Audit job description to include responsibility for auditing the implementation of the forensic review and performance audit recommendations.	04.18.19	NOT DONE
16	Fill the position of Director Internal Audit as soon as possible.	04.18.19	Filled on 07.01.20 [lower level classification of Lead Internal Auditor without Certified Public Accountant license requirement]
17	That the Board of Education take formal action to accept the March 20, 2019 Phase 1 Forensic Accounting Investigation Implementation Review report. Furthermore, that the Board of Education advise when the 29 unvalidated recommendations from Phase 1 will be reviewed and validated as effectively implemented; and by whom.	05.16.19	NOT DONE

West Contra Costa Unified School District
Citizens' Bond Oversight Committee
CBOC Approved Recommendations

07.13.20

Item No.	Recommendation	Date CBOC Approved	District's Response
18	Review three job descriptions: <ul style="list-style-type: none"> • Associate Superintendent of Business and Operations • Associate Superintendent of Facilities, Maintenance, Operations and Bond Program Director of Internal Audit (including reporting relationship to Board of Education)	08.15.19	DONE
19	Include these three planning elements in the scope of the Lake Elementary School planning report: <ul style="list-style-type: none"> • Alternatives, if any, to the replacement of this school. • Elementary schools current design capacities, enrollments, projected enrollments and excess capacities. • Options for redrawing elementary school attendance boundaries and closing elementary schools. 	08.15.19	Need Response
20	Make format changes to the Bond Program Financial Status (Report #13) as displayed in August 15, 2019 CBOC Minutes.	08.15.19	Done

West Contra Costa Unified School District
Citizens' Bond Oversight Committee
CBOC Approved Recommendations

07.13.20

Item No.	Recommendation	Date CBOC Approved	District's Response
21	Immediate fulfillment of the role of Director of Internal Audit for purpose of independent review of the implementation of internal controls improvement recommendations in preparation for the Moss Adams final review.	12.10.19	Filled on 07.01.20 [lower level classification of Lead Internal Auditor without Certified Public Accountant license requirement]
22	That the Superintendent direct that additional revenue sources to finance bond Fund 21 Building Fund projects be transferred to Fund 21 Building Fund.	12.10.19	Done via footnotes on Fund 21 Financial reports
23	That the District modify the format for the Colbi Technologies Consolidated Budget Status Report to include a column for the "original budget" and that Measure E budget and actual expenditures be added.	12.10.19	District and CBOC agreed that the Bond Program Spending to Date by Site (Report #2) would continue to display "Original Budget" and include a footnote on Measure E budget and actual expenditures. Therefore, the current Colbi financial reports do not need to be modified.

West Contra Costa Unified School District
Citizens' Bond Oversight Committee
CBOC Approved Recommendations

07.13.20

Item No.	Recommendation	Date CBOC Approved	District's Response
24	That the District negotiate with Moss Adams LLP a three-year extension to their current agreement to prepare Proposition 39 school construction performance audits for FY2020, FY2021 and FY2022. Further, that the audit objectives include compliance, effectiveness and results.	01.13.20	Needs Response
25	That the District submit the following financial reports to the CBOC on the frequency displayed in the table below:	03.09.20	DONE
25 Table	REPORT TITLE		FREQUENCY
	<ul style="list-style-type: none"> • Consolidated Budget Status Report (Colbi) • Consolidated Budget Status Report ~ 2016 Master Plan Projects (Colbi) • Bond Program Spending to Date by Site (Report #2) • Bond Program Financial Status (Report #13) • Financial Impact of Report #13 Analysis (Report #13A) • A/P (Accounts Payable) Check List • Bond Program KPI Summary (Report #1) • Report #13A Annual Variance 		<ul style="list-style-type: none"> <li style="text-align: center;">Monthly <li style="text-align: center;">Monthly <li style="text-align: center;">Monthly <li style="text-align: center;">Monthly <li style="text-align: center;">Monthly <li style="text-align: center;">Monthly <li style="text-align: center;">Annually <li style="text-align: center;">Annually

West Contra Costa Unified School District
Citizens' Bond Oversight Committee
CBOC Approved Recommendations

07.13.20

Item No.	Recommendation	Date CBOC Approved	District's Response
26	The CBOC supports the staff recommendation that an RFP be issued for Proposition 39 school bond performance audit services for FY2020 through 2022. The audit scope should include compliance (California Guide for Annual Audits, Appendix A) and program effectiveness and results (Government Auditing Standards 2018 Revision, section 1.22 a).	05.11.20	Needs Response
27	That an RFP be solicited for performance audit services to verify the 29 forensic investigation recommendations that were not verified in the Moss Adams. LLP Phase 1 report and are not covered in their Phase 2 Report contract.	05.11.20	Needs Response
28	That FY2021 salaries and benefits charged to Fund 21 Building Fund shall have a beneficial relationship to the Bond Program and be supported by a timekeeping system reviewed by the District's independent performance auditor.	05.11.20	Done

West Contra Costa Unified School District
Citizens' Bond Oversight Committee
CBOC Approved Recommendations

07.13.20

Item No.	Recommendation	Date CBOC Approved	District's Response
29	<p>That Board of Education support these Little Hoover Commission legislative changes to enhance the independence of the CBOC and provide authority for CBOC "best practices":</p> <ul style="list-style-type: none"> • effectiveness and results performance audits. • advise on selection of auditors. • change appointment authority for CBOC members. • CBOC budgets. • CBOC website 	06.08.20	Yet to be addressed

WCCUSD CBOC

Attendance Report for Last 12 Meetings

7/7/2020

	2019			2020				Note **		Absences					
	8/15	9/10	9/11	10/15	11/7	12/10	1/13	2/10	3/9	4/13	5/11	6/8	Y's	N's	Total
Sallie DeWitt															
Lupe Enllana		Y			Y								2		2
Don Gosney															
Vanessa Hill															
Lorraine Humes					Y			Y	Y				3		3
Anton Jungherr															
Cameron Moore															
BOE Liason*						N	N	Y	N		N	N	1	5	6

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.

** The April 13, 2020 meeting was cancelled.



WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

ATTENDANCE REPORT for PREVIOUS 12 MONTHS 07.13.20

	2019							2020						
	7/25	8/15	9/10	9/11	10/15	11/7	12/10	1/13	2/10	3/9	4/13	5/11	6/8	
John Anderson												C A N C E L L E D		
Ken Burns														
Maisha Cole														
Sallie DeWitt														
Guadalupe Enllana			EA			EA								
Kathy Fleming						EA								
Don Gosney														
Vanessa Hill														
Lorraine Humes						EA			EA	EA				
Anton Jungherr														
Cameron Moore														
Gregg Visineau			EA	EA	EA	EA		EA						
BOE Liason*							UA	UA	EA	UA		UA	UA	

Key Codes:

EA = Excused Absence (contacted CBOC Chair or Secretary in advance of absence)

UA = Unexcused Absence (absent but did not contact CBOC Chair or Secretary in advance of absence)

TOO MANY ABSENCES – Too many absences (>=5 absences)

WARNING OF ABSENCES – Warning on absences (4 absences)

* Consuelo Lara from 02.13.19. Tom Panas attended in her absence on 6.20.19



WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

Guadalupe Enllana Don Gosney Cameron Moore
 Vice Chairperson Chairperson Secretary

CITIZENS' BOND OVERSIGHT COMMITTEE MEMBERSHIP ROSTER 07/13/20

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*	Don Gosney	05/24/19	05/23/21	3
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	04/27/20	04/26/22	3
6	El Cerrito Resident	Vacant	—	—	—
7	Hercules Resident	Anton Jungherr	02/11/19	02/10/21	3
8	Pinole Resident	Vacant	—	—	—
9	Richmond Resident	Guadalupe Enllana	08/07/19	08/06/21	1
10	Richmond Resident	John Anderson	06/10/20	06/09/22	1
11	Richmond Resident	Maisha Cole	06/10/20	06/09/22	1
12	San Pablo Resident	Vacant	—	—	—
13	Unincorporated Area Resident	Vacant	—	—	—
14	Unincorporated Area Resident	Vacant	—	—	—
15	Building Trades Council	Ken Burns	06/24/20	06/23/22	1
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

Guadalupe Enllana Don Gosney Cameron Moore
Vice Chairperson Chairperson Secretary

CHAIRPERSON'S REPORT

5/20/20

**(Due to the lack of time at the meeting of the Board of Education,
this report was not presented to the Board or the community)**

The Citizens' Bond Oversight Committee hosted its first online meeting on the 11th of this month.

I'm very pleased that the meeting went exceptionally well. District staff of Luis Freese, Melissa Payne and Julio Arroyo did an outstanding job of helping to set up this meeting.

I tried to work out as many of the details in advance with a target of completing the meeting in just two hours. It only took us three hours and 9 minutes to get through our two hours of business.

In reality, staff does such a great job of providing us—AND the community—with so much valuable information that even with a cursory report, it takes time to present this information.

Staff is always there and ready to respond to any questions that are asked.

As reported when I last reported, we have two membership applications that your Facilities Committee will review when they meet tomorrow. I also invited both applicants to participate fully in our last CBOC meeting.

I'm still waiting for responses from the many City Council members, city managers and other community leaders to the letters I sent them asking for them to reach out to their networks to find interested community members to serve on the CBOC.

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

Until we find a way for the CBOC, staff and the community to meet in close proximity without any concerns for the safety of all, we expect to continue to host our meetings online. Our next CBOC meeting is scheduled for Monday the 8th of June. We expect to poll all of the stakeholders to determine whether to continue with meetings that start mid-afternoon or to resort back to evening meetings. No matter what, though, the Board and the community are all welcome to participate in our meetings. We need to convince everyone that the District's handling of the Bond Program is beyond reproach. Hosting our meeting with full public transparency is the best way to ensure that the District's handling of the taxpayer funded Bond Program is bullet proof.

The CBOC discussed how the Michelle Obama School was deemed an essential project that will allow craftsmen to safely work on the project with a goal of completing the project with sufficient time so if classes are allowed to recommence in the Fall, the Michelle Obama students will be allowed to break in their new school.

The start time and the online link will be posted on the afternoon of Friday the 5th of June on the District's and CBOC's web site.

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



WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE
Guadalupe Enllana Don Gosney Cameron Moore
Vice Chairperson Chairperson Secretary

CHAIRPERSON'S REPORT

6/10/20

**(Due to the lack of time at the meeting of the Board of Education,
this report was not presented to the Board or the community)**

Because the Board ran out of time the last time I was invited to present a report, this report will cover a broader range of time and subjects.

Since my last report, the Citizens' Bond Oversight Committee has hosted two virtual meetings with the last one just two days ago. As always, the Board was invited to attend. We missed you all at these meetings.

I want to thank Luis Freese, Melissa Payne and Julio Arroyo for setting up these meetings. Hearing back from everyone involved, they've all been pleased and impressed by how well the meetings went. We got a lot done with a minimum of wasted time.

Even though I try very hard to minimize the agenda, between routine items that must be brought up and reports from staff, just those items take in the neighborhood of an hour and a quarter or longer.

Nonetheless, we're persevering.

The Board currently has three applications in front of you. Maisha Cole, John Anderson and Ken Burns—all Richmond residents—have applied. I've invited them all to join our meetings and, even though their applications have not yet been approved, to participate just as if they're full fledged members. We strive to be more inclusive rather than exclusive. We want to hear what everyone has to say. And we never throw up a clock and never utter the phrase "your time has expired".

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

We still have vacancies to fill and are doing our best to fill them. It's especially important to me to ensure that when our more experienced CBOCers depart, that we'll have qualified and experienced members who can seamlessly fill the voids.

We're all anxiously following the Michelle Obama school hoping that it will be ready for occupancy when the shelter-in-place regulations are a thing of the past and the young students can take their place at their new school.

We appreciated the vigorous discussion hosted by the Board at your last meeting when you discussed the proposed amendments to Board Policy 7214.2.

We were, of course, disappointed that we weren't able to find common ground between the community's demands for oversight and the Board's own demands.

I truly believe that one of the things that has hampered this issue is the lack of an actual discussion between the various CBOC members and the individual Board members.

At that discussion, the three members of the CBOC that spoke spent right at 5 minutes total while the Board spent nearly an hour. There are, I'm sure, a lot of reasons why each member of the Board has been unable or unwilling to speak and work with the CBOC about this but this lack of communication has hampered our efforts. Too much time, effort and money has been spent on this for us to now be even farther apart than we were 28 months ago when we first started this effort.

I made this offer before but I will make it once again when I send you each a personal offer to meet with me so I can better understand what your issues of concern are.

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

We have members of the CBOC that have suggested that we should let it drop until after the election when we will have at least three new Board members.

Personally, this may be a time when the entire board policy needs a total rewrite from scratch.

Nonetheless, this won't be an issue for you to worry about tonight.

Since we very well may have three new members joining our ranks in the next month, we're working to put together a New Member Orientation Primer to help explain how things work, what our mission is, what CBOCers can expect, what the different reports mean and other areas to help new members more quickly assimilate. We also want to produce some information videos and provide Brown Act training.

We will also be going over every item on the CBOC web site to learn what's on there in an effort to learn what needs to be added. We'll also be checking each of the items to validate that the hotlinks are live and even that the items are current. We've offered to affect the hundreds of changes we expect this to require but we've received no support from the Board or District to help us to save the District some money.

The CBOC is anxious to see how and when the new Facilities Master Plan is drafted. This is a critical document and is the foundation from which the Board, District staff and the community will work as they proceed with the work that Measure R will be funding. A great deal of the Board's time is devoted these days to closing the District's funding holes but this should not be an all-consuming task. The District has other things—critical things—that are on the plate and need your attention, too.

Just a reminder to the Board and the throngs of fans watching this at home, we still need volunteers to serve on the CBOC to oversee the Bond Program.

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

If you'd like to learn more or to receive an application, please feel free to call me at (510) 685-2403 or email me at dongosney@comcast.net.

As another reminder, our next meeting will be hosted at 2 PM on Monday afternoon, July 13th. All are welcome.





WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE
Guadalupe Enllana Don Gosney Cameron Moore
Vice Chairperson Chairperson Secretary

Superintendent Matt Duffy July 9, 2020
Associate Superintendent Luis Freese (Facilities, Maintenance and Bond)
Board President Stephanie Hernandez-Jarvis
Board Clerk Consuelo Lara
Boardmember Tom Panas
Boardmember Mister Phillips
Boardmember Valerie Cuevas

Re: Third Quarter Joint Meeting

Good day to you all.

As you are all aware, Board Policy 7214.2 requires the WCCUSD Board of Education to co-host a joint meeting with the Citizens' Bond Oversight Committee.

When the Board approved their Board meeting schedule at the June 24th meeting, there was no mention of a joint meeting.

I apologize for being remiss in not noticing this so it could be brought up and amended at that meeting.

The CBOC requests that the Board and staff work with the CBOC to schedule a meeting in September where we can meet and have an open discussion of the issues that should be of importance to both the Board, the CBOC and the community.

One of the great benefits of the joint meetings is that there can be an open discussion without the formalities that we often live with at regular Board meetings.

I look forward to hearing from you so we can come up with a mutually agreed upon date.

Sincerely,

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

D o n G o s n e y
929 Lassen Street
Richmond, CA 94805-1030

H: (510) 233-2060 dongosney@comcast.net C: (510) 685-2403



WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

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RESOLUTION 20-2 Capital Improvement Budget Control and Effective Bond Oversight

Whereas: A Capital Improvement Budget identifies community goals and needs and can ensure major capital expenditures are in line with community expectations, anticipated growth, and project financial capability.

Whereas: A Capital Improvement Budget contains all the individual capital projects in conjunction with construction and completion schedules, and in consort with financing plans. It coordinates strategic planning, financing capacity, and physical development. It should institutionalize collaboration among departments and enable links between annual budgets and long-term infrastructure plans. The capital budget is typically five to ten years; and

Whereas: WCCUSD currently does not have a Board Policy on five-year capital improvement budget for the four capital improvement funding sources:

- Fund 21 Building Fund.
- Fund 25 Capital Facilities Fund.
- Fund 35 County School Facilities Fund.
- Fund 40 Special Reserve Fund for Capital Outlay Projects.

and

Whereas: A Capital Improvement Budget Board Policy has the following benefits:

- Systematically evaluates competing demands for resources.
- Identifies, prioritizes, and optimizes the financing of capital projects.

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

- Links strategic and comprehensive plans with fiscal capacity.
 - Informs the public about WCCUSD investment in infrastructure.
 - Provides a capital program budget control management process.
- and

Whereas: The CBOC's Compliance Opinion concerning Accountability Requirement B of CA Ed Code 15278, released in the CBOC's 2018 Annual Report, was that compliance "Cannot be determined" because "... Measures D and E both passed without a list of "specific school facilities projects to be funded...". WCCUSD's prior CBOC's gave the same opinion in 2016 and 2017.

Whereas: In 2016, 2017 and 2018, in stating their Compliance Opinion, the CBOC cited guidelines and best practices for strong bond oversight put forth in Report #236 released in 2017, by the **Little Hoover Commission**, a bipartisan state board which works to foster economy, efficiency and improved services in the use of public funds; and

Whereas: The **Little Hoover Commission's** 2017 Report #236 included the following concerning the need for specificity in bond measure language as the basis for effective bond oversight:

- Concerns shared by other CBOC's in California that "... districts are not following Proposition 39 requirements to specifically list projects that will be paid for with local bond proceeds. Some expressed concerns about the role that bond counsel, bond issuers and construction companies – all who stand to profit when a bond measure is enacted – play in supporting bond measures, often called "pay-to-play" practices. When bond measures are vague about what is going to be paid for with bond proceeds, it adds yet another hurdle to effective oversight by the bond oversight committees."¹

¹ **Borrowed Money: Opportunities for Stronger Bond Oversight** , Report #236, February 2017, by **The Little Hoover Commission**, formally known as the Milton Marks "Little Hoover"

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

- 66 • Particular improvements in natural resource bond oversight—
67 which could be a “model” for school bonds—including a three-
68 part “accountability framework” implemented by executive order
69 in 2006, by Governor Schwarzenegger. This framework required
70 development of a strategic plan before bond money is spent,
71 documentation to ensure projects stayed within cost and scope, and
72 audits to check whether expenditures were in line with the strategic
73 plan.²
- 74 • Recommended improvements be made in bond oversight,
75 including that California’s Governor and Legislature “update and
76 overhaul the education code related to the Strict Accountability in
77 Local School Construction Bonds Act of 2000”, for example,
78 “Require bond measures proposed to voters under the reduced
79 threshold to include specific project lists.”³

80
81 **Whereas:** In 2016, WCCUSD Board of Education approved a comprehensive
82 Facility Master Plan (FMP). Moss Adams & Assoc who completed
83 the District’s “effectiveness and results” performance audit of the
84 bond program in 2017, 2018 and 2019, called this plan “...a highly
85 integrated process that included several community meetings, focus
86 groups, surveys, and school site and steering committee meetings,
87 which included a prioritization committee...” adding, “...The
88 prioritization of projects is clearly defined and an integral part of the
89 master plan.”⁴; and

90
91 **Whereas:** The 2016 Forensic Accounting Investigation (FAI) Phase II Final
92 Report by Vicenti, Lloyd, Stutzman (VLS) was approved by
93 WCCUSD’s Board of Education in September 2016. It included 112
94 recommendations made by VLS to improvement oversight of
95 WCCUSD’s bond program. One related to regular and

Commission on California State Government Organization and Economy, an independent state oversight agency. See section, Limited Progress Improving Bond Oversight, pg. 17.

² **Ibid.** pg. 8

³ **Ibid.** See 2017 Recommendations for Local Bond Oversight # 7, pg. 20.

⁴ **Proposition 39 Bond Performance Audit Report for the Fiscal Year Ended June 30, 2018** by Moss Adams (March 19, 2019), pg. 16-17.

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

96 comprehensive updates to the Facility Master Plan (TC 2-1), and
97 another called for language in future bond measures, "...that
98 specifically refers to the Board approved Long- Range Facilities
99 Master Plan...." (TC 2-2)⁵ Both recommendations related to Conflict
100 of Interest (COI) allegations which were deemed "medium"⁶ risk to
101 the District—i.e., "... the dollar impact may be large, and there may
102 be an impact on public perception/trust."; and
103

104 **Whereas: WCCUSD Staff's initial response to FAI recommendations TC**
105 **2-1 and TC 2-2, as quoted in VLS' final report in 2016:**
106

107 "...Pursuant to the recommended implementation timeline in the
108 Facilities Master Plan and subject to available funding and Board
109 approval, District Staff will complete a comprehensive update of the
110 Facilities Master Plan in 2020, which will include all District sites.
111 Every five years thereafter, staff will recommend to the Board a
112 comprehensive update of all District sites. If any event occurs that
113 potentially could impact availability of funding resources or project
114 timelines, updates will be provided to the Facilities Subcommittee
115 and Board, if needed and/or required.
116

117 "In the event of a future Bond Measure, District staff will
118 recommend to the Board that the Facilities Master Plan is referenced
119 in the bond measure language. The recommendation will also include

⁵ VLS recommendation TC2-2/ITF Master List Recommendation #3: "When the District seeks the passage of a future bond measure(s), include language in the bond measure that specifically refers to the Board approved Long- Range Facilities Master Plan. Adding this language to the bond measure will afford the District increased transparency, allow the voters to better understand the projects and timeline of the projects that will be undertaken with the bond proceeds, and will hold the District and Board members accountable to the public. The language added to the bond measure should include a statement that provides the District with some flexibility in the event of an unforeseen or catastrophic event, requires that the Board approve revisions made to the Facilities Master Plan, and indicates the means by which the public could obtain a copy of the approved Facilities Master Plan." This was related allegations of Conflict of Interest (COI), deemed "medium" risk:

⁶ VLS defines risk assessments on page 16 of the VLS 2016 FAI report. "**Medium** – It is possible that the District may be at risk for waste, improper expenditure or fraud (financial irregularity) related to the Bond Program expenditures, the dollar impact may be large, and there may be an impact on public perception/trust."

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

120 that projects in the Facilities Master Plan whose construction
121 schedules fit within the timeframe of the bond measure be placed in
122 the bond measure language. Language shall be recommended to the
123 Board to provide the District with flexibility in the event of a
124 catastrophic event. The Facilities Master Plan contains specific
125 projects with estimated costs and recommended schedules. Any
126 revision of the recommended scope of the Facilities Master Plan will
127 be recommended to and approved by the Board and those changes
128 can be reflected in the bond measure language, if applicable.”⁷
129

130 **Whereas:** In June 2019, the CBOC approved **Facilities Roadmap 2023**
131 **Excellence Every Day** included the following provisions under
132 Features of a Transparent Bond Measure:

- 133 • Specified prioritized Project List with estimated cost of each
134 project and a commitment to build the projects in the priority order
135 promised.
- 136 • A statement in the ballot language that includes the total amount
137 of bonds to be issued, the duration of the bonds debt service, an
138 estimate of average annual tax rate provided by an official source;
139 and

140
141 **Whereas:** The ballot summary statement (“The Question”) for Measure R,
142 passed in March 2020, **does not reference WCCUSD’s Facility**
143 **Master Plan at all;** and
144

145 **Whereas:** The full text of Measure R totals 2550 words, **only 10% of which**
146 **reference WCCUSD’s Facility Master Plan.** The full text includes
147 a long list of generalized “projects” and allowances that go far beyond
148 what one might reasonably consider necessary in case of “unexpected
149 catastrophes”. For example, among many other allowances, Measure
150 R funds can be used for “a theater with stage, backstage, scene shop,
151 costume shop, dressing rooms, lighting system, sound system,
152 recording system, orchestra pit, public lobby, box office, and other

⁷ VLS PHASE II REPORT OF FORENSIC ACCOUNTING INVESTIGATION September 16,
2016 FINAL REPORT, pg. 41.

WCCUSD

CITIZENS' BOND OVERSIGHT COMMITTEE

153 related services..” and “...completion of projects authorized under
154 [bond measures] previously approved by the voters.”⁸; therefore be
155 it

156

157 **Resolved:** that in the CBOC’s opinion:

158

159 The current Board Policy BP 7100 Facilities Planning, Facilities
160 Master Plan should be amended by adding the following Section:

161

162 1. A Five-Year Capital Improvement Budget shall be prepared by
163 the Superintendent or designee and presented to the Board of
164 Education in July of each year for action. Said budget will
165 reference the Facilities Master Plan. The Capital Improvement
166 Budget shall include by fiscal year for each of the next five fiscal
167 years all capital improvement projects funded by:

168

- Fund 21 Building Fund.
- Fund 25 Capital Facilities Fund.
- Fund 35 County School Facilities Fund.
- Fund 40 Special Reserve Fund for Capital Outlay Projects.

169

170

171

172

173 2. The Board of Education has not yet implemented the 2016
174 Forensic Accounting Investigation recommendation **TC 2-1**, nor
175 the District’s own recommendation, made in 2016 in response to
176 **TC 2-1**, specifically to “...complete a comprehensive update of
177 the Facilities Master Plan in 2020.”

178

179 3. 2020 Measure R bond ballot measure language cannot be used as
180 the basis for effective bond oversight and, therefore, the Board of
181 Education has not yet effectively implemented the 2016 Forensic
182 Accounting Investigation recommendation **TC 2-2**.

⁸ <https://www.cocovote.us/measure-r-west-contra-costa-unified-school-district/>

CBOC AR19 Subcommittee	AR18	Sallie DeWitt (Chair) Lorraine Humes John Anderson	Target VER1 (prelim AR) by Sep 14, 2020 (discussion)	Target VER2 (prelim AR) by Oct 19, 2020 (discussion)	Target VER3 (final AR) by Nov 9 (action to approve)
Title Page	SD	Maisha Cole			
EXECUTIVE SUMMARY	SD	Mac Moore			
1. ABOUT WCCUSD's CBOC	AJ	Guadalupe Enllana			
2. CBOC ANNUAL REPORT INTRODUCTION	SD	Maisha Cole			
3. USE OF BOND FUNDS AND BOND PROGRAM FINANCIAL STATUS	VH	John Anderson			
4. DISTRICT AUDITS AND 2019 CBOC COMPLIANCE STATEMENT	AJ/VH	Anton Jungherr			
5. 2016 FORENSIC ACCOUNTING INVESTIGATION (FAI) RECOMMENDATIONS IMPLEMENTATION STATUS	MM	Mac Moore			
6. 2016 LONG RANGE FACILITIES MASTER PLAN IMPLEMENTATION STATUS	MM	Lorraine Humes			
7. NEW BOND MEASURE R		Sallie DeWitt			
APPENDICES					
1. Use of Bond Funds/Program Financial Status	GV/VH	John Anderson			
APPENDIX A: WCCUSD Facilities Funding Sources					
APPENDIX B: West Contra Costa County Property Tax Rates					
APPENDIX C: Bond Program Key Performance Indicators Summary (Report #1)					
2. Audits & Compliance	AJ	Lorraine Humes			
APPENDIX D: Fiscal Year 2018 Performance Audit					
APPENDIX E: 2003 - 2018 WCCUSD Bond Program Audit History					
APPENDIX F: CBOC Recommendations					
APPENDIX G: Bond Program Status Report eff. Dec 31, 2019					
APPENDIX H: WCCUSD Bond Program Spending by Site (Report #2)					
APPENDIX I: Bond Program Financial Status (Report #13)					
3. 2016 Forensic Accounting Investigation (FAI)	SD	Mac Moore			
APPENDIX J: FAI Recommendation Implementation Status and Risk Association					
4. Other	AJ	Anton Jungherr			
APPENDIX K: CBOC Recommendation - Measure R					
APPENDIX L: [Open]					
5. Other General References	SD/DG	Ken Burns/Don Gosney			
APPENDIX M: CBOC Member Roster and Bios					
APPENDIX N: CBOC Annual Report Chronology 1998 - 2019					
APPENDIX O: Other References & Links					
APPENDIX P: Measure D & Measure E					
APPENDIX Q: Overview of "Prop 39 Bonds"					

FY2019 AUDIT SCHEDULES

F Y 2 0 1 9 A U D I T S C H E D U L E S

Description	Entity See Key Below	Financial Audit FY2019 Christy White Associates	Performance Audit FY2019 Moss Adams LLP	Moss Adams LLP Review Final ¹
Entrance Conference	ASC	10.9.19 *	10.9.19 *	?
Exit Conference	CBOC	03.09.20 *	03.09.20 *	?
Accept Report	CBOC	06.08.20	06.08.20	?
Accept Report	Board	04.01.20 *	04.01.20 *	?
Legal Deadline	Board	03.31.20	03.31.20	N/A
Annual Evaluation of Auditor	CBOC	06.08.20	06.08.20	N/A
Responses to Audit Recommendations ²	District Staff	N/A	07.01.20	N/A

* Indicates that this activity has been completed.

Entity Key:

CBOC ~ Citizens' Bond Oversight Committee

ASC ~ CBOC Audit Subcommittee

Board ~ WCCUSD Board of Education

The schedule for the Moss Adams LLP Phase 2 Final Forensic Accounting Investigation Review (upon completion of the implementation of the 112 recommendations) is June 20, 2020. There is no current plan for Moss Adams to review the 29 recommendation not verified in Phase I report, March 20, 2019.

¹ Moss Adams LLP review of forensic accounting investigation implementation FY2017 (as of June 30, 2017, Phase 1) and upon implementation of all recommendations (Phase 2) was approved by Board of Education on October 18, 2017

² Education Code Section 15280 (a)(2) provides, "The governing board of the district shall provide the citizens' oversight committee with responses ... within three months of receiving the audits."

FY2020 AUDIT SCHEDULES

F Y 2 0 2 0 A U D I T S C H E D U L E S

Description	Entity See Key Below	Financial Audit FY2019 Christy White Associates	Performance Audit FY2019 Moss Adams LLP	Moss Adams LLP Review Final ¹
Entrance Conference	CBOC	?	?	?
Exit Conference	CBOC	?	?	?
Accept Report	CBOC	?	?	?
Accept Report	Board	?	?	?
Legal Deadline	Board	03.31.21	03.31.21	N/A
Annual Evaluation of Auditor	CBOC	?	?	N/A
Responses to Audit Recommendations ²	District Staff	?	?	N/A

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West Contra Costa Unified School District
Office of the Superintendent
Friday Memo
April 24, 2020

PERFORMANCE AUDIT RFP PROCESS – TONY WOLD

The District must complete an annual Proposition 39 Financial and Performance Audit of the Bond Program. The District's three-year contract with Moss Adams to provide services for the Proposition 39 Bond Performance Audit is expiring to provide a service for the Bond Performance Audit. WCCUSD remains under contract for the Financial Audit with Christy White.

In addition, Moss Adams is still under contract to provide services for Phase 2 of our Forensic Investigation third-party verification of recommendations (Phase 2) scheduled to begin July 2020. Unlike the annual audit that is limited to a specific time period, the Phase 2 report will look at the District policies and procedures alignment with current practices in real-time. After completion of the Phase 2 report, the District will be able to determine what additional audit services may be most beneficial to pursue in future expanded audits.

As a result, the current operational plan is to complete the Phase 2 review before adding any additional scope to the compliance audits.

At this time, the staff recommends that we issue a Request for Proposal ("RFP") for the Proposition 39 Performance Audit services. The RFP will encourage all qualified firms, including Moss Adams, to submit their best proposal to complete the Proposition 39 Performance Audit for our bond programs as required by law. Staff believes that issuing an RFP is appropriate and demonstration of best practices.

To summarize, the District currently has 3 different audit functions occurring within the Bond Program:

- Financial Audit Services – Under Contract with Christy White
- Performance Audit Services – Recommend RFP for services
- Forensic Investigation Verification Phase 2 Services – Under contract with Moss Adams

West Contra Costa Unified School District
Office of the Superintendent
Friday Memo
April 24, 2020

If any Board members have any questions about the RFP process please contact Tony Wold and Luis Freese. Staff would generate the RFP for public release by May 8 to allow time to assess firms and identify the firm to complete the Performance Audit before July 1st.

BOND COUNSEL RFP – TONY WOLD

With passage of Measure R the District is beginning the next phase of our construction program and will need ongoing Bond Counsel support. Our current contract with Nixon Peabody was extended for the current school year after discussions with the Facilities Committee, but now it would be appropriate to complete an RFP for these services beginning with the 2020 – 2021 school year. The District is currently completing an RFP for all other legal services and this specialty service is not part of that RFP which is why we would move forward.

If any Board members have any questions about the RFP process please contact Tony Wold and Luis Freese. Staff would generate the RFP for public release by May 8 to allow time to assess firms and identify the firm to complete the Bond Counsel Services before July 1st.



WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

MONTHLY STAFF REPORTS

To promote transparency, accountability and confidence in the WCCUSD Bond Program, the Facilities, Planning and Construction Department prepares a group of reports each month to present to the Facilities Committee and Citizens' Bond Oversight Committee and are available to the general public.

The reports provide an update on the financial status of projects as well as the status of the various bond measures. Sample copies of each of these monthly reports are attached in the Project Management Plan (PMP) Appendix as Items 9.01-9.06.

PROJECT UPDATES

FACILITIES MASTER PLAN PROJECT UPDATE

Through photos and supporting documents, the Facilities Master Plan Update attempts to show what work has been conducted on the District's Bond Program/Critical Needs projects in the previous month. This also includes a report on any change orders and amendments to project contracts.

NEWSLETTERS

When possible, newsletters are produced and forwarded to neighbors near the projects to let them know what's happening with the projects, important potentially disruptive project work (such as work on a street/sidewalk, road closures due to the deliveries of large items, cement pours, and pile driving). The newsletters also provide contact information about the contractor and District staff should there be questions or complaints.

STATUS REPORTS

Brief status reports are drafted and distributed so interested parties can stay abreast of the work being conducted.



WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

FINANCIAL STATUS REPORTS

BOND PROGRAM SPENDING TO DATE BY SITE

This report, grouped by school type, shows Current Board Approved Budget, Prior Year/Current Year and Total Expenditures, Remaining Commitments, and Board Approved Budget Balance for each school site. In addition, footnotes indicate whether the site includes Legacy or 2016 Master Plan projects and the status of those projects.

BOND PROGRAM FINANCIAL STATUS REPORT 13

This report provides a cash projection, including Cash Balance, Projected Revenues, Available Funds, Board Approved Budget, Current Budget Balances, and Project Cash Balances. It also includes pending State Facility Grants that are expected in future years, as well as the required funding needs for future Master Plan projects.

FINANCIAL IMPACT OF REPORT 13 VARIANCE

This report demonstrates and provides an explanation for any changes in Adjusted Cash Balance, Projected Available Funds, Projected Cash Balance, and State Facility Grants from month to month.

BOND PROGRAM AP CHECK LIST

This report lists all of the Warrants issued during the prior month, including Vendor, Check Number, Check Date, Account Code, Invoice Number, Invoice Date, Invoice Amount, and Invoice Description. This report does not include any payroll warrants.

CONSOLIDATED BUDGET STATUS REPORT - PROGRAM-WIDE

Grouped by School site, this report includes Total Budget, Total Commitments, and Total Expenditures for all projects in the Bond Program.

CONSOLIDATED BUDGET STATUS REPORT - 2016 MASTER PLAN



WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

Grouped by School site, this report includes Total Budget, Total Commitments, and Total Expenditures for all projects in the 2016 Facilities Master Plan.

DRAFT



WCCUSD
CITIZENS' BOND OVERSIGHT COMMITTEE
Guadalupe Enllana Don Gosney Cameron Moore
Vice Chairperson Chairperson Secretary

2020
CBOC MEETINGS CALENDAR

Meetings will begin at 2:00 PM

J u l 13	S e p t 14	O c t 19
A u g 10	S e p t ?? (proposed joint meeting)	N o v 09
	D e c 14	

SCHOOL BOARD MEETINGS

J u l 15	A u g 05 A u g 26	S e p t 09 S e p t 23
O c t 07 O c t 21	N o v 04 N o v 18	D e c 09 D e c 16
J a n 13 J a n 27	F e b 10 F e b 24	M a r 10 M a r 24
A p r 14 A p r 28	M a y 5 M a y 19	J u n 9 J u n 23

CBOC Bylaw Requirements

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

FUTURE AGENDA ITEM LOG

07/13/20

Item #	Description	Suggested	Agendized
18-2	CBOC Handbook	10.24.18	ongoing
18-8	Updated By-Laws		TBD
19-1	Bring Draft ByLaws to CBOC for review	02/06/19	TBD
19-6	PVHS Lessons Learned	08/15/19	TBD
19-8	Facilities Master Plan Update	08/15/19	TBD
20-01	CBOC Training	01/13/20	TBD
20-03	Brown Act Training	06/08/20	TBD
20-04	CBOC Contact Info	06/08/20	TBD