# WCCUSD

# CITIZENS' BOND OVERSIGHT COMMITTEE

## MEETING PACKET FOR: January 13, 2025

1400 MARINA WAY SOUTH RICHMOND, CA 94804

**Accessibility 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.

| Brend an Havenar -Daughton | Lorraine Humes | Ariel Xi |
|---|---|---|
| Chairperson | Vice Chairperson | Secretary |

# AGENDA

## Monday January 13, 2025 – 6:15 PM

### WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

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

**(In Person/Online Hybrid Meeting)**

**To join by computer, please click the link below to join the webinar**

https://wccusd.zoom.us/j/95267496270

**Or by Telephone: US: 1+(669) 444-9171 / Webinar ID: 952 6749 6270**

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

**OPENING PROCEDURES:**

**A. CALL TO ORDER**

**B. ROLL CALL**

Chairperson: Brendan Havenar-Daughton
Vice Chairperson: Lorraine Humes
Secretary: Ariel Xi
Member: Don Gosney
Member: Lin Johnson
Member: Jia Ma
Member: Andrea Landin
Member 8: Tashiana Johnson
Member 9: Andrew Butt
Member 10: *Vacant*
Member 11: *Vacant*

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

**C. APPROVAL OF AGENDA**

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

**D. APPROVE MINUTES**

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

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

Land Acknowledgment Statement

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

*Labor and Body Recognition*

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

By Dr. Rachelle Rogers-Ard

*Community Organization Highlight:*

Fierce Advocates - **(https://www.fierceadvocates.org)**

“FIERCE Advocates amplifies the voices of Black, Latinx and other parents and caregivers of color. We partner with them to advance equitable access and opportunities for all youth to have quality education and all families to achieve emotional and physical well-being. We realize our goals through healing-centered care, leadership development, and parent-led advocacy.”

Relevance to CBOC: Community Education and Leadership Institute - educating and empowering community members serving on boards and commissions.

*CBOC Election of Officers tonight:*

Please consider serving on the executive committee of the CBOC by self-nominating or accepting a nomination from our membership tonight. Chair, Vice Chair, Secretary.

**F. PUBLIC COMMENT (ON NON-AGENDIZED ITEMS)**

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

**G. PUBLIC COMMENT (ON AGENDIZED ITEMS)**

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

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

# CBOC BUSINESS – ACTION ITEMS

**H. ELECTION OF OFFICERS** (Brendan Havenar-Daughton) Call
for nominations - Elect Chair
Call for nominations - Elect Vice Chair
Call for nominations - Elect Secretary

**I. Approve Annual CBOC Meeting Calendar (Melissa Payne)**

# DISTRICT REPORTS

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

**K. BOND PROGRAM FINANCIAL REPORT UPDATE** (Megan Falk)

# CBOC BUSINESS – DISCUSSION ITEMS

**L. CBOC BYLAWS** (Don Gosney)
Review the working draft and discuss general concepts.

**M. STEGE ELEMENTARY SCHOOL** (Don Gosney)
Discuss rebuild project funding and timeline. Pose clarifying questions to staff.

**N. CBOC RECRUITMENT UPDATE** (Brendan Havenar-Daughton)
Request for translation services from Community Based Organization.

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

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

**Q. OLD BUSINESS** (Brendan Havenar-Daughton)

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

**S. NEXT SCHEDULED MEETING** (Brendan Havenar-Daughton)
February 10, 2025 6:15pm

**T. ADJOURNMENT** (Brendan Havenar-Daughton)

## REFERENCE DOCUMENTS

1. Future Agenda Item Log
2. Information Request Log
3. 2024/2025 CBOC Attendance / Roster

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

# Accessibility Information

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

**Draft MINUTES**

**WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE**

**(Bond Measures D, E and R)**
**February 12, 2024 - 6:15 p.m.**

**1400 Marina Way South, Richmond CA 94804**

**(In Person Meeting)**

**To join by computer, please click the link below to join the webinar**
**https://wccusd.zoom.us/j/95267496270**

**Or by Telephone: US: 1+(669) 444-9171 / Webinar ID: 952 6749 6270**

**OPENING PROCEDURES:**

A. CALL TO ORDER at 6:23 PM by Chairperson Brendan Havenar-Daughton (delay due to a technical issue).
B. ROLL CALL

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

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

C. APPROVAL OF AGENDA

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

D. COMMENTS BY THE CHAIRPERSON

Comments by Chairperson Brendan Havenar-Daughton were received.presented his aspirational vision and guiding principles for the CBOC.
Don Gosney and Lorraine Humes made comments.

E. PUBLIC COMMENT (ON NON-AGENDIZED ITEMS)

Lorraine Humes made comments.

F. PUBLIC COMMENT (ON AGENDIZED ITEMS)

No Public Comments.

**DISTRICT REPORTS**

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

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

**CBOC BUSINESS – ACTION ITEMS**

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

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

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

K. ESTABLISH AD-HOC BY-LAWS COMMITTEE (Brendan Havenar-Daughton)

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

L. ESTABLISH AD-HOC WEBSITE COMMITTEE (Brendan Havenar-Daughton)

    a. Lorraine Humes self-nominated for the committee. Brendan Havenar-Daughton appointed her Chair.

M. ESTABLISH AD-HOC BOND PROJECT SITE VISIT COMMITTEE (Brendan Havenar-Daughton)

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

N. SUMMARY AND NEXT STEP PERTAINING TO THE CBOC MEETING WITH THE SUPERINTENDENT AND CONTRA COSTA COUNTY TAXPAYERS ASSOCIATION (Lorraine Humes)

    a. Lorriane presented
        a. Timeline for CBOC Issue on Non-Compliance to Proposition 39 at WCCUSD
        b. FAI Implementation Reviews,
        c. Forensic Accounting Investing (FAI) Reviews
        d. Financial monthly reports for construction bond program
        e. Reports posted on facilities planning and construction website
        f. and CBOC membership chart
    b. Don Gosney made comments.

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

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

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

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

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

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

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

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

# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

# CITIZENS' BOND OVERSIGHT COMMITTEE

## MINUTES OF MEETING
## MARCH 11, 2024

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

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

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

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

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

**ABSENT**
Ariel Xi (Secretary)
Lin Johnson (Member)

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

DRAFT

Tami Dunning (Professional Parliamentarian)

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

## C ~ APPROVAL OF AGENDA

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

## D ~ COMMENTS FROM THE CBOC CHAIR

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

## E ~ PUBLIC COMMENT FOR NON AGENDIZED ITEMS

There were no submissions submitted.

## F ~ PUBLIC COMMENT FOR AGENDIZED ITEMS

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

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

## G ~ BOND PROGRAM FINANCIAL REPORTS

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

- A/P Check Lists (January and February 2024)
- Consolidated Budget Status Report (03/06/24)
- Consolidated Budget Status Report (02/29/24)
- Bond Program Spending to Date by Site (Report #2) (02/29/24)
- Bond Program Financial Status (Report #13) (02/29/240

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

DRAFT

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

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

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

## H ~ BOND PROGRAM PROJECT STATUS REPORTS

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

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

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

## I ~ CONSENT CALENDAR

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

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

DRAFT

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

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

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

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

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

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

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

DRAFT

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

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

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

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

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

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

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

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

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

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

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

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

DRAFT

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

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

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

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

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

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

**L ~ OFFERING TRANSLATION SERVICES**

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

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

Absent a motion, the item was closed.

**M ~ ADOPTION OF "CBOC GROUND RULES AND NORMS"**

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

DRAFT

## CBOC GROUND RULES AND NORMS

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

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

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

Team process includes:

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

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

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

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

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

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

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

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

**O ~ SITE VISIT COMMITTEE SITE VISIT SCHEDULE ADOPTION AND REPORT**

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

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

**P ~ MEMBER SELECTION COMMITTEE REPORT**

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

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

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

DRAFT

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

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

**Q ~ BY-LAWS COMMITTEE REPORT**

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

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

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

**R ~ WEBSITE COMMITTEE REPORT**

Website Committee Chair Lorraine Humes had nothing to report.

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

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

**T ~ NEW AND OLD BUSINESS**

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

DRAFT

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

**U ~ JOINT BOARD OF EDUCATION/CBOC MEETING**

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

**V ~ ADJOURNMENT**

The meeting was adjourned at 8:34 PM.

DRAFT

**Draft MINUTES**

**WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE**
**Monday June 10, 2024 – 6:15 PM**

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

**(In Person Meeting)**
**1400 Marina Way South, Richmond CA 94804**

**To join by computer, please click the link below to join the webinar**
**https://wccusd.zoom.us/j/95267496270**

**Or by Telephone: US: 1+(669) 444-9171 / Webinar ID: 952 6749 6270**

**Youtube Recording:** Citizens' Bond Oversight Committee Meeting | June 10, 2024

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

**OPENING PROCEDURES:**

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

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

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

C. APPROVAL OF AGENDA

No Objection.

D. COMMENTS BY THE CHAIRPERSON

No Comments.

E. PUBLIC COMMENT (ON NON-AGENDIZED ITEMS)

No Public Comments.

F. PUBLIC COMMENT (ON AGENDIZED ITEMS)

No Public Comments.

**DISTRICT REPORTS**

G. EXPLANATION OF CONSTRUCTION PROCUREMENT METHODS: LEASE-LEASEBACK, DESIGN-BUILD, DESIGN-BID-BUILD was received: Melissa Payne

H. UPDATE ON DISTRICT ACTION REGARDING FORENSIC ACCOUNTING AUDIT was received: Luis Freese

I. BOND PROGRAM PROGRESS AND STATUS REPORT:

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

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

**CBOC BUSINESS – ACTION ITEMS**

M. SITE VISIT COMMITTEE REPORT OUT by Brendan Havenar-Daughton

N. MEMBER SELECTION COMMITTEE REPORT-OUT by Brendan Havenar-Daughton

O. WEBSITE COMMITTEE REPORT OUT

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

P. NEW AND OLD BUSINESS by Brendan Havenar-Daughton

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

Q. AUTHORING 2023 ANNUAL REPORT by Brendan Havenar-Daughton

R. NOTICE TO SCHEDULE BY-LAWS TRAINING BEFORE JUNE 30, 2024 by Brendan Havenar-Daughton

S. NOTICE THAT PARLIAMENTARIAN CONTRACT EXPIRES JUNE 30, 2024 by Brendan HavenarDaughton

T. NEXT SCHEDULED MEETING

July 8, 2024 6:15pm

U. ADJOURNMENT

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

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

# WCCUSD

# CITIZENS' BOND OVERSIGHT COMMITTEE

## DRAFT MINUTES : AUGUST 12, 2024

1400 MARINA WAY SOUTH RICHMOND, CA 94804
7133 Potrero Ave, El Cerrito, CA 94530
3529 May Rd, Richmond CA 94803
3077 Sun Court, Richmond 94803

# DRAFT MINUTES

## Monday August 12, 2024 – 6:15 PM

### WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

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

**(In Person/Online Hybrid Meeting)**

**To join by computer, please click the link below to join the webinar**

https://wccusd.zoom.us/j/95267496270

**Or by Telephone: US: 1+(669) 444-9171 / Webinar ID: 952 6749 6270**

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

**OPENING PROCEDURES:**

**A. CALL TO ORDER (6:22 PM)**

**B. LAND / LABOR AND BODY ACKNOWLEDGMENT**

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

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

Author: Dr. Rachelle Rogers-Ard

**C. ROLL CALL**

Chairperson: Brendan Havenar-Daughton - **Present**

Vice Chairperson: Lorraine Humes - **Present**

Secretary: Ariel Xi - **Absent**

Member: Don Gosney - **Present**

Member: Lin Johnson - **Present (Arrived 6:38 PM via zoom)**

Member: Jia Ma - **Present**

Member: Andrea Landin - **Present**

Member 8: *Vacant*

Member 9: *Vacant*

Member 10: *Vacant*

Member 11: *Vacant*

The Committee is currently composed of 7 members. 4 members are required for a quorum.

**Six out of seven members were present; a quorum was met.**

**D. APPROVAL OF AGENDA**

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

**Agenda was approved without objection. No draft minutes were attached but the listed minutes were to be discussed under committee action items.**

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

**F. PUBLIC COMMENT (ON NON-AGENDIZED ITEMS)**

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

**No public comment was presented.**

**G. PUBLIC COMMENT (ON AGENDIZED ITEMS)**

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

**No public content was presented.**

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

# DISTRICT REPORTS

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

a. Project Status Update
b. Project Status Reports
c. Smores Newsletters
d. AP Checklist
e. Colbi Reporting Portal (https://aareports-staging.colbitech.net/wccusd)

**I. OVERVIEW OF FACILITY CONDITION OF STEGE ELEMENTARY** (Melissa Payne)

# CBOC BUSINESS – ACTION ITEMS

**J. CBOC BYLAWS REWRITE** (Don Gosney)
Discuss a total rewrite of the CBOC By-Laws combining and updating versions from 2011, 2014 and 2016. Recently approved By-Laws amendments will also be included in the consideration. Receive input from CBOC members about subjects to include and direct Don Gosney to draft a new set of By-Laws for CBOC consideration, discussion and adoption at a CBOC meeting in the near future
**Don Gosney made the following motion; Jia Ma seconded the motion:**
**Don Gosney will draft a new set of CBOC Bylaws, to be brought back to the committee at the earliest possible time, for discussion, amendments, and adoption**.
**Six out of six members present voted to pass the motion.**

# CBOC BUSINESS – DISCUSSION ITEMS

**K. REVIEW STATUS OF UN-APPROVED MINUTES**

a. Minutes for February 12, 2024
b. Minutes for March 11, 2024
c. Minutes for April 15, 2024
d. Minutes for June 10, 2024

**L. SITE VISIT COMMITTEE -SCHEDULING** (Brendan Havenar-Daughton)

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

**N. NEXT SCHEDULED MEETING**
**October 7, 2024 6:15pm**

**O. ADJOURNMENT (8:22 PM)**

# REFERENCE DOCUMENTS

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

Please contact the CBOC Chairperson to suggest any issues to be placed on a future agenda

Brendan.CBOC@gmail.com

**Disability Information**

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

**CBOC 2025 Meeting Calendar** (usually second Monday of the Month at 6:15 PM)

January 13, 2025

February 10, 2025

March 10, 2025

**Proposed March 18, 2025 *BOE/CBOC Joint Mtg.**

April 14, 2025

May 12, 2025

June 09, 2025

July 14, 2025

August 11, 2025

**September 9, 2025* BOE/CBOC Joint Mtg.**

October 13, 2025*

November 10, 2025

December 08, 2025

*October 13, 2025 - Indigenous Peoples' Day - School is closed

DRAFT

# Projects Status Update

Citizens' Bond Oversight Committee
January 13, 2025

# Project Status Update

| | SITE | PROJECT | TYPE | STATUS |
|---|---|---|---|---|
| **DESIGN** | Stege ES | Campus Replacement | Design Build | Preliminary Design |
| | Kennedy HS | Modernization | Lease Lease Back | Design Development for New Construction Phase |
| | Richmond HS | Modernization | Lease Lease Back | Design Development for New Construction Phase |
| | Kennedy HS | Critical Needs: Demo 100 and 200 Building | Several Small Projects | • Temp Housing Small Projects – Closeout<br>• Boiler Room Renovation –Closeout<br>• Admin Relocation – Construction<br>• Demolition of the 100, 200, and 500 Buildings – Constructability Review |
| | **SITE** | **PROJECT** | **TYPE** | **STATUS** |
| **CONSTRUCTION** | Lake | Campus Replacement | Design Build | Increment 1 – Complete<br>Increment 2 – Construction |
| | Hercules M/HS | Critical Needs: Science Building | Design Bid Build | Construction |
| | Pinole Valley HS | Fields Restoration & Bleachers | Design Bid Build | California Geotechnical Review COMPLETE! |
| | Shannon ES | Critical Needs: MPR | Design Bid Build | Construction |

# Lake Elementary School Campus Replacement



This two-phase project is the replacement of the Lake ES campus.  The first phase includes new classrooms, library, and admin buildings and site work on the East half of the campus. The second phase will include new kindergarten and cafeteria buildings and remaining site work on the West half of the campus.

# Lake Elementary School Campus Replacement



Campus Overview

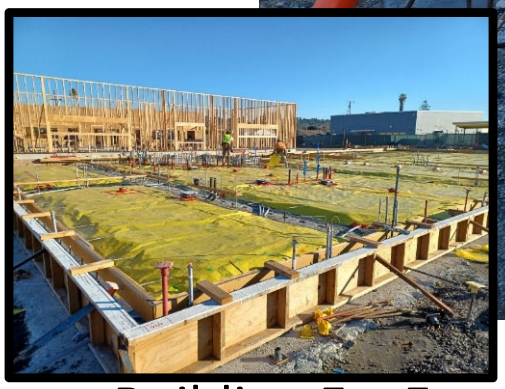
# Lake Elementary School Campus Replacement





Building F – Setting Open Web Joist

# Lake Elementary School Campus Replacement



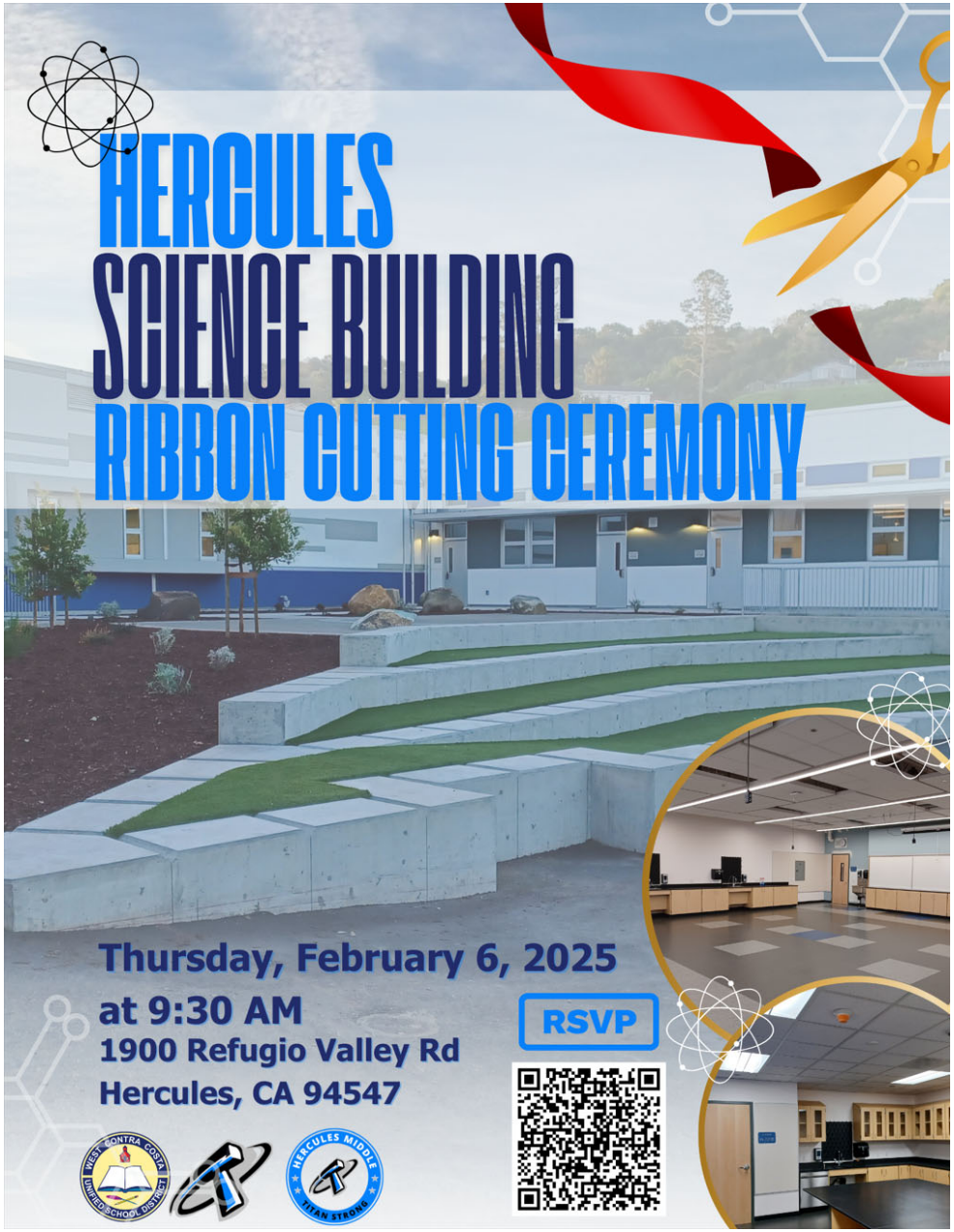
Building E – Exterior Framing, Building D – Preparing for the Building Slab

# Hercules Middle and High School Critical Needs Project



The primary purpose of this project is to build eight permanent high-quality science labs for both the Middle and High Schools. This project was identified in the Facilities Master Plan as Critical Needs Project. Support spaces include science teacher workrooms and student and staff restrooms. By the end of the project, nine portables will be removed from the campuses.

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




The ribbon cutting ceremony is scheduled for January 6th at 9:30am. This event will feature speeches from current and former students and parents, appearances by local officials, and a student-led tour of the new building.

Please RSVP by Friday, January 31, 2025 at 5pm.

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




Casework installation

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







Landscape

# Shannon Multipurpose Room Replacement Project



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

# Shannon Multipurpose Room Replacement Project





Structural Steal and Beams

# Shannon Multipurpose Room Replacement Project



Sheathing on the kitchen

# Kennedy Critical Needs Project



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

# Admin Relocation Project



Utility Trenching



# Admin Relocation Project





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

**Project Status Report: 1/1/2025**

## Lake Elementary School Replacement Project

2700 11th St.
San Pablo, CA, 94806

| Project No: | 1000003734 | DSA No: | 01-119938 |
|---|---|---|---|

**Project Scope**

Replacement of existing campus with construction of six new buildings. The first phase includes demolition of existing Kindergarten Building and construction of three of the new buildings and site work on the East half of the campus. The second phase will include the other three new buildings and remaining site work on the West half of the campus.

**Schedule**

| | | |
|---|---|---|
| Notice to Proceed | 8/5/2021 | |
| Original Project Duration | 1258 | |
| Final Completion | 1/24/2025 | |
| Approved Time Extensions | 297 | |
| **Revised Project Duration** | **1555** | |
| **Revised Completion Date** | **11/17/2025** | |
| Calendar Days Elapsed | 1254 | 81% |

**Project Team**

| | |
|---|---|
| Owner | WCCUSD |
| Design Build Entity | Alten Construction & Co. |
| Construction Manager | Cumming Management Group |
| Inspector | DSA School Inspectors, Inc. |

**Contract Summary**

| | | |
|---|---|---|
| Amended Base Contract Amount | $50,466,705 | |
| Amended Project Contingency | $781,522 | |
| Amended District Contingency | $3,406,055 | |
| **Original Contract Amount** | **$54,654,282** | |
| Contract Ammendments | $2,500,000 | |
| **Revised Contract Amount** | **$57,154,282** | |
| | | |
| **Amended Project Contingency** | **$781,522** | |
| Executed CO | $336,140 | |
| **Remaining Contingency** | $445,382 | |
| Open PCOs | $109,221 | |
| Rejected PCOs | $37,786 | |
| | | |
| **Amended District Contingency** | **$3,406,055** | |
| Executed CO | $1,305,714 | |
| **Remaining Contingency** | $2,100,341 | |
| Open PCOs | $171,798 | |
| Rejected PCOs | $53,598 | |
| | | |
| **Completed & Stored & Billed & Processed to Date** | **$38,612,577** | **71%** |
| Stop Notices | $0 | |

**Project Updates**

**Activities Last Month:**

Phase 1A:
Continue punch list. Backcheck punch list items completed.
Phase 1B:
Building F Rough framing. Building E Rough framing. Building D underslab, vapor barrier and building slab. New fiber through new conduit pathways.

**Upcoming Work**

Phase 1A:
Continue punch list. Backcheck punch list items completed.
Phase 1B:
Building F Rough framing and rough frame inspections. Start roofing and building dry-in. Building E Rough framing and frame inspections. Building D stage formwork, stemwall and slab, pier footings for canopy, start rough framing. Temporary rock road access to building D.

**Project Status Report:** **1/1/2025**

# Shannon Elementary School
# CNP - Multipurpose Building

| Project No: | 1000004297 | DSA No: | 01-120507 |
|---|---|---|---|

**Project Scope**

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

**Schedule**

| | | |
|---|---|---|
| Notice to Proceed | 4/30/2024 | |
| Original Project Duration | 425 | |
| Final Completion | 8/1/2025 | |
| Approved Time Extensions | 0 | |
| **Revised Project Duration** | **425** | |
| **Revised Completion Date** | **8/1/2025** | |
| Calendar Days Elapsed | 247 | 58% |

**Project Team**

| | |
|---|---|
| Owner | WCCUSD |
| Contractor | Strawn Construction Inc. |
| Construction Manager | Cumming Management Group |
| Inspector | MWC & Asscociates |

**Contract Summary**

| | | |
|---|---|---|
| **Original Contract Amount** | $7,852,000 | |
| **Executed Change Orders** | $0.00 | |
| Unforeseen Conditions | $0.00 | |
| Owner Requested | $0 | |
| Design Changes | $0 | |
| Outside Agency/ Other | $0 | |
| **Revised Contract Amount (contract + $ Executed CO)** | $7,852,000 | |
| **No. of Cos** | 0 | |
| Pending PCOs | $17,533.57 | 0% |
| Rejected/Voided PCOs | $28,853.00 | 0% |
| **Completed, Stored, Billed and Processed to Date** | **$2,211,610.00** | |
| Stop Notices | $0 | |

**Project Updates**

**Activities Last Month:**

Erect Structural Steel. Start Rough framing.

**Upcoming Work:**

Continue Rough framing, Start MEPs at walls. Start building dry-in and roofing.

**Project Status Report: 1/6/2025**

**Hercules Middle & High**

**New Science Building**

1900 Refugio Valley Road
Hercules CA, 94547

Project No: 1000004154 DSA No: 01-120266

**Project Scope**

New 1 story, 14,410 sf classroom building with (8) laboratory classrooms, (2) lab prep rooms, restrooms, associated site work.

Phase 1: Remove (4) middle school portables, complete student drop off sidewalk and paving improvements
Phase 2: New science building
Phase 3: Remove (4) high school portables and (1) restroom portable

**Project Team**

| | |
|---|---|
| Owner | WCCUSD |
| Architect | DSK Architects |
| Construction Manager | Swinerton |
| Contractor | Soltek Pacific Construction |
| Inspector | Edward Sit |

**Schedule**

| | | |
|---|---|---|
| NTP | 6/13/2023 | |
| Original Project Duration | 429 | |
| Final Completion | 8/14/2024 | |
| Approved Time Extensions | 51 | |
| **Revised Project Duration** | **480** | |
| **Revised Completion Date** | **10/4/2024** | |
| Calendar Days Lapsed | 573 | 119% |

**Contract Summary**

| | | |
|---|---|---|
| Original Contract Amount | $15,613,000 | |
| **BOE Executed COs** | **$351,766.00** | **2.25%** |
| Unforeseen Conditions | $154,738.00 | 0.99% |
| Owner Requested | $97,670.00 | 0.63% |
| Design Changes | $99,358.00 | 0.64% |
| Outside Agency/Other | $0.00 | 0.00% |
| **Revised Contract Amount** (Contract + $ Executed CO) | **15,964,766.00** | |
| **No. of PCOs** | **51** | |
| Pending PCOs | $726,426.00 | 4.65% |
| Rejected/Voided PCOs | $1,227,549.00 | 7.86% |
| **Completed & Stored $ Billed to Date** | **$14,856,619.42** | **93.06%** |
| Stop Notices | $154,203 | |

**Project Status**

**Completed Work:**
**- Building Exterior: Install downspouts. Install flashing at large canopies. Paint canopy.**
**- Interior: Install metal shelving. Install signage. Commissioning. Final clean**
**- Site: Complete landscape planting except hydroseed. Complete irrigation line tie in. Complete flat work pours.**
**- Closeout docs/training (80%)**
**- Punchlist corrections for building exterior and interior in progress**

**Upcoming Work:**
**- Building Exterior: Install signage and building letters.**
**- Interior: Misc hardware**
**- Site: Install bike locker.**
**- Continue punchwork**

**Project Issues:**
**Time Impact #2- resubmittal in progress.**

**12/26 Received Stop Notice for $154,202.72 from framing subcontractor; withholding to apply to December billing.**

**Completed & Stored reflects billing for work through November, 2024.**

**Project Status Report:** **1/6/2025**

# Kennedy High School
# Admin Relocation Project

Project No: 1000004435 DSA No: 01-121318

| | |
|---|---|
| **Project Scope** | Relocating fire panel to new MDF room. Install annunciator and pull station in new administration office at portable #12. Reconnect existing buildings to fire alarm panel.- Relocating the existing panels and equipment for the Alarm System, Clock/Speaker System, Security Alarm System, and Telephone System from existing MDF Room to new MDF Room in Bldg. 300. -Provide new 12 strand single mode fiber optics cable to all existing IDFs from MDF. |

| **Schedule** | | |
|---|---|---|
| Notice to Proceed | 11/1/2024 | |
| Original Project Duration | 115 | |
| Final Completion | 3/10/2025 | |
| Approved Time Extensions | 0 | |
| **Revised Project Duration** | **115** | |
| **Revised Completion Date** | **3/10/2025** | |
| Calendar Days Elapsed | 67 | 58% |

| **Project Team** | |
|---|---|
| Owner | WCCUSD |
| Contractor | Beals Martin |
| Construction Manager | Roebbelen Construction Management Services, Inc |
| Inspector | Nemanja Vorkapic |

| **Contract Summary** | | |
|---|---|---|
| **Original Contract Amount** | $2,261,774 | |
| **Executed Change Orders** | $0.00 | |
| Unforeseen Conditions | $0.00 | |
| Owner Requested | $0 | |
| Design Changes | $0 | |
| Outside Agency/ Other | $0 | |
| **Revised Contract Amount (contract + $ Executed CO)** | $2,261,774 | |
| **No. of Cos** | 0 | |
| Pending PCOs | $5,165.00 | 0% |
| Rejected/Voided PCOs | $902.00 | 0% |
| **Completed, Stored, Billed and Processed to Date** | $0 | |
| Stop Notices | $0 | |

**Project Updates**

**Activities Last Month:**

Underground utilities located and marked, 125 ft of the trench excavated, Conduit layed, back filled and graded. All saw cutting of the service area and parking lot is done. Roof conduit materials has been staged on the roofs and conduits have been installed on building 300 with added sleepers. Rough plumbing for the new water heater & Drinking fountain, Rough framing for the new door, Curb/House keeping pad done. Court yard pavers completed. Infill/cover exterior door at MDF room in Bldg. 300. Service area asphalt and sidewalk concrete demoed and removed.

**Upcoming Work:**

Trenching of the parking lot, Quad area that is fenced now, and remainig excavation on the Cutting blvd. side will continue with laying undergrond conduits, back fill and compact before covering with asphalt. Building 400 and 500 roof conduit installation. Insulation, drywall/tape and Paint of the custodian and MDF room. Fire alarm and new intercom interface and data racks at building 300. pour concrete at ADA walkway at the entrance to campus and service area asphalt.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

# CONSTRUCTION NEWSLETTER



## LAKE ELEMENTARY CAMPUS REPLACEMENT PROJECT

## Project Updates - January 2025

### Construction Activity



Building E and F (Kindergarten Wings)

- Rough framing is mostly complete
- Complete roof framing and begin the roof underlayment
- Continue installing in wall and above ceiling piping, duct work, and conduit



Building D (Cafeteria)

- The main floor slab has been poured
- The stage slab is formed and will be completed this month
- Framing will begin after the slab is completed
- Continue to install pier footings for canopies

## Project Overview

- **Project Scope**: The primary purpose of this project is to replace the school campus. Campus will be occupied during the duration of this project. The project has two main construction phases. The first phase included new buildings and site work on the East half of the campus and the second phase will include new buildings and remaining site work on the West half of the campus. Project design started in August 2021 and the first phase of construction is

complete. Phase 2 is scheduled through Fall 2025. This project is an investment in our community through the use of taxpayer bond dollars.

- **Architect:** Quattrocchi Kwok Architects - QKA
- **Anticipated Completion:** Fall 2025

---

## Join the CBOC!

We are accepting applications to join the Citizens' Bond Oversight Committee (CBOC). The CBOC reviews bond-funded school projects and informs the public about bond expenditures and uses.

**Sign up here:** bit.ly/CBOCWCCUSD23




## Project Website

Additional information and past newsletters can be found on the project website. To receive an email of this monthly newsletter or ask a project question, please email: askfacilities@wccusd.net



**Completed Roof Sheathing**

Project Team

**Design Build Contractor:**
Alten Construction

**Construction Manager:**
Cumming Management Group
Matthew Medeiros
matthew.medeiros@wccusd.net



**View from Giant Road 12/13**

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

E
**Lake Construction Newsletter**
WCCUSD Facilities Planning & Construction
Subscribe

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

# CONSTRUCTION NEWSLETTER



## SHANNON ELEMENTARY MULTI PURPOSE ROOM REPLACEMENT PROJECT

## Project Updates - January 2025

### Construction Activity

- Wall framing has started!
- The main activity next month will be to start the in wall mechanical, electrical, and plumbing system installation and apply the roof sheathing



## Project Overview

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

## Join the CBOC!

We are accepting applications to join the Citizens' Bond Oversight Committee (CBOC). The CBOC reviews bond-funded school projects and informs the public about bond expenditures and uses.
**Sign up here:** bit.ly/CBOCWCCUSD23




## Project Website

Additional information and past newsletters can be found on the project website. To receive an email of this monthly newsletter or ask a project question, please email: askfacilities@wccusd.net



### Interior Image

Looking from the dining area into the serving area and kitchen

### Your Project Team

Contact Information

**Construction Contractor:**
Strawn Construction, Inc

**Construction Manager:**
Cumming Management Group
Matthew Medeiros
matthew.medeiros@wccusd.net



### Interior Image

Looking from the dining area into the stage

**Shannon Construction Newsletter**
WCCUSD Facilities Planning & Construction

Subscribe

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

# CONSTRUCTION NEWSLETTER



HERCULES MIDDLE AND HIGH SCHOOL CRITICAL NEEDS PROJECT

SCIENCE BUILDING

## Project Updates - January 2025

### Ribbon Cutting

The ribbon cutting ceremony is scheduled for January 6th at 9:30am. This event will feature speeches from current and former students and parents, appearances by local officials, and a student-led tour of the new building. Please RSVP at https://docs.google.com/forms/d/e/1FAIpQLSdoktmYZQq44y4LSEGgC62aABvn0ugywlSYXYewr9uhSSJV0A/viewform




---

### Construction Completed Last Month

- Installed building downspouts and painted canopies
- Installed metal shelving and signage.
- Completed landscaping, irrigation lines, and flat work pours.



### Construction Work Planned for This Month



- Install signage and building letters, bike lockers, miscellaneous hardware
- Complete punch list items

## Project Overview

- **Project Scope:** The primary purpose of this project is to build eight permanent high-quality science labs for both the Middle and High Schools. This project was identified in the Facilities Master Plan as a Critical Needs Project. Support spaces include science teacher workrooms and student and staff restrooms. By the end of the project, nine portables will be removed from the campuses.
- **Architect:** DSK Architects
- **Contractor:** Soltek Pacific Construction
- **Anticipated Completion:** Fall / Winter 2024

### Join the CBOC!

We are accepting applications to join the Citizens' Bond Oversight Committee (CBOC). The CBOC reviews bond-funded school projects and informs the public about bond expenditures and uses.

**Sign up here:** bit.ly/CBOCWCCUSD23




**Project Website**

Additional information and past newsletters can be found on the project website. To receive an email of this monthly newsletter or ask a project question, please email: askfacilities@wccusd.net



**Contact Information**

**Contractor:**

Soltek Pacific Construction

**Construction Manager:**

Swinerton

Christine Tai

christine.tai@wccusd.net



## Finishing up landscaping

## Stair handrails and guardrails

E

**Hercules Construction Newsletter**

WCCUSD Facilities Planning & Construction

**Subscribe**

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

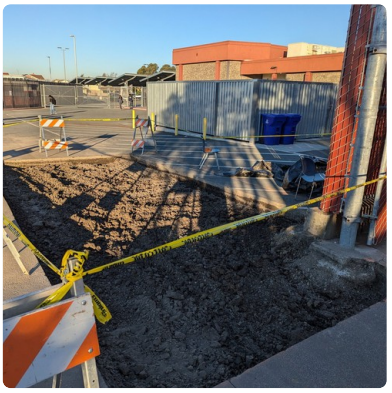
# CONSTRUCTION NEWSLETTER

## KENNEDY HIGH SCHOOL
## ADMIN RELOCATION PROJECT

## Project Updates - January 2025

### Construction Activity

- Trenching and placement of new utilities are be completed in sections from west to east along Cutting Blvd and finishing in the staff parking lot
- Staff parking lot trenching began before the Christmas Break
- Accessible pathway improvements started behind the cafeteria and across the "K" quad



### Construction Work Planned for this Month

- New conduit will be installed to connect the new MDF to the existing buildings
- Backfill and paving of utility trenching
- Installation of new accessibly improvements



## Project Website



**New Utility Boxes**

**Contact Information**
**Architect:**
HKIT Architects
**Construction Manager:**
Tim Haley
tim.haley@wccusd.net



**Trenching in the Library Quad**

E

**KHS Modernization Project Newsletter**
WCCUSD Facilities Planning & Construction

Subscribe

# West Contra Costa Unified School District

# Citizens' Bond Oversight Committee

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

**DRAFT**
**BY-LAWS**

**01.13.25**

# West Contra Costa Unified School District

# Citizens' Bond Oversight Committee

## DRAFT BY-LAWS
## 01.13.25

**These draft by-laws are an incomplete set intended to be reviewed FOR DISCUSSION ONLY**

**The intention is to review the concepts—NOT the formatting or specific wording.**

**In subsequent CBOC meetings additional material will be added for review and discussion.**

**SUGGESTIONS ARE ENCOURAGED**

**Just because you're not seeing a subject covered here, it doesn't mean that it won't be covered later. As the sections are reviewed, if there is an additional section that should be included, please bring it up.**

**Some sections of these By-Laws can also be found in BP7214.8 as well as the CA Ed Code. Even though this may seem duplicitous, it is handy to have them readily accessible.**

# CBOC BY-LAWS
# WORKING DRAFT
# 01.13.25

## INTRODUCTION

Pursuant to the passage of California Proposition 39 (passed at the General Election of November 7th, 2000), an oversight body of community members was established to oversee the West Contra Costa Unified School District (WCCUSD) Bond Program.

Prop 39 requires that the Citizens' Bond Oversight Committee (CBOC) have a minimum of seven members with at least one from each of the following categories:

- Local Business Organization (1 position): One member shall be active in a business organization representing the business community located within the District
- Senior Citizens' Organization (1 position): One member shall be active in an Approved Senior Citizens' Organization
- Taxpayers' Organization (1 position): One member of a bona fide Taxpayers' Organization
- Parent or Guardian (1 position): Parent or Guardian of a current WCCUSD student
- Parent or Guardian AND PTA or School Site Council (1 position): Parent or Guardian of a current WCCUSD student AND a member of a PTA Organization

As directed by Prop 39 AND the California Education Code, outside of BP 7214.8, the WCCUSD Citizens' Bond Oversight Committee is **INDEPENDENT** of the dictates of the WCCUSD Board of Education.

## GOVERNING RULES

The CBOC is required to follow any and all rules passed when Prop 39 was passed plus any amendments to this law adopted by the State Legislature subsequent to the initial passage.

**NOTE: SOME SECTIONS OF THESE BY-LAWS CAN ALSO BE FOUND IN BP 7214.8 AS WELL AS THE CA ED CODE**


PAGE 1 OF 19

The CBOC also must follow any and rules set forth in the California Education Code.

The WCCUSD Board of Education established and periodically updates Board Policy 7214.8 which sets rules and direction for the CBOC to follow.

The Ralph M. Brown Act (1956) (also known as THE OPEN MEETING LAW) has set rules to maintain transparency so the public and the people appointed to represent them cannot act in secrecy. The Brown Act is periodically updated and amended and the CBOC is required to abide by the latest version of the Brown Act.

Within the bounds of Prop 39, the Brown Act and BP 7214.8 the WCCUSD CBOC will conduct their meetings generally in conformity with Roberts Rules of Order.

To help govern the CBOC in their oversight of the Bond Program, the CBOC shall establish a set of By-Laws.

The CBOC By-Laws should be considered a fluid document—amended as needed to suit and address the needs of the CBOC.

The CBOC By-Laws are drafted and approved by the CBOC outside of the control of the WCCUSD Board of Education.

These By-Laws shall not conflict in any way with any State or Federal laws nor any policies adopted by the WCCUSD Board of Trustees (Board).

Should the Board amend their Board Policies with regards to the CBOC, any amendments that directly affect the CBOC or these By-Laws shall automatically become a part of these By-Laws.

**NOTE: SOME SECTIONS OF THESE BY-LAWS CAN ALSO BE FOUND IN BP 7214.8 AS WELL AS THE CA ED CODE**


PAGE 2 OF 19

Within these By-Laws, the CBOC has established rules or operation that may conflict with Roberts Rules of Order but these additional rules cannot conflict with Prop 39, the Brown Act and BP 7214.8.

The only exceptions to using Roberts Rules of Order shall be if a CBOC By-Law specifically addresses how an issue will be addressed.

## DISTRICT REPRESENTATION

The Superintendent or his/her designee shall attend Committee meetings. Members of the Board shall attend as necessary or desirable.

Staff and members of the Board of Education are not considered to be members of the CBOC and have no voice or vote. Staff and BOE members may be allowed to speak at the pleasure of the CBOC.

Staff and members of the BOE are always allowed to speak as members of the public.

## COMMITTEE'S PURPOSE

The CBOC is the conduit for the free flow of information between the WCCUSD and the public.

The primary responsibility of the CBOC is to review the Bond Program financial reports to ensure that bond funds are spent responsibly providing the educational facility needs of the community and ensuring that bond funds are spent on the highest quality of design and construction

The purpose of the Committee is to inform the public concerning the expenditure and uses of bond revenues. The Committee's legal charge is to actively review and report on the expenditure of taxpayer's money for school construction. The Committee shall convene to provide oversight of the following:


PAGE 3 OF 19

a) That bond revenues from bonds adopted by a 55 percent vote of the electorate are expended only for the purpose described in Article 13A, section 1, subdivision (6)(3) of the California Constitution including the construction, reconstruction, rehabilitation or replacement of school facilities, including for a Proposition 39 bond measure the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities; and
b) That, for bonds adopted by a 55% vote of the electorate, as prohibited by Article 13A, section 1, subdivision (b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses, except for salaries of bond facilities project administrators paid pursuant to the November 2001 and February 2003 resolutions validated by the Judgment of Validation in the Superior Court of California, Contra Costa County Action No. N03-0216; and
c) That, for bonds adopted by a two-thirds (2/3) vote of the electorate, funds are used only for the purposes described in Article 13A, section 1, subdivision (6)(2) of the California Constitution including the acquisition or improvement of real property.

The Committee's legal charge is to review Bond expenditures and to inform the public about the uses of Bond proceeds.

The Committee **shall** have the authority to:

a) Inspect a job site or construction project in coordination with the District Superintendent or designee. Visits to job sites require that the Committee member(s) be accompanied by a representative of the District and require that all safety measures in effect at the job site be followed.
b) Contact District staff, District contractors or consultants, including without limitation, accountants, auditors, architects, financial advisors


PAGE 4 OF 19

and legal counsel in coordination with District Superintendent or designee.

The Committee **shall not** have the authority to:

a) Participate in the bond sale and issuance process or make decisions concerning the timing, terms or structure of a bond issuance, except that the Committee may review the District's plans for any bond sale and may review bond issuance documents upon the conclusion of a bond sale if desired;
b) Determine how bond funds shall be spent;
c) Select contractors or consultants for bond projects or participate in the negotiation or bid process for such contractors and consultants;
d) Require the District to prepare reports or conduct audits more frequently than those required by law.

Per BP 7214.8 the Committee shall not be entitled to legal representation by District legal counselor at District expense.

## COMMITTEE'S DUTIES

The Committee may engage in the following activities in furtherance of its purpose:

a) Receiving and reviewing copies of the annual performance audits required by Article 13A, section 1, subdivision (b)(3)(C) of the California Constitution.
    1. The Auditor shall deliver directly to the Audit Subcommittee a draft copy of each audit report at the same time as delivery is made to the District.
    2. The Auditor shall deliver directly to the Committee progress reports at the same time at these reports are issued to the District.
    3. The Committee shall participate with the District in a yearly review of the Auditor's performance.


PAGE 5 OF 19

b) Receiving and reviewing the annual financial audits required by Article 13A, section 1, subdivisions (b)(3)(D) of the California Constitution.
   1. The Auditor shall deliver directly to the Audit Subcommittee a draft copy of each audit report at the same time as delivery is made to the District.
   2. The Auditor shall deliver directly to the Committee progress reports at the same time at these reports are issued to the District.

The Committee shall participate with the District in a yearly review of the Auditor's performance.

c) Inspecting school facilities and grounds to ensure that Bond revenues are expended in compliance with the requirements of Article 13A, section 1, subdivision (6)(3) of the California Constitution.

d) Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the District, including any reports required by Education Code section 17584.1.

e) Reviewing efforts by the District to maximize Bond revenues by implementing cost-saving measures including, but not limited, to the following:
   1. Mechanisms designed to reduce the costs of professional fees;
   2. Mechanisms designed to reduce the cost of site preparation;
   3. Recommendations regarding the joint use of core facilities;
   4. Mechanisms designed to reduce costs by incorporating efficiencies in school site design;
   5. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

The Committee shall make reports to the Board of Education at each regular Board meeting. All recommendations approved by the Committee shall be presented verbally and in writing to the Board of Education.

## MEETING SCHEDULE


PAGE 6 OF 19

Working in conjuncture with meeting schedule established by the Board, the Committee shall determine the meeting schedule of the CBOC so as not to conflict with the meetings of the Board.

No later than December of each year, the CBOC Chair shall work with the CBOC members and staff to determine which dates and what times work best for everyone.

To work within the confines of the District schedules for school/District closures, the specific dates of the CBOC meetings do NOT have to be on the same day each month.

The Committee shall also meet on such other dates as directed by the Committee, the Committee Chair or the Board. The Committee shall meet at least monthly.

Committee members shall strive to be available to attend Board meetings when performance and financial audits are presented.

The Committee and Board shall strive to hold joint meetings during the first quarter (January through March) and third quarter (July through September) of each year.

## COMMITTEE SELECTION AND COMPOSITION

The Committee shall be comprised of individuals who either live or work within the boundaries of the District. The Superintendent or designee shall Solicit applications for membership on the Committee and make recommendations to the Board for appointments.

Applicants shall submit a written application form to the Superintendent (or designee) and CBOC Chair delineating the applicant's qualifications to serve on the CBOC.


PAGE 7 OF 19

On this form applicants shall acknowledge their commitment to faithfully attend the meetings of the CBOC and to serve the best interests of the community.

The Board shall have the authority, **at its sole discretion**, to select and appoint the Committee. While the Committee must consist of at least seven members, the Board intends the Committee to consist of 11 members. [The size of the Committee is spelled out in BP 7214.8.].

Pursuant to Education Code Section 15282(6) and BP 7214.8, applicants meeting the following qualifications are **NOT** permitted to be considered for appointment to the CBOC:

- No employee or official of the District shall be appointed to the Committee.
- No vendor, contractor, or consultant of the District shall be appointed to the Committee.
- No person elected to serve on any official governmental body shall be considered or be allowed to serve on the CBOC.

If, while serving on the Committee, a member becomes an official or employee of the District, elected official or becomes a vendor, contractor or consultant of the District, their membership on the Committee shall cease immediately.

After appointment to a two-year term, Committee members who wish to be appointed for a second or third two-year term shall reapply to the Board for consideration. Committee members shall receive no remuneration for their participation on the Committee.

The CBOC Chair shall ensure that all new CBOC members be given an orientation briefing to ensure a smooth transition onto the CBOC.


PAGE 8 OF 19

## SUBCOMMITTEES

By Committee vote at any of its meetings, the Committee may form subcommittees for specific tasks. Depending on how the subcommittees are established will determine whether they will be ad hoc subcommittees or standing subcommittees.

**ADD DEFINITION OF WHAT AN AD HOC COMMITTEE IS AS OPPOSED TO A STANDING COMMITTEE**

Subcommittees shall include:

- By-Laws Subcommittee
- Audit Subcommittee
- Annual Report Subcommittee
- Site Visit Subcommittee
- Website and Public Information Subcommittee

The CBOC Chairman shall appoint a chair of each sub-committee and provide written assignment goals for each subcommittee. These goals will be discussed at a CBOC meeting and included in the meeting minutes.

Sub-committees may be subject to the Ralph M. Brown Act, pursuant to Government Code, section 54952, subdivision (b).

## ATTENDANCE

The CBOC Secretary shall call the roll of the Committee members at the beginning of each meeting. If the Committee member is not present for roll call the Committee member shall be considered absent from the Committee meeting.

Members should attend regular monthly meetings and any other regularly scheduled meetings. Members are expected to share responsibilities for


PAGE 9 OF 19

carrying out the work of the Committee and abide by Board policies and administrative regulations.

The CBOC Secretary shall maintain a rolling attendance list indicating the previous 14 months of attendance. The primary role of this rolling list is to indicate which CBOC members attended and which did not.

If a CBOC member arrives late or leaves early, this must be included in the attendance log (as well as the meeting minutes).

Excused absences shall be allowed. **[THE CBOC NEEDS TO DETERMINE WHAT CONSTITUES AN EXCUSED ABSENCE AND WHO ISALLOWED TO EXCUSE THE MEMBER.]**

Within the restrictions of The Brown Act and approved State legislation, members may participate remotely via any online digital methodology available to the CBOC.

If required, the address where to remote meeting will take place must be prominently placed near the beginning of the CBOC agenda packet. Public access to the remote location must be observed and a copy of the agenda must be affixed outside the front door of the remote location.

## RESIGNATION OF A COMMITTEE MEMBER

As a matter of courtesy and respect, CBOC members shall make every effort to submit a written letter of resignation should they need to vacate their position on the CBOC before their term has concluded.

## REPLACING A COMMITTEE MEMBER

If a CBOC member has missed 3 of the previous 12 meetings the Chair will advise a Committee member in writing that he/she is in violation of Committee participation requirements. In the event that an attendance


PAGE 10 OF 19

violation occurs, the CBOC may remove the delinquent member from the CBOC and declare that position to be vacant.

The Chair shall place on each meeting agenda an item pertaining to membership and the CBOC shall review at each meeting the Rolling Attendance List to determine if such action must be taken to declare a position vacant.

A new Committee member will be named by the Board if one or more of the following events occur:
a) The Committee member submits a written resignation
b) The Committee member fails to meet the participation requirements above and has been removed by a vote of the CBOC.

A Committee member who no longer serves as a representative of the designated group she/he was appointed to represent (e.g., ceases to be active within a taxpayers' organization, or ceases to have a child enrolled in the District) shall be allowed to complete his/her term. However, that Committee member shall not be entitled to serve a subsequent term as representative of the designated group.

Committee members shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code 1125-1129 and financial interest in contracts pursuant to Government Code 1090-1098.

## OFFICERS

The CBOC members shall elect from their ranks a Chair, Vice Chair and a Secretary.

These three officers shall serve as the CBOC Executive Committee.


PAGE 11 OF 19

At the call of the CBOC Chair, an Executive Committee made up of the CBOC Chair, Vice Chair and Secretary may be created.

The CBOC Chair and/or the Executive Committee may collectively agendize the issues and topics for the forthcoming meeting of the CBOC and ensure that the agenda and any relevant and necessary backup documents be posted on the CBOC web site and sent either electronically of physically to all members of the CBOC at least 72 hours prior to the scheduled meeting.

The duties of each officer shall include, but not be limited, the following:

**CHAIR**

The Chair shall preside over the meetings of the CBOC.
The Chair, or his/her appointee, shall represent the CBOC at meetings of the Board of Education.
The Chair shall solicit and appoint CBOC members to all subcommittees.
From amongst the members of each subcommittee the Chair shall appoint a Subcommittee Chair.
The Chair shall solicit input from the Subcommittee Chairs regarding the CBOC meeting agenda.

**VICE CHAIR**

The Vice Chair shall stand in as the Chair whenever the Chair is unable to fulfill his/her duties. In the absence of the Chair and Vice Chair, the Secretary shall serve as the Chair Pro Tern.

**SECRETARY**

The Secretary shall be responsible for the taking and distribution of an accurate set of minutes of the proceedings of the meetings of the CBOC. [See XXX]


PAGE 12 OF 19

The Secretary shall maintain a running list of the CBOC members and their attendance. This list shall be a rolling list covering the previous 14 months.

## ELECTION OF OFFICERS

At the December meeting of the CBOC, the CBOC shall elect a Chair, Vice Chair and Secretary.

All members of the CBOC shall be eligible to run for office.

All members of the CBOC shall be eligible to vote at any election of officers.

Newly elected officers shall assume office at the first meeting of the following year and shall serve until a replacement has been elected.

Should a vacancy occur in the office of Chairperson, Vice Chairperson or Secretary before the annual elections, an election shall be held to fill the vacancy for the remainder of the unexpired term.

## REMOVAL FROM OFFICE OF AN ELECTED OFFICER

If the members of the CBOC have determined that the Chairperson, Vice Chairperson or Secretary of the CBOC is not fulfilling the requirements of his/her duly elected office, the CBOC may take action to remove that officer from his/her elected position.

The process for this to take place is as follows:

a) A member of the CBOC must submit to the Superintendent of Schools a written, dated and signed charge against an officer stating the reasons the officer should be removed from office.
b) One additional member of the CBOC must cosign this set of charges.


PAGE 13 OF 19

c) To ensure that all members of the CBOC have been notified, the Superintendent of Schools, or his duly appointed representative, shall send a copy of this set of charges via Certified Mail to the charged officer as well as all members of the CBOC.
d) The Superintendent of Schools, or his duly appointed representative, shall serve as a Trial Officer at the next meeting of the CBOC wherein the charging party shall be afforded an opportunity to convince the CBOC members in attendance why the charged officer shall be removed from office.
e) The charged officer shall be afforded an opportunity to respond and convince the CBOC members in attendance why the charges should be rejected.
f) When the Trial Officer has concluded that both sides of the issue have been given sufficient time to argue their positions, a secret vote of the CBOC members in attendance shall be taken.
g) It shall take the vote of two thirds (2/3) of the CBOC members in attendance to remove the charged officer.
h) If necessary, an election shall be held to fill the vacated office.

## MEETING MINUTES AND REPORTS

**MUCH MORE WILL BE INCLUDED LATER ON WHAT SHOULD BE IN THE CBOC MINUTES**

The CBOC Secretary, in conjunction with the CBOC Chairperson and Vice Chairperson, as well as the assigned District representatives, shall be responsible for ensuring that clear, concise and accurate written minutes of CBOC meetings be recorded and disseminated.

a) The minutes of the CBOC meetings should include-at the minimum:
b) Name of the Group/Organization
c) Name of the Meeting, Address, Venue


PAGE 14 OF 19

d) Designations and names of participants, presenters, speakers and attendees
e) Time of meeting commencement
f) Agenda Items discussed, including purpose (e.g., information, action, etc.)
g) Decisions/Motions (i.e., short, transparent statements plus makers and seconders of motions)
h) Items carried over to future meetings
i) Time of meeting conclusion

Once any comments from any working drafts are incorporated into the Draft Minutes for Committee approval, these Draft Minutes (clearly marked and labeled as such) shall then be posted on the CBOC web site for public review. These Draft Minutes shall also be publicly available along with all other agenda items prior to the next meeting of the CBOC.

Once a set of Draft Minutes has been approved, the Draft Minutes shall be replaced on the CBOC web site with the Approved Minutes properly marked and labeled as approved.

The Secretary shall keep minutes of each Committee meeting, which shall be supported by audio/video tape recording or equivalent. The minutes shall be distributed to each Committee member, and the Board, if requested, at the earliest reasonable date prior to the next subsequent meeting.

Minutes of Committee proceedings and all documents received and reports issued shall be a matter of public record.

At any and all Joint Meetings of the CBOC and the Board of Education the CBOC secretary shall draft their own minutes.


PAGE 15 OF 19

Formal record requests by Committee members shall be submitted to the Associate Superintendent of Operations or his/her designee. These formal requests shall be responded to within ten (10) calendar days.

The Committee shall submit all documents and minutes to the District's web master for publication on the District's Internet website for public and community information services.
The Committee shall prepare regular reports on Committee activities. A written report shall be issued at least once each year. An oral report shall also be presented to the Board of Education at least once each year.

Upon completion of all Bond projects, the Committee shall prepare a final written report summarizing its activities and conclusions.

## NON-OVERSIGHT USE OF CBOC MEMBERSHIP

The use of the Citizens' Bond Oversight Committee shall not be used for the personal or political benefit of any person, group, cause or issue without the express consent of the CBOC.

No CBOC member may use their affiliation with the CBOC for personal or political gain. Any CBOC member's reference to membership in the CBOC to further an issue or a cause will also require the following: "Titles for information purposes only".

## CBOC REPRESENTATION

Only the elected Chairperson of the CBOC, or his duly appointed representative, shall have the authority to represent the CBOC to the Board, to the public, to any elected or appointed person or body, and to the media. Individual me1nbers of the CBOC shall always have the right to voice their opinions as members of the CBOC as long as they do not purport to be speaking on behalf of the Committee.


PAGE 16 OF 19

## VOTING RIGHTS

Every member of the CBOC shall be afforded the same rights and privileges to vote on any and all matters brought up at any and all meetings of the CBOC.

## SPEAKING RIGHTS

Every member of the CBOC shall be afforded the same rights and privileges to speak on any and all matters brought up at any and all meetings of the CBOC

## COUNTING VOTES

For the passage of any issue brought before the CBOC for a vote, the issue shall be determined to have passed if the count of affirmative votes is 50% (fifty percent) plus one vote of those votes cast

While any member shall be allowed to abstain from voting or to not vote at all, an abstention shall not be counted in the vote count nor will it be counted when determining whether the 50%+ 1 threshold has been met.

With the exception of a motion to approve the agenda or to adjourn a meeting, the minutes of a CBOC meeting shall record whether a CBOC member voted in the AFFIRMATIVE, NEGATIVE or NO VOTE.

The minutes shall record the names of all CBOC members casting a vote.

## VOTES

With the exception of votes to approve the agenda and to adjourn a meeting, votes shall be conducted as a ROLL CALL vote.

## QUORUM


PAGE 17 OF 19

For the purposes of determining a quorum when a CBOC meeting is held, a quorum shall be considered met when there are 50% (fifty percent) +1 in attendance of the total number of CBOC positions appointed and filled

At any time during a CBOC meeting, when there is no longer a quorum in attendance, the meeting must be paused until a quorum has been resumed

No vote on any matter may be held without a quorum in attendance

If a quorum ceases to exist and it's determined that there will not be a possibility of resuming a quorum

## AGENDA ITEMS

Every member of the CBOC shall have the opportunity and right to request that, as long as it 1s relevant to the WCCUSD Bond Program, an item be placed on the CBOC agenda to be reviewed, discussed and, if necessary, voted on.

Time permitting, 1t shall be the responsibility of the CBOC Chair to place these requested agenda items on the agenda of the very next CBOC agenda. If the very next agenda of the CBOC is full and the addition of the requested agenda items would extend the CBOC meeting beyond a reasonable hour, the CBOC Chair shall ensure that these requested agenda items be placed on the very next subsequent CBOC meeting agenda

There shall be placed on the agenda of every CBOC meeting a Public Forum wherein anyone shall be afforded three minutes to discuss any item pertaining to the Bond Program that is not already on the agenda. By a majority vote of the CBOC 1nembers in attendance, the time limit may be extended.


PAGE 18 OF 19

The Subcommittee Chairs shall coordinate with the CBOC Chair to ensure that the agenda for the CBOC meetings shall include such agenda items necessary to facilitate the business of the subcommittee.

## RULES OF ORDER

## "SELECTION" COMMITTEE

## SITE VISITS

## COMMITTEE OPERATIONS

## MOTIONS AND RESOLUTIONS

## AMENDING THE BY-LAWS

**NOTE: SOME SECTIONS OF THESE BY-LAWS CAN ALSO BE FOUND IN BP 7214.8 AS WELL AS THE CA ED CODE**


PAGE 19 OF 19

# Future Agenda Items

## WCCUSD CBOC

| Item # | Description | Date \| Name | Agendized |
|---|---|---|---|
| | | | |
| | | | |
| 24-03 | MOVE THE REGULAR CBOC MAY MEETING DATE FROM MAY 13 TO MAY 19, 2024 | 3/11/24 \| Jia Ma | April 15, 2024 |
| 24-04 | MOVE ALL 2024 REGULAR CBOC MEETINGS TO THE THIRD MONDAY OF THE MONTH THROUGH THE END OF THE CALENDAR YEAR | April \| Don Gosney | June 10, 2024 |
| 24-05 | Update on recruitment, FAI, & new financial reports system from District's ITS Committee | May 11, 2024 \| Lorraine Humes | June 10, 2024 |
| 24-06 | Tami training on bylaws - her contract is over June 30th - thank her for her service. | May 11, 2024 \| Lorraine Humes | June 10, 2024 |
| 24-07 | Lease-leaseback on Kennedy & Richmond High schools | May 11, 2024 \| Lorraine Humes | June 10, 2024 |
| 24-08 | Discuss the writing of the 2023 Annual Report. | May 11, 2024 \| Lorraine Humes | June 10, 2024 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| NAME of REQUESTER | DATE OPERATIONS OFFICE RVCD. | SUBJECT | FORWARDED FOR RESPONSE TO: | RESPONSE | RESP. DATE |
|---|---|---|---|---|---|
| 165)Lorraine Humes | 8/15/2022 | FMP Updating the 2016 Facillities Master Plan Prioritization for Project Sequencing of Measure R 2020, June 23, 2021-slide 6 & 5 | 8-18-22 E. Mejia-Hooper | Sent to L. Humes 8-19-22 & 9-6-22 | 8-19-22 & 9-6-22 |
| 166)Lorraine Humes | 8/15/2022 | FAI Implementation reports Phase 1.5 & 2.0 | 8-18-22 M. Payne | Sent to L. Humes 9-8-22 | 9/8/2022 |
| 167)Lorraine Humes | 8/15/2022 | KPI Summary-Report #1, Bonds Authorized chart through June 30, 2022 | 8-18-22 S. Cha | Sent to L. Humes and CBOC committee-10-5-22 | 10/5/2022 |
| 168)Anton Jungherr | 3/31/2023 | John Anderson's letter referred to in the minutes of 6-16-21 Facilities Committee Meeting Minutes | 4-4-23 M. Payne & S. Garfield | Sent to A. Jungherr | 4/11/2023 |
| 169)Anton Jungherr | 7/11/2023 | Colbi Amendment 4-20-23 | 7-12-23 M. Payne & S. Garfield | Sent to A. Jungherr | 7/24/2023 |
| 170)Anton Jungherr | 7/11/2023 | Tami Dunning's Contract with CBOC | 7-12-23 L. Freese & S. Garfield | Sent to A. Jungherr | 7/24/2023 |
| 171)Lorraine Humes | 7/12/2023 | Group email for PTA Councils & School Councils | 7-12-23 S. Garfield | Sent response to L. Humes | 7/26/2023 |
| 172)Lorraine Humes | 8/29/2023 | cpy of July and August 2023 A/P check losts for Building Fund, Code 21 | 8-29-23 -M. Payne, L. Freese | Response given at 9-11-23 CBOC meeting | 9/11/2023 |
| 173)Anton Jungherr | 9/11/2023 | Copy of Colby invoice 9704 | 9-11-23 M. Payne at CBOC mtg. | Response sent to A. Jungherr 9-18-23 | 9/18/2023 |
| 174)Anton Jungher | 9/11/2023 | Copy of Orbach Henderson, Huff & Henderson invoices 101035,101038,101493,101495 | 9-11-23 M. Payne at CBOC mtg. | Response sent to A. Jungherr 9-18-23 | 9/18/2023 |
| 175)Lorraine Humes | 9/25/2023 | Copy of Fund 21 Checklist for Sept. 2023 | 9-25-23 M. Payne | Response sent to L. Humes 10-10-23 | 10/10/2023 |
| 176)Lorraine Humes | 10/23/2023 | Copy of 2023 Bond KPI Summary Report | 10-24-23 M. Payne | M. Payne had a conversation with L. Humes explaining that this is not a routine report and is not available at this time. | 11/13/2023 |
| 177)Lorraine Humes | 9/16/2024 | Excell spreadsheet for FY 2024 checklist data. | 9-16-24 M. Payne | 10-2-24 M. Falk emailed excel doc to L. Humes | 10/2/2024 |
| | | | | | |
| | | | | | |

| Regular Meeting Attendance / Roster for 2024/2025 | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jan. | Feb. | Mar. | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. | Jan. | Term dates (Term #) |
| Brendan Havenar-Daughton | P | P | P | P | X | P | P | P | P | P | X | X | | 3/15/23 – 3/14/25 (1) |
| Lorraine Humes | P | P | P | P | X | A (-) | A | P | P | P | X | X | | 3/24/23 – 3/23/25 (3) |
| Ariel Xi | P | P | A(+) | P | X | A (+) | A | A | P | P | X | X | | 4/12/23 – 4/11/25 (1) |
| Don Gosney | P | P | P | P | X | P | P | P | P | P | X | X | | 11/1/23 – 10/31/25 (1) |
| Lin Johnson | P | P | A(+) | A(-) | X | A (-) | A(-) | A(+) | A(-) | P | X | X | | 12/6/23 – 12/5/25 (1) |
| Jia Ma | P | P | P | A | X | P | P | P | P | P | X | X | | 1/11/23 – 1/10/25 (1) |
| Andrea Landin | - | - | - | - | - | - | P | P | P | A(+) | X | X | | 6/26/24 - 6/25/26 (1) |
| Tashiana Johnson | - | - | - | - | - | - | - | - | - | - | X | X | | 11/6/24 – 11/5/26 (1) |
| Andew Butt | - | - | - | - | - | - | - | - | - | - | - | X | | 12/4/24 – 12/3/26 (1) |

P = Present
A (+) = Absent with notification
A (-) = Absent without notification
X = No meeting (Apr. = Lack of Quorum)
- = Not Yet Appointed to Committee