

West Contra Costa Unified School District

Bond Policies & Procedures

“Program Management Plan” Update

September 25, 2019

presented to Facilities Committee

Background

- The Moss Adams FY 17/18 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, draft and publish a Bond Program Management Plan (“PMP”)
- The Program Management Plan will consolidate all the policies and procedures that define the functional areas of the Bond Program

Program Management Plan: Table of Contents

□ Draft Table of Contents (“TOC”)

- ✓ Separated into four key areas of Bond Program Management

- Program and Operations

- Administrative

- Project Management

- Fiscal

- ✓ References corresponding audit recommendations

- ✓ 8 new topics received from the Citizens’ Bond Oversight Committee currently under review

presented to Facilities Committee

WCCUSD Bond Program Management Plan

Introduction (32) (133) (161)

I. Program and Operations

A. WCCUSD’s Vision and Mission

1. Bond Management Team Vision/Purpose Statement
2. Long-Range Facilities Master Plan
 - a. Annual Review and Update (10) (68)
 - b. Periodic Master Plan Reassessment (2)
3. Legacy Projects

B. Roles and Responsibilities

1. Teams and Departments
 - a. Board of Education
 - b. Superintendent
 - c. Implementation Task Force (112)
 - d. Business Services
 - e. Operations
 - i. Contract Administration
 - ii. Engineering
 - f. Departments
 - i. Special Education
 - ii. Sites
 - iii. Technology Services
 - iv. Maintenance and Operations
 - v. Food Services
 - g. Consultants
2. District and Professional Services Annual Staffing Plan (114) (115) (135) (136)
3. Organizational Structure

C. Transparency and Communication

1. District Business Ethics Expectation Policy and Compliance (7) (76)
2. District Conflict of Interest Policy and Compliance (6) (7)
3. Board of Education
 - a. Membership
 - b. Meetings
 - c. BOE precis (50) (85)
4. Facilities Subcommittee
 - a. Membership

Draft (09/20/2019)
Table of Contents

1

West Contra Costa Unified School District
Swinerton Management & Consulting, Inc

Program Management Plan: Draft Policies and Procedures

- ❑ Draft cohesive policies and procedures that reflect best practices
 - ✓ Compile all District process documentation, interview staff & observe current controls
 - ✓ Review all documentation (narratives, forms & templates, flowcharts, and additional resources)
 - ✓ Draft cohesive narratives and provide to the District for ongoing iterative review and validation
 - ✓ Align with the implementation of Colbi (financial reporting and construction document management software)
 - ✓ Reconcile draft procedures with all corresponding audit recommendations

presented to Facilities Committee

Read by:

Introduction

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. The purpose of this Plan is to provide information to Bond Program participants on the procedures relevant to the execution of the Bond Program. This Plan outlines all the processes for Bond Program activities including, but not limited to, staffing, procurement, financial controls, document control, budgeting practices, master planning, scheduling, invoice/payment application review and processing, change order review and processing, and claims avoidance and management.

The Bond Program Management Plan is intended to provide the West Contra Costa Unified School District with documentation of the internal controls that properly implement the District's policies, safeguard its assets, provide compliance with state and federal laws and regulations, and produce timely and accurate financial information.

The following sections and attachments describe the procedures for administering and managing the bond program and related projects. These descriptions do not replace the District's contract requirements. Rather, they provide supplemental information regarding management and day-to-day processes. The Plan will ensure that District staff has clear guidelines to follow, assist in training new members of the team by providing them with the initial and fundamental information they will need to meet the expectations of the West Contra Costa Unified School District, and provide consistency in process implementation.

This Bond Program Management Plan is a living document which is intended to be revised and refined over time to reflect emerging decisions, improvements, and best practices needed to guide the program to a successful conclusion. Suggestions for revisions, additions, and improvements may be forwarded to any of the following:

Melissa Payne, Director of Contract Administration
Email: mpayne@wccusd.net
General Mailbox: facilitiesplanning@wccusd.net

The Board of Education of the West Contra Costa Unified School District gives life and meaning to this Bond Program Management Plan by intermittently reviewing it under the purview of the Facilities Committee. When new regulations or better practices emerge, the Director of Contract Administration will review any updates to the Plan with the Facilities Committee. The Associate Superintendent of Operations will report to the Board annually, at the minimum, that the Bond Program Management Plan is current and under implementation.

Program Management Plan: Colbi Implementation

- On May 8th, 2019, the Board approved a contract with Colbi Technologies (“Colbi”)
 - Colbi provides program and project financial management and reporting software
 - Colbi provides construction document management software
 - Implementation of Colbi will include historical information
 - Historical information reconciliation and database integration is ongoing
 - Anticipated implementation is scheduled for October 2019

Aligning the Program Management Plan with Implementation of Recommendations

The completion of the Program Management Plan and implementation of Colbi is anticipated to resolve 75 outstanding recommendations for the Forensic Accounting Investigation as well as the Program Effectiveness Recommendations.

presented to Facilities Committee

Draft Summary & Tracking for All Recommendations

Master List #	VLS #	Brief Description	Location	Moss Adams
1	TC 1-1	advertise CBOC membership	PO: C.5.a.i	o
2	TC 2-1	clarify "review period" in Master Plan	PO: A.2.b	
3	TC 2-2	Incl. information about Master Plan in Bond Measure	WCCUSD	
4	TC 4-1	revise Governance Handbook (GH) (ethics)	Board of Education	✓
5	TC 4-2	Brown Act training workshop	Training	
6	TC 4-3	add Conflict of Interest section to GH	PO: C.2	✓
7	TC 4-4	Conflict of Interest section (cont.)	PO: C.1, C.2	✓
8	TC 4-5	BOE power over contract amendments	Board of Education	✓
9	TC 4-6	BOE training on GH contents	Board of Education	o
10	TC 5-1	annual internal Master Plan review	PO: A.2.a	
11	TC 5-2	multi-year, line-item budgets	F: A.1, A.1.a.ii	
12	TC 6-1	budget practices	F: B.1	
13	TC 6-2	budget verification pre-contract approval	F: A.3, B.3, D.2.a	o
14	TC 6-3	budget verification process	F: B.3	o
15	TC 6-4	budget string review by principal acct	F: B	o
16	TC 6-5	budget string sign off on transfer form	F: A.3, B.3	o
17	TC 6-6	New form for budget amendment/transfer	F: A.4.b, D.2.a	o
18	TC 6-7	Bond project budget reports to BOE	F: A.1.a.i, D.1.a.i	
19	TC 6-8	budget in/decreases for BOE approval	F: A.4.b	
20	TC 6-9	Site Budget Authorization Form monthly	F: A.1.a, D.1.a.i	

Draft Summary & Tracking includes Moss Adams FY 17 & 18 Performance & Program Effectiveness Recommendations

Master List #	Moss Adams 2017	Moss Adams 2018	Brief Description	Location	Moss Adams
113	Conduct a Performance Audit		school facility consultants charge	Legal Counsel	
114	Conduct a Performance Audit		timekeeping records bond program	PO: B.2	
115	1		staffing plan	PO: B.2	
116	2		cash flow report	F: A.1.a, D.1.b	✓
117	3		design & construction budget	F: A.1	
118	4		bidding & procurement documentation	PM: A.6, A: A.2, A.3.c, B	
119	4		competitive solicitation: architects	A: A.2.a, B, B.4.b	
120	4		competitive solicitation: goods	A: A.5	
121	5		exceeded contract limitations	A: B.5.a	
122	5		non-GSA approved purchase	PM: A.2	✓
123	5		change order documentation prof. svc	A: A.4.c, A.4.c.i, B.4.b	
124	6		master plan project budgets	F: A.1	✓

Next Steps

- Refine Table of Contents
- Ongoing iterative review and approval of narratives
- Maintain the summary of all audit recommendations
- Continue to provide monthly updates to the Facilities Committee and Citizens' Bond Oversight Committee
- The Draft Bond Program Management Plan is anticipated for November 2019