



**CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)  
MEETING MINUTES**

**Meeting Conducted via Zoom  
and in-person at  
Pleasanton Unified School District Office  
4665 Bernal Avenue, Pleasanton, CA 94566  
January 10, 2023  
5:30 - 7:00 PM**

**I. OPENING ITEMS**

**A. Call to Order**

The meeting was called to order by CBOC Chair Arne Olson at 5:32 PM.

**B. Roll Call**

CBOC Members Present:

Lou Astbury  
Samantha Webb Kading  
Keith Lam  
Doug Miller  
Arne Olson  
Steve Zevanove

CBOC Members Absent:

Chong Wang

PUSD Staff Members Present:

Ahmad Sheikholeslami, Assistant Superintendent of Business Services  
John Chwastyk, Executive Dir., Facilities Construction & Bond Programs  
Tom Gray, Executive Director, Fiscal Services  
Eric Van Pelt, Vice President Van Pelt Construction Services (VPCS)  
Carolyn Calderan, Administrative Assistant, Business Services

### **C. Welcome and Introductions**

No welcomes or introductions were required.

## **II. REPORTS, DISCUSSION AND/OR POSSIBLE ACTION**

### **A. Approval of Minutes from 11/09/2022**

- i. A request to correct the Minutes from 11/09/2022 was made. The Draft Minutes incorrectly stated that the next meeting would be February 28, 2023; the date of the next meeting should have listed January 10, 2023. Motion to approve the 11/09/2022 Minutes with that correction was made by CBOC member Keith Lam, and seconded by CBOC member Lou Astbury. Corrected meeting minutes were approved by unanimous vote.

### **B. Measure I1 Project Updates**

Eric Van Pelt, VP of Van Pelt Construction Services, provided the Committee with a slide presentation and additional commentary regarding Measure I1 Project Updates.

- i. HVAC & Roofing
  1. Some issues under warranty were encountered with the very significant December-January rain storms; those roofing repairs have been completed. Supply chain issues have impacted the final steps of the HVAC work for the Harvest Park gym. The most recent update of the unit's arrival date is the last week of January, with another 4-5 days for the delivery by truck. A temporary unit was installed so that it would not be cold in the gym.
  2. For next summer's projects, preconstruction is underway. Units were purchased two months earlier in the timeline to account for supply chain challenges. Conversations with Carrier are happening almost weekly to keep attention on the projects and to convey importance of timeliness. Contingency plans are in progress; if a unit is not on time, the plan is to leave the old unit installed rather than deal with temporary units. The larger units are the ones that are causing the snags. The sites to be worked on next summer are: Donlon, Mohr, Walnut Grove, and Hart.
- ii. Fire Alarm Upgrades
  1. Six sites have upgraded fire alarm systems: Valley View, Donlon, Walnut Grove, Harvest Park are complete. The voice evacuation system at Alisal and Mohr is in the final testing phase.
  2. DSA review is in progress for next summer's fire alarm projects, which were out to bid as of today. Sites with work next summer are Hearst, PMS, Fairlands, and Vintage Hills.

iii. Hart Middle School – New Science Classrooms

1. The building is complete, and furniture is installed, but the weather has prevented the pouring of the sidewalks and so the building is not yet occupied. The sidewalks need to be poured to the building for the students to move in. Rain is forecast for the next two weeks, but once that rain stops and the soil dries sufficiently, everything is ready to go. A contractor is on stand-by and ready to go as soon as they get the OK from the soils engineer.
2. CBOC member Steve Zevanove inquired how many dry days are needed. Mr. Van Pelt explained that new concrete can tolerate some rain, as long as it is not a deluge. But it takes about a week for the soil to sufficiently dry, and the project is about a week of work. If there is a little rain during that week, it's not an issue. Assistant Superintendent of Business Services, Ahmad, asked if lime treatment could be an option to deal with the wet soil. Mr. Van Pelt said that the soils engineer said that would be OK, but that the soil is still too wet for that option at this point. Cement treatment is another option—putting cement in the soil and then mix to help the soil dry out faster (cement absorbs the water from the soil).

iv. Safety and Security

1. All camera installations are completed at the middle school and high schools. Cameras for the elementary schools were approved at the October Board of Trustees meeting; units are on their way and expected to arrive at the end of January. Installation will start in February, beginning with Donlon; full completion at all sites is expected to be done in one year.
2. A burglar alarm pilot has been going on at Hart for 4 months, and it has worked well with no complaints. The final order will be placed in January to equip the remaining sites. The elementary schools will receive installation first, then the middle schools, then the high schools because they are the most complex projects. Mr. Zevanove asked if there is a remote locking feature to the systems. Mr. Van Pelt explained that this system has card access to unlock the door, which also can be unlocked with a phone app or computer. The primary purpose of this project is to improve access control in common areas, such as gyms; this was the scope of the project under I1. The goal was to reduce the cost and risk of sharing keys and rekeying locks to common areas when periodically needed. This alarm project is not a District wide project that would create remote access on every door.

v. Lydiksen

1. The new administration building is complete and the ribbon cutting ceremony is planned. On Monday, the new drop off and the new entrance were put into use. The two drop-off arrangement is working very well. Pod C is having final finishes installed. That renovation will wrap up in the spring and move-in will be soon after. Everything else from the original project is done and in use. Mr. Van Pelt offered to take any interested CBOC committee members on a tour of the completed project. This project which has been monitored closely, and yellow on the dashboard for that reason, is looking green. CBOC member Lou Astbury asked if the rain had caused any trouble at Lydiksen. Mr. Van Pelt said that they took care of two “bird baths”, and the minor flood in the front parking area (all of the drainage exits were full with other high waters in the City pipes). Everything looks to be in really good shape. The roofs look good, despite a few leaks that were exposed by the first rains; any issues were immediately taken care of with no major water intrusion events.
- vi. Foothill High School – new CTE workshop (Measure I1 + additional grant funds)
  1. Two contractors are working on the project—one is doing the site prep work and the other is doing the building construction. The site prep work is done and ½ of the building slab was poured before the rain storms. This project is now also waiting for the rainy weather to clear. The soils at the site required 5 feet of base rock and fill, so the site should dry out faster. The structural steel has been fabricated and is sitting at the shop, ready to go vertical. CBOC member Keith Lam asked if the two buildings would be connected. Mr. Van Pelt explained that there will be a little bridge over the walkway. On the ground level, students will be able to roll up the garage doors and move large projects in between the two buildings. By connecting the buildings by a second-floor walkway, the design only required installation of one elevator. The proposed opening of the second new building will be the beginning of the 2023-24 school year.
- vii. SDC Facility Upgrades
  1. Preliminary design work for SDC updates at Foothill is underway
  2. Preliminary design work for the addition of a kitchenette for SDC use at Harvest Park middle school is underway.
- viii. Technology
  1. Since MPRs are classrooms, they also got a technology update. Final installation for MPR and classroom technology updates is in process and scheduled to be complete at the end of February. There will also be another batch of chromebooks; some of the early provided teacher laptops have reached the end of their cycle and will be updated.
- ix. TK Classrooms

1. The RFP for the TK classrooms is complete and the contractor selected. Design will begin in February. The 2 sites for new TK classrooms under Measure I1 will be Donlon and Fairlands; additional TK facilities will be under Measure I.

**C. Measure I1 Financial Updates**

Mr. Van Pelt then presented the Project List Financial Recap Report and offered additional explanation to the Committee.

- i. Lydiksen – there is \$1.1M remaining, and they expect to finish on budget; it's really exciting that the complex project's costs were kept under control. The yellow triangle is there for the schedule, and the project will be watched closely to the very end. Everything looks good.
- ii. Safety & Security projects are nearing completion. Several are at 99% complete.
- iii. Amador Valley High School – project is 100% complete
- iv. Foothill High School – one more final building is underway.

Mr. Lam asked if all of the I1 Bonds had been sold. Mr. Sheikholeslami answered that all were sold but for the \$35 M that would go to a new school.

**D. Proposed Bylaw Changes**

- i. Mr. Sheikholeslami presented the proposed CBOC bylaw changes for informational purposes; the Board of Trustees will be asked to take the necessary steps to approve the changes at the next meeting on January 19. He explained that they had consulted the Bond counsel about whether an additional new CBOC would be needed for the new Measure I Bond that passed. A new CBOC is not required by statute, as long as the bylaws do not object. Mr. Zevanove pointed out there is a separate limit in the statute that appears to prohibit CBOC members from serving more than 3 terms. The current CBOC has three members who are nearing the end of their third term. Mr. Sheikholeslami informed that recruiting efforts will continue since the CBOC can have up to nine members.

**E. 2021/22 Bond Audit**

The representative from auditing firm CWDL joined the meeting via Zoom. He thanked Tom Gray, Executive Director, Fiscal Services, and his team, for providing all of the necessary documentation.

- i. Measure I1 Financial Audit. The result of the independent auditor's report was an unmodified opinion with no exceptions. This is the best result that can be achieved at the conclusion of an audit. This opinion, and this audit, pertains to the financial statements related to the Bond fund only; it does not address the financial position of PUSD more broadly.

- ii. Measure I1 Performance Audit. The result of the report was also an unmodified opinion. This is the best result that can be achieved at the conclusion of an audit. This audit looked at a sample of \$21.7M in expenditures and evaluated math accuracy, as well as bid compliance, scoring, and pricing. CBOC Chair Arne Olson asked if the auditor ever had occasion to look at a project's budgeted amount vs. total project cost when 100% completed. The auditor explained that their procedure is to look at change orders—if the change exceeds 10%, then they will investigate if the change was Board approved, the reason for the change (i.e., was it new scope of project or a new deliverable?). That is one instance of when the audit would look at budget vs actual cost. 10% is the public contract Code 2 threshold. Mr. Olson also asked what percentage of the projects they look at for the Performance Audit. The auditor explained that the audit is a sample-based review, and that the number ranges, but typically they look at around 10% of the number of projects that were bid during the year. Mr. Zevanove pointed out that 10% of the projects bid could represent 41% of the dollars spent. The auditor confirmed that is sometimes the case, and that their goal is to look not just at the big dollar amounts, but also at the smaller amounts to make sure that the same controls are being applied across the board.

**F. Schedule Meeting to Approve Annual Report for 2022**

- i. Priority of the next meeting will be to work on the CBOC Annual Report. Staff will assist with the preparation of the report in advance of the next meeting. There is no requirement for when the report needs to go to the Board; if action were taken at the next meeting, the report could go to the Board in March.

**III. STAFF REPORTS**

- A. There were no additional staff reports.

**IV. COMMITTEE MEMBER REPORTS**

- A. There were no Committee Member reports. Mr. Olson requested further discussion about how the bond project reports can be used to assess a project's performance relative to that project's budget. Mr. Van Pelt explained that the budget is what is approved by the Board of Trustees; expenditures to date is what has been paid for that project to date; encumbrances are the remaining dollars that are committed to that same project. If you go to a project that is 100% complete, you can see what was budgeted, what's remaining, and if that number is positive, then the project finished under budget. If the project went over budget, that remaining number would be a negative number. The % complete financial metric on the report = a formula calculation,

based on the dollars left in the budget. Mr. Sheikholeslami reminded that the budgets can be modified by the Board of Trustees on an annual basis, and the modification could come in the middle of a project, which would affect the relative calculations based on that project's total budget and spending to date. Mr. Van Pelt reminded that a change order would never result in a project's budget being changed; budget changes require Board approval. Project status and concerns are brought to the Board when needed, and when going well, so there is ongoing communication about project status.

**V. PUBLIC COMMENTS FROM THE COMMUNITY**

- A. There were no comments from the public.

**VI. CLOSING ITEMS**

- A. Next meeting: February 28, 2023
- B. The meeting was adjourned at 6:37 PM by CBOC Chair Arne Olson.

**CITIZENS' BOND OVERSIGHT COMMITTEE MEMBERS**

Keith Lam  
Samantha Webb Kading  
Steve Zevanove  
Arne Olson  
Lou Astbury  
Chong Wang  
Doug Miller