# WCCUSD

# CITIZENS' BOND OVERSIGHT COMMITTEE

## MEETING PACKET FOR: FEBRUARY 10, 2020

1400 MARINA WAY SOUTH  RICHMOND, CA  94804

# NORMS OF BEHAVIOR

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

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

Team process includes:

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

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

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

**CBOC Chair Don Gosney can be reached at:**
**Home Office: (510) 233-2060 Mobile: (510) 685-2403**
**email dongosney@comcast.net**
**CBOC members are requested to call or email if they are unable to attend a CBOC meeting**

# WCCUSD

## CITIZEN'S BOND OVERSIGHT COMMITTEE

## **B A S I C  P A R L I A M E N T A R Y  P R O C E D U R E S**

THE CBOC CONDUCTS THEIR AFFAIRS USING
ROBERTS RULES OF ORDER

All discussions and actions go through the Chair.

All actions require a MOTION and a SECOND before proceeding.

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

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

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

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

Motions require a simple majority (50%+1 of those voting) for passage.
An ABSTENTION does not count as a 'YES' or a 'NO' vote. An ABSTENTION is used to validate that a quorum exists.

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

A MOTION TO ADJOURN is always in order.

# CBOC TABLET INSTRUCTIONS

**(Tablet Has Touchscreen Function)**

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

| **Login: CBOC** | **Password: cboc** |
|---|---|

## L O G I N

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

## D O C U M E N T  N A V I G A T I O N

Double Click/Tap—GOOGLE DRIVE LINK
Single Click/Tap on GOOGLE DOCUMENT—CBOC Packet Agenda
Single Click/Tap on LINK within the CBOC Packet Agenda—to OPEN DOCUMENT in NEW TAB
Return to GOOGLE DRIVE TAB for Agenda Packet
Right/Left Arrow—TO ACCESS ADDITIONAL DOCS (Not included in Agenda Packet)

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

# CBOC TABLET INSTRUCTIONS

**(Tablet Has Touchscreen Function)**

## F A Q S

### WIFI TROUBLESHOOTING

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

### ALTERNATIVE CBOC PACKET IN PDF WITHOUT LINKS

Click the CBOC pdf. The down arrow in the icon will download the pdf.
The download will appear on desktop.
Open the pdf (there is no link ability within the download file)

### MAKE THE PDF LARGER

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

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

# WCCUSD
## CITIZENS' BOND OVERSIGHT COMMITTEE

Guadalupe Enllana, Vice Chairperson | Don Gosney, Chairperson | Cameron Moore, Secretary

# AGENDA

Monday February 10, 2020 at 6:15 PM

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

**02.10.20 CBOC Agenda Packet**

**A) OPENING PROCEDURES**

**B) CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**C) ROLL CALL**

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

**D) APPROVAL OF AGENDA**

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

**E) PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

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

**F) TELPHONE CONFERENCE CALL WITH MOSS ADAMS TO DISCUSS THE PERFORMANCE AUDIT SCHEDULE**

02.10.20 Audit Schedules
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# WCCUSD
## CITIZENS' BOND OVERSIGHT COMMITTEE

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

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

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

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


**02.10.20 Facilities Master Plan Projects Update**
(Page 9 of 207)

**02.10.20 Wilson ES Newsletter**
(Page 21 of 207)

**02.10.20 Richmond HS Newsletter**
(Page 22 of 207)

**02.10.20 Project Status Report - Crespi MS**
(Page 23 of 207)

**02.10.20 Project Status Report - Wilson ES**
(Page 24 of 207)

**02.10.20 Project Status Report - Richmond HS**
(Page 25 of 207)

**02.10.20 Consolidated Budget Report**
(Page 26 of 207)

**02.10.20 Consolidated Budget Report-2016 Master Plan Projects**
(Page 32 of 207)

**02.10.20 Report #2~Bond Program Spending to Date by Site**
(Page 34 of 207)

**02.10.20 Report #13~Bond Program Financial Status**
(Page 36 of 207)

**02.10.20 Financial Impact of Report #13 Variance**
(Page 42 of 207)



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**02.10.20 Report 13-Central Program Budget Report**
(Page 43 of 207)

**02.10.20 Report 13-Cash Flow**
(Page 46 of 207)

**02.10.20 Change Order Report for Active Projects**
(Page 50 of 207)

**02.10.20 Accounts Payable Checklist**
(Page 53 of 207)

**02.10.20 CBOC Project Management Plan (PMP)**
(Page 56 of 207)

**02.10.20 BPMP Program and Operations**
(Page 64 of 207)

**02.10.20 Appendix Program & Operations ~ Section III**
(Page 109 of 207)

**02.10.20 Bond Program Site Budget Authorization**
(Page 133 of 207)

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

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

## C B O C  R E P O R T S

**CONSENT ITEMS**

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

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

**I) ADOPTION OF MINUTES (Cameron Moore)**

**01.13.20 CBOC Draft Minutes**
(Page 135 of 207)

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

02.10.20 CBOC Member Information Requests Status Log
(Page 139 of 207)

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**K) INDEPENDENT LEGAL COUNSEL INVOICE (Don Gosney)**

01.31.20 Ferber ~ CBOC Invoice
(Page 142 of 207)

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

02.10.20 CBOC Approved Recommendations
(Page 143 of 207)

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

**M) CHAIRPERSON (Don Gosney)**

Reports on issues relevant to the operation of the CBOC, future issues and reports to the Board of Education
D I S C U S S I O N  O N L Y

01.28.20 CBOC Chair Report-1
(Page 150 of 207)

01.28.20 CBOC Chair Report-2
(Page 154 of 207)

01.28.20 CBOC Chair Report-3
(Page 155 of 207)

02.07.20 Request for Guidance
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**N) 2018 ANNUAL REPORT (Don Gosney)**

The previously approved text for the 2018 Bond Program Annual Report has had photos inserted with additional text and formatting. The URL for the report is attached below.

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

**2018 CBOC Annual Report-2**

**https://drive.google.com/open?id=10QmRJzQbQNpvL2P_Js4DTu59Yy6mvSXK**

**https://www.wccusd.net/cms/lib/CA01001466/Centricity/Domain/1870/2018%20CBOC%20Annual%20Report-2.pdf**

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**O) AN INDEPENDENT CBOC (Anton Jungherr)**

Discussion centering on the what it means to have an independent Citizens' Bond Oversight Committee

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

**An Independent CBOC**

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**P) ATTENDANCE REVIEW (Don Gosney)**

Status reports on CBOC membership and efforts to fill vacancies.

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

**02.10.20 Attendance Review**

(Page 204 of 207)

**02.10.20~CBOC Roster**

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**Q) BOARD POLICY 7214.2 UPDATE (Don Gosney)**

Review current status of proposed amendments to Board Policy7214.2 covering the CBOC.

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

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**R) CALENDAR (Don Gosney)**

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

02.10.20 CBOC Meetings Calendar

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**S) FUTURE AGENDA TOPICS**

A C T I O N  I T E M

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

02.10.20~Future Agenda Items Log

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**T) ADJOURNMENT**

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**NEXT SCHEDULED CBOC MEETING: March 9, 2020**

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## 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.


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

| Description | Entity See Key Below | Financial Audit FY2019 Christy White Associates | Performance Audit FY2019 Moss Adams LLP | Moss Adams LLP Review Final [1] |
|---|---|---|---|---|
| Entrance Conference | ASC | 10.9.19 √ | 10.9.19 √ | ? |
| Exit Conference | CBOC | 3.9.20 | 3.9.20 | ? |
| Accept Report | CBOC | 3.25.20 * | 3.25.20 * | ? |
| Accept Report | Board | 3.25.20 * | 3.25.20 * | ? |
| Legal Deadline | Board | 3.31.20 | 3.31.20 | n/a |
| Annual Evaluation of Auditor | CBOC | 4.13.20 | 4.13.20 | n/a |
| Responses to Audit Recommendations [2] | District Staff | 6.25.20 | 6.25.20 | n/a |

* Tentative date for Joint Board/CBOC meeting.

√ Indicates that this activity has been completed.

**Entity Key:**
**CBOC ~ Citizens' Bond Oversight Committee**
**ASC ~ CBOC Audit Subcommittee**
**Board ~ WCCUSD Board of Education**

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

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

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


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# ACTION ITEM AGREEMENTS FROM THE CBOC'S AUDIT SUBCOMMITTEE'S ENTRANCE CONFERENCE CALLS

| FOR THE BOND FUND FINANCIAL AUDIT | | FOR THE BOND PROGRAM PERFORMANCE AUDIT | |
|---|---|---|---|
| **Entrance Conference Call Agreements October 9th, 2019** | **Responsible Party** | **Entrance Conference Call Agreements, October 9th, 2019** | **Responsible Party** |
| **Christy White Associates FY2019 Financial Audit October 9, 2019 Entrance Conference Open Items Michael Ash, Partner, Christy White Associates**<br>Auditor agreed to review Spending by Site, Report 2, to determine if totals reconcile with FY2019 Bond Audit Report. | **Michael Ash**<br>Christy White Associates | **Moss Adams, LLP FY2019 Performance Audit October 9, 2019 Entrance Conference Open Items Stephen Bacchetti, Moss Adams, LLP**<br>• Auditor indicated that they would review the District's July 1, 2019 implementation of timesheets to account for staff time charged to Fund 21 Building fund.<br>• Auditor agreed to determine if the June 30, 2019 Bond Program Spending to Date by Site (Report 2) is correct.<br>• Auditor agreed to determine if the June 30, 2019 Cash Projection to June 2021 (Report 13) is correct. | **Stephen Bacchetti**<br>Moss Adams LLP |
| **Christy White Associates FY2019 Financial Audit October 9, 2019 Entrance Conference Open Items Tony Wold, Associate Superintendent of Business Services**<br>• Confirmed that audit note 5 on reconciliation of Building Fund Balance will be included. Dr. Wold will consider providing additional detail on this footnote in FY2019. Audit report.<br>• Dr. Wold agreed to review Measure J expenditures and ending fund balance, if any, in FY2019.<br>• Dr. Wold agreed to consider including a footnote on completed FY2019 project expenses that were not capitalized.<br>• Dr. Wold agreed to provide the Audit Subcommittee with a FY2019 detail report of Fund 21 Resource 9790 Bond Related Revenue similar to FY2018 shown at page 17 of the Audit Subcommittee October 9, 2019 agenda packet. | **Tony Wold**<br>WCCUSD Business Services | **Moss Adams, LLP FY2019 Performance Audit October 9, 2019 Entrance Conference Open Items Tony Wold, Associate Superintendent of Business Services**<br>• Dr. Wold said he would consider including a review of the District's compliance with bond disclosure requirements post bond sale in the FY2019 performance audit objectives. | **Tony Wold**<br>WCCUSD Business Services |

**Dates and assigned responsibilities taken from minutes of conference calls on October 9th, 2019 with Audit Subcommittee, District Staff, the Bond Fund Financial Auditors (Christy White Associates) and the Bond Program Performance Auditors (Moss Adams LLP).**


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# Facilities Master Plan Projects Update

Citizens' Bond Oversight Committee
February 10, 2020

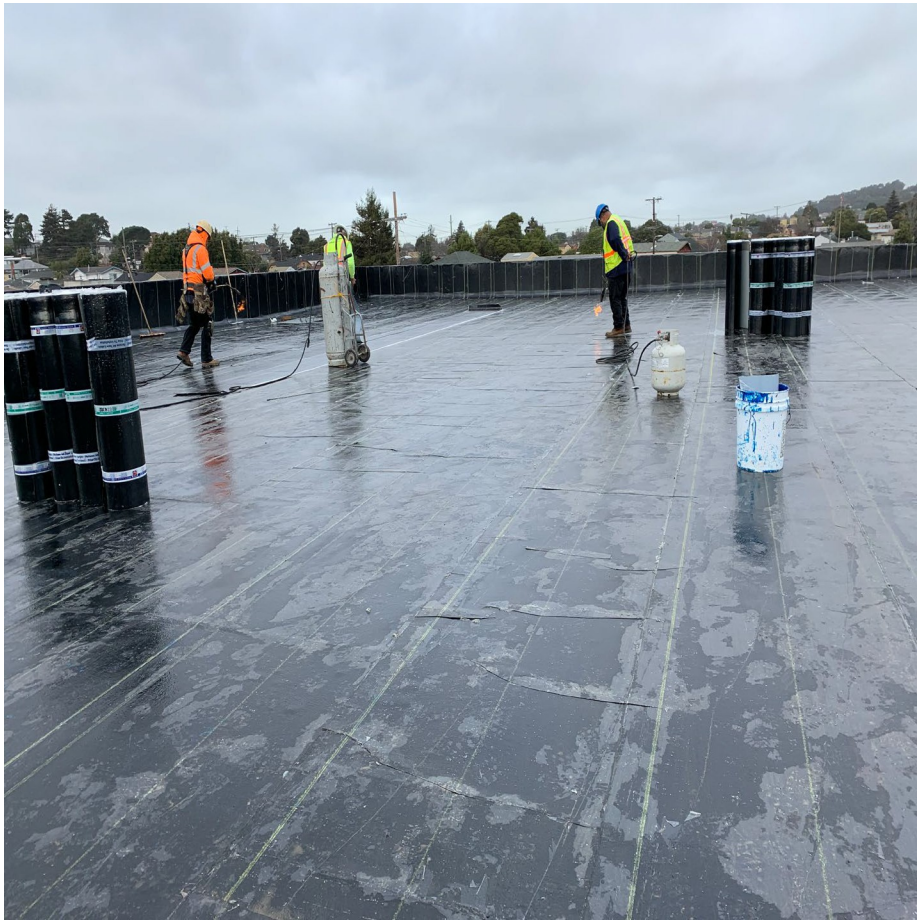

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# Wilson Elementary School Campus Replacement



**Admin, KN, KE Roofing**

# Wilson Elementary School Campus Replacement



Multipurpose Room High Roof



Second Floor Deck



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# Wilson Elementary School Campus Replacement



KN Air Barrier Waterproofing



K113 Insulation



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# Wilson Elementary School Campus Replacement



**KN Mechanical & Electrical Rough In**


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# Richmond High School Critical Needs



Lime Treating Soil, Gym Pad



Compacting Soil, Gym Pad



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# Richmond High School Critical Needs



Footing De-Watering, Gym

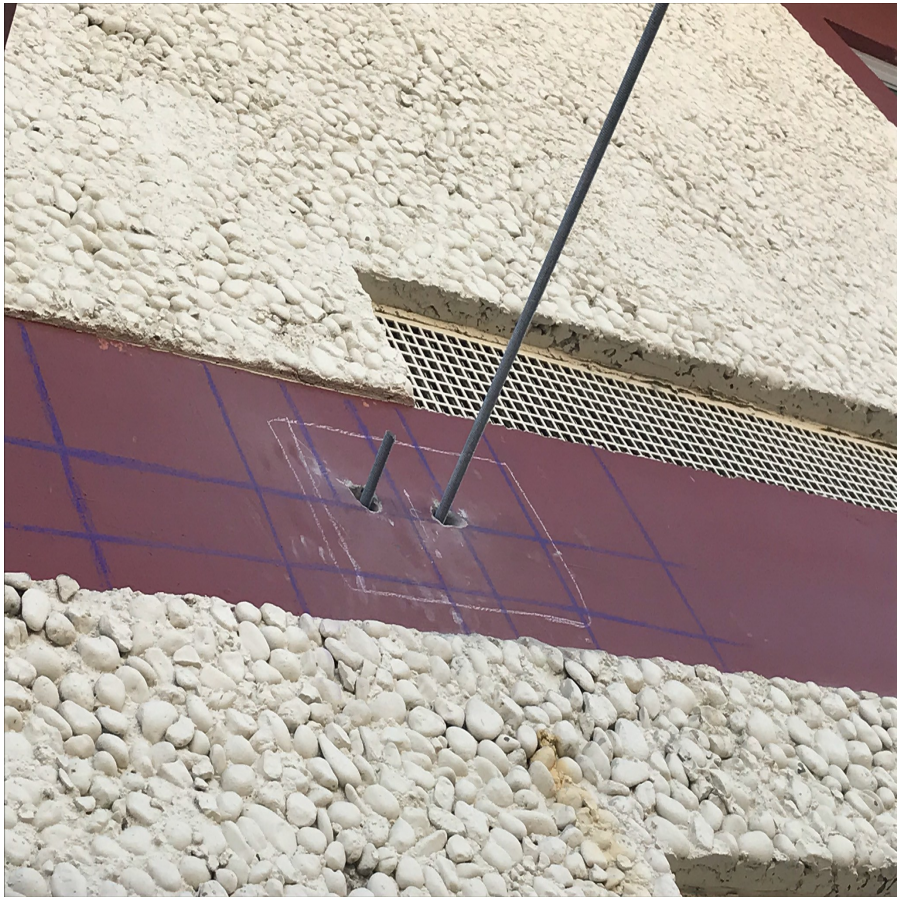


Footing Rebar, Gym



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# Richmond High School Critical Needs





**Seismic Anchor outside, Building**



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# Crespi Middle School Gym Seismic Retrofit



**New Concrete Sidewalk and Shear Wall**


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# Crespi Middle School Gym Seismic Retrofit



Gymnasium



Modular Classroom under Gymnasium


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# Crespi Middle School Gym Seismic Retrofit



New Drinking Water Fountain
at Girls & Boys Locker Room



Boys Locker Room Restroom


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# Bond Project Status Update
# February 10, 2020

| | SITE | PROJECT | REVISED CONTRACT AMOUNT | STATUS |
|---|---|---|---|---|
| **CONSTRUCTION** | Wilson ES | Campus Replacement | $35,963,093.00 | Under Construction |
| | Richmond HS | Critical Needs | $19,932,841.00 | Under Construction |
| | Crespi MS | Gym Seismic Retrofit | $ 4,212,798.59 | Under Construction |
| | **SITE** | **PROJECT** | **BUDGET** | **STATUS** |
| **PROCUREMENT** | Riverside ES | Critical Needs (Soils Stabilization) | $ 6,900,000.00 | Pending Reissuance February |
| | Fairmont ES | Critical Needs Phase 2 | $ 2,000,000.00 | Out to Bid |
| | E-Rate Year 23 | Wireless Upgrades at Various Sites | $ 650,000.00 | Out to Bid |
| | Korematsu MS | Fall Protection | $ 726,978.00 | Ready to Bid |
| | **SITE** | **PROJECT** | **BUDGET** | **STATUS** |
| **DESIGN** | Pinole Valley HS | Fields Restoration & Site Work | $15,000,000.00 | DSA Review |
| | Lake ES | Campus Replacement | $ 1,000,000.00 | RFQ/RFP Bridging AOR |
| | Stege ES | Critical Needs | $ 2,900,000.00 | Design Development |
| | Highland ES | Critical Needs | $ 747,125.00 | Summer Project - Assessing Water & Power Upgrades |

**LEGEND & ACRONYMS**
(DSA) Division of the State Architect
(RFP) Request for Proposals


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WILSON ELEMENTARY SCHOOL February 2020

# CONSTRUCTION NEWS

## OVERVIEW

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

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

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

## UPCOMING ACTIVITIES

### PLANNED CONSTRUCTION WORK THIS MONTH

- Start drywall at Kinder and Admin buildings
- Install HVAC, electrical and plumbing in learning suite 1st floor
- Install second floor learning suite framing

## POTENTIAL IMPACTS TO NEIGHBORS

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

## MITIGATION MEASURES

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

## COMPLETED WORK

- Weather barrier at Kinder buildings
- Scaffolding at all buildings
- MPR built-up roof at MPR building

**Weather Barrier:**



**MPR Roof:**



## CONTACT INFORMATION

**Contractor: C. Overaa Construction, Inc.**

Frank Driscoll 510-234-0926
Niall Walsh 510-234-0926

**Construction Manager: Swinerton Management & Consulting**

Peter Hempel 415-516-1250


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# RHS CONSTRUCTION NEWS | NUMBER 7, FEBUARY, 2020



Gym / Main Entry & Student Quad

## CONSTRUCTION ACTIVITIES

**Previous Month:**

Lime treatment and construction of new GYM building pad completed.

GYM Foundation excavation and installation of reinforcing started.

Underground utility work continued.

At the Science Bldg., Structural work continued, electrical and plumbing layout started.

**Upcoming Month:**

Gym Foundation work will continue.

Underground utility work at the GYM will continue.

At the Science Bldg. Structural, selective demo, plumbing and electrical work will continue.



GYM FOUNDATION

## PROJECT FACTS

**New Auxiliary Gym Square Footage:** 15,500

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

**General Contractor:**
Lathrop Construction Associates
www.lathropconstruction.com

**Architect:**
HKIT Architects
www.hkit.com

## CONTACT INFORMATION

To subscribe to this monthly newsletter or to submit project questions, please email:
Facilitiesplanning@wccusd.net

**Construction Manger**
**Peter Hempel**
Project Manager
Swinerton Management & Consulting
415.516.1250


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**Project Status Report:** 01/29/2020

## Juan Crespi Middle School

## Gym Seismic Retrofit

1121 Allview Avenue
El Sobrante CA, 94803

Project No: **1000003031** DSA No: **01-117076**

**Project Scope**

Seismic upgrades to an existing two story concrete gymnasium building and adjacent one story modular classroom building.

**Project Team**

| | |
|---|---|
| Owner | WCCUSD |
| Architect | HMC Architects |
| Construction Manager | Lisa Nagai |
| Contractor | Strawn Construction |
| Inspector | Brad Williamson |

**Schedule**

| | | |
|---|---|---|
| NTP | 05/01/2019 | |
| Original Project Duration | 224 | |
| Final Completion | 12/10/2019 | |
| Approved Time Extensions | 71 | |
| **Revised Project Duration** | **295** | |
| **Revised Completion Date** | **02/19/2020** | |
| Calendar Days Lapsed | 276 | 94% |



**Contract Summary**

| | | | |
|---|---|---|---|
| Original Contract Amount | $ 3,997,407 | | |
| **BOE Executed CO's** | **4** | **$ 215,392** | **5%** |
| (1) Unforeseen Conditions | 2 | $ 155,357 | 4% |
| (2) Owner Requested | 0 | $ 0 | 0% |
| (3) Design Changes | 1 | $ 60,034 | 2% |
| (4) Outside Agency/Other | 1 | $ 0 | 0% |
| **Revised Contract Amount** (Contract + $ Executed CO) | **$ 4,212,799** | | |
| **No. of PCOs** | **4** | **$ 49,325** | **1%** |
| Pending PCOs | 4 | $ 49,325 | 1% |
| Rejected PCOs | 0 | $ 0 | 0% |
| **Contractor Net $ Billed to Date** | | **$ 3,780,510** | **95%** |
| Stop Notices Amount | $ 0 | | |

**Project Status**

**Completed Work:**

The Girls & Boys restrooms toilet and sinks installed. The drinking fountains installed. Lockers installed and painted the exterior and interior. The Wheel Chair Lift installation is complete. Modular classrooms, ceiling tiles, lightings, and cabinets completed. Sidewalk concrete poured.

**Upcoming Work:**

Installation of partition for the boys & girls locker rooms. Cement Plaster at the elevator. The wheelchair lift schedule for an inspection.

**Project Issues:**

No issues to report at this time.



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**Project Status Report:** **01/30/2020**

**Wilson Elementary School**
**Campus Replacement**
629 42nd Steet
Richmond, CA 94805

Project No: **1000002635** DSA No: **01-117849**

**Project Scope**

New construction of single and two story k-6 academic buildings. The buildings include kindergarten/pre-kindergarten classrooms, administration office/reception, library, community rooms, multi-purpose room, kitchen, special education, flex office, learning suites, and supporting space. Site design includes public quads, parking, library patio, outdoor learning spaces, outdoor student dining, court and play yards.

**Project Team**

| | |
|---|---|
| Owner | WCCUSD |
| DBE | C.Overaa & Co. |
| Construction Manager | Swinerton |
| Inspector | Structure Groups |

**Schedule**

| | | |
|---|---|---|
| NTP | 08/02/2019 | |
| Original Project Duration | 362 | |
| Final Completion | 07/28/2020 | |
| Approved Time Extensions | 0 | |
| **Revised Project Duration** | **362** | |
| **Revised Completion Date** | **07/28/2020** | |
| Calendar Days Lapsed | 182 | 50% |



**Contract Summary**

| | | | |
|---|---|---|---|
| Original Scope | | $ 33,441,281 | |
| District Contingency | | $ 836,032 | |
| Project Contingency | | $ 836,032 | |
| **Original Contract Amount** | | **$ 35,113,345** | |
| | | | |
| Amendment to Scope | | $ 849,748 | |
| Amendment to District Contingency | | $ 0 | |
| Amendment to Project Contingency | | $ 0 | |
| **Amendments to Date** | | **$ 849,748** | |
| **Revised Contract Amount** | | **$ 35,963,093** | |
| | | | |
| **District Contingency** | | **$ 836,032** | |
| Executed CO | 0 | $ 0 | 0% |
| Remaining Contingency | | $ 836,032 | 100% |
| | | | |
| **Project Contingency** | | **$ 836,032** | |
| Executed CO | 0 | $ 0 | 0% |
| Remaining Contingency | | $ 836,032 | 100% |
| | | | |
| Pending PCOs | 12 | $ 1,219,484 | 73% |
| Rejected PCOs | 0 | $ 0 | 0% |
| **Contractor Net $ Billed to Date** | | **$ 13,880,395** | **39%** |
| Stop Notices Amount | | $ 40,131 | |

**Project Status**

**Completed Work:**

Kinder. N. Bldg – Roof ply in progress. Exterior wall weather barrier installed. Insulation and backing 90% complete. MEP rough in 95% complete.
Kinder. E. Bldg – Roof ply in progress. Wall weather barrier installed. Insulation and backing 90% complete. MEP rough in 95% complete. Install exterior door frames.
Admin. Bldg -- Roof ply in progress. MEP rough in 90% complete.
MPR Bldg – Roof membrane 80% complete. MEP in progress.
Learning Suite N. – MEP rough in at 1st floor in progress. Installed 2nd floor deck.
Learning Suite S. – MEP rough in at 1st floor in progress. Installed 2nd floor deck.

Mockup of exterior wall system under review.

**Upcoming Work:**

Kinder. N. Bldg – Complete roofing. Continue exterior wall system. Install drywall.
Kinder. E. Bldg – Complete roofing. Continue exterior wall system. Install drywall.
Admin. Bldg – Complete roofing. Continue exterior wall system. Install drywall.
MPR Bldg – Frame stage. Complete MEP wall rough in. Drywall.
Learning Suite N. – Frame second floor walls.
Learning Suite S. – Frame second floor walls.

**Project Issues:**

Electrical and gas service- PG&E Design expected by 2/28/20.
Fire water service- EBMUD requires tie-in to be on Roosevelt Ave; previously designed for 41st St.

Stop Notice


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## Project Status Report: 01/31/2020

**Richmond High School**

**Critical Needs Project**

1250 23rd Street
Richmond CA, 94804

Project No: **1000003023** DSA No: **01-118099**

**Project Scope**

New construction of a single story gymnasium, demolition of old gymnasium and new plaza sitwork. Seismic upgrade of existing two-story Science Building and sitwork surrounding the building, including adding a new exterior elevator to the building. Demolition of existing Building A (old auto-shop building) and repavment of area to prepare for new Health Clinic portable buildings.

**Project Team**

| | |
|---|---|
| Owner | WCCUSD |
| DBE | Lathrop Construction |
| Construction Manager | Swinerton |
| Inspector | Structure Groups |

**Schedule**

| | | |
|---|---|---|
| NTP | 11/11/2019 | |
| Original Project Duration | 459 | |
| Final Completion | 02/11/2021 | |
| Approved Time Extensions | 0 | |
| **Revised Project Duration** | **459** | |
| **Revised Completion Date** | **02/11/2021** | |
| Calendar Days Lapsed | 82 | 18% |



**Contract Summary**

| | | | |
|---|---|---|---|
| Original Scope | | $ 16,399,899 | |
| District Contingency | | $ 0 | |
| Project Contingency | | $ 1,639,990 | |
| **Original Contract Amount** | | **$ 18,039,889** | |
| | | | |
| Amendment to Scope | | $ 1,092,952 | |
| Amendment to District Contingency | | $ 800,000 | |
| Amendment to Project Contingency | | $ 0 | |
| **Amendments to Date** | | **$ 1,892,952** | |
| **Revised Contract Amount** | | **$ 19,932,841** | |
| | | | |
| **District Contingency** | | **$ 800,000** | |
| Executed CO | 0 | $ 0 | 0% |
| Remaining Contingency | | $ 800,000 | 100% |
| | | | |
| **Project Contingency** | | **$ 1,639,990** | |
| Executed CO | 0 | $ 0 | 0% |
| Remaining Contingency | | $ 1,639,990 | 100% |
| | | | |
| Pending PCOs | 4 | $ 142,369 | 6% |
| Rejected PCOs | 0 | $ 0 | 0% |
| **Contractor Net $ Billed to Date** | | **$ 1,424,684** | **7%** |
| Stop Notices Amount | | $ 0 | |

**Project Status**

**Completed Work:**

Complete soils compaction to 95% of lime treated soil at Gym building footprint.
Install new fire hydrant at Gym site.
Excavate for new footings in Gym building pad.

**Upcoming Work:**

Fabricate reinforcing steel for new Gym footings.
Start steel fabrication at steel fabricator's shop for Gym structure.
Structural work continues at the Science Building.
Preparation for demolition of Building A - Auto Shop.

**Project Issues:**

Waiting for PG&E to provide new gas meter design.



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# Consolidated Budget Status Report

**Budgets versus Commitments and Expenditures for multiple Projects**

## Budget vs. Commitments and Expenditures

*Fund 21 and Fund 35*

*Data as of 01/31/2020*

| | Budget [3] | Commitments | | | Expenditures | |
|---|---|---|---|---|---|---|
| School/Project Name | Total Budget | Total Commitments | % Budget Commited | Remaining Against Budget | Total Expenditures | % Budget Spent |
| **1 Bayview Elementary School** | | | | | | |
| Legacy Project | 19,850,802 | 19,850,802 | 100.0% | - | 19,850,802 | 100.0% |
| | ***19,850,802*** | ***19,850,802*** | ***100.0%*** | **-** | ***19,850,802*** | ***100.0%*** |
| **1 Cameron** | | | | | | |
| + Critical Needs | - | - | | - | - | |
| Legacy Project | 122,195 | 122,195 | 100.0% | - | 122,195 | 100.0% |
| | ***122,195*** | ***122,195*** | ***100.0%*** | **-** | ***122,195*** | ***100.0%*** |
| **1 Castro Elementary School** | | | | | | |
| Legacy Project | 620,944 | 620,944 | 100.0% | - | 620,944 | 100.0% |
| | ***620,944*** | ***620,944*** | ***100.0%*** | **-** | ***620,944*** | ***100.0%*** |
| **1 Chavez Elementary School** | | | | | | |
| Critical Needs | 72,847 | 72,847 | 100.0% | - | 72,847 | 100.0% |
| Legacy Project | 985,387 | 985,387 | 100.0% | - | 985,387 | 100.0% |
| | ***1,058,234*** | ***1,058,234*** | ***100.0%*** | **-** | ***1,058,234*** | ***100.0%*** |
| **1 Collins Elementary School** | | | | | | |
| + Critical Needs | - | - | | - | - | |
| Legacy Project | 1,638,871 | 1,638,871 | 100.0% | - | 1,638,871 | 100.0% |
| | ***1,638,871*** | ***1,638,871*** | ***100.0%*** | **-** | ***1,638,871*** | ***100.0%*** |
| **1 Coronado Elementary School** | | | | | | |
| Legacy Project | 43,022,627 | 43,022,627 | 100.0% | - | 43,022,627 | 100.0% |
| | ***43,022,627*** | ***43,022,627*** | ***100.0%*** | **-** | ***43,022,627*** | ***100.0%*** |
| **1 Dover Elementary School** | | | | | | |
| Legacy Project | 35,095,267 | 35,095,267 | 100.0% | - | 35,095,267 | 100.0% |
| | ***35,095,267*** | ***35,095,267*** | ***100.0%*** | **-** | ***35,095,267*** | ***100.0%*** |
| **1 Downer Elementary School** | | | | | | |
| Legacy Project | 33,415,902 | 33,415,902 | 100.0% | - | 33,415,902 | 100.0% |
| | ***33,415,902*** | ***33,415,902*** | ***100.0%*** | **-** | ***33,415,902*** | ***100.0%*** |
| **1 El Sobrante Elementary School** | | | | | | |
| Legacy Project | 536,231 | 536,231 | 100.0% | - | 536,231 | 100.0% |
| | ***536,231*** | ***536,231*** | ***100.0%*** | **-** | ***536,231*** | ***100.0%*** |
| **1 Ellerhorst Elementary School** | | | | | | |
| Legacy Project | 13,931,806 | 13,931,806 | 100.0% | - | 13,931,806 | 100.0% |
| | ***13,931,806*** | ***13,931,806*** | ***100.0%*** | **-** | ***13,931,806*** | ***100.0%*** |
| **1 Fairmont Elementary School** | | | | | | |
| * Critical Needs | 3,000,000 | 865,787 | 28.9% | 2,134,213 | 809,726 | 27.0% |
| Legacy Project | 3,864,259 | 3,864,259 | 100.0% | - | 3,864,259 | 100.0% |
| | ***6,864,259*** | ***4,730,046*** | ***68.9%*** | ***2,134,213*** | ***4,673,984*** | ***68.1%*** |
| **1 Ford Elementary School** | | | | | | |
| Legacy Project | 30,817,526 | 30,817,526 | 100.0% | - | 30,817,526 | 100.0% |
| | ***30,817,526*** | ***30,817,526*** | ***100.0%*** | **-** | ***30,817,526*** | ***100.0%*** |
| **1 Grant Elementary School** | | | | | | |
| Critical Needs | 211,467 | 211,467 | 100.0% | - | 211,467 | 100.0% |
| Legacy Project | 1,944,098 | 1,944,098 | 100.0% | - | 1,944,098 | 100.0% |
| | ***2,155,565*** | ***2,155,565*** | ***100.0%*** | **-** | ***2,155,565*** | ***100.0%*** |
| **1 Hanna Ranch Elementary School** | | | | | | |
| Legacy Project | 783,349 | 783,349 | 100.0% | - | 783,349 | 100.0% |
| | ***783,349*** | ***783,349*** | ***100.0%*** | **-** | ***783,349*** | ***100.0%*** |
| **1 Harbour Way** | | | | | | |
| Legacy Project | 121,944 | 121,944 | 100.0% | - | 121,944 | 100.0% |
| | ***121,944*** | ***121,944*** | ***100.0%*** | **-** | ***121,944*** | ***100.0%*** |



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# Consolidated Budget Status Report

**Budgets versus Commitments and Expenditures for multiple Projects**

## Budget vs. Commitments and Expenditures

*Fund 21 and Fund 35*

*Data as of 01/31/2020*

| | Budget [3] | Commitments | | | Expenditures | |
|---|---|---|---|---|---|---|
| School/Project Name | Total Budget | Total Commitments | % Budget Commited | Remaining Against Budget | Total Expenditures | % Budget Spent |
| **1 Harding Elementary School** | | | | | | |
| Legacy Project | 22,632,446 | 22,632,446 | 100.0% | - | 22,632,446 | 100.0% |
| | ***22,632,446*** | ***22,632,446*** | ***100.0%*** | ***-*** | ***22,632,446*** | ***100.0%*** |
| **1 Harmon Knolls** | | | | | | |
| Critical Needs | 406,946 | 406,946 | 100.0% | - | 406,946 | 100.0% |
| Soil Testing | 41,489 | 41,489 | 100.0% | - | 41,489 | 100.0% |
| | ***448,435*** | ***448,435*** | ***100.0%*** | ***-*** | ***448,435*** | ***100.0%*** |
| **1 Highland Elementary School** | | | | | | |
| * Water & Power Upgrade | 747,125 | - | 0.0% | 747,125 | - | 0.0% |
| Critical Needs | 52,875 | 52,875 | 100.0% | - | 52,875 | 100.0% |
| Legacy Project | 1,879,839 | 1,879,839 | 100.0% | - | 1,879,839 | 100.0% |
| | ***2,679,839*** | ***1,932,714*** | ***72.1%*** | ***747,125*** | ***1,932,714*** | ***72.1%*** |
| **1 Kensington Elementary School** | | | | | | |
| Legacy Project | 19,343,892 | 19,343,892 | 100.0% | - | 19,343,892 | 100.0% |
| | ***19,343,892*** | ***19,343,892*** | ***100.0%*** | ***-*** | ***19,343,892*** | ***100.0%*** |
| **1 King Elementary School** | | | | | | |
| Legacy Project | 25,342,166 | 25,342,166 | 100.0% | - | 25,342,166 | 100.0% |
| | ***25,342,166*** | ***25,342,166*** | ***100.0%*** | ***-*** | ***25,342,166*** | ***100.0%*** |
| **1 Lake Elementary School** | | | | | | |
| * Campus Replacement | 1,000,000 | 8,400 | 0.8% | 991,600 | - | 0.0% |
| Legacy Project | 1,500,322 | 1,500,322 | 100.0% | - | 1,500,322 | 100.0% |
| Portable Demolition | 147,501 | 147,501 | 100.0% | - | 147,501 | 100.0% |
| | ***2,647,823*** | ***1,656,223*** | ***62.6%*** | ***991,600*** | ***1,647,823*** | ***62.2%*** |
| **1 Lincoln Elementary School** | | | | | | |
| Legacy Project | 17,676,561 | 17,676,561 | 100.0% | - | 17,676,561 | 100.0% |
| | ***17,676,561*** | ***17,676,561*** | ***100.0%*** | ***-*** | ***17,676,561*** | ***100.0%*** |
| **1 Lupine Hills Elementary School** | | | | | | |
| Legacy Project | 15,395,678 | 15,395,678 | 100.0% | - | 15,395,678 | 100.0% |
| | ***15,395,678*** | ***15,395,678*** | ***100.0%*** | ***-*** | ***15,395,678*** | ***100.0%*** |
| **1 Madera Elementary School** | | | | | | |
| Legacy Project | 12,233,801 | 12,233,801 | 100.0% | - | 12,233,801 | 100.0% |
| | ***12,233,801*** | ***12,233,801*** | ***100.0%*** | ***-*** | ***12,233,801*** | ***100.0%*** |
| **1 Mira Vista K-8** | | | | | | |
| Legacy Project | 16,651,130 | 16,651,130 | 100.0% | - | 16,651,130 | 100.0% |
| | ***16,651,130*** | ***16,651,130*** | ***100.0%*** | ***-*** | ***16,651,130*** | ***100.0%*** |
| **1 Montalvin K-8** | | | | | | |
| Additional New Classrooms | 4,028,011 | 4,028,011 | 100.0% | - | 4,028,011 | 100.0% |
| Legacy Project | 12,763,017 | 12,763,017 | 100.0% | - | 12,763,017 | 100.0% |
| | ***16,791,028*** | ***16,791,028*** | ***100.0%*** | ***-*** | ***16,791,028*** | ***100.0%*** |
| **1 Murphy Elementary School** | | | | | | |
| Legacy Project | 15,619,655 | 15,619,655 | 100.0% | - | 15,619,655 | 100.0% |
| | ***15,619,655*** | ***15,619,655*** | ***100.0%*** | ***-*** | ***15,619,655*** | ***100.0%*** |
| **1 Nystrom Elementary School** | | | | | | |
| * Classroom Renovation | 33,919,486 | 30,233,455 | 89.1% | 3,686,031 | 30,233,455 | 89.1% |
| Demo Portable and Sitework | 518,285 | 518,285 | 100.0% | - | 518,285 | 100.0% |
| Legacy Project | 5,442,234 | 5,442,234 | 100.0% | - | 5,442,234 | 100.0% |
| Multi-purpose Room | 11,606,839 | 11,606,839 | 100.0% | - | 11,606,839 | 100.0% |
| | ***51,486,844*** | ***47,800,813*** | ***92.8%*** | ***3,686,031*** | ***47,800,813*** | ***92.8%*** |
| **1 Ohlone Elementary School** | | | | | | |
| Classroom and Admin Building | 24,508,510 | 24,508,510 | 100.0% | - | 24,508,510 | 100.0% |



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# Consolidated Budget Status Report

**Budgets versus Commitments and Expenditures for multiple Projects**

## Budget vs. Commitments and Expenditures

*Fund 21 and Fund 35*

*Data as of 01/31/2020*

| | Budget [3] | Commitments | | | Expenditures | |
|---|---|---|---|---|---|---|
| School/Project Name | Total Budget | Total Commitments | % Budget Commited | Remaining Against Budget | Total Expenditures | % Budget Spent |
| Critical Needs | 623,885 | 623,885 | 100.0% | - | 623,885 | 100.0% |
| Legacy Project | 3,962,598 | 3,962,598 | 100.0% | - | 3,962,598 | 100.0% |
| Portable Removal and Playground | 5,397,758 | 5,397,758 | 100.0% | - | 5,397,758 | 100.0% |
| | ***34,492,752*** | ***34,492,752*** | ***100.0%*** | ***-*** | ***34,492,752*** | ***100.0%*** |
| **1 Olinda Elementary School** | | | | | | |
| * Critical Needs | 1,000,000 | 792,733 | 79.3% | 207,267 | 792,733 | 79.3% |
| Legacy Project | 1,286,942 | 1,286,942 | 100.0% | - | 1,286,942 | 100.0% |
| | ***2,286,942*** | ***2,079,675*** | ***90.9%*** | ***207,267*** | ***2,079,675*** | ***90.9%*** |
| **1 Peres K-8** | | | | | | |
| Legacy Project | 21,424,293 | 21,424,293 | 100.0% | - | 21,424,293 | 100.0% |
| | ***21,424,293*** | ***21,424,293*** | ***100.0%*** | ***-*** | ***21,424,293*** | ***100.0%*** |
| **1 RCP Charter School** | | | | | | |
| Legacy Project | 4,415,204 | 4,415,204 | 100.0% | - | 4,415,204 | 100.0% |
| | ***4,415,204*** | ***4,415,204*** | ***100.0%*** | ***-*** | ***4,415,204*** | ***100.0%*** |
| **1 Riverside Elementary School** | | | | | | |
| * Critical Needs | 6,900,000 | 299,540 | 4.3% | 6,600,460 | 127,900 | 1.9% |
| Legacy Project | 14,611,005 | 14,611,005 | 100.0% | - | 14,611,005 | 100.0% |
| | ***21,511,005*** | ***14,910,545*** | ***69.3%*** | ***6,600,460*** | ***14,738,905*** | ***68.5%*** |
| **1 Seaview Elementary School** | | | | | | |
| Legacy Project | 499,116 | 499,116 | 100.0% | - | 499,116 | 100.0% |
| | ***499,116*** | ***499,116*** | ***100.0%*** | ***-*** | ***499,116*** | ***100.0%*** |
| **1 Shannon Elementary School** | | | | | | |
| + Critical Needs | - | - | | - | - | |
| Legacy Project | 1,555,163 | 1,555,163 | 100.0% | - | 1,555,163 | 100.0% |
| | ***1,555,163*** | ***1,555,163*** | ***100.0%*** | ***-*** | ***1,555,163*** | ***100.0%*** |
| **1 Sheldon Elementary School** | | | | | | |
| Legacy Project | 15,102,837 | 15,102,837 | 100.0% | - | 15,102,837 | 100.0% |
| | ***15,102,837*** | ***15,102,837*** | ***100.0%*** | ***-*** | ***15,102,837*** | ***100.0%*** |
| **1 Stege Elementary School** | | | | | | |
| * Critical Needs | 2,900,000 | 35,900 | 1.2% | 2,864,100 | 35,900 | 1.2% |
| Legacy Project | 3,445,886 | 3,445,886 | 100.0% | - | 3,445,886 | 100.0% |
| | ***6,345,886*** | ***3,481,786*** | ***54.9%*** | ***2,864,100*** | ***3,481,786*** | ***54.9%*** |
| **1 Stewart K-8** | | | | | | |
| Legacy Project | 16,737,037 | 16,737,037 | 100.0% | - | 16,737,037 | 100.0% |
| | ***16,737,037*** | ***16,737,037*** | ***100.0%*** | ***-*** | ***16,737,037*** | ***100.0%*** |
| **1 Tara Hills Elementary School** | | | | | | |
| Legacy Project | 14,975,067 | 14,975,067 | 100.0% | - | 14,975,067 | 100.0% |
| | ***14,975,067*** | ***14,975,067*** | ***100.0%*** | ***-*** | ***14,975,067*** | ***100.0%*** |
| **1 TLC Elementary School** | | | | | | |
| Legacy Project | 116,673 | 116,673 | 100.0% | - | 116,673 | 100.0% |
| | ***116,673*** | ***116,673*** | ***100.0%*** | ***-*** | ***116,673*** | ***100.0%*** |
| **1 Valley View Elementary School** | | | | | | |
| Critical Needs | 1,091,447 | 1,091,447 | 100.0% | - | 1,091,447 | 100.0% |
| Existing Campus Demo | 33,096 | 33,096 | 100.0% | - | 33,096 | 100.0% |
| Legacy Project | 3,908,093 | 3,908,093 | 100.0% | - | 3,908,093 | 100.0% |
| Portables | 5,189,726 | 5,189,726 | 100.0% | - | 5,189,726 | 100.0% |
| | ***10,222,362*** | ***10,222,362*** | ***100.0%*** | ***-*** | ***10,222,362*** | ***100.0%*** |
| **1 Verde K-8** | | | | | | |
| Legacy Project | 16,065,870 | 16,065,870 | 100.0% | - | 16,065,870 | 100.0% |
| | ***16,065,870*** | ***16,065,870*** | ***100.0%*** | ***-*** | ***16,065,870*** | ***100.0%*** |



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# Consolidated Budget Status Report

**Budgets versus Commitments and Expenditures for multiple Projects**

## Budget vs. Commitments and Expenditures

*Fund 21 and Fund 35*

*Data as of 01/31/2020*

| School/Project Name | Budget [3] Total Budget | Commitments Total Commitments | Commitments % Budget Commited | Commitments Remaining Against Budget | Expenditures Total Expenditures | Expenditures % Budget Spent |
|---|---|---|---|---|---|---|
| **1 Washington Elementary School** | | | | | | |
| Legacy Project | 15,322,847 | 15,322,847 | 100.0% | - | 15,322,847 | 100.0% |
| | ***15,322,847*** | ***15,322,847*** | ***100.0%*** | ***-*** | ***15,322,847*** | ***100.0%*** |
| **1 West Hercules** | | | | | | |
| Legacy Project | 56,847 | 56,847 | 100.0% | - | 56,847 | 100.0% |
| | ***56,847*** | ***56,847*** | ***100.0%*** | ***-*** | ***56,847*** | ***100.0%*** |
| **1 Wilson Elementary School** | | | | | | |
| * Campus Replacement | 40,300,000 | 39,394,751 | 97.8% | 905,249 | 17,360,836 | 43.1% |
| Legacy Project | 3,829,324 | 3,829,324 | 100.0% | - | 3,829,324 | 100.0% |
| | ***44,129,324*** | ***43,224,075*** | ***97.9%*** | ***905,249*** | ***21,190,160*** | ***48.0%*** |
| **2 Adams Middle School** | | | | | | |
| Legacy Project | 691,211 | 691,211 | 100.0% | - | 691,211 | 100.0% |
| | ***691,211*** | ***691,211*** | ***100.0%*** | ***-*** | ***691,211*** | ***100.0%*** |
| **2 Crespi Middle School** | | | | | | |
| * Critical Needs | 5,300,000 | 4,889,825 | 92.3% | 410,175 | 4,380,423 | 82.6% |
| Legacy Project | 1,245,896 | 1,245,896 | 100.0% | - | 1,245,896 | 100.0% |
| | ***6,545,896*** | ***6,135,721*** | ***93.7%*** | ***410,175*** | ***5,626,319*** | ***86.0%*** |
| **2 DeJean Middle School** | | | | | | |
| Legacy Project | 381,209 | 381,209 | 100.0% | - | 381,209 | 100.0% |
| | ***381,209*** | ***381,209*** | ***100.0%*** | ***-*** | ***381,209*** | ***100.0%*** |
| **2 Helms Middle School** | | | | | | |
| Legacy Project | 83,432,888 | 83,432,888 | 100.0% | - | 83,432,888 | 100.0% |
| | ***83,432,888*** | ***83,432,888*** | ***100.0%*** | ***-*** | ***83,432,888*** | ***100.0%*** |
| **2 Hercules Middle School** | | | | | | |
| Legacy Project | 699,000 | 699,000 | 100.0% | - | 699,000 | 100.0% |
| | ***699,000*** | ***699,000*** | ***100.0%*** | ***-*** | ***699,000*** | ***100.0%*** |
| **2 Korematsu Middle School** | | | | | | |
| * New Buildings | 53,439,076 | 52,712,098 | 98.6% | 726,978 | 52,712,098 | 98.6% |
| Legacy Project | 19,943,103 | 19,943,103 | 100.0% | - | 19,943,103 | 100.0% |
| | ***73,382,179*** | ***72,655,201*** | ***99.0%*** | ***726,978*** | ***72,655,201*** | ***99.0%*** |
| **2 Pinole Middle School** | | | | | | |
| Legacy Project | 56,689,430 | 56,689,430 | 100.0% | - | 56,689,430 | 100.0% |
| | ***56,689,430*** | ***56,689,430*** | ***100.0%*** | ***-*** | ***56,689,430*** | ***100.0%*** |
| **3 De Anza High School** | | | | | | |
| Legacy Project | 132,236,248 | 132,236,248 | 100.0% | - | 132,236,248 | 100.0% |
| | ***132,236,248*** | ***132,236,248*** | ***100.0%*** | ***-*** | ***132,236,248*** | ***100.0%*** |
| **3 DELTA NSS** | | | | | | |
| Legacy Project | 152,226 | 152,226 | 100.0% | - | 152,226 | 100.0% |
| | ***152,226*** | ***152,226*** | ***100.0%*** | ***-*** | ***152,226*** | ***100.0%*** |
| **3 El Cerrito High School** | | | | | | |
| Legacy Project | 128,477,500 | 128,477,500 | 100.0% | - | 128,477,500 | 100.0% |
| Stadium | 18,372,605 | 18,372,605 | 100.0% | - | 18,372,605 | 100.0% |
| | ***146,850,105*** | ***146,850,105*** | ***100.0%*** | ***-*** | ***146,850,105*** | ***100.0%*** |
| **3 Greenwood High School** | | | | | | |
| Legacy Project | 79,583,607 | 79,583,607 | 100.0% | - | 79,583,607 | 100.0% |
| | ***79,583,607*** | ***79,583,607*** | ***100.0%*** | ***-*** | ***79,583,607*** | ***100.0%*** |
| **3 Hercules High School** | | | | | | |
| + Critical Needs | - | - | | - | - | |
| Legacy Project | 3,295,019 | 3,295,019 | 100.0% | - | 3,295,019 | 100.0% |
| | ***3,295,019*** | ***3,295,019*** | ***100.0%*** | ***-*** | ***3,295,019*** | ***100.0%*** |



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# Consolidated Budget Status Report

**Budgets versus Commitments and Expenditures for multiple Projects**

## Budget vs. Commitments and Expenditures

*Fund 21 and Fund 35*

*Data as of 01/31/2020*

| School/Project Name | Budget [3] Total Budget | Commitments Total Commitments | Commitments % Budget Commited | Commitments Remaining Against Budget | Expenditures Total Expenditures | Expenditures % Budget Spent |
|---|---|---|---|---|---|---|
| **3 KAPPA NSS** | | | | | | |
| Legacy Project | 109,831 | 109,831 | 100.0% | - | 109,831 | 100.0% |
| | ***109,831*** | ***109,831*** | ***100.0%*** | ***-*** | ***109,831*** | ***100.0%*** |
| **3 Kennedy High School** | | | | | | |
| + Critical Needs | - | - | | - | - | |
| Legacy Project | 33,854,981 | 33,854,981 | 100.0% | - | 33,854,981 | 100.0% |
| | ***33,854,981*** | ***33,854,981*** | ***100.0%*** | ***-*** | ***33,854,981*** | ***100.0%*** |
| **3 North Campus High School** | | | | | | |
| Legacy Project | 205,450 | 205,450 | 100.0% | - | 205,450 | 100.0% |
| | ***205,450*** | ***205,450*** | ***100.0%*** | ***-*** | ***205,450*** | ***100.0%*** |
| **3 OMEGA NSS** | | | | | | |
| Legacy Project | 118,313 | 118,313 | 100.0% | - | 118,313 | 100.0% |
| | ***118,313*** | ***118,313*** | ***100.0%*** | ***-*** | ***118,313*** | ***100.0%*** |
| **3 Pinole Valley High School** | | | | | | |
| * Campus Replacement | 156,497,205 | 152,069,627 | 97.2% | 4,427,578 | 150,948,923 | 96.5% |
| * Fields/Sitework | 17,173,016 | 175,025 | 1.0% | 16,997,991 | 157,065 | 0.9% |
| * Interim Campus Demo | 3,715,310 | 3,628,013 | 97.7% | 87,297 | 3,615,068 | 97.3% |
| * Site Design | 17,926,216 | 17,926,214 | 100.0% | 2 | 16,927,645 | 94.4% |
| Detention Basin and Paving | 3,517,521 | 3,517,521 | 100.0% | - | 3,517,521 | 100.0% |
| Existing Building Demolition | 2,511,397 | 2,511,397 | 100.0% | - | 2,511,397 | 100.0% |
| Hillside Stabilization | 2,199,821 | 2,199,821 | 100.0% | - | 2,199,821 | 100.0% |
| Interim Campus | 8,796,248 | 8,796,248 | 100.0% | - | 8,796,248 | 100.0% |
| Legacy Furniture & Equipment | 36,520 | 36,520 | 100.0% | - | 36,520 | 100.0% |
| Legacy Program Cost | 696,938 | 696,938 | 100.0% | - | 696,938 | 100.0% |
| Legacy Restroom Renovation | 167,601 | 167,601 | 100.0% | - | 167,601 | 100.0% |
| Legacy Technology | 37,165 | 37,165 | 100.0% | - | 37,165 | 100.0% |
| Legacy Track | 1,676,771 | 1,676,771 | 100.0% | - | 1,676,771 | 100.0% |
| Off Site Parking and Traffic | 1,240,584 | 1,240,584 | 100.0% | - | 1,240,584 | 100.0% |
| Video Surveillance System | 357,268 | 357,268 | 100.0% | - | 357,268 | 100.0% |
| | ***216,549,580*** | ***195,036,711*** | ***90.1%*** | ***21,512,869*** | ***192,886,534*** | ***89.1%*** |
| **3 Richmond High School** | | | | | | |
| * Gym and Seismic Classroom | 21,000,000 | 18,700,884 | 89.1% | 2,299,116 | 1,758,071 | 8.4% |
| Legacy Project | 21,622,087 | 21,622,087 | 100.0% | - | 21,622,087 | 100.0% |
| | ***42,622,087*** | ***40,322,971*** | ***94.6%*** | ***2,299,116*** | ***23,380,158*** | ***54.9%*** |
| **3 SIGMA NSS** | | | | | | |
| Legacy Project | 110,949 | 110,949 | 100.0% | - | 110,949 | 100.0% |
| | ***110,949*** | ***110,949*** | ***100.0%*** | ***-*** | ***110,949*** | ***100.0%*** |
| **3 Vista High School** | | | | | | |
| Legacy Project | 7,236,543 | 7,236,543 | 100.0% | - | 7,236,543 | 100.0% |
| | ***7,236,543*** | ***7,236,543*** | ***100.0%*** | ***-*** | ***7,236,543*** | ***100.0%*** |
| **4 Technology** | | | | | | |
| * Infrastructure | 15,004,976 | 14,324,188 | 95.5% | 680,788 | 14,324,188 | 95.5% |
| Computer Common Core | 3,903,858 | 3,903,858 | 100.0% | - | 3,903,858 | 100.0% |
| District Network Backbone | 568,416 | 568,416 | 100.0% | - | 568,416 | 100.0% |
| IT Data Center | 1,400,746 | 1,400,746 | 100.0% | - | 1,400,746 | 100.0% |
| Teacher Equipment | 112,360 | 112,360 | 100.0% | - | 112,360 | 100.0% |
| Tech Communication | 1,130,966 | 1,130,966 | 100.0% | - | 1,130,966 | 100.0% |
| Technology Equipment | 1,885,661 | 1,885,661 | 100.0% | - | 1,885,661 | 100.0% |
| Technology Wireless | 10,993,016 | 10,993,016 | 100.0% | - | 10,993,016 | 100.0% |
| | ***35,000,000*** | ***34,319,212*** | ***98.1%*** | ***680,788*** | ***34,319,212*** | ***98.1%*** |



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# Consolidated Budget Status Report

**Budgets versus Commitments and Expenditures for multiple Projects**

## Budget vs. Commitments and Expenditures

*Fund 21 and Fund 35*

*Data as of 01/31/2020*

| School/Project Name | Budget [3] Total Budget | Commitments Total Commitments | Commitments % Budget Commited | Commitments Remaining Against Budget | Expenditures Total Expenditures | Expenditures % Budget Spent |
|---|---|---|---|---|---|---|
| **4 Central** | | | | | | |
| District Support | 55,206,732 | 52,570,307 | 95.2% | 2,636,425 | 51,835,780 | 93.9% |
| Program Coordination | 47,624,903 | 46,172,765 | 97.0% | 1,452,138 | 44,388,691 | 93.2% |
| | ***102,831,634*** | ***98,743,072*** | ***96.0%*** | ***4,088,562*** | ***96,224,471*** | ***93.6%*** |
| ***Totals*** | ***1,656,822,430*** | ***1,608,967,897*** | ***97.1%*** | ***47,854,533*** | ***1,564,576,887*** | ***94.4%*** |

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

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

Note 3: Budget approved by BOE 11/06/2019

*Note 4: Measure 1998E is not covered under Proposition 39 regulations for school bonds, and is not ordinarily reported in the Bond Program expenditure reports. The following report shows Measure 1998E projects by site with state funded DeJean middle school project.*

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



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# Consolidated Budget Status Report

**Budgets versus Commitments and Expenditures for multiple Projects**

**Budget vs. Commitments and Expenditures**

***2016 MASTER PLAN PROJECT***

*Fund 21 and Fund 35*

*Data as of 01/31/2020*

| School/Project Name | Budget | | | Commitments | | | Expenditures | |
|---|---|---|---|---|---|---|---|---|
| | Original Budget | Approved Budget Changes | Total Budget | Total Commitments | % Budget Commited | Remaining Against Budget | Total Expenditures | % Budget Spent |
| **1 Cameron** | | | | | | | | |
| + Critical Needs | - | - | - | - | | - | - | |
| | **-** | **-** | **-** | **-** | | **-** | **-** | |
| **1 Chavez Elementary School** | | | | | | | | |
| Critical Needs | 600,000 | (527,153) | 72,847 | 72,847 | 100.0% | - | 72,847 | 100.0% |
| | ***600,000*** | ***(527,153)*** | ***72,847*** | ***72,847*** | ***100.0%*** | **-** | ***72,847*** | ***100.0%*** |
| **1 Collins Elementary School** | | | | | | | | |
| + Critical Needs | - | - | - | - | | - | - | |
| | **-** | **-** | **-** | **-** | | **-** | **-** | |
| **1 Fairmont Elementary School** | | | | | | | | |
| * Critical Needs | 3,000,000 | - | 3,000,000 | 865,787 | 28.9% | 2,134,213 | 809,726 | 27.0% |
| | ***3,000,000*** | **-** | ***3,000,000*** | ***865,787*** | ***28.9%*** | ***2,134,213*** | ***809,726*** | ***27.0%*** |
| **1 Grant Elementary School** | | | | | | | | |
| Critical Needs | 900,000 | (688,533) | 211,467 | 211,467 | 100.0% | - | 211,467 | 100.0% |
| | ***900,000*** | ***(688,533)*** | ***211,467*** | ***211,467*** | ***100.0%*** | **-** | ***211,467*** | ***100.0%*** |
| **1 Harmon Knolls** | | | | | | | | |
| Critical Needs | 200,000 | 206,946 | 406,946 | 406,946 | 100.0% | - | 406,946 | 100.0% |
| Soil Testing | 100,000 | (58,511) | 41,489 | 41,489 | 100.0% | - | 41,489 | 100.0% |
| | ***300,000*** | ***148,435*** | ***448,435*** | ***448,435*** | ***100.0%*** | **-** | ***448,435*** | ***100.0%*** |
| **1 Highland Elementary School** | | | | | | | | |
| * Water & Power Upgrade | - | 747,125 | 747,125 | - | 0.0% | 747,125 | - | 0.0% |
| Critical Needs | 800,000 | (747,125) | 52,875 | 52,875 | 100.0% | - | 52,875 | 100.0% |
| | ***800,000*** | **-** | ***800,000*** | ***52,875*** | ***6.6%*** | ***747,125*** | ***52,875*** | ***6.6%*** |
| **1 Lake Elementary School** | | | | | | | | |
| * Campus Replacement | 1,000,000 | - | 1,000,000 | 8,400 | 0.8% | 991,600 | - | 0.0% |
| Portable Demolition | 500,000 | (352,499) | 147,501 | 147,501 | 100.0% | - | 147,501 | 100.0% |
| | ***1,500,000*** | ***(352,499)*** | ***1,147,501*** | ***155,901*** | ***13.6%*** | ***991,600*** | ***147,501*** | ***12.9%*** |
| **1 Ohlone Elementary School** | | | | | | | | |
| Critical Needs | 800,000 | (176,115) | 623,885 | 623,885 | 100.0% | - | 623,885 | 100.0% |
| | ***800,000*** | ***(176,115)*** | ***623,885*** | ***623,885*** | ***100.0%*** | **-** | ***623,885*** | ***100.0%*** |
| **1 Olinda Elementary School** | | | | | | | | |
| * Critical Needs | 1,000,000 | - | 1,000,000 | 792,733 | 79.3% | 207,267 | 792,733 | 79.3% |
| | ***1,000,000*** | **-** | ***1,000,000*** | ***792,733*** | ***79.3%*** | ***207,267*** | ***792,733*** | ***79.3%*** |
| **1 Riverside Elementary School** | | | | | | | | |
| * Critical Needs | 6,900,000 | - | 6,900,000 | 299,540 | 4.3% | 6,600,460 | 127,900 | 1.9% |
| | ***6,900,000*** | **-** | ***6,900,000*** | ***299,540*** | ***4.3%*** | ***6,600,460*** | ***127,900*** | ***1.9%*** |
| **1 Shannon Elementary School** | | | | | | | | |
| + Critical Needs | - | - | - | - | | - | - | |
| | **-** | **-** | **-** | **-** | | **-** | **-** | |
| **1 Stege Elementary School** | | | | | | | | |
| * Critical Needs | 2,900,000 | - | 2,900,000 | 35,900 | 1.2% | 2,864,100 | 35,900 | 1.2% |
| | ***2,900,000*** | **-** | ***2,900,000*** | ***35,900*** | ***1.2%*** | ***2,864,100*** | ***35,900*** | ***1.2%*** |
| **1 Valley View Elementary School** | | | | | | | | |
| Critical Needs | 1,000,000 | 91,447 | 1,091,447 | 1,091,447 | 100.0% | - | 1,091,447 | 100.0% |
| | ***1,000,000*** | ***91,447*** | ***1,091,447*** | ***1,091,447*** | ***100.0%*** | **-** | ***1,091,447*** | ***100.0%*** |
| **1 Wilson Elementary School** | | | | | | | | |
| * Campus Replacement | 40,300,000 | - | 40,300,000 | 39,394,751 | 97.8% | 905,249 | 17,360,836 | 43.1% |
| | ***40,300,000*** | **-** | ***40,300,000*** | ***39,394,751*** | ***97.8%*** | ***905,249*** | ***17,360,836*** | ***43.1%*** |
| **2 Crespi Middle School** | | | | | | | | |
| * Critical Needs | 3,100,000 | 2,200,000 | 5,300,000 | 4,889,825 | 92.3% | 410,175 | 4,380,423 | 82.6% |
| | ***3,100,000*** | ***2,200,000*** | ***5,300,000*** | ***4,889,825*** | ***92.3%*** | ***410,175*** | ***4,380,423*** | ***82.6%*** |
| **3 Hercules High School** | | | | | | | | |



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# Consolidated Budget Status Report

**Budgets versus Commitments and Expenditures for multiple Projects**

**Budget vs. Commitments and Expenditures**

***2016 MASTER PLAN PROJECT***

*Fund 21 and Fund 35*

*Data as of 01/31/2020*

| School/Project Name | Budget | | | Commitments | | | Expenditures | |
|---|---|---|---|---|---|---|---|---|
| | Original Budget | Approved Budget Changes | Total Budget | Total Commitments | % Budget Commited | Remaining Against Budget | Total Expenditures | % Budget Spent |
| + Critical Needs | - | - | - | - | | - | - | |
| | **-** | **-** | **-** | **-** | | **-** | **-** | |
| **3 Kennedy High School** | | | | | | | | |
| + Critical Needs | - | - | - | - | | - | - | |
| | **-** | **-** | **-** | **-** | | **-** | **-** | |
| **3 Richmond High School** | | | | | | | | |
| * Gym and Seismic Classroom | 15,100,000 | 5,900,000 | 21,000,000 | 18,700,884 | 89.1% | 2,299,116 | 1,758,071 | 8.4% |
| | ***15,100,000*** | ***5,900,000*** | ***21,000,000*** | ***18,700,884*** | ***89.1%*** | ***2,299,116*** | ***1,758,071*** | ***8.4%*** |
| **4 Central** | | | | | | | | |
| Program Coordination (Ed Specs & School Size) | 200,000 | | 200,000 | 148,128 | 0.0% | 200,000 | 148,128 | 74.1% |
| | ***200,000*** | | ***200,000*** | ***148,128*** | ***0.0%*** | ***200,000*** | ***148,128*** | ***74.1%*** |
| ***Totals*** | ***78,400,000*** | ***6,595,582*** | ***84,995,581*** | ***67,784,405*** | ***79.8%*** | ***17,211,177*** | ***28,062,173*** | ***33.0%*** |

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

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



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# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
## Bond Program Spending to Date by Site
## Data as of 01/31/2020

*Updated 02/06/2020*

| Site Name | Original Budget * | Board Approved Budget 11/06/19 | Expended FY 99-01 thru FY 18-19 | Expended FY 19-20 Jul-Jan | Expended Total thru 01/31/20 | Committed Balance as of 01/31/20 | Budget Balance as of 01/31/20 | Notes |
|---|---|---|---|---|---|---|---|---|
| BAYVIEW | **17,732,392** | **19,850,802** | 19,850,802 | - | **19,850,802** | **-** | **-** | Footnote 1 |
| CHAVEZ | **1,339,784** | **1,058,234** | 1,058,234 | - | **1,058,234** | **-** | **-** | Footnote 1 |
| COLLINS | **993,294** | **1,638,871** | 1,638,871 | - | **1,638,871** | **-** | **-** | Footnote 4 |
| CORONADO | **11,278,047** | **43,022,627** | 43,022,627 | - | **43,022,627** | **-** | **-** | Footnote 1 |
| DOVER | **13,070,243** | **35,095,267** | 35,095,267 | - | **35,095,267** | **-** | **-** | Footnote 1 |
| DOWNER | **28,819,079** | **33,415,902** | 33,415,902 | - | **33,415,902** | **-** | **-** | Footnote 1 |
| ELLERHORST | **11,238,341** | **13,931,806** | 13,931,806 | - | **13,931,806** | **-** | **-** | Footnote 1 |
| FAIRMONT | **10,971,356** | **6,864,259** | 4,213,128 | 460,856 | **4,673,984** | **56,062** | **2,134,213** | Footnote 3 |
| FORD | **11,839,322** | **30,817,526** | 30,817,526 | - | **30,817,526** | **-** | **-** | Footnote 1 |
| GRANT | **1,409,600** | **2,155,565** | 2,155,565 | - | **2,155,565** | **-** | **-** | Footnote 1 |
| HANNA RANCH | **680,923** | **783,349** | 783,349 | - | **783,349** | **-** | **-** | Footnote 1 |
| HARDING | **15,574,211** | **22,632,446** | 22,632,446 | - | **22,632,446** | **-** | **-** | Footnote 1 |
| HARMON KNOLLS | **-** | **448,435** | 448,435 | - | **448,435** | **-** | **-** | Footnote 1 |
| HIGHLAND | **13,504,714** | **2,679,839** | 1,932,714 | - | **1,932,714** | **-** | **747,125** | Footnote 3 |
| KENSINGTON | **16,397,920** | **19,343,892** | 19,343,892 | - | **19,343,892** | **-** | **-** | Footnote 1 |
| KING | **16,688,732** | **25,342,166** | 25,342,166 | - | **25,342,166** | **-** | **-** | Footnote 1 |
| LAKE | **822,657** | **2,647,823** | 1,647,823 | - | **1,647,823** | **8,400** | **991,600** | Footnote 3 |
| LINCOLN | **15,225,821** | **17,676,561** | 17,676,561 | - | **17,676,561** | **-** | **-** | Footnote 1 |
| LUPINE HILLS | **16,111,242** | **15,395,678** | 15,395,678 | - | **15,395,678** | **-** | **-** | Footnote 1 |
| MADERA | **11,088,764** | **12,233,801** | 12,233,801 | - | **12,233,801** | **-** | **-** | Footnote 1 |
| MIRA VISTA | **13,928,364** | **16,651,130** | 16,651,130 | - | **16,651,130** | **-** | **-** | Footnote 1 |
| MONTALVIN | **15,904,716** | **16,791,028** | 16,791,028 | - | **16,791,028** | **-** | **-** | Footnote 1 |
| MURPHY | **13,554,495** | **15,619,655** | 15,619,655 | - | **15,619,655** | **-** | **-** | Footnote 1 |
| NYSTROM | **20,999,690** | **51,486,844** | 45,461,314 | 2,339,500 | **47,800,813** | **-** | **3,686,031** | Footnote 1 |
| OHLONE | **14,174,928** | **34,492,752** | 34,492,752 | - | **34,492,752** | **-** | **-** | Footnote 1 |
| OLINDA | **1,170,596** | **2,286,942** | 1,582,078 | 497,597 | **2,079,675** | **-** | **207,267** | Footnote 1 |
| PERES | **19,752,789** | **21,424,293** | 21,424,293 | - | **21,424,293** | **-** | **-** | Footnote 1 |
| RIVERSIDE | **13,439,831** | **21,511,005** | 14,723,012 | 15,893 | **14,738,905** | **171,640** | **6,600,460** | Footnote 3 |
| SHANNON | **1,157,736** | **1,555,163** | 1,555,163 | - | **1,555,163** | **-** | **-** | Footnote 4 |
| SHELDON | **14,968,745** | **15,102,837** | 15,102,837 | - | **15,102,837** | **-** | **-** | Footnote 1 |
| STEGE | **13,000,749** | **6,345,886** | 3,481,786 | - | **3,481,786** | **-** | **2,864,100** | Footnote 3 |
| STEWART | **12,710,427** | **16,737,037** | 16,737,037 | - | **16,737,037** | **-** | **-** | Footnote 1 |
| TARA HILLS | **14,160,935** | **14,975,067** | 14,975,067 | - | **14,975,067** | **-** | **-** | Footnote 1 |
| VALLEY VIEW | **11,117,405** | **10,222,362** | 10,222,362 | - | **10,222,362** | **-** | **-** | Footnote 1 |
| VERDE | **15,709,690** | **16,065,870** | 16,065,870 | - | **16,065,870** | **-** | **-** | Footnote 1 |
| WASHINGTON | **14,051,720** | **15,322,847** | 15,322,847 | - | **15,322,847** | **-** | **-** | Footnote 1 |
| WILSON | **13,673,885** | **44,129,324** | 9,664,279 | 11,525,881 | **21,190,160** | **22,033,915** | **905,249** | Footnote 3 |
| **Elementary Total** | **438,263,142** | **627,754,889** | **572,509,101** | **14,839,727** | **587,348,828** | **22,270,017** | **18,136,044** | |



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# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
## Bond Program Spending to Date by Site
## Data as of 01/31/2020

*Updated 02/06/2020*

| Site Name | Original Budget * | Board Approved Budget 11/06/19 | Expended FY 99-01 thru FY 18-19 | Expended FY 19-20 Jul-Jan | Expended Total thru 01/31/20 | Committed Balance as of 01/31/20 | Budget Balance as of 01/31/20 | Notes |
|---|---|---|---|---|---|---|---|---|
| CRESPI MS | 1,205,711 | 6,545,896 | 2,553,745 | 3,072,574 | 5,626,319 | 509,402 | 410,175 | Footnote 3 |
| DEJEAN MS | 64,929 | 381,209 | 381,209 | - | 381,209 | - | - | Footnote 1 |
| HELMS MS | 61,287,986 | 83,432,888 | 83,432,888 | - | 83,432,888 | - | - | Footnote 1 |
| HERCULES MS | 602,982 | 699,000 | 699,000 | - | 699,000 | - | - | Footnote 1 |
| KOREMATSU MS | 37,937,901 | 73,382,179 | 72,655,201 | - | 72,655,201 | - | 726,978 | Footnote 2 |
| PINOLE MS | 38,828,979 | 56,689,430 | 56,689,430 | - | 56,689,430 | - | - | Footnote 1 |
| **Middle Sch Total** | **139,928,488** | **221,130,602** | **216,411,473** | **3,072,574** | **219,484,047** | **509,402** | **1,137,153** | |
| DE ANZA HS | 105,389,888 | 132,236,248 | 132,236,248 | - | 132,236,248 | - | - | Footnote 1 |
| EL CERRITO HS | 93,605,815 | 146,850,105 | 146,850,105 | - | 146,850,105 | - | - | Footnote 1 |
| GREENWOOD | 35,315,772 | 79,583,607 | 79,583,607 | - | 79,583,607 | - | - | Footnote 1 |
| HERCULES HS | 12,603,343 | 3,295,019 | 3,295,019 | - | 3,295,019 | - | - | Footnote 4 |
| KENNEDY HS | 89,903,130 | 33,854,981 | 33,854,981 | - | 33,854,981 | - | - | Footnote 4 |
| PINOLE VALLEY HS | 124,040,286 | 216,549,580 | 185,963,019 | 6,923,515 | 192,886,534 | 2,150,177 | 21,512,869 | Footnote 2 |
| RICHMOND HS | 94,720,910 | 42,622,087 | 22,854,818 | 525,341 | 23,380,158 | 16,942,813 | 2,299,116 | Footnote 3 |
| VISTA HS | 3,566,208 | 7,236,543 | 7,236,543 | - | 7,236,543 | - | 0 | Footnote 1 |
| **High Sch Total** | **559,145,352** | **662,228,170** | **611,874,340** | **7,448,856** | **619,323,196** | **19,092,990** | **23,811,985** | |
| ADAMS MS | 703,660 | 691,211 | 691,211 | - | 691,211 | - | - | Footnote 1 |
| CAMERON | 284,012 | 122,195 | 122,195 | - | 122,195 | - | - | Footnote 4 |
| CASTRO | 11,901,504 | 620,944 | 620,944 | - | 620,944 | - | - | Footnote 1 |
| DELTA NSS | 152,564 | 152,226 | 152,226 | - | 152,226 | - | - | Footnote 1 |
| EL SOBRANTE | 187,343 | 536,231 | 536,231 | - | 536,231 | - | - | Footnote 1 |
| HARBOUR WAY | 121,639 | 121,944 | 121,944 | - | 121,944 | - | - | Footnote 1 |
| KAPPA NSS | 109,809 | 109,831 | 109,831 | - | 109,831 | - | - | Footnote 1 |
| NORTH CAMPUS | 169,849 | 205,450 | 205,450 | - | 205,450 | - | - | Footnote 1 |
| OMEGA NSS | 117,742 | 118,313 | 118,313 | - | 118,313 | - | - | Footnote 1 |
| SEAVIEW | 178,534 | 499,116 | 499,116 | - | 499,116 | - | - | Footnote 1 |
| SIGMA NSS | 110,728 | 110,949 | 110,949 | - | 110,949 | - | - | Footnote 1 |
| TLC | 118,020 | 116,673 | 116,673 | - | 116,673 | - | - | Footnote 1 |
| WEST HERCULES | - | 56,847 | 56,847 | - | 56,847 | - | - | Footnote 1 |
| **Closed/Program Total** | **14,155,404** | **3,461,930** | **3,461,930** | **-** | **3,461,930** | **-** | **-** | |
| CENTRAL | 67,713,312 | 102,831,634 | 94,934,549 | 1,289,922 | 96,224,471 | 2,518,601 | 4,088,562 | Budget thru 20-21 |
| RCP CHARTER | 8,148,550 | 4,415,204 | 4,415,204 | - | 4,415,204 | - | - | Footnote 1 |
| TECHNOLOGY | 35,000,000 | 35,000,000 | 34,294,330 | 24,882 | 34,319,212 | - | 680,788 | Footnote 2 |
| **Admin/Other Total** | **110,861,862** | **142,246,838** | **133,644,083** | **1,314,803** | **134,958,887** | **2,518,601** | **4,769,351** | |
| **GRAND TOTAL** | **1,262,354,248** | **1,656,822,430** | **1,537,900,927** | **26,675,960** | **1,564,576,887** | **44,391,010** | **47,854,533** | |

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

Footnote 1: Site projects are completed.

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

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

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

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

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



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# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
## Bond Program Financial Status
## As of January 31, 2020

## Cash Projection to June-2021

| | | | | Notes |
|---|---|---|---|---|
| **Adjusted Cash Balance** | | | **58,204,490** | **1** |
| **Projected Revenues** | | | | |
| Bond Sales 2010 Measure D | $ | 65,000,000 | | **2** |
| Bond Sales 2012 Measure E | $ | 65,000,000 | | **2** |
| Less: Cost of Issuance | $ | (510,000) | | **2** |
| Interest Earning & Other Revenue | $ | 3,624,000 | $ 133,114,000 | **2** |
| **Projected Available Funds** | | | **$ 191,318,490** | |
| **Budget Balance** | | | | |
| Board Approved Budget | | | $ 1,656,822,430 | **3** |
| Less Expenses to Date | | | $ (1,564,576,887) | **3** |
| **Current budget balance** | | | **$ 92,245,543** | |
| **Projected Cash Balance June 2021** | | | **$ 99,072,948** | |

## State Facility Grants Pending State Approval

| | | | Notes |
|---|---|---|---|
| Estimated during current planning period: | $ | 23,400,090 | **4** |
| Estimated after current planning period: | $ | 7,615,578 | **4** |

## Items Pending Board Approval

| | | | Notes |
|---|---|---|---|
| Future Facilities Master Plan Projects | $ | 103,400,000 | **5** |
| 2022-2023 Estimated Central Cost | $ | 6,033,211 | **6** |
| 2022-2023 Estimated Other Revenue | $ | 2,530,000 | **2** |

# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
## Bond Program Financial Status
## As of January 31, 2020

## Note 1 Adjusted Cash Balance

| Description | | Amount | Comments |
|---|---|---|---|
| Cash & Equivalents Building Fund 21 | $ | 58,498,200 | **A** |
| Cash & Equivalents County School Facilities Fund 35 | $ | - | **B** |
| Cash with Fiscal Agent (contract retentions) | $ | 4,885,212 | **C** |
| Accounts Receivable | $ | - | |
| Accounts Payable | $ | - | **D** |
| Contract Retention | $ | (5,178,922) | **C** |
| **Adjusted Cash Balance** | **$** | **58,204,490** | |

**Comments**

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

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

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

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



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# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
## Bond Program Financial Status
## As of January 31, 2020

## Note 2 Projected Revenues

| Fiscal Year | Bond Sales 2010 Measure D | Bond Sales 2012 Measure E | Less: Cost of Bond Issuance | Interest Earnings & Other Revenue | Total |
|---|---|---|---|---|---|
| FY2020 | $ 65,000,000 | $ 65,000,000 | $ (510,000) | $ 462,000 | $ 129,952,000 |
| FY2021 | | | | $ 3,162,000 | $ 3,162,000 |
| Sub-Totals | $ 65,000,000 | $ 65,000,000 | $ (510,000) | $ 3,624,000 | $ 133,114,000 |
| FY2022 | | | | $ 1,530,000 | $ 1,530,000 |
| FY2023 | | | | $ 1,000,000 | $ 1,000,000 |
| Sub-Total | $ - | $ - | $ - | $ 2,530,000 | $ 2,530,000 |
| **Grand Total** | **$ 65,000,000** | **$ 65,000,000** | **$ (510,000)** | **$ 6,154,000** | **$ 135,644,000** |

The average issuance cost for the last two issues is $ 505,549.60.
The Projected Cash Balance June 2021 is less $510,000 because the Cost of Bond Issuance is included in both Revenue and Board Approved Budget (Central Program Budget).

## Note 3 Budget Balance

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

# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
## Bond Program Financial Status
## As of January 31, 2020

## Note 4 State Facility Grants

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

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

***Office of Public School Construction - OPSC**
****State Allocation Board - SAB**
***[1] Last updated 10/24/2019***

# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
## Bond Program Financial Status
## As of January 31, 2020

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

| School | Project Type | FMP 2016 | Current Budget |
|---|---|---|---|
| Ed Specs & School Size | | $ 200,000 | $ 200,000 |
| Chavez Elementary School | Critical Needs | $ 600,000 | $ 72,847 |
| Crespi Middle School | Critical Needs | $ 3,100,000 | $ 5,300,000 |
| Fairmont Elementary School | Critical Needs | $ 3,000,000 | $ 3,000,000 |
| Grant Elementary School | Critical Needs | $ 900,000 | $ 211,467 |
| Harmon Knolls | Critical Needs | $ 200,000 | $ 406,946 |
| Harmon Knolls | Soils Testing | $ 100,000 | $ 41,489 |
| Highland Elementary School | Critical Needs | $ 800,000 | $ 800,000 |
| Lake Elementary School | Critical Needs | $ - | $ 147,501 |
| Lake Elementary School | RS Replacement | $ - | $ 1,000,000 |
| Ohlone Elementary School | Critical Needs | $ 800,000 | $ 623,885 |
| Olinda Elementary School | Critical Needs | $ 1,000,000 | $ 1,000,000 |
| Richmond High School | Critical Needs | $ 15,100,000 | $ 21,000,000 |
| Riverside Elementary School | Critical Needs | $ 6,900,000 | $ 6,900,000 |
| Stege Elementary School | Critical Needs | $ 2,900,000 | $ 2,900,000 |
| Valley View Elementary School | Critical Needs | $ 1,000,000 | $ 1,091,447 |
| Wilson Elementary School | RS Replacement | $ 40,300,000 | $ 40,300,000 |
| **Sub Total** | | **$ 76,900,000** | **$ 84,995,582** |

## Note 5: Future Facilities Master Plan Projects

| School | Project Type | FMP 2016 | Current Budget |
|---|---|---|---|
| Cameron School | Critical Needs | $ 1,300,000 | $ 1,300,000 |
| Collin Elementary School | Critical Needs | $ 3,500,000 | $ 3,500,000 |
| Hercules Middle School | Critical Needs | $ 7,500,000 | $ 7,500,000 |
| Hercules High School | Critical Needs | $ 7,200,000 | $ 7,200,000 |
| Kennedy High School | Critical Needs | $ 12,200,000 | $ 12,200,000 |
| Lake Elementary School-Campus Replace | RS Replacement | $ 66,100,000 | $ 64,600,000 |
| Shannon Elementary School | Critical Needs | $ 7,100,000 | $ 7,100,000 |
| **Sub Total** | | **$ 104,900,000** | **$ 103,400,000** |

| | | |
|---|---|---|
| **TOTAL IMPLEMENTATION PLAN MODEL 1** | **$ 181,800,000** | **$ 188,395,582** |

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

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

Definition of ROM[1]

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

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

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

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

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

# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
## Bond Program Financial Status
## As of January 31, 2020

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

| Description | FY 2021-22 | FY 2022-23 | Total |
|---|---|---|---|
| Salaries & Benefits | $ 1,603,377 | $ 1,307,890 | $ 2,911,267 |
| Services & Other Cost | $ 1,530,600 | $ 1,591,344 | $ 3,121,944 |
| **Total Projection** | **$ 3,133,977** | **$ 2,899,234** | **$ 6,033,211** |

# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
## Financial Impact of Report 13 Analysis
## From December 2019 to January 2020

*Updated 02/06/2020*

| Items | Beginning Balance | Ending Balance | Variance | Notes |
|---|---|---|---|---|
| | | | | |
| **Adjusted Cash Balance** | **65,709,210** | **58,204,490** | **(7,504,720)** | **<$7,853,212.40> expended in Jan.2020<br>$120,409.07 QTR 2 LAIF Interest<br>$228,083.35 QTR 2 Pooled Earning** |
| **Projected Revenue** | | | | |
| Bond Sales 2010 Measure D | 65,000,000 | 65,000,000 | - | |
| Bond Sales 2010 Measure E | 65,000,000 | 65,000,000 | - | |
| Less: Cost of Issuance | (510,000) | (510,000) | - | |
| Other Revenues estimated to 2021 | 1,970,000 | 3,624,000 | 1,654,000 | Revised Other Rev & Interest based on Cash Position |
| **Projected Revenue Total** | **131,460,000** | **133,114,000** | **1,654,000** | **$1,654,000.00 Other Revenue Revised** |
| | | | | |
| **Projected Available Funds** | **197,169,210** | **191,318,490** | **(5,850,720)** | **<$7,853,212.40> expended in Jan.2020<br>$1,654,000.00 Other Revenue Revised<br>$120,409.07 QTR 2 LAIF Interest<br>$228,083.35 QTR 2 Pooled Earning** |
| **Budget Balance** | | | | |
| Board Approved Budget | 1,656,822,431 | 1,656,822,430 | (1) | |
| Less Expenses to Date | (1,556,723,674) | (1,564,576,887) | (7,853,213) | |
| **Budget Balance Total** | **100,098,757** | **92,245,543** | **(7,853,214)** | **<$7,853,212.40> expended in Jan.2020<br><$1.23> Board Approved Budget reconciled<br><$0.28> Legacy Expenses reconciled** |
| | | | | |
| **Projected Cash Balance June 2021** | **97,070,454** | **99,072,948** | **2,002,494** | **$1,654,000.00 Other Revenue Revised<br>$120,409.07 QTR 2 LAIF Interest<br>$228,083.35 QTR 2 Pooled Earning<br>$1.23 Board Approved Budget reconciled<br>$0.28 Legacy Expenses reconciled** |
| | | | | |
| **State Facility Grants** | | | | |
| Estimated during current planning period | 23,400,090 | 23,400,090 | - | |
| Estimated after current planning period | 7,615,578 | 7,615,578 | - | |
| | | | | |
| Future Facilities Master Plan Projects | 103,400,000 | 103,400,000 | - | |
| 2022-2023 Estimated Central Cost | 8,070,000 | 6,033,211 | (2,036,789) | FY 2022 & 2023 Central Cost revised |
| 2022-2023 Estimated Other Revenue | 840,000 | 2,530,000 | 1,690,000 | Revised Other Rev & Interest based on Cash Position |


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**West Contra Costa Unified School District**
**Central Program Spending to Date**
**Data as of 01/31/2020 Preliminary 2nd Interim**

*Updated 02/05/2020*

| Central Program | Board Approved Budget 1/06/2019 | Total Expended FY 99-01 Thru FY 2019 | FY 2020 Budget | FY 2020 Expended Jul-Jan | FY 2020 Committed Balance | FY 2020 Budget Balance | Remaining Budget to FY 2021 | Projection FY 2022 | Projection FY 2023 |
|---|---|---|---|---|---|---|---|---|---|
| **61501396-00 CENTRAL PROG COORDINATION** | **47,542,234** | **43,991,721** | **2,214,058** | **396,970** | **1,784,073** | **33,015** | **1,419,123** | **1,302,177** | **1,172,890** |
| 200XSRV - SITE SURVEYS | 18,548 | 18,548 | - | | | - | | - | - |
| 220XOPD - OTHER PRE-DESIGN TESTS | 74,169 | 74,169 | - | | | - | | - | - |
| 316XAOR - A/E OF RECORD (AOR) | 259,557 | 259,557 | - | | | - | | - | - |
| 317XAOR - AOR REIMBURSABLE | 182,534 | 182,534 | - | | | - | | - | - |
| 324XSPC - SPECIALTY CONSULTANTS | 5,386,833 | 4,339,659 | 581,534 | 172,796 | 408,738 | 0 | 465,640 | 295,000 | 28,500 |
| 328XDSA - DSA FEES | 99,935 | 99,935 | - | | | - | | - | - |
| 336ENRG - ENERGY ANALYSIS FEE | 300 | 300 | - | | | - | | - | - |
| 344XHAZ - HAZARDOUS MATERIALS | 22,347 | 22,347 | - | | | - | | - | - |
| 348XOPL - OTHER PLANNING COSTS | 52,439 | 52,439 | - | | | - | | - | - |
| 404IDSA - DSA INSPECTORS | 150,470 | 133,770 | - | | - | - | | - | - |
| 418SWPP - STORMWATER PREVENTION | 35,930 | 35,930 | - | | | - | | - | - |
| 700XBPM - BOND PROGRAM MANAGER | 14,632,523 | 12,420,182 | 1,468,280 | 117,175 | 1,318,900 | 32,205 | 846,064 | 873,000 | 1,040,000 |
| 708XXGC - GENERAL CONDITIONS | 11,086,853 | 11,086,853 | - | | | - | | - | - |
| 712MPLN - MASTER PLANNING | 2,996,312 | 2,996,312 | - | | | - | | - | - |
| 716XFFE - FURNITURE & FIXTURES | 698,067 | 694,927 | 1,377 | 297 | 1,079 | 1 | 1,500 | 1,350 | 1,400 |
| 720TECH - TECHNOLOGY EQUIPMENT | 5,589,524 | 5,474,358 | 68,181 | 61,690 | 6,490 | 1 | 46,985 | 58,490 | 58,490 |
| 724OUTC - COMMUNITY OUTREACH | 410,049 | 410,049 | - | | | - | | - | - |
| 728OPSC - OPSC CONSULTANT | 1,217,936 | 1,217,936 | - | | | - | | - | - |
| 732LBRC - LABOR COMPLIANCE | 1,311,880 | 1,300,737 | 6,143 | 2,120 | 4,023 | 1 | 5,000 | 4,500 | - |
| 740TELE - TELEPHONE | 105,833 | 105,833 | - | | | - | | - | - |
| 744POST - POSTAGE | 51,178 | 51,178 | - | | | - | | - | - |
| 748LGAD - LEGAL ADVERTISING | 202,358 | 174,654 | 11,704 | | 11,703 | 1 | 16,000 | 4,500 | - |
| 752PRNT - PRINTING COSTS | 1,597,714 | 1,565,690 | 20,415 | 7,206 | 13,209 | 0 | 11,609 | 10,337 | - |
| 756XSEC - SECURITY | 215,395 | 215,395 | - | | | - | | - | - |
| 760XCTC - OTHER CONSTRUCTION | 358,644 | 358,644 | - | | | - | | - | - |
| 764OSVC - OTHER SERVICES | 784,905 | 699,785 | 56,424 | 35,686 | 19,931 | 806 | 26,325 | 55,000 | 44,500 |
| **61501396-01 CENTRAL DISTRICT COST** | **29,599,819** | **28,295,961** | **357,858** | **149,874** | **207,983** | **1** | **896,000** | **301,200** | **135,000** |
| 832XFFE - FURNITURE & FIXTURES | 403,726 | 403,726 | - | | | - | | - | - |
| 836TECH - TECHNOLOGY EQUIPMENT | 6,337,845 | 6,337,845 | - | | | - | | - | - |
| 840XCON - CONSULTANTS | 97,023 | 97,023 | - | | | - | | - | - |
| 844AUDT - FISCAL AUDIT | 1,455,403 | 1,455,403 | - | | | - | | - | - |
| 848PERF - PERFORMANCE AUDIT | 2,971,957 | 2,798,099 | 93,858 | 19,088 | 74,769 | 1 | 80,000 | 60,000 | 45,000 |
| 852XLGL - LEGAL FEES | 7,817,857 | 7,277,857 | 234,000 | 118,786 | 115,214 | - | 276,000 | 210,000 | 85,000 |
| 856XBFC - BOND FINANCE CONSULTANT | 601,944 | 521,944 | 30,000 | 12,000 | 18,000 | - | 30,000 | 31,200 | 5,000 |
| 860XXBI - BOND ISSUANCE | 5,941,782 | 5,431,782 | - | | | - | 510,000 | - | - |


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**West Contra Costa Unified School District**
**Central Program Spending to Date**
**Data as of 01/31/2020 Preliminary 2nd Interim**

*Updated 02/05/2020*

| Central Program | Board Approved Budget 1/06/2019 | Total Expended FY 99-01 Thru FY 2019 | FY 2020 Budget | FY 2020 Expended Jul-Jan | FY 2020 Committed Balance | FY 2020 Budget Balance | Remaining Budget to FY 2021 | Projection FY 2022 | Projection FY 2023 |
|---|---|---|---|---|---|---|---|---|---|
| 864XOBC - OTHER BOND COSTS | 2,344,141 | 2,344,141 | - | | | - | | - | - |
| 868XSVC - OTHER SERVICES | 1,628,141 | 1,628,141 | - | | | - | | - | - |
| **66901396-01 FOC DISTRICT COST** | **16,394,140** | **14,278,888** | **926,720** | **503,761** | **348,108** | **74,850** | **1,158,119** | **1,157,700** | **1,209,960** |
| 828XADM - ADMINISTRATIVE SUPPORT STAFF | 16,394,140 | 14,278,888 | 926,720 | 503,761 | 348,108 | 74,850 | 1,158,119 | 1,157,700 | 1,209,960 |
| **67001396-01 OPER ASSO SUP DISTRICT COST** | **2,924,688** | **2,282,076** | **301,966** | **171,774** | **130,192** | **1** | **338,390** | **345,900** | **361,824** |
| 828XADM - ADMINISTRATIVE SUPPORT STAFF | 2,924,688 | 2,282,076 | 301,966 | 171,774 | 130,192 | 1 | 338,390 | 345,900 | 361,824 |
| **67701396-01 FISCAL DISTRICT COST** | **6,370,753** | **6,085,903** | **115,787** | **67,543** | **48,245** | **(0)** | **169,063** | **27,000** | **19,560** |
| 828XADM - ADMINISTRATIVE SUPPORT STAFF | 6,370,753 | 6,085,903 | 115,787 | 67,543 | 48,245 | (0) | 169,063 | 27,000 | 19,560 |
| **Grand Total** | **102,831,634** | **94,934,549** | **3,916,389** | **1,289,922** | **2,518,601** | **107,867** | **3,980,695** | **3,133,977** | **2,899,234** |


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# Bond Program Cash Flow Projection, Data as of 01/31/2020

## Schedule includes Unfunded State Funding Applications

Updated 02/06/20 *Based on Forensic Audit Recommendation; TC 16-3*

| | TOTAL to FY 2023 | Projected 7/1/19-06/30/23 | Prior YR thru FY 2019 |
|---|---|---|---|
| **Beginning Cash** | | | |
| Msr 2000 M | **150,000,000** | - | 150,000,000 |
| Msr 2002 D | **299,997,483** | - | 299,997,483 |
| Msr 2005 J | **322,409,709** | - | 322,409,709 |
| Msr 2010 D | **380,000,000** | 65,000,000 | 315,000,000 |
| Msr 2012 E | **360,000,000** | 65,000,000 | 295,000,000 |
| **Bond Meaures Total** | **1,512,407,191** | **130,000,000** | **1,382,407,191** |
| **OTHER REVENUES** | | | |
| Fund 35 State Funding | **183,368,295** | 23,400,090 | 159,968,205 |
| Prior Year Funding Adjustments | **34,836,951** | - | 34,836,951 |
| Interest Earnings & Other Misc Revenue | **51,723,030** | 7,018,231 | 44,704,799 |
| **Other Revenue Total** | **269,928,276** | **30,418,321** | **239,509,955** |
| **TOTAL REVENUE** | **1,782,335,467** | **160,418,321** | **1,621,917,146** |
| 9150 Local Agency Investment Fund(LAIF) | **380,997** | | 20,699,358 |
| 9135 Cash with Fiscal Agent (Escrow Account | **4,885,212** | | 7,737,801.50 |
| 9200 Accounts Receivable | **40,000** | | 268,135.01 |
| 9500 Accounts Payable | **(3,650)** | | (4,093,352.58) |
| 9570 Retention Held by WCCUSD | **(5,178,922)** | | (7,997,122.00) |
| **9110 Cash in County Treasury** | **24,121,412** | | **67,401,399** |
| 9110 Cash on Hand - Msr 2010 D (9745) | - | | 83,303,364 |
| 9110 Cash on Hand - Msr 2012 E (9748) | - | | 39,657,038 |
| 9110 Cash on Hand - Non-Bond Measure (97 | 24,121,412 | | 2,475,131 |
| 9110 Cash on Hand - Fund 35 State Funding | - | | - |
| Ending Fund Balance | **24,245,049** | | **84,016,219** |
| **TOTAL EXPENSE** | **1,758,090,418** | **220,189,491** | **1,537,900,927** |

| | | | |
|---|---|---|---|
| **Completed Site Projects** | **1,095,372,193** | **-** | **1,095,372,193** |
| HIGHLAND CRITICAL NEEDS | **552,875** | 500,000 | 52,875 |
| FAIRMONT CRITICAL NEEDS | **3,000,000** | 2,651,130 | 348,870 |
| LAKE CAMPUS REPLACEMENT | **65,600,000** | 65,600,000 | - |
| NYSTROM LEGACY PROJECT | **47,800,813** | 2,339,500 | 45,461,314 |
| OLINDA CRITICAL NEEDS | **793,247** | 498,111 | 295,136 |
| RIVERSIDE CRITICAL NEEDS | **3,900,000** | 3,787,994 | 112,007 |
| STEGE CRITICAL NEEDS | **2,900,000** | 2,864,100 | 35,900 |
| WILSON CAMPUS REPLACEMENT | **40,299,999** | 34,465,045 | 5,834,955 |
| CRESPI GYM SEISMIC RETROFIT | **5,300,000** | 3,992,151 | 1,307,849 |
| KOREMATSU LEGACY PROJECT | **73,382,179** | 726,978 | 72,655,201 |
| PINOLE VALLEY LEGACY PROJECT | **216,549,581** | 30,586,561 | 185,963,019 |
| RICHMOND GYM SEISMIC RETROFIT | **21,000,000** | 19,767,269 | 1,232,731 |
| CENTRAL PROGRAM COORDINATION | **107,839,532** | 12,904,982 | 94,934,549 |
| TECHNOLOGY | **35,000,000** | 705,670 | 34,294,330 |
| **Active Site Projects** | **623,918,226** | **181,389,491** | **442,528,734** |
| CAMERON CRITICAL NEEDS | **1,300,000** | 1,300,000 | - |
| COLLINS CRITICAL NEEDS | **3,500,000** | 3,500,000 | - |
| SHANNON CRITICAL NEEDS | **7,100,000** | 7,100,000 | - |
| KENNEDY CRITICAL NEEDS | **12,200,000** | 12,200,000 | - |
| HERCULES CRITICAL NEEDS | **14,700,000** | 14,700,000 | - |
| **Future Site Projects** | **38,800,000** | **38,800,000** | **-** |
| **Grand Total Site Projects** | **1,758,090,418** | **220,189,491** | **1,537,900,927** |

# Bond Program Cash Flow Projection, Data as of 01/31/2020

## Schedule includes Unfunded State Funding Applications

Updated 02/06/20

| | 2020 Jul-19 | 2020 Aug-19 | 2020 Sep-19 | 2020 Oct-19 | 2020 Nov-19 | 2020 Dec-19 | 2020 Jan-20 | 2020 Feb-20 | 2020 Mar-20 | 2020 Apr-20 | 2020 May-20 | 2020 Jun-20 | 2020 Acc Jul | 2020 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Beginning Cash** | **67,401,399** | **63,626,602** | **61,822,621** | **59,872,857** | **55,297,285** | **50,477,264** | **45,048,768** | **37,417,845** | **32,518,577** | **27,365,872** | **21,856,324** | **16,045,130** | **27,349,694** | **27,349,694** |
| Msr 2000 M | | | | | | | | | | | | | | - |
| Msr 2002 D | | | | | | | | | | | | | | - |
| Msr 2005 J | | | | | | | | | | | | | | - |
| Msr 2010 D | | | | | | | | | | | | | | - |
| Msr 2012 E | | | | | | | | | | | | | | - |
| **Bond Meaures Total** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | | **-** |
| **OTHER REVENUES** | | | | | | | | | | | | | | |
| Fund 35 State Funding | | - | | | | | | | | | | | | - |
| Prior Year Funding Adjustments | | | | | | | | | | | | | | |
| Interest Earnings & Other Misc Revenue | | | | 515,739 | - | | 348,492 | | | 277,000 | | | 185,000 | 1,326,231 |
| **Other Revenue Total** | **-** | **-** | **-** | **515,739** | **-** | **-** | **348,492** | **-** | **-** | **277,000** | **-** | **-** | **185,000** | **1,326,231** |
| **TOTAL REVENUE** | **-** | **-** | **-** | **515,739** | **-** | **-** | **348,492** | **-** | **-** | **277,000** | **-** | **-** | **185,000** | **1,326,231** |
| 9150 Local Agency Investment Fund(LAIF) | 132,271 | | | 128,317 | | | 120,409 | | | | | (20,000,000) | | 1,080,355 |
| 9135 Cash with Fiscal Agent (Escrow Account | | 69,599 | 16,452 | 78,474 | 151,238 | 210,477 | (3,378,829) | | | | | | | 4,885,212 |
| 9200 Accounts Receivable | (268,135) | - | | | | | | | | | | | 185,000 | 185,000 |
| 9500 Accounts Payable | 3,631,092 | 136,213 | 367,005 | (40,958) | | | | | | | | | (5,867,573) | (5,867,573) |
| 9570 Retention Held by WCCUSD | 69,599 | (124,821) | (19,256) | (56,997) | (193,912) | (241,037) | 3,384,623 | | | | | | | (5,178,922) |
| **9110 Cash in County Treasury** | **63,626,602** | **61,822,621** | **59,872,857** | **55,297,285** | **50,477,264** | **45,048,768** | **37,417,845** | **32,518,577** | **27,365,872** | **21,856,324** | **16,045,130** | **27,349,694** | **27,349,694** | **27,349,694** |
| 9110 Cash on Hand - Msr 2010 D (9745) | 48,397,600 | 46,707,202 | 44,786,225 | 40,124,009 | 35,308,835 | 29,951,512 | 24,788,293 | 19,889,025 | 14,736,320 | 14,874,820 | 11,874,820 | 13,179,383 | 13,179,383 | 13,179,383 |
| 9110 Cash on Hand - Msr 2012 E (9748) | 11,091,336 | 11,103,457 | 11,074,670 | 11,130,489 | 11,125,644 | 11,054,470 | 8,561,971 | 8,561,971 | 8,561,971 | 2,913,923 | 102,729 | 10,102,729 | 10,102,729 | 10,102,729 |
| 9110 Cash on Hand - Non-Bond Measure (97 | 4,136,968 | 4,011,264 | 4,011,264 | 4,042,785 | 4,042,785 | 4,042,785 | 4,067,581 | 4,067,581 | 4,067,581 | 4,067,581 | 4,067,581 | 4,067,581 | 4,067,581 | 4,067,581 |
| 9110 Cash on Hand - Fund 35 State Funding | 698 | 698 | 698 | 1 | 1 | 1 | - | - | - | - | - | - | - | - |
| Ending Fund Balance | **83,806,248** | **82,083,259** | **80,497,697** | **76,030,960** | **71,168,266** | **65,709,210** | **58,204,490** | **53,305,222** | **48,152,517** | **42,642,969** | **36,831,775** | **28,136,339** | **22,453,765** | **22,453,765** |
| **TOTAL EXPENSE** | **209,971** | **1,722,989** | **1,585,562** | **4,982,475** | **4,862,694** | **5,459,056** | **7,853,212** | **4,899,268** | **5,152,705** | **5,786,548** | **5,811,194** | **8,695,437** | **5,867,573** | **62,888,685** |
| **Completed Site Projects** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| HIGHLAND CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | 100,000 | 130,000 | 120,000 | 150,000 | 500,000 |
| FAIRMONT CRITICAL NEEDS | - | 228,554 | 44,824 | 68,562 | 7,045 | 72,173 | 39,698 | 35,159 | 74,546 | 59,459 | 56,603 | 100,300 | 260,693 | 1,047,616 |
| LAKE CAMPUS REPLACEMENT | - | - | - | - | - | - | - | 2,000 | 25,693 | 13,270 | 12,500 | 286,270 | 250,000 | 589,733 |
| NYSTROM LEGACY PROJECT | - | - | - | - | - | - | 2,339,500 | - | - | - | - | - | - | 2,339,500 |
| OLINDA CRITICAL NEEDS | - | 249,559 | 151,722 | 385 | 14,613 | 81,319 | - | 514 | - | - | - | - | - | 498,111 |
| RIVERSIDE CRITICAL NEEDS | - | - | 12,222 | - | - | 2,718 | 954 | 11,500 | 24,000 | 49,700 | 319,501 | 364,102 | 511,015 | 1,295,712 |
| STEGE CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | 22,000 | 17,903 | 72,050 | 111,953 |
| WILSON CAMPUS REPLACEMENT | - | 216,142 | 66,575 | 2,081,477 | 3,180,794 | 4,374,766 | 1,606,128 | 2,644,115 | 2,664,384 | 2,631,024 | 2,126,250 | 2,110,577 | 2,409,997 | 26,112,228 |
| CRESPI GYM SEISMIC RETROFIT | - | 601,464 | 241,008 | 434,282 | 1,002,690 | 360,630 | 432,500 | 479,347 | 138,806 | 155,913 | 75,000 | 66,329 | 4,182 | 3,992,151 |
| KOREMATSU LEGACY PROJECT | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| PINOLE VALLEY LEGACY PROJECT | 3,201 | 171,556 | 863,812 | 2,209,343 | 464,740 | 311,442 | 2,899,421 | 803,180 | 1,186,492 | 1,340,316 | 1,334,721 | 3,506,775 | 763,047 | 15,858,046 |
| RICHMOND GYM SEISMIC RETROFIT | - | 37,280 | 18,413 | 32,192 | 40,061 | 27,738 | 369,657 | 512,943 | 728,582 | 1,076,000 | 1,078,850 | 1,277,000 | 1,126,000 | 6,324,715 |
| CENTRAL PROGRAM COORDINATION | 206,770 | 218,434 | 186,986 | 156,235 | 152,751 | 203,389 | 165,357 | 406,605 | 263,245 | 257,345 | 259,026 | 336,602 | 77,000 | 2,889,746 |
| TECHNOLOGY | - | - | - | - | - | 24,882 | - | - | - | - | 150,000 | 150,000 | 150,000 | 474,882 |
| **Active Site Projects** | **209,971** | **1,722,989** | **1,585,562** | **4,982,475** | **4,862,694** | **5,459,056** | **7,853,212** | **4,895,363** | **5,105,747** | **5,683,027** | **5,564,452** | **8,335,859** | **5,773,984** | **62,034,392** |
| CAMERON CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | 2,163 | 2,363 | 5,533 | 10,059 |
| COLLINS CRITICAL NEEDS | - | - | - | - | - | - | - | - | 14,560 | 5,510 | 6,560 | 5,510 | 3,690 | 35,830 |
| SHANNON CRITICAL NEEDS | - | - | - | - | - | - | - | 3,905 | 2,840 | 67,905 | 31,840 | 32,305 | 33,796 | 172,591 |
| KENNEDY CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | 4,061 | 48,291 | 22,072 | 48,570 | 122,994 |
| HERCULES CRITICAL NEEDS | - | - | - | - | - | - | - | - | 29,558 | 26,045 | 157,888 | 297,328 | 2,000 | 512,819 |
| **Future Site Projects** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **3,905** | **46,958** | **103,521** | **246,742** | **359,578** | **93,589** | **854,293** |
| **Grand Total Site Projects** | **209,971** | **1,722,989** | **1,585,562** | **4,982,475** | **4,862,694** | **5,459,056** | **7,853,212** | **4,899,268** | **5,152,705** | **5,786,548** | **5,811,194** | **8,695,437** | **5,867,573** | **62,888,685** |

Remaining Other Rev $462,000

# Bond Program Cash Flow Projection, Data as of 01/31/2020

## Schedule includes Unfunded State Funding Applications

Updated 02/06/20

| | 2021 Jul-20 | 2021 Aug-20 | 2021 Sep-20 | 2021 Oct-20 | 2021 Nov-20 | 2021 Dec-20 | 2021 Jan-21 | 2021 Feb-21 | 2021 Mar-21 | 2021 Apr-21 | 2021 May-21 | 2021 Jun-21 | 2021 Acc Jul | 2021 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Beginning Cash** | **27,349,694** | **18,948,986** | **32,171,814** | **134,534,614** | **127,405,360** | **119,437,967** | **112,863,362** | **107,267,834** | **102,028,571** | **96,194,846** | **91,468,159** | **85,118,184** | **77,595,101** | **77,595,101** |
| Msr 2000 M | | | | | | | | | | | | | | - |
| Msr 2002 D | | | | | | | | | | | | | | - |
| Msr 2005 J | | | | | | | | | | | | | | - |
| Msr 2010 D | | | 65,000,000 | | | | | | | | | | | 65,000,000 |
| Msr 2012 E | | | 65,000,000 | | | | | | | | | | | 65,000,000 |
| **Bond Meaures Total** | **-** | **-** | **130,000,000** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | | | **130,000,000** |
| **OTHER REVENUES** | | | | | | | | | | | | | | |
| Fund 35 State Funding | | 23,400,090 | | | | | | | | | | | | 23,400,090 |
| Prior Year Funding Adjustments | | | | | | | | | | | | | | |
| Interest Earnings & Other Misc Revenue | | | | 682,000 | | | 980,000 | | | 900,000 | | | 600,000 | 3,162,000 |
| **Other Revenue Total** | **-** | **23,400,090** | **-** | **682,000** | **-** | **-** | **980,000** | **-** | **-** | **900,000** | **-** | **-** | **600,000** | **26,562,090** |
| **TOTAL REVENUE** | **-** | **23,400,090** | **130,000,000** | **682,000** | **-** | **-** | **980,000** | **-** | **-** | **900,000** | **-** | **-** | **600,000** | **156,562,090** |
| 9150 Local Agency Investment Fund(LAIF) | | | 20,000,000 | | | | | | | | | | | 21,080,355 |
| 9135 Cash with Fiscal Agent (Escrow Account | | | | | | | | | | | | | | 4,885,212 |
| 9200 Accounts Receivable | (185,000) | | | | | | | | | | | | 600,000 | 600,000 |
| 9500 Accounts Payable | 5,867,573 | | | | | | | | | | | | (2,070,847) | (2,070,847) |
| 9570 Retention Held by WCCUSD | | | | | | | | | | | | | | (5,178,922) |
| **9110 Cash in County Treasury** | **18,948,986** | **32,171,814** | **134,534,614** | **127,405,360** | **119,437,967** | **112,863,362** | **107,267,834** | **102,028,571** | **96,194,846** | **91,468,159** | **85,118,184** | **77,595,101** | **77,595,101** | **77,595,101** |
| 9110 Cash on Hand - Msr 2010 D (9745) | 8,278,675 | 8,278,675 | 55,641,475 | 55,641,475 | 49,674,082 | 45,099,477 | 45,399,477 | 45,399,477 | 39,565,752 | 34,839,065 | 28,489,090 | 20,966,007 | 20,966,007 | 20,966,007 |
| 9110 Cash on Hand - Msr 2012 E (9748) | 6,602,729 | 6,602,729 | 61,602,729 | 53,791,475 | 51,791,475 | 49,791,475 | 43,895,947 | 38,656,684 | 38,656,684 | 38,656,684 | 38,656,684 | 38,656,684 | 38,656,684 | 38,656,684 |
| 9110 Cash on Hand - Non-Bond Measure (97 | 4,067,581 | 17,290,409 | 17,290,409 | 17,972,409 | 17,972,409 | 17,972,409 | 17,972,409 | 17,972,409 | 17,972,409 | 17,972,409 | 17,972,409 | 17,972,409 | 17,972,409 | 17,972,409 |
| 9110 Cash on Hand - Fund 35 State Funding | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Ending Fund Balance | **19,735,631** | **32,958,459** | **155,321,259** | **148,192,005** | **140,224,612** | **133,650,007** | **128,054,479** | **122,815,216** | **116,981,491** | **112,254,804** | **105,904,829** | **98,381,746** | **96,910,899** | **96,910,899** |
| **TOTAL EXPENSE** | **2,718,134** | **10,177,262** | **7,637,200** | **7,811,254** | **7,967,393** | **6,574,605** | **6,575,528** | **5,239,263** | **5,833,725** | **5,626,687** | **6,349,975** | **7,523,083** | **2,070,847** | **82,104,957** |
| | | | | | | | | | | | | | | |
| **Completed Site Projects** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| HIGHLAND CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| FAIRMONT CRITICAL NEEDS | 367 | 508,800 | 308,800 | 255,200 | 157,000 | 155,000 | 206,347 | 5,000 | 7,000 | - | - | - | - | 1,603,514 |
| LAKE CAMPUS REPLACEMENT | 520,250 | 2,057,850 | 1,648,250 | 1,585,460 | 1,540,910 | 1,546,250 | 1,477,950 | 1,526,615 | 1,934,550 | 1,749,770 | 2,259,670 | 2,550,070 | 25,000 | 20,422,595 |
| NYSTROM LEGACY PROJECT | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| OLINDA CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| RIVERSIDE CRITICAL NEEDS | - | 549,165 | 521,500 | 670,000 | 670,000 | 76,617 | 5,000 | - | - | - | - | - | - | 2,492,282 |
| STEGE CRITICAL NEEDS | 500,000 | 529,770 | 521,377 | 525,680 | 493,482 | 136,618 | 20,000 | 25,220 | - | - | - | - | - | 2,752,147 |
| WILSON CAMPUS REPLACEMENT | 49,200 | 2,105,000 | 1,150,311 | 1,132,546 | 1,320,686 | 1,035,000 | 1,508,074 | 30,000 | 22,000 | - | - | - | - | 8,352,817 |
| CRESPI GYM SEISMIC RETROFIT | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| KOREMATSU LEGACY PROJECT | - | 10,911 | 3,300 | 15,000 | 151,087 | - | - | - | - | - | - | 546,680 | - | 726,978 |
| PINOLE VALLEY LEGACY PROJECT | 776,827 | 1,151,668 | 983,450 | 931,412 | 875,000 | 941,412 | 835,000 | 825,368 | 935,000 | 990,000 | 935,000 | 1,055,961 | 1,050,000 | 12,286,098 |
| RICHMOND GYM SEISMIC RETROFIT | 1,000 | 1,216,269 | 1,277,716 | 1,234,000 | 1,192,410 | 1,116,700 | 827,000 | 1,032,000 | 1,016,290 | 874,000 | 975,000 | 820,000 | 607,400 | 12,189,785 |
| CENTRAL PROGRAM COORDINATION | 235,400 | 876,744 | 270,550 | 277,500 | 275,450 | 275,541 | 277,650 | 301,050 | 280,000 | 278,540 | 261,050 | 277,550 | 95,000 | 3,982,025 |
| TECHNOLOGY | - | 230,788 | - | - | - | - | - | - | - | - | - | - | - | 230,788 |
| **Active Site Projects** | **2,083,044** | **9,236,965** | **6,685,254** | **6,626,798** | **6,676,026** | **5,283,138** | **5,157,021** | **3,745,253** | **4,194,840** | **3,892,310** | **4,430,720** | **5,250,261** | **1,777,400** | **65,039,031** |
| CAMERON CRITICAL NEEDS | 8,163 | 32,563 | 38,035 | 57,973 | 109,035 | 107,763 | 108,440 | 107,753 | 65,460 | 60,050 | 84,177 | 131,989 | - | 911,401 |
| COLLINS CRITICAL NEEDS | 4,790 | 55,340 | 57,010 | 108,045 | 155,990 | 156,270 | 215,990 | 215,390 | 216,640 | 215,390 | 220,690 | 260,838 | 250,650 | 2,133,033 |
| SHANNON CRITICAL NEEDS | 234,861 | 234,279 | 235,344 | 234,396 | 247,607 | 243,057 | 321,890 | 345,917 | 348,649 | 348,502 | 353,058 | 360,209 | - | 3,507,769 |
| KENNEDY CRITICAL NEEDS | 71,657 | 65,850 | 72,208 | 62,922 | 69,301 | 66,373 | 64,873 | 93,101 | 308,987 | 291,431 | 462,181 | 562,737 | 42,797 | 2,234,418 |
| HERCULES CRITICAL NEEDS | 315,619 | 552,265 | 549,349 | 721,120 | 709,434 | 718,004 | 707,314 | 731,849 | 699,149 | 819,004 | 799,149 | 957,049 | - | 8,279,305 |
| **Future Site Projects** | **635,090** | **940,297** | **951,946** | **1,184,456** | **1,291,367** | **1,291,467** | **1,418,507** | **1,494,010** | **1,638,885** | **1,734,377** | **1,919,255** | **2,272,822** | **293,447** | **17,065,926** |
| **Grand Total Site Projects** | **2,718,134** | **10,177,262** | **7,637,200** | **7,811,254** | **7,967,393** | **6,574,605** | **6,575,528** | **5,239,263** | **5,833,725** | **5,626,687** | **6,349,975** | **7,523,083** | **2,070,847** | **82,104,957** |

# Bond Program Cash Flow Projection, Data as of 01/31/2020

## Schedule includes Unfunded State Funding Applications

Updated 02/06/20

| | 2022 Jul-21 | 2022 Aug-21 | 2022 Sep-21 | 2022 Oct-21 | 2022 Nov-21 | 2022 Dec-21 | 2022 Jan-22 | 2022 Feb-22 | 2022 Mar-22 | 2022 Apr-22 | 2022 May-22 | 2022 Jun-22 | 2022 Acc Jul | 2022 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Beginning Cash** | **77,595,101** | **71,866,198** | **64,701,143** | **58,551,399** | **53,478,720** | **49,215,155** | **45,068,262** | **42,074,134** | **39,529,398** | **36,649,824** | **54,680,376** | **52,176,342** | **48,425,523** | **48,425,523** |
| Msr 2000 M | | | | | | | | | | | | | | - |
| Msr 2002 D | | | | | | | | | | | | | | - |
| Msr 2005 J | | | | | | | | | | | | | | - |
| Msr 2010 D | | | | | | | | | | | | | | - |
| Msr 2012 E | | | | | | | | | | | | | | - |
| **Bond Meaures Total** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | | | **-** |
| **OTHER REVENUES** | | | | | | | | | | | | | | |
| Fund 35 State Funding | | | | | | | | | | | | | | - |
| Prior Year Funding Adjustments | | | | | | | | | | | | | | |
| Interest Earnings & Other Misc Revenue | | | | 630,000 | | | 480,000 | | | 300,000 | | | 120,000 | 1,530,000 |
| **Other Revenue Total** | **-** | **-** | **-** | **630,000** | **-** | **-** | **480,000** | **-** | **-** | **300,000** | **-** | **-** | **120,000** | **1,530,000** |
| **TOTAL REVENUE** | **-** | **-** | **-** | **630,000** | **-** | **-** | **480,000** | **-** | **-** | **300,000** | **-** | **-** | **120,000** | **1,530,000** |
| 9150 Local Agency Investment Fund(LAIF) | | | | | | | | | | (20,699,358) | | | | 380,997 |
| 9135 Cash with Fiscal Agent (Escrow Account | | | | | | | | | | | | | | 4,885,212 |
| 9200 Accounts Receivable | (600,000) | | | | | | | | | | | | 120,000 | 120,000 |
| 9500 Accounts Payable | 2,070,847 | | | | | | | | | | | | (59,870) | (59,870) |
| 9570 Retention Held by WCCUSD | | | | | | | | | | | | | | (5,178,922) |
| **9110 Cash in County Treasury** | **71,866,198** | **64,701,143** | **58,551,399** | **53,478,720** | **49,215,155** | **45,068,262** | **42,074,134** | **39,529,398** | **36,649,824** | **54,680,376** | **52,176,342** | **48,425,523** | **48,425,523** | **48,425,523** |
| 9110 Cash on Hand - Msr 2010 D (9745) | 18,737,104 | 11,572,049 | 11,572,049 | 11,782,049 | 11,782,049 | 11,782,049 | 12,022,049 | 12,022,049 | 9,142,475 | 19,492,154 | 16,988,120 | 13,237,301 | 13,237,301 | 13,237,301 |
| 9110 Cash on Hand - Msr 2012 E (9748) | 35,156,684 | 35,156,684 | 29,006,940 | 23,514,262 | 19,250,697 | 15,103,804 | 11,869,676 | 9,324,940 | 9,324,940 | 16,705,813 | 16,705,813 | 16,705,813 | 16,705,813 | 16,705,813 |
| 9110 Cash on Hand - Non-Bond Measure (975 | 17,972,409 | 17,972,409 | 17,972,409 | 18,182,409 | 18,182,409 | 18,182,409 | 18,182,409 | 18,182,409 | 18,182,409 | 18,482,409 | 18,482,409 | 18,482,409 | 18,482,409 | 18,482,409 |
| 9110 Cash on Hand - Fund 35 State Funding | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Ending Fund Balance | **92,652,843** | **85,487,788** | **79,338,044** | **74,265,365** | **70,001,800** | **65,854,907** | **62,860,779** | **60,316,043** | **57,436,469** | **54,767,663** | **52,263,629** | **48,512,810** | **48,572,940** | **48,572,940** |
| **TOTAL EXPENSE** | **4,258,056** | **7,165,055** | **6,149,744** | **5,702,679** | **4,263,565** | **4,146,893** | **3,474,128** | **2,544,736** | **2,879,574** | **2,968,806** | **2,504,034** | **3,750,819** | **59,870** | **49,867,959** |
| | | | | | | | | | | | | | | |
| **Completed Site Projects** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| HIGHLAND CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| FAIRMONT CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| LAKE CAMPUS REPLACEMENT | 2,118,140 | 2,294,730 | 2,223,640 | 1,841,565 | 1,755,270 | 1,662,540 | 1,556,500 | 1,650,000 | 1,661,640 | 1,766,130 | 1,650,140 | 2,277,970 | 24,870 | 22,483,135 |
| NYSTROM LEGACY PROJECT | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| OLINDA CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| RIVERSIDE CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| STEGE CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| WILSON CAMPUS REPLACEMENT | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| CRESPI GYM SEISMIC RETROFIT | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| KOREMATSU LEGACY PROJECT | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| PINOLE VALLEY LEGACY PROJECT | - | 1,342,760 | 550,000 | 443,657 | 50,000 | 30,000 | 9,000 | 15,000 | - | - | - | 2,000 | - | 2,442,417 |
| RICHMOND GYM SEISMIC RETROFIT | - | 515,800 | 350,000 | 386,969 | - | - | - | - | - | - | - | - | - | 1,252,769 |
| CENTRAL PROGRAM COORDINATION | 232,850 | 279,629 | 272,500 | 258,450 | 255,500 | 244,950 | 266,900 | 273,540 | 271,100 | 252,550 | 252,279 | 273,729 | - | 3,133,977 |
| TECHNOLOGY | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| **Active Site Projects** | **2,350,990** | **4,432,919** | **3,396,140** | **2,930,641** | **2,060,770** | **1,937,490** | **1,832,400** | **1,938,540** | **1,932,740** | **2,018,680** | **1,902,419** | **2,553,699** | **24,870** | **29,312,298** |
| CAMERON CRITICAL NEEDS | 30,557 | 89,597 | 109,630 | 100,000 | 48,756 | - | - | - | - | - | - | - | - | 378,540 |
| COLLINS CRITICAL NEEDS | 2,400 | 403,100 | 415,700 | 400,000 | 107,270 | 2,667 | - | - | - | - | - | - | - | 1,331,137 |
| SHANNON CRITICAL NEEDS | 455,653 | 460,653 | 493,253 | 486,653 | 487,555 | 497,055 | 492,656 | 46,162 | - | - | - | - | - | 3,419,640 |
| KENNEDY CRITICAL NEEDS | 497,782 | 805,507 | 784,673 | 808,061 | 789,074 | 789,181 | 787,291 | 547,924 | 936,124 | 939,116 | 601,615 | 1,197,120 | 35,000 | 9,518,468 |
| HERCULES CRITICAL NEEDS | 920,674 | 973,279 | 950,348 | 977,324 | 770,140 | 920,500 | 361,781 | 12,110 | 10,710 | 11,010 | - | - | - | 5,907,876 |
| **Future Site Projects** | **1,907,066** | **2,732,136** | **2,753,604** | **2,772,038** | **2,202,795** | **2,209,403** | **1,641,728** | **606,196** | **946,834** | **950,126** | **601,615** | **1,197,120** | **35,000** | **20,555,661** |
| **Grand Total Site Projects** | **4,258,056** | **7,165,055** | **6,149,744** | **5,702,679** | **4,263,565** | **4,146,893** | **3,474,128** | **2,544,736** | **2,879,574** | **2,968,806** | **2,504,034** | **3,750,819** | **59,870** | **49,867,959** |

# Bond Program Cash Flow Projection, Data as of 01/31/2020

## Schedule includes Unfunded State Funding Applications

Updated 02/06/20

| | 2023 Jul-22 | 2023 Aug-22 | 2023 Sep-22 | 2023 Oct-22 | 2023 Nov-22 | 2023 Dec-22 | 2023 Jan-23 | 2023 Feb-23 | 2023 Mar-23 | 2023 Apr-23 | 2023 May-23 | 2023 Jun-23 | 2023 Acc Jul | 2023 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Beginning Cash** | **48,425,523** | **46,607,359** | **44,109,350** | **41,727,171** | **39,718,437** | **37,831,633** | **35,941,419** | **34,347,039** | **32,370,290** | **29,922,331** | **28,125,913** | **26,101,994** | **24,121,412** | **24,121,412** |
| Msr 2000 M | | | | | | | | | | | | | | - |
| Msr 2002 D | | | | | | | | | | | | | | - |
| Msr 2005 J | | | | | | | | | | | | | | - |
| Msr 2010 D | | | | | | | | | | | | | | - |
| Msr 2012 E | | | | | | | | | | | | | | - |
| **Bond Meaures Total** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | | | **-** |
| **OTHER REVENUES** | | | | | | | | | | | | | | |
| Fund 35 State Funding | | - | | | | | | | - | | | | | - |
| Prior Year Funding Adjustments | | | | | | | | | | | | | | |
| Interest Earnings & Other Misc Revenue | | | | 400,000 | | | 360,000 | | | 200,000 | | | 40,000 | 1,000,000 |
| **Other Revenue Total** | **-** | **-** | **-** | **400,000** | **-** | **-** | **360,000** | **-** | **-** | **200,000** | **-** | **-** | **40,000** | **1,000,000** |
| **TOTAL REVENUE** | **-** | **-** | **-** | **400,000** | **-** | **-** | **360,000** | **-** | **-** | **200,000** | **-** | **-** | **40,000** | **1,000,000** |
| 9150 Local Agency Investment Fund(LAIF) | | | | | | | | | | | - | | | 380,997 |
| 9135 Cash with Fiscal Agent (Escrow Account | | | | | | | | | | | | | | 4,885,212 |
| 9200 Accounts Receivable | (120,000) | | | | | | | | | | | | 40,000 | 40,000 |
| 9500 Accounts Payable | 59,870 | | | | | | | | | | | | (3,650) | (3,650) |
| 9570 Retention Held by WCCUSD | | | | | | | | | | | | | | (5,178,922) |
| **9110 Cash in County Treasury** | **46,607,359** | **44,109,350** | **41,727,171** | **39,718,437** | **37,831,633** | **35,941,419** | **34,347,039** | **32,370,290** | **29,922,331** | **28,125,913** | **26,101,994** | **24,121,412** | **24,121,412** | **24,121,412** |
| 9110 Cash on Hand - Msr 2010 D (9745) | 11,419,137 | 11,419,137 | 9,036,958 | 9,236,958 | 7,350,154 | 5,459,940 | 180,000 | - | - | - | - | - | - | - |
| 9110 Cash on Hand - Msr 2012 E (9748) | 16,705,813 | 14,207,804 | 14,207,804 | 11,999,070 | 11,999,070 | 11,999,070 | 180,000 | - | - | - | - | - | - | - |
| 9110 Cash on Hand - Non-Bond Measure (97 | 18,482,409 | 18,482,409 | 18,482,409 | 18,482,409 | 18,482,409 | 18,482,409 | 33,987,039 | 32,370,290 | 29,922,331 | 28,125,913 | 26,101,994 | 24,121,412 | 24,121,412 | 24,121,412 |
| 9110 Cash on Hand - Fund 35 State Funding | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Ending Fund Balance | **46,694,646** | **44,196,637** | **41,814,458** | **39,805,724** | **37,918,920** | **36,028,706** | **34,434,326** | **32,457,577** | **30,009,618** | **28,213,200** | **26,189,281** | **24,208,699** | **24,245,049** | **24,245,049** |
| **TOTAL EXPENSE** | **1,878,294** | **2,498,009** | **2,382,179** | **2,408,734** | **1,886,804** | **1,890,214** | **1,954,380** | **1,976,749** | **2,447,959** | **1,996,418** | **2,023,919** | **1,980,582** | **3,650** | **25,327,891** |
| | | | | | | | | | | | | | | |
| **Completed Site Projects** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| HIGHLAND CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| FAIRMONT CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| LAKE CAMPUS REPLACEMENT | 1,600,850 | 1,896,990 | 2,128,940 | 2,170,640 | 1,647,760 | 1,667,120 | 1,700,500 | 1,738,829 | 2,211,579 | 1,775,988 | 1,801,539 | 1,760,152 | 3,650 | 22,104,537 |
| NYSTROM LEGACY PROJECT | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| OLINDA CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| RIVERSIDE CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| STEGE CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| WILSON CAMPUS REPLACEMENT | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| CRESPI GYM SEISMIC RETROFIT | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| KOREMATSU LEGACY PROJECT | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| PINOLE VALLEY LEGACY PROJECT | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| RICHMOND GYM SEISMIC RETROFIT | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| CENTRAL PROGRAM COORDINATION | 242,444 | 322,094 | 243,044 | 238,094 | 239,044 | 223,094 | 253,880 | 237,920 | 236,380 | 220,430 | 222,380 | 220,430 | - | 2,899,234 |
| TECHNOLOGY | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| **Active Site Projects** | **1,843,294** | **2,219,084** | **2,371,984** | **2,408,734** | **1,886,804** | **1,890,214** | **1,954,380** | **1,976,749** | **2,447,959** | **1,996,418** | **2,023,919** | **1,980,582** | **3,650** | **25,003,771** |
| CAMERON CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| COLLINS CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| SHANNON CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| KENNEDY CRITICAL NEEDS | 35,000 | 278,925 | 10,195 | - | - | - | - | - | - | - | - | - | - | 324,120 |
| HERCULES CRITICAL NEEDS | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| **Future Site Projects** | **35,000** | **278,925** | **10,195** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **324,120** |
| **Grand Total Site Projects** | **1,878,294** | **2,498,009** | **2,382,179** | **2,408,734** | **1,886,804** | **1,890,214** | **1,954,380** | **1,976,749** | **2,447,959** | **1,996,418** | **2,023,919** | **1,980,582** | **3,650** | **25,327,891** |

**WCCUSD**

**Bond Program Change Order Status for Active Projects**

| School Type | # | Sub-Project Name | Architect of Record | Construction Contract Value | Notice to Proceed | Completion Date | Percent Complete | Approved Change Orders | | Pending Change Orders | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Amount | % | Amount | % |
| **Middle Schools** | 1 | Crespi Middle School Gym Seismic Retrofit | HMC Architects | $ 3,997,407.00 | 5/1/2019 | 11/18/2019 | 96% | $215,391.59 | 5.39% | $0.00 | 0.00% |
| **High Schools** | 2 | Pinole Valley High School New Campus | WLC Architects | $ 129,894,002.00 | 6/15/16 | 4/8/2019 | 100% | $5,978,568.00 | 4.60% | $0.00 | 0.00% |
| **TOTALS** | | | | **$133,891,409.00** | | | | **$6,193,959.59** | **4.63%** | **$0.00** | **0.00%** |



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# West Contra Costa Unified School District

**Bond Program**

## CBOC Change Order Information - Sub-Project Summary

(as of: 2/4/2020 3:30:45 PM)

### Sub-Project Summary For: Crespi Middle School Seismic Retro

### Contract No.: 1000003031 (Strawn Construction, Inc. - Original Contract Amt = $3,997,407.00)

| CO Reason Code (See Below) | COs $0 to $5,000 | | COs $5,000 to $25,000 | | COs > $25,000 | | Grand Total COs > $0 | | COs With Net Credits | | Grand Total All COs | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | # of COs | Total CO Value | # of COs | Total CO Value | # of COs | Total CO Value | # of COs | Total CO Value | # of COs | Total CO Value | # of COs | Total CO Value |
| 1 | 0 | $0.00 | 0 | $0.00 | 1 | $91,309.37 | 1 | $91,309.37 | 0 | $0.00 | 1 | $91,309.37 |
| 2 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 |
| 3 | 1 | $0.00 | 0 | $0.00 | 2 | $124,082.22 | 3 | $124,082.22 | 0 | $0.00 | 3 | $124,082.22 |
| 4 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 |
| Not Indicated | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 |
| **Totals** | **1** | **$0.00** | **0** | **$0.00** | **3** | **$215,391.59** | **4** | **$215,391.59** | **0** | **$0.00** | **4** | **$215,391.59** |

**CO Reason Code Definitions**

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

# West Contra Costa Unified School District

**Bond Program**

## CBOC Change Order Information - Sub-Project Summary

(as of: 2/4/2020 3:29:17 PM)

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

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

| CO Reason Code (See Below) | COs $0 to $5,000 | | COs $5,000 to $25,000 | | COs > $25,000 | | Grand Total COs > $0 | | COs With Net Credits | | Grand Total All COs | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | # of COs | Total CO Value | # of COs | Total CO Value | # of COs | Total CO Value | # of COs | Total CO Value | # of COs | Total CO Value | # of COs | Total CO Value |
| 1 | 9 | $0.00 | 4 | $41,681.00 | 6 | $483,631.00 | 19 | $525,312.00 | 0 | $0.00 | 19 | $525,312.00 |
| 2 | 2 | $7,168.00 | 0 | $0.00 | 3 | $149,847.14 | 5 | $157,015.14 | 5 | -$369,934.00 | 10 | ($212,918.86) |
| 3 | 3 | $10,583.00 | 8 | $120,907.86 | 53 | $5,833,370.00 | 64 | $5,964,860.86 | 6 | -$586,383.00 | 70 | $5,378,477.86 |
| 4 | 1 | $3,101.00 | 2 | $25,584.00 | 3 | $259,012.00 | 6 | $287,697.00 | 0 | $0.00 | 6 | $287,697.00 |
| Not Indicated | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 |
| **Totals** | **15** | **$20,852.00** | **14** | **$188,172.86** | **65** | **$6,725,860.14** | **94** | **$6,934,885.00** | **11** | **-$956,317.00** | **105** | **$5,978,568.00** |

**CO Reason Code Definitions**

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

# A/P Check List

January, 2020

Fund 21

*Updated 02/06/2020*

| Vendor Name | Check No. | Check Date | Short Account | Invoice Number | Invoice Date | Amount | Invoice Description |
|---|---|---|---|---|---|---|---|
| **Site 000 - UNDISTRIBUTED** | | | | | | **118,147.49** | |
| C OVERAA & CO | 191025 | 01/28/20 | 21-9745-9135-000 | 1000002635-17A TRUST | 01/23/20 | 75,427.78 | 7510545402- *2635 C OVERAA retainage 01/22/2020 |
| ERA CONSTRUCTION INC | 190391 | 01/07/20 | 21-9745-9570-000 | 1000002949-06FINAL | 12/18/19 | 31,577.23 | Contract 1000002949 RETENTION PMT FINAL |
| TROXELL COMMUNICATIONS INC | 190455 | 01/07/20 | 21-9745-9570-000 | 1000003110-03RETENTI | 12/19/19 | 11,142.48 | Contract 1000003110 RETENTION PMT FINAL |
| **Site 123 - FAIRMONT** | | | | | | **48,398.90** | |
| A AND E EMAAR | 190469 | 01/14/20 | 21-9745-6211-123 | 1000003141-06 | 12/26/19 | 17,532.25 | FAIRMONT ES CRITICAL NEEDS PR |
| BRADLEY J WILLIAMSON | 190468 | 01/07/20 | 21-9745-6214-123 | 1727 | 11/30/19 | 950.00 | FAIRMONT ES PROJECT INSPECTOR |
| HIBSER YAMAUCHI ARCHITECTS INC | 190407 | 01/07/20 | 21-9745-6201-123 | 491018 * | 09/03/19 | 9,624.03 | REISSUE INV 491018 FAIRMONT ES - DESIGN SERVICES |
| HIBSER YAMAUCHI ARCHITECTS INC | 190407 | 01/07/20 | 21-9745-6201-123 | 491019 | 10/07/19 | 9,624.02 | FAIRMONT ES - DESIGN SERVICES |
| HIBSER YAMAUCHI ARCHITECTS INC | 190407 | 01/07/20 | 21-9745-6201-123 | 491020 | 11/04/19 | 3,208.01 | FAIRMONT ES - DESIGN SERVICES |
| HIBSER YAMAUCHI ARCHITECTS INC | 190407 | 01/07/20 | 21-9745-6201-123 | 491021 | 12/03/19 | 3,374.59 | FAIRMONT ES - DESIGN SERVICES |
| HIBSER YAMAUCHI ARCHITECTS INC | 190587 | 01/14/20 | 21-9745-6201-123 | 491022 | 01/08/20 | 3,156.00 | FAIRMONT ES - DESIGN SERVICES |
| VISTA ENVIRONMENTAL INC | 190720 | 01/14/20 | 21-9745-6207-123 | INV-18195 | 08/09/19 | 930.00 | FAIRMONT ES - HAZARDOUS MATERI |
| **Site 144 - NYSTROM** | | | | | | **2,339,499.89** | |
| ROEBBELEN CONTRACTING INC | 190674 | 01/14/20 | 21-9745-6211-144 | SETTLEMENT | 01/10/20 | 2,339,499.89 | NYSTROM ES SETTLEMENT AGREEMEN |
| **Site 150 - RIVERSIDE** | | | | | | **953.70** | |
| ALAN KROPP AND ASSOCIATES INC | 190370 | 01/07/20 | 21-9745-6190-150 | 26805 | 12/13/19 | 953.70 | RIVERSIDE ES GEOTECHNICAL ENGI |
| **Site 165 - WILSON** | | | | | | **1,530,699.72** | |
| AQUATECH CONSULTANCY, LLC | 190373 | 01/07/20 | 21-9745-5860-165 | 47045 | 11/13/19 | 7,177.50 | WILSON ES WATERPROOFING CONSTR |
| AQUATECH CONSULTANCY, LLC | 190373 | 01/07/20 | 21-9745-5860-165 | 47233 | 12/13/19 | 3,262.50 | WILSON ES WATERPROOFING CONSTR |
| C OVERAA & CO | 190758 | 01/22/20 | 21-9745-6201-165 | 1000002635-17 | 01/13/20 | 32,532.00 | WILSON ES - DESIGN & CONSTRUCT |
| C OVERAA & CO | 190758 | 01/22/20 | 21-9745-6211-165 | 1000002635-17A | 01/13/20 | 1,433,127.72 | WILSON ES - DESIGN & CONSTRUCT |
| MICHAELS TRANSPORTATION | 190630 | 01/14/20 | 21-9745-5890-165 | 113278 | 01/10/20 | 23,800.00 | WILSON ES CAMPUS REPLACE WEEK 1/6/2020 |
| STRUCTURE GROUPS | 190954 | 01/22/20 | 21-9745-6214-165 | 190933-5 | 12/31/19 | 30,800.00 | WILSON ES PROJECT INSPECTOR SE |
| **Site 206 - CRESPI JR HIGH** | | | | | | **412,939.20** | |
| BRADLEY J WILLIAMSON | 190468 | 01/07/20 | 21-9745-6214-206 | 1726 | 11/30/19 | 7,410.00 | CRESPI MS GYM DSA INSPECTOR OF |
| E-3 SYSTEMS | 190795 | 01/22/20 | 21-9745-6219-206 | 59224 | 01/09/20 | 6,714.93 | CRESPI MS IDF CABINET REWIRING |
| HMC ARCHITECTS | 190592 | 01/14/20 | 21-9745-6201-206 | 148499 | 01/08/20 | 19,312.50 | CRESPI MS - SEISMIC RETROFIT O |
| KLEINFELDER INC | 190609 | 01/14/20 | 21-9745-6190-206 | 001252599 | 08/23/19 | 4,291.30 | CRESPI MS GYM GEOTECHNICAL ENG |
| KLEINFELDER INC | 190609 | 01/14/20 | 21-9745-6190-206 | 001253861 | 09/05/19 | 1,460.50 | CRESPI MS GYM GEOTECHNICAL ENG |
| KLEINFELDER INC | 190609 | 01/14/20 | 21-9745-6190-206 | 001257349 | 10/07/19 | 1,021.00 | CRESPI MS GYM GEOTECHNICAL ENG |
| KLEINFELDER INC | 190609 | 01/14/20 | 21-9745-6190-206 | 001261602 | 11/11/19 | 597.25 | CRESPI MS GYM GEOTECHNICAL ENG |
| KLEINFELDER INC | 190609 | 01/14/20 | 21-9745-6190-206 | 001263596 | 11/27/19 | 485.50 | CRESPI MS GYM GEOTECHNICAL ENG |
| STRAWN CONSTRUCTION INC | 190698 | 01/14/20 | 21-9745-6211-206 | 1000003031-09 | 12/30/19 | 371,646.22 | CRESPI MS GYM SEISMIC RETROFIT |
| **Site 362 - PINOLE VALLEY HIGH** | | | | | | **2,899,620.77** | |
| A GOOD SIGN & GRAPHICS CO | 190369 | 01/07/20 | 21-9745-6219-362 | 1000003266-02 | 12/20/19 | 7,457.50 | PVHS INTERIOR & EXTERIOR SIGNA |
| DIVISION OF STATE ARCHITECT | 190552 | 01/14/20 | 21-9745-6205-362 | 01-10988 | 01/03/20 | 310,481.94 | PVHS DSA#01-113561 INV#01-10988 |
| ENOVITY INC | 190560 | 01/14/20 | 21-9745-5890-362 | 0112.011.19 | 10/29/19 | 35,677.50 | PINOLE VALLEY CAMPUS REP - CHP |
| FEHR AND PEERS | 190563 | 01/14/20 | 21-9745-5860-362 | 133146 | 10/11/19 | 2,552.50 | PVHS-CONSTRUCTION SUPPORT SERV |
| FEHR AND PEERS | 190563 | 01/14/20 | 21-9745-5860-362 | 133722 | 11/07/19 | 1,492.50 | PVHS-CONSTRUCTION SUPPORT SERV |
| FEHR AND PEERS | 190563 | 01/14/20 | 21-9745-5860-362 | 134293 | 12/10/19 | 515.00 | PVHS-CONSTRUCTION SUPPORT SERV |
| LATHROP CONSTRUCTION ASSOCIATE | 191102 | 01/28/20 | 21-9748-6211-362 | 00037 | 07/30/19 | 625,833.19 | PINOLE VALLEY HS NEW CAMPUS |
| LATHROP CONSTRUCTION ASSOCIATE | 191102 | 01/28/20 | 21-9748-6211-362 | 00038 | 09/06/19 | 950,424.46 | PINOLE VALLEY HS NEW CAMPUS |
| LATHROP CONSTRUCTION ASSOCIATE | 191102 | 01/28/20 | 21-9748-6211-362 | 00039 | 10/10/19 | 207,678.47 | PINOLE VALLEY HS NEW CAMPUS |
| LATHROP CONSTRUCTION ASSOCIATE | 191102 | 01/28/20 | 21-9748-6211-362 | 00040 | 11/11/19 | 460,821.99 | PINOLE VALLEY HS NEW CAMPUS |
| LATHROP CONSTRUCTION ASSOCIATE | 191102 | 01/28/20 | 21-9748-6211-362 | 00041 | 12/12/19 | 262,709.00 | PINOLE VALLEY HS NEW CAMPUS |
| LATHROP CONSTRUCTION ASSOCIATE | 191102 | 01/28/20 | 21-9748-6211-362 | 00042 | 01/13/20 | 9,806.72 | PINOLE VALLEY HS NEW CAMPUS |
| ROEBBELEN CONSTRUCTION MANAGEM | 191145 | 01/28/20 | 21-9745-6217-362 | 43 | 01/06/20 | 24,170.00 | PINOLE VALLEY HIGH - CONSTRUCT |
| **Site 364 - RICHMOND HIGH** | | | | | | **353,606.88** | |
| ALAN KROPP AND ASSOCIATES INC | 190370 | 01/07/20 | 21-9745-6190-364 | 26769 | 11/22/19 | 1,752.50 | RICHMOND HS GEOTECHNICAL INVES |
| INSPECTION SERVICES INC | 190833 | 01/22/20 | 21-9745-5890-364 | 255368 | 12/31/19 | 400.00 | RHS SPECIAL INSPECTION AND MAT |
| LATHROP CONSTRUCTION ASSOCIATE | 190841 | 01/22/20 | 21-9745-6201-364 | 1000003023-00012 | 12/23/19 | 32,354.38 | RICHMOND HS - DESIGN-BUILD FOR |

# A/P Check List

January, 2020

Fund 21

*Updated 02/06/2020*

| Vendor Name | Check No. | Check Date | Short Account | Invoice Number | Invoice Date | Amount | Invoice Description |
|---|---|---|---|---|---|---|---|
| LATHROP CONSTRUCTION ASSOCIATE | 190841 | 01/22/20 | 21-9745-6211-364 | 1000003023-00012A | 12/23/19 | 304,950.00 | RICHMOND HS - DESIGN-BUILD FOR |
| STRUCTURE GROUPS | 190954 | 01/22/20 | 21-9745-6214-364 | 190934-3 | 12/31/19 | 14,150.00 | RICHMOND HS DSA PROJECT INSPEC |
| **Site 615 - OPERATIONAL SUPPT SRVS CE** | | | | | | **64,508.10** | |
| DDLN.INC | 190788 | 01/22/20 | 21-9748-5860-615 | 0048 | 01/10/20 | 22,620.00 | FOC/CENTRAL-PRIMAVERA SERVICES |
| EDUARDO DONOSO | 190553 | 01/14/20 | 21-9745-5210-615 | 10/01/19-12/11/19 | 01/08/20 | 68.21 | MILEAGE REIMBURSEMENT #EC2 |
| EMPLOYERS ADVOCATE INC | 190390 | 01/07/20 | 21-9748-5890-615 | 11246 | 12/16/19 | 520.00 | PROGRAM-WIDE PROJECT LABOR AGR |
| EMPLOYERS ADVOCATE INC | 190804 | 01/22/20 | 21-9748-5890-615 | 11247 | 01/07/20 | 360.00 | PROGRAM-WIDE PROJECT LABOR AGR |
| KNN PUBLIC FINANCE | 190610 | 01/14/20 | 21-9745-5860-615 | 2121 | 01/08/20 | 2,000.00 | CONSULTANT AGREEMENT - BOND |
| LISA NAGAI | 190634 | 01/14/20 | 21-9745-6217-615 | 38 | 01/07/20 | 6,375.00 | CONSTRUCTION MANAGEMENT-PROJEC |
| MELISSA TRUITT | 190456 | 01/07/20 | 21-9745-6203-615 | 0040 | 12/19/19 | 11,637.50 | PROGRAM MANAGEMENT- PLANNING/C |
| MOSS ADAMS LLP | 190423 | 01/07/20 | 21-9745-5830-615 | 4020298 | 12/09/19 | 3,915.00 | PERFORMANCE AUDIT SERVICE |
| MOSS ADAMS LLP | 190423 | 01/07/20 | 21-9748-5830-615 | 4020298 | 12/09/19 | 3,915.00 | PERFORMANCE AUDIT SERVICE |
| ORACLE AMERICA INC | 190426 | 01/07/20 | 21-9745-5850-615 | 44712800 | 12/31/19 | 3,244.81 | FOC - PRIMAVERA RENEWAL LICENS |
| ORBACH HUFF AND SUAREZ LLP | 191131 | 01/28/20 | 21-9745-5895-615 | 89347 | 01/10/20 | 6,425.69 | CONTINUING AGREEMENT |
| ORBACH HUFF AND SUAREZ LLP | 191131 | 01/28/20 | 21-9745-5895-615 | 89348 | 01/10/20 | 3,409.60 | CONTINUING AGREEMENT |
| SOUTHWEST SCHOOL & OFFICE SUPP | 190446 | 01/07/20 | 21-9745-4300-615 | PINV0640895 | 10/11/19 | 15.03 | BLANKET PURCHASE ORDER |
| SOUTHWEST SCHOOL & OFFICE SUPP | 190944 | 01/22/20 | 21-9745-4300-615 | PINV0664601 | 12/16/19 | 2.26 | BLANKET PURCHASE ORDER |
| **Grand Total** | | | | | | **7,768,374.65** | |

| | |
|---|---|
| **AP CHECKS TOTAL** | **7,768,374.65** |
| Non expense account - RETENTION TO VENDOR'S ESCROW ACCOUNT | (75,427.78) |
| Non expense account - RETENTION PAID TO VENDOR | (42,719.71) |
| unpaid RETENTION WITHHOLD AMOUNT | 112,353.36 |
| JAN.2020 PAYROLL | 102,561.41 |
| Refund Check from Vendor | (2,305.50) |
| VOID CHECK | (9,624.03) |
| **TOTAL JAN.2020 EXPENSE AMOUNT** | **7,853,212.40** |

-

Object 9570 - Retention withhold amount:

| Vendor Name | Check No. | Check Date | Short Account | Invoice Number | Invoice Date | Amount | Invoice Description |
|---|---|---|---|---|---|---|---|
| A AND E EMAAR | 190469 | 01/14/20 | 21-9745-6211-123 | 1000003141-06 | 12/26/19 | 922.75 | FAIRMONT ES CRITICAL NEEDS PR |
| C OVERAA & CO | 190758 | 01/22/20 | 21-9745-6211-165 | 1000002635-17A | 01/13/20 | 75,427.78 | WILSON ES - DESIGN & CONSTRUCT |
| STRAWN CONSTRUCTION INC | 190698 | 01/14/20 | 21-9745-6211-206 | 1000003031-09 | 12/30/19 | 19,560.33 | CRESPI MS GYM SEISMIC RETROFIT |
| A GOOD SIGN & GRAPHICS CO | 190369 | 01/07/20 | 21-9745-6219-362 | 1000003266-02 | 12/20/19 | 392.50 | PVHS INTERIOR & EXTERIOR SIGNA |
| LATHROP CONSTRUCTION ASSOCIATE | 190841 | 01/22/20 | 21-9745-6211-364 | 1000003023-00012A | 12/23/19 | 16,050.00 | RICHMOND HS - DESIGN-BUILD FOR |
| **Grand Total** | | | | | | **112,353.36** | |

Payroll

| Project# | Check No. | Check Date | Short Account | Invoice Number | Invoice Date | Amount | Notes |
|---|---|---|---|---|---|---|---|
| 66901396-01 | | 01/31/20 | | | | 66,635.03 | Facility Program Staff |
| 67001396-01 | | 01/31/20 | | | | 26,277.43 | Assoc Supt Operation Staff |
| 67701396-01 | | 01/31/20 | | | | 9,648.95 | Business Services Staff |
| **Grand Total** | | | | | | **102,561.41** | |

Refund Checks

| Vendor Name | Check No. | Check Date | Short Account | Invoice Number | Invoice Date | Amount | Notes |
|---|---|---|---|---|---|---|---|
| HONEY BUCKET | | 01/10/20 | 21-9745-5620-362 | | | (189.93) | NORTHWEST CK331765 20200333 |
| LENOVO INC | | 01/10/20 | 21-9745-5890-615 | | | (1,712.90) | LENOVO CK83556555 |
| HOME DEPOT | | 01/30/20 | 21-9745-4400-362 | | | (402.67) | BAY CITY SURPLUS CK1075 |
| **Grand Total** | | | | | | **(2,305.50)** | |

# A/P Check List

January, 2020

Fund 21

*Updated 02/06/2020*

| Vendor Name | Check No. | Check Date | Short Account | Invoice Number | Invoice Date | Amount | Invoice Description |
|---|---|---|---|---|---|---|---|
| VOID CHECK | | | | | | | |
| **Vendor Name** | **Check No.** | **Check Date** | **Short Account** | **Invoice Number** | **Invoice Date** | **Amount** | **Notes** |
| HIBSER YAMAUCHI ARCHITECTS INC | 186519 | 09/24/19 | 21-9745-6201-123 | 491018 | 09/03/19 | (9,624.03) | FAIRMONT ES - DESIGN SERVICES |
| **Grand Total** | | | | | | **(9,624.03)** | |

# West Contra Costa Unified School District

Bond Policies & Procedures

"Program Management Plan" Update

February 10, 2020

presented to Citizens' Bond Oversight Committee

https://www.wccusd.net/Page/13520



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# Background

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





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# Program Management Plan: Anticipated Schedule to Release Working Drafts

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

After publishing each section, the District will open a 30-day public comment window for suggestions.

Written suggestions for improvement are encouraged and may be submitted online using a google form.

https://www.wccusd.net/Page/13520


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# Program Management Plan: Administration
# Table of Contents, Working Draft & Appendix

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## Working Draft Narrative

**III. Administrative Section**

**A. Procurement**

**1. Contract Administration**

The West Contra Costa Unified School District (WCCUSD) Contracts Team, under the Facilities and Operations Division, handles the procurement of quality goods, services, and construction from responsible vendors at the lowest cost or best value. The Contract Team's purpose is to ensure that the procurement of goods and services is conducted in accordance with the procedures set forth by the District's Board of Education, the California Public Contract Code (PCC), the California Education Code, other applicable laws of the State of California, and the District's internal control policies. Consistent with California Public Contract Code (PCC), the District solicits Invitations to Bid, Requests for Proposals (RFP), Requests for Qualifications (RFQ), and/or other formal methods of procurement for contracts that exceed bid limits.

The Contracts Team, with the Director of Contracts' oversight, determines the appropriate bidding method based on the estimated project cost. A bid summary form may be completed for public works projects to help determine the bidding method (formal or informal).

Contracts are required for procurement of all the following goods and services:

- Annual Service / Maintenance Agreements
- Professional Services (Architects, Engineers, Special Consultants)
- Licensing Services
- Facility Purchase
- General Construction Work (Contractor)

## Appendix

**Administrative Section Appendix**


| | | |
|---|---|---|
| **Item 1:** | **Proposal Approval Checklist Form (PACF)** | **1** |
| **Item 2:** | **Project Controls Thresholds Guide** | **3** |
| **Item 3:** | **Bid Coordination and Schedule Checklist** | **4** |
| **Item 4:** | **Prequalified Bidders List** | **5** |
| **Item 5:** | **Bid Schedule** | **7** |
| **Item 6:** | **Pre-Bid RFI Form** | **8** |
| **Item 7:** | **Product Substitution Request Form** | **9** |
| **Item 8:** | **Internal Tally Form** | **11** |
| **Item 9:** | **External Tally Form** | **12** |
| **Item 10:** | **Engineering Approval Table (Professional Services Précis)** | **13** |


- ✓ The Table of Contents includes tracking of the Audit recommendation references.
- ✓ Narrative includes web links to the most up to date information.
- ✓ Appendix includes forms, guides, checklists & reporting formats for precis.

presented to Citizens' Bond Oversight Committee

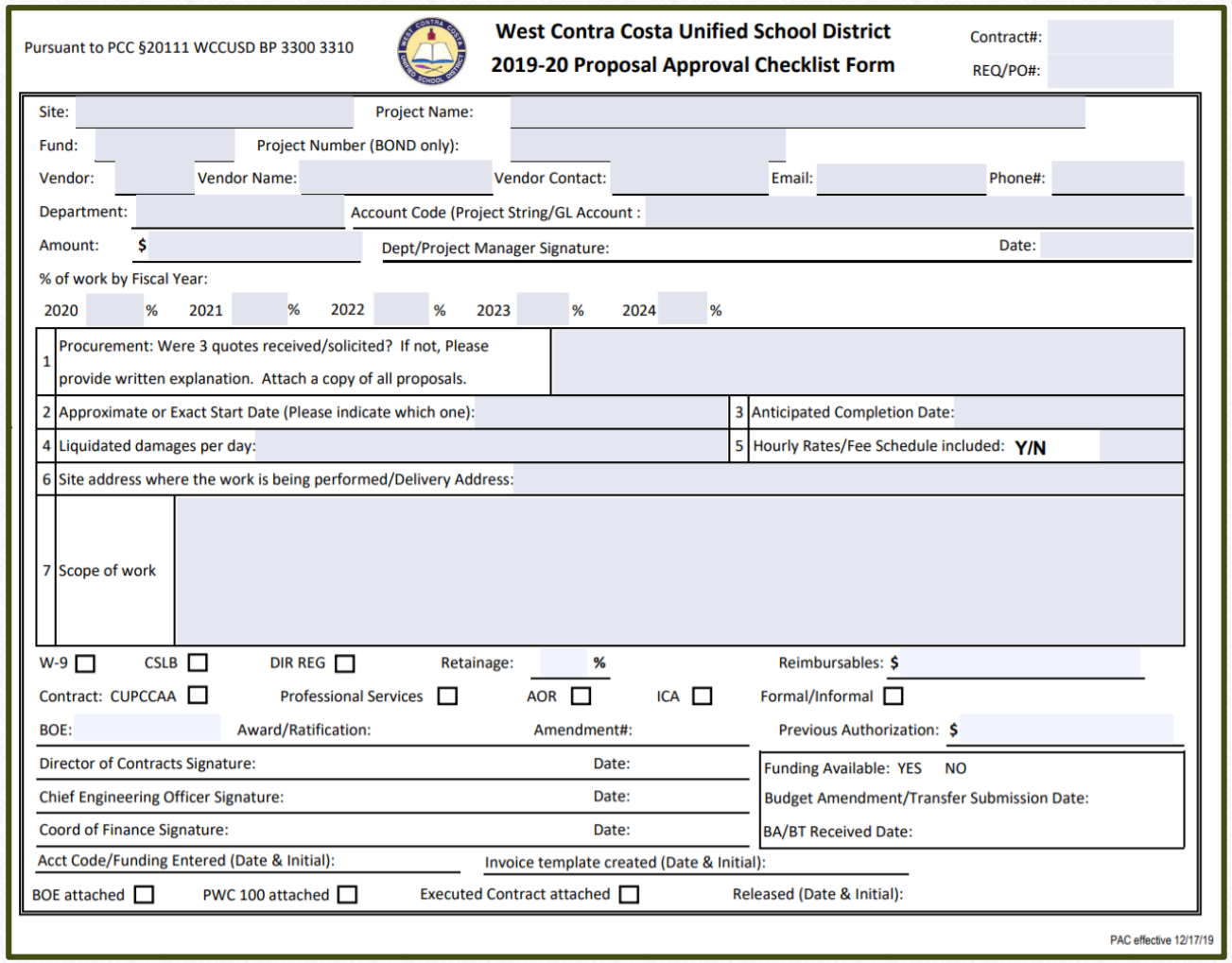

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# Program Management Plan: Proposal Approval Checklist Form (PACF)

All financial contracts require the executed Proposal Approval Checklist Form to be attached in the District's financial system MUNIS.

Once the PACF is attached in MUNIS along with additional requirements based on the type of procurement like the Board precis, executed agreement, and PWC-100, it will be released into electronic workflow and approval.

After completion of the electronic workflow, the financial contract will be available and if approved an invoice can be paid against that financial contract.



Pursuant to PCC §20111 WCCUSD BP 3300 3310

**West Contra Costa Unified School District**
**2019-20 Proposal Approval Checklist Form**

Contract#:
REQ/PO#:

Site: Project Name:
Fund: Project Number (BOND only):
Vendor: Vendor Name: Vendor Contact: Email: Phone#:
Department: Account Code (Project String/GL Account :
Amount: $ Dept/Project Manager Signature: Date:
% of work by Fiscal Year:
2020 % 2021 % 2022 % 2023 % 2024 %

| | | |
|---|---|---|
| 1 | Procurement: Were 3 quotes received/solicited? If not, Please provide written explanation. Attach a copy of all proposals. | |
| 2 | Approximate or Exact Start Date (Please indicate which one): | 3 Anticipated Completion Date: |
| 4 | Liquidated damages per day: | 5 Hourly Rates/Fee Schedule included: Y/N |
| 6 | Site address where the work is being performed/Delivery Address: | |
| 7 | Scope of work | |

W-9 ☐ CSLB ☐ DIR REG ☐ Retainage: % Reimbursables: $
Contract: CUPCCAA ☐ Professional Services ☐ AOR ☐ ICA ☐ Formal/Informal ☐
BOE: Award/Ratification: Amendment#: Previous Authorization: $
Director of Contracts Signature: Date:
Chief Engineering Officer Signature: Date:
Coord of Finance Signature: Date:
Funding Available: YES NO
Budget Amendment/Transfer Submission Date:
BA/BT Received Date:
Acct Code/Funding Entered (Date & Initial): Invoice template created (Date & Initial):
BOE attached ☐ PWC 100 attached ☐ Executed Contract attached ☐ Released (Date & Initial):

PAC effective 12/17/19

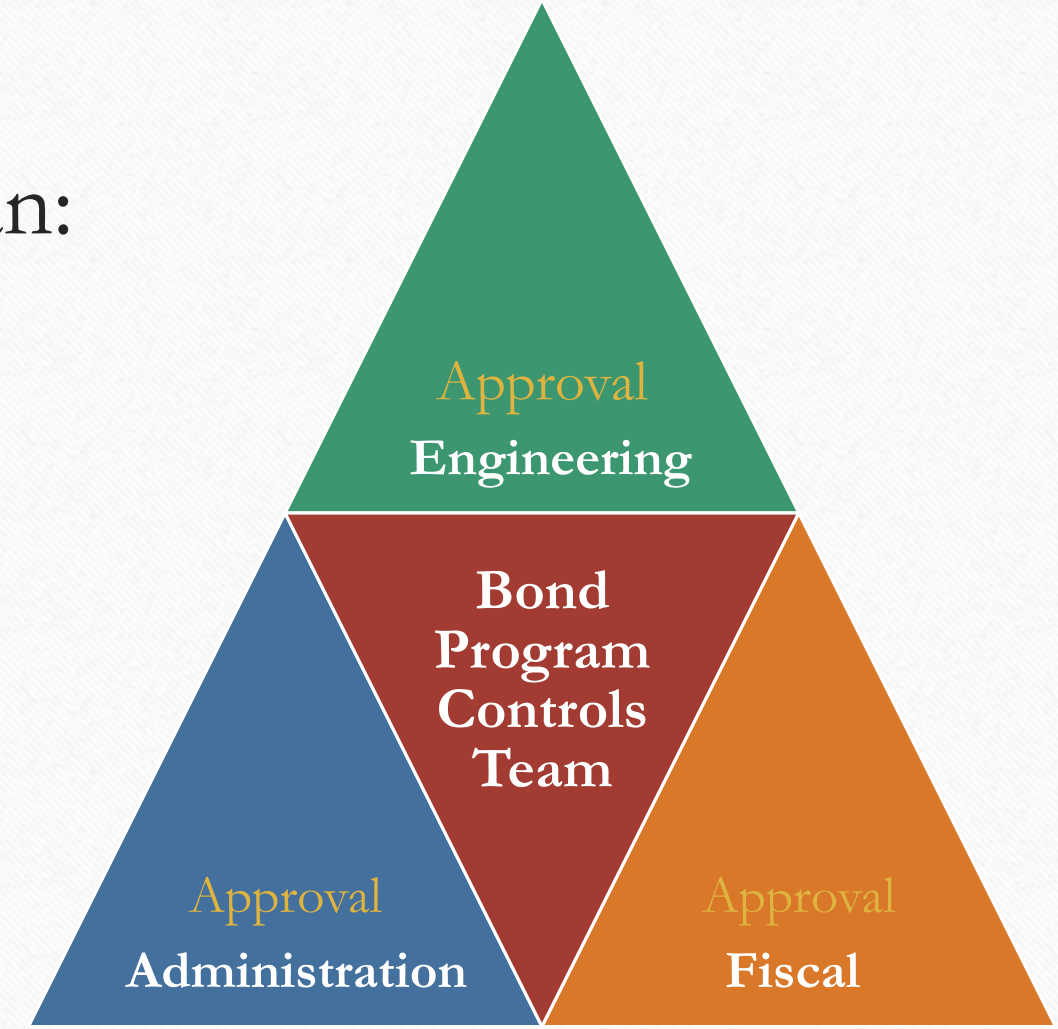
presented to Citizens' Bond Oversight Committee


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# Program Management Plan: Administration

**Bond Program Controls Team**

Procurement transactions require approval from ALL three separate areas of oversight: **Engineering, Administration & Fiscal**.

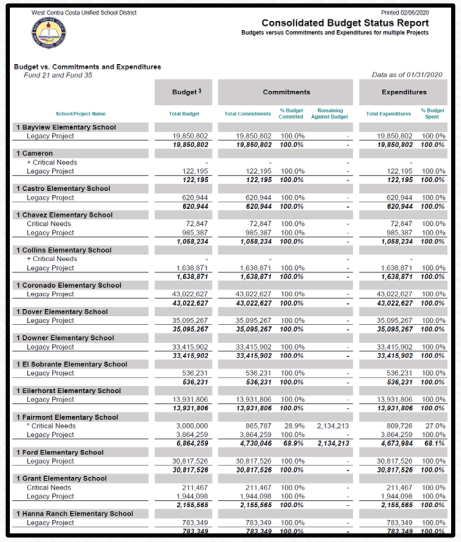



presented to Citizens' Bond Oversight Committee


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# Program Management Plan: Reporting
# Proposed Financial Reports

## Program Wide Reporting



West Contra Costa Unified School District — Printed 02/06/2020

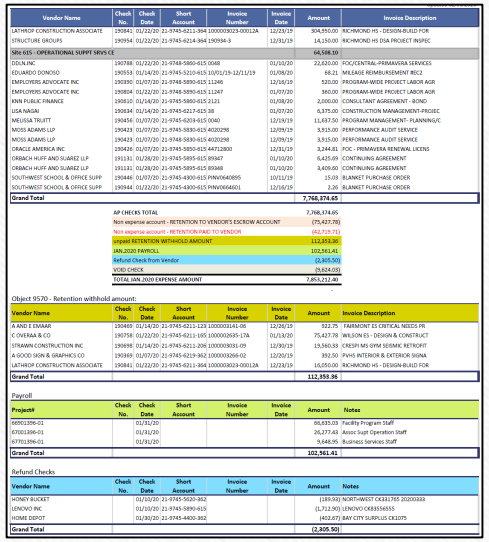
**Consolidated Budget Status Report**
Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures
Fund 21 and Fund 35 — Data as of 01/31/2020

| School/Project Name | Budget [3] Total Budget | Commitments Total Commitments | Commitments % Budget Committed | Commitments Remaining Against Budget | Expenditures Total Expenditures | Expenditures % Budget Spent |
|---|---|---|---|---|---|---|
| 1 Bayview Elementary School | | | | | | |
| Legacy Project | 19,850,802 | 19,850,802 | 100.0% | - | 19,850,802 | 100.0% |
| | **19,850,802** | **19,850,802** | **100.0%** | **-** | **19,850,802** | **100.0%** |
| 1 Cameron | | | | | | |
| + Critical Needs | - | | | - | | |
| Legacy Project | 122,195 | 122,195 | 100.0% | - | 122,195 | 100.0% |
| | **122,195** | **122,195** | **100.0%** | **-** | **122,195** | **100.0%** |
| 1 Castro Elementary School | | | | | | |
| Legacy Project | 620,944 | 620,944 | 100.0% | - | 620,944 | 100.0% |
| | **620,944** | **620,944** | **100.0%** | **-** | **620,944** | **100.0%** |
| 1 Chavez Elementary School | | | | | | |
| Critical Needs | 72,847 | 72,847 | 100.0% | - | 72,847 | 100.0% |
| Legacy Project | 985,387 | 985,387 | 100.0% | - | 985,387 | 100.0% |
| | **1,058,234** | **1,058,234** | **100.0%** | **-** | **1,058,234** | **100.0%** |
| 1 Collins Elementary School | | | | | | |
| + Critical Needs | - | | | - | | |
| Legacy Project | 1,638,871 | 1,638,871 | 100.0% | - | 1,638,871 | 100.0% |
| | **1,638,871** | **1,638,871** | **100.0%** | **-** | **1,638,871** | **100.0%** |
| 1 Coronado Elementary School | | | | | | |
| Legacy Project | 43,022,627 | 43,022,627 | 100.0% | - | 43,022,627 | 100.0% |
| | **43,022,627** | **43,022,627** | **100.0%** | **-** | **43,022,627** | **100.0%** |
| 1 Dover Elementary School | | | | | | |
| Legacy Project | 35,095,267 | 35,095,267 | 100.0% | - | 35,095,267 | 100.0% |
| | **35,095,267** | **35,095,267** | **100.0%** | **-** | **35,095,267** | **100.0%** |
| 1 Downer Elementary School | | | | | | |
| Legacy Project | 33,415,902 | 33,415,902 | 100.0% | - | 33,415,902 | 100.0% |
| | **33,415,902** | **33,415,902** | **100.0%** | **-** | **33,415,902** | **100.0%** |
| 1 El Sobrante Elementary School | | | | | | |
| Legacy Project | 536,231 | 536,231 | 100.0% | - | 536,231 | 100.0% |
| | **536,231** | **536,231** | **100.0%** | **-** | **536,231** | **100.0%** |
| 1 Ellerhorst Elementary School | | | | | | |
| Legacy Project | 13,931,806 | 13,931,806 | 100.0% | - | 13,931,806 | 100.0% |
| | **13,931,806** | **13,931,806** | **100.0%** | **-** | **13,931,806** | **100.0%** |
| 1 Fairmont Elementary School | | | | | | |
| * Critical Needs | 3,000,000 | 865,787 | 28.9% | 2,134,213 | 809,726 | 27.0% |
| Legacy Project | 3,864,259 | 3,864,259 | 100.0% | - | 3,864,259 | 100.0% |
| | **6,864,259** | **4,730,046** | **68.9%** | **2,134,213** | **4,673,984** | **68.1%** |
| 1 Ford Elementary School | | | | | | |
| Legacy Project | 30,817,526 | 30,817,526 | 100.0% | - | 30,817,526 | 100.0% |
| | **30,817,526** | **30,817,526** | **100.0%** | **-** | **30,817,526** | **100.0%** |
| 1 Grant Elementary School | | | | | | |
| Critical Needs | 211,467 | 211,467 | 100.0% | - | 211,467 | 100.0% |
| Legacy Project | 1,944,098 | 1,944,098 | 100.0% | - | 1,944,098 | 100.0% |
| | **2,155,565** | **2,155,565** | **100.0%** | **-** | **2,155,565** | **100.0%** |
| 1 Hanna Ranch Elementary School | | | | | | |
| Legacy Project | 783,349 | 783,349 | 100.0% | - | 783,349 | 100.0% |
| | **783,349** | **783,349** | **100.0%** | **-** | **783,349** | **100.0%** |

✓ Program Wide Project Reporting

## Enhanced AP Checklist



| Vendor Name | Check No. | Check Date | Short Account | Invoice Number | Invoice Date | Amount | Invoice Description |
|---|---|---|---|---|---|---|---|
| LATHROP CONSTRUCTION ASSOCIATE | 190841 | 01/22/20 | 21-9745-6211-364 | 1000003023-0001 2A | 12/23/19 | 304,950.00 | RICHMOND HS - DESIGN-BUILD FOR |
| STRUCTURE GROUPS | 190934 | 01/22/20 | 21-9745-6214-364 | 190934-3 | 12/31/19 | 14,150.00 | RICHMOND HS DSA PROJECT INSPEC |
| Site 015 - OPERATIONAL SUPPT SRVS CE | | | | | | 64,598.10 | |
| DOLN INC | 190788 | 01/22/20 | 21-9748-5860-015 | 0048 | 01/10/20 | 22,620.00 | FOC/CENTRAL-PRIMAVERA SERVICES |
| EDUARDO DONOSO | 190553 | 01/14/20 | 21-9745-5210-015 | 1/01/19-12/11/19 | 01/09/20 | 66.21 | MILEAGE REIMBURSEMENT RECZ |
| EMPLOYERS ADVOCATE INC | 190380 | 01/07/20 | 21-9748-5890-015 | 11246 | 12/18/19 | 520.00 | PROGRAM-WIDE PROJECT LABOR AGR |
| EMPLOYERS ADVOCATE INC | 190804 | 01/22/20 | 21-9748-5890-015 | 11247 | 01/07/20 | 360.00 | PROGRAM-WIDE PROJECT LABOR AGR |
| KNN PUBLIC FINANCE | 190610 | 01/14/20 | 21-9745-5860-015 | 2121 | 01/08/20 | 2,000.00 | CONSULTANT AGREEMENT - BOND |
| LISA NAGAI | 190834 | 01/14/20 | 21-9745-6217-015 | 38 | 01/07/20 | 6,375.00 | CONSTRUCTION MANAGEMENT-PROJEC |
| MELISSA TRUITT | 190456 | 01/07/20 | 21-9745-6203-015 | 0040 | 12/19/19 | 11,637.50 | PROGRAM MANAGEMENT- PLANNING/C |
| MOSS ADAMS LLP | 190423 | 01/07/20 | 21-9745-5830-015 | 4020298 | 12/09/19 | 3,915.00 | PERFORMANCE AUDIT SERVICE |
| MOSS ADAMS LLP | 190423 | 01/07/20 | 21-9748-5830-015 | 4020298 | 12/09/19 | 3,915.00 | PERFORMANCE AUDIT SERVICE |
| ORACLE AMERICA INC | 190428 | 01/07/20 | 21-9745-5850-015 | 44712800 | 12/31/19 | 3,244.81 | FOC - PRIMAVERA RENEWAL LICENS |
| ORBACH HUFF AND SUAREZ LLP | 191131 | 01/28/20 | 21-9745-5895-015 | 89347 | 01/10/20 | 6,425.69 | CONTINUING AGREEMENT |
| ORBACH HUFF AND SUAREZ LLP | 191131 | 01/28/20 | 21-9745-5895-015 | 89348 | 01/10/20 | 3,409.60 | CONTINUING AGREEMENT |
| SOUTHWEST SCHOOL & OFFICE SUPP | 190446 | 01/07/20 | 21-9745-4300-015 | PINV0640895 | 10/11/19 | 15.03 | BLANKET PURCHASE ORDER |
| SOUTHWEST SCHOOL & OFFICE SUPP | 190944 | 01/22/20 | 21-9745-4300-015 | PINV0664601 | 12/18/19 | 2.26 | BLANKET PURCHASE ORDER |
| **Grand Total** | | | | | | **7,768,374.65** | |

| | |
|---|---|
| AP CHECKS TOTAL | 7,768,374.65 |
| Non expense account - RETENTION TO VENDOR'S ESCROW ACCOUNT | (75,427.78) |
| Non expense account - RETENTION PAID TO VENDOR | (42,715.71) |
| unpaid RETENTION WITHHOLD AMOUNT | 112,353.36 |
| JAN 2020 PAYROLL | 102,561.41 |
| Refund Check from Vendor | (2,305.50) |
| VOID CHECK | (9,824.03) |
| TOTAL JAN 2020 EXPENSE AMOUNT | 7,853,212.40 |

Object 9570 - Retention withhold amount:

| Vendor Name | Check No. | Check Date | Short Account | Invoice Number | Invoice Date | Amount | Invoice Description |
|---|---|---|---|---|---|---|---|
| A AND E EXAAR | 190469 | 01/14/20 | 21-9745-6211-123 | 1000003141-06 | 12/26/19 | 922.75 | FAIRMONT ES CRITICAL NEEDS PR |
| C OVEMAA B CO | 190758 | 01/22/20 | 21-9745-6211-165 | 1000002695-17A | 01/13/20 | 75,427.78 | WILSON ES - DESIGN & CONSTRUCT |
| STRAWN CONSTRUCTION INC | 190698 | 01/14/20 | 21-9745-6211-206 | 1000003031-09 | 12/30/19 | 19,560.33 | CRESPI MS GYM SEISMIC RETROFIT |
| A GOOD SIGN & GRAPHICS CO | 190369 | 01/07/20 | 21-9745-6219-362 | 1000003266-02 | 12/20/19 | 392.50 | PVHS INTERIOR & EXTERIOR SIGNA |
| LATHROP CONSTRUCTION ASSOCIATE | 190841 | 01/22/20 | 21-9745-6211-364 | 1000003023-0001 2A | 12/23/19 | 16,955.00 | RICHMOND HS - DESIGN-BUILD FOR |
| **Grand Total** | | | | | | **112,358.36** | |

Payroll

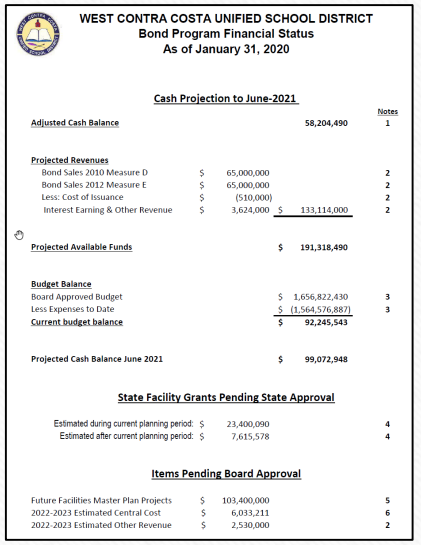
| Project# | Check No. | Check Date | Short Account | Invoice Number | Invoice Date | Amount | Notes |
|---|---|---|---|---|---|---|---|
| 86901396-01 | | 01/31/20 | | | | 66,635.03 | Facility Program Staff |
| 87001396-01 | | 01/31/20 | | | | 26,277.43 | Assoc Supt Operation Staff |
| 87701396-01 | | 01/31/20 | | | | 9,648.95 | Business Services Staff |
| **Grand Total** | | | | | | **102,561.41** | |

Refund Checks

| Vendor Name | Check No. | Check Date | Short Account | Invoice Number | Invoice Date | Amount | Notes |
|---|---|---|---|---|---|---|---|
| HONEY BUCKET | | 01/10/20 | 21-9745-5620-362 | | | (169.50) | NORTHWEST OC331705 20200333 |
| LENOVO INC | | 01/10/20 | 21-9745-5890-015 | | | (1,712.90) | LENOVO CK83556555 |
| HOME DEPOT | | 01/30/20 | 21-9745-4400-362 | | | (402.07) | BAY CITY SUPPLIS CK1075 |
| **Grand Total** | | | | | | **(2,305.50)** | |

✓ Complete Reporting of Bond funded Payments

## Updated Report 13



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**
**Bond Program Financial Status**
**As of January 31, 2020**

**Cash Projection to June-2021**

| | | | Notes |
|---|---|---|---|
| Adjusted Cash Balance | | 58,204,490 | 1 |
| Projected Revenues | | | |
| Bond Sales 2010 Measure D | $ 65,000,000 | | 2 |
| Bond Sales 2012 Measure E | $ 65,000,000 | | 2 |
| Less: Cost of Issuance | $ (510,000) | | 2 |
| Interest Earning & Other Revenue | $ 3,624,000 | $ 133,114,000 | 2 |
| Projected Available Funds | | $ 191,318,490 | |
| Budget Balance | | | |
| Board Approved Budget | | $ 1,656,822,430 | 3 |
| Less Expenses to Date | | $ (1,564,576,887) | 3 |
| Current budget balance | | $ 92,245,543 | |
| Projected Cash Balance June 2021 | | $ 99,072,948 | |

**State Facility Grants Pending State Approval**

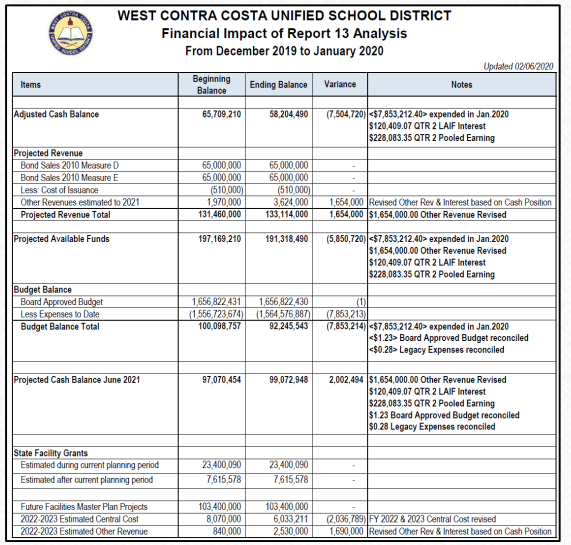
| | | |
|---|---|---|
| Estimated during current planning period: | $ 23,400,090 | 4 |
| Estimated after current planning period: | $ 7,615,578 | 4 |

**Items Pending Board Approval**

| | | |
|---|---|---|
| Future Facilities Master Plan Projects | $ 103,400,000 | 5 |
| 2022-2023 Estimated Central Cost | $ 6,033,211 | 6 |
| 2022-2023 Estimated Other Revenue | $ 2,530,000 | 2 |

✓ Future Central Cost & Revenue projections updated quarterly

## Enhanced Report 13 Variance



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**
**Financial Impact of Report 13 Analysis**
**From December 2019 to January 2020**

*Updated 02/06/2020*

| Items | Beginning Balance | Ending Balance | Variance | Notes |
|---|---|---|---|---|
| Adjusted Cash Balance | 65,709,210 | 58,204,490 | (7,504,720) | <$7,853,212.40> expended in Jan 2020<br>$120,409.07 QTR 2 LAIF Interest<br>$228,083.35 QTR 2 Pooled Earning |
| Projected Revenue | | | | |
| Bond Sales 2010 Measure D | 65,000,000 | 65,000,000 | - | |
| Bond Sales 2010 Measure E | 65,000,000 | 65,000,000 | - | |
| Less: Cost of Issuance | (510,000) | (510,000) | - | |
| Other Revenues estimated to 2021 | 1,970,000 | 3,624,000 | 1,654,000 | Revised Other Rev & Interest based on Cash Position |
| **Projected Revenue Total** | **131,460,000** | **133,114,000** | **1,654,000** | **$1,654,000.00 Other Revenue Revised** |
| Projected Available Funds | 197,169,210 | 191,318,490 | (5,850,720) | <$7,853,212.40> expended in Jan 2020<br>$1,654,000.00 Other Revenue Revised<br>$120,409.07 QTR 2 LAIF Interest<br>$228,083.35 QTR 2 Pooled Earning |
| Budget Balance | | | | |
| Board Approved Budget | 1,656,822,431 | 1,656,822,430 | (1) | |
| Less Expenses to Date | (1,556,723,674) | (1,564,576,887) | (7,853,213) | |
| **Budget Balance Total** | **100,098,757** | **92,245,543** | **(7,853,214)** | **<$7,853,212.40> expended in Jan 2020<br><$1.23> Board Approved Budget reconciled<br><$0.28> Legacy Expenses reconciled** |
| Projected Cash Balance June 2021 | 97,070,454 | 99,072,948 | 2,002,494 | $1,654,000.00 Other Revenue Revised<br>$120,409.07 QTR 2 LAIF Interest<br>$228,083.35 QTR 2 Pooled Earning<br>$1.23 Board Approved Budget reconciled<br>$0.28 Legacy Expenses reconciled |
| State Facility Grants | | | | |
| Estimated during current planning period | 23,400,090 | 23,400,090 | - | |
| Estimated after current planning period | 7,615,578 | 7,615,578 | - | |
| Future Facilities Master Plan Projects | 103,400,000 | 103,400,000 | - | |
| 2022-2023 Estimated Central Cost | 8,070,000 | 6,033,211 | (2,036,789) | FY 2022 & 2023 Central Cost revised |
| 2022-2023 Estimated Other Revenue | 840,000 | 2,530,000 | 1,690,000 | Revised Other Rev & Interest based on Cash Position |

✓ Enhanced Variance Explanation

presented to Citizens' Bond Oversight Committee


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# Next Steps

- Ongoing iterative review of updated section working drafts and accompanying appendix
- Release and working drafts online
- Receive, review and if approved incorporate feedback
- Maintain the summary of all audit recommendations & provide updates on the implementation of recommendations
- Continue to provide monthly updates to the Facilities Committee and Citizens' Bond Oversight Committee
- Publish the Program Management Plan in June 2020





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# III. Administrative Section

## A. Procurement

### 1. Contract Administration

The West Contra Costa Unified School District (WCCUSD) Contracts Team, under the Facilities and Operations Division, handles the procurement of quality goods, services, and construction from responsible vendors at the lowest cost or best value. The Contract Team's purpose is to ensure that the procurement of goods and services is conducted in accordance with the procedures set forth by the District's Board of Education, the California Public Contract Code (PCC), the California Education Code, other applicable laws of the State of California, and the District's internal control policies. Consistent with California Public Contract Code (PCC), the District solicits Invitations to Bid, Requests for Proposals (RFP), Requests for Qualifications (RFQ), and/or other formal methods of procurement for contracts that exceed bid limits.

The Contracts Team, with the Director of Contracts' oversight, determines the appropriate bidding method based on the estimated project cost. A bid summary form may be completed for public works projects to help determine the bidding method (formal or informal).

Contracts are required for procurement of all the following goods and services:

- Annual Service / Maintenance Agreements
- Professional Services (Architects, Engineers, Special Consultants)
- Licensing Services
- Facility Purchase
- General Construction Work (Contractor)

In addition, contracts are required for service work performed by any independent contractor. An independent contractor is defined as an individual who acts as a company in performing a service for or providing a tangible product to the District. Independent contractors are in business for themselves, and they are responsible for their own tax reporting to the IRS, providing a Social Security Number for tax identification in lieu of a Tax ID Number.

In accordance with Board Policy 3600, the District may require independent contractors to submit a written conflict of interest statement disclosing financial interests and shall determine the need or lack thereof for this conflict of interest statement before beginning the contracting process.


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## 2. General Guidelines

### a. Purchasing Bid Limits and CUPCCAA

PCC §20111 requires school districts to competitively bid and award any contracts over a certain expenditure level, which is adjusted annually for inflation, to the lowest responsible bidder. The State Superintendent of Public Instruction determines the bid threshold amount. For the year beginning January 1, 2020, the bid threshold amount was set at $95,200. Contracts that are subject to competitive bidding include:

- Maintenance Repairs that are not considered public projects per PCC 22002(c)
- Equipment, Materials, or Supplies Lease or Purchase
- Non-Construction Services

Internal District procedures require the department Project Manager (PM) to solicit three (3) written quotes and document the companies contacted.

Information on the latest bidding thresholds can be found on the website of the California Department of Education's Office of Financial Accountability and Information Services at https://www.cde.ca.gov/fg/ac/co/

Construction and reconstruction projects have a bid threshold of $15,000 that is not adjusted for inflation. However, an exception to the bid threshold amounts listed above is provided in PCC §22000-22045, which state that school districts may adopt the California Uniform Public Construction Cost Accounting Act (CUPCCAA) procedures. These rules allow the districts that adopt them to increase the formal bid limits for their public projects. On May 20, 2009, the District's Board of Education passed Resolution #90-0809 to adopt CUPCCAA's alternative bidding procedures. CUPCCAA is a useful tool for the District because it raises informal quote thresholds, simplifies the informal quote process for small projects, reduces advertising costs, expedites the bidding processes, and increases the likelihood that bids are submitted by responsive, responsible contractors. CUPCCAA allows the District to have a less formal bid process with appropriate guidelines and checks and balances in place.

The Act requires the California Uniform Construction Cost Accounting Commission to review bid limits every five (5) years. A legislative


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amendment is necessary to make any change to the Act. Complete details and updates on CUPCCAA can be found on the Commission's website at https://sco.ca.gov/ard_cuccac.html. The most recent amendment was enacted with the passage of AB 2249 on August 20, 2018. As of January 1, 2019, the bid threshold limits are as follows:

**i. Negotiated Contract (Informal Quotes): up to $60,000**

Contracting for construction services is exempt from bidding requirements; these projects are performed by negotiated contract.

- Under CUPCCAA, the District is required to create and maintain a list of qualified contractors, organized by category of work that they perform. Each year, the District is required to publicly invite licensed contractors to submit their name for inclusion on this list.
- Although the District may select a qualified contractor from this list for projects under $60,000 without going through an informal or formal bid process, the District has established internal procedures that require Project Managers (PMs) / Departments to solicit informal quotes (at least three) for all projects.
- CUPCCAA contracts are prepared according to the Project Controls Thresholds Guide, attached in the Appendix as Item 2. As applicable, documents, contractor license certification, DIR registration, insurance, and bonds are required of all contractors doing work under these provisions. The Contracts Team drafts and prepares the Notice of Award (NOA), Contract Documents, and Notice to Proceed (NTP).

**ii. Informal Bid: greater than $60,000 but less than $200,000**

Contracts for construction services are awarded to the qualified contractor that submits the lowest informal bid through the informal bidding process, using the following process:

1. The Contracts Team sends a Notice of Invitation requesting informal bids to a list of specified trade journals at least ten (10) days prior to the informal bid closing date. The District must award the contract to the lowest responsive, responsible bidder. Note: The District also has the option to send the Notice of Invitation to the list of


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qualified contractors; however, the District is not currently utilizing this method.

2. The Contracts Team prepares an informal bid package, which includes bid and contract forms and specifications / drawings.
3. CUPCCAA contracts are prepared according to the Project Controls Threshold Guide, attached in the Appendix as Item 2. All contractors doing work under these provisions are required to provide documents, contractor license certification, DIR registration, insurance, and bonds as applicable. The Contracts Team drafts and prepares the Notice of Award, Contract Documents and Notice to Proceed.

### iii. Formal Bid: greater than $200,000

Any contract for construction services may be subject to standard formal bidding procedures. All contracts that exceed the maximum threshold are subject to all formal bidding procedures.

The Contracts Team ensures that, when a contract must be competitively bid, the process adheres to a number of rules, regulations, and policies, including the following:

- The Board of Education must either award the contract to the lowest responsive, responsible bidder or reject all bids (PCC §22038). PCC §1103 defines a "responsible bidder" as one that has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the public works contract.
- For the purpose of securing bids, the District must publish a notice calling for bids at least once a week for two (2) weeks in a newspaper of general circulation published in the District or, if there is no such paper, then in a newspaper of general circulation published in the county (PCC §20112).
- The published notice must state the scope of work to be done or materials or supplies to be furnished, and the time and the place bids will be opened. Regardless of whether or not bids are opened at the exact time listed in the


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public notice for opening bids, a bid shall not be received after that time (PCC §20112).

- The Board of Education can only award a contract to a "responsible bidder," i.e. a bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the public works contract (PCC §1103). Before rejecting the lowest bid on the basis that the bidder is not "responsible," the District's legal counsel is consulted to ensure that both substantive and procedural legal requirements are met.
- The Board of Education must reject bids that are "non-responsive," i.e. bids that do not comply with all statutory requirements or do not substantially conform to the notice calling for bids and the material requirements of the specifications. However, the Board of Education may either waive minor and non-substantive irregularities that do not provide a competitive advantage or reject bids that do not conform completely to the notice calling for bids and bid specifications. Before either rejecting the lowest bid on the basis that it is non-responsive or waiving any irregularities, legal counsel is consulted to ensure that both substantive and procedural legal requirements are met.
- Vendor must possess a valid contractor or business license and be registered with the Department of Industrial Relations (DIR).
- Contractors / Subcontractors whose bid price is equal to or greater than one-half of one percent (0.5%) of the total base bid amount must be listed as a part of the bid proposal (PCC §4100). When applicable, subcontractors that are required to be prequalified pursuant to PCC §20111.6 must also be listed as part of the bid proposal.
- Listed Contractors / Subcontractors can only be substituted under very specific circumstances, as permitted by the PCC, and with the District's written permission. Bid shopping is illegal and is not allowed by the District.

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- It is unlawful to split bids into smaller contracts to avoid public competitive bidding requirements (PCC §§20116, 22033).
- Contractors on a public works project may provide an equal to materials, products, things, or services specified in the contract documents (PCC §3400).
- Specifications may designate by brand or trade name if the Board has made a finding based on the following:
  - (1) to conduct a field test or experiment of the product;
  - (2) to match existing products in use on the particular public work;
  - (3) to obtain a product that is only available from one source; or
  - (4) to respond to an emergency.
- On March 29, 2017, the District's Board of Education passed Resolution # 69-1617, which designated specific material(s), product(s), thing(s), or service(s) for use on Public Works contracts.
- Public Works contracts must be bid using prevailing wage rates.

The formal bidding process is described in further detail in Section III.B.2 Construction Bidding: Design-Bid-Build.

**b. Conflict of Interest Policy**

The District's Governing Board is charged with maintaining the highest level of ethical standards to ensure that decisions are made in the best interest of the District and the public, and also in accordance with all laws and regulations. To that end, the Board adopted Bylaw 9270 and its corresponding Appendix as a Conflict of Interest Code that incorporates all legal provisions. The purpose of this policy is to observe all state statutes regarding conflict of interest and to engage in District business activities in a manner that avoids conflicts of interest and/or the appearance of impropriety.

In addition, the District extends its code of ethics standards to all vendors who do business with the District. In the standard construction bidding requirements, contractors must provide a Non-Collusion Declaration with their bids. See Appendix Item 16 for a sample Non-Collusion Declaration.


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For professional service providers, the RFQ/RFP process includes a certification of conflict of interest.

#### c. Contract Templates

The District uses standardized contract document templates for all of their construction and professional services contracts. Any deviations from the approved contract templates requires approval by legal counsel.

District Legal Counsel will annually review the standard contract and amendment templates to implement any updates in regulatory requirements, as well as any recommendations that can strengthen the District's protections.

### 3. Construction

#### a. Project Controls Thresholds Guide

The Contracts Team has prepared a chart for use in determining the type of bidding process and required documents for the procurement of construction services at various contract value levels. These contract value amounts range from small to large, in accordance with CUPCCAA bid limits. The Project Controls Thresholds Guide for Construction Services can be found in the Appendix as Item 2.

#### b. Delivery Methods

There are several methods in which a building project is designed and constructed, each with its own considerations for cost, risk, and schedule. The types of project delivery methods in use by the District include:

##### i. Design-Bid-Build

This is the traditional method of delivering a construction project. There is a clear distinction between the design and construction phases of this building process. The architect is selected through an RFQ/P (Request for Qualifications and Proposal) process, and after the design documents are approved by the Division of the State Architect (DSA), the project is competitively bid. The Architect RFQ/P process is further described in Section III.B.4 Professional and Special Services Bidding, and the Design-Bid-Build contractor bidding process is further described in Section III.A.2.a Purchasing Bid Limits and CUPCCAA and Section III.B.2 Construction: Design-Bid-Build.


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One of the risks inherent in Design-Bid-Build projects is the potential for conflicts between the design documents and the constructability of the project. This almost always results in change orders that increase the cost of the project, potentially requiring a budget increase. In general, this process is best followed on more simple projects with smaller budgets that aren't subject to a strict schedule. A further discussion of the Design-Bid-Build construction process can be found in Section II.A.2.e Determine Project Delivery Method, Section II.A.4 Professional and Special Services Procurement, and Section II.B.2 Construction: Design-Bid-Build.

### ii. Design-Build

Under the Design-Build method, the architect and contractor work together as a team under one contract to deliver the project from start to finish. The Design-Build Entity (DBE), usually a partnership between an architect firm and a general contractor, is selected via an RFQ/P process that is further described in Section III.B.3 Construction: Design-Build.

This approach requires the owner to have determined the project requirements before design, and they can establish a firm maximum price for the project with a significant amount of cost control. A further discussion of the Design-Build construction process can be found in Section II.A.2.e Determine Project Delivery Method, Section II.A.3 Design-Build Projects, and Section II.B.1 Design-Build Management.

## c. Bid and Award

All contracts for construction, professional services, equipment, materials, and supplies that meet the state-mandated limits for competitive bidding must go through a public competitive selection. This selection process, which may be formal or informal, must be completed and thoroughly documented for presentation to the Board. Award of the contract to the selected vendor must be documented in the Minutes of the Board meeting.

The bidding process for each type of contract is described in more detail in Section III.A.2.a Purchasing Bid Limits and CUPCCAA and Section III.B Bidding.


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## 4. Professional and Special Services

Architectural and professional services providers are subject to a fair and competitive selection process, and special services providers may be as well. Responses to the District's Request for Qualifications (RFQ), followed by their Request for Proposals (RFP) are thoroughly reviewed and evaluated. The comprehensive evaluation of each firm's qualifications is thoroughly documented, and the selection of the designed firm is specifically justified.

All of this documentation reflecting the District's due diligence involved in selecting the service provider is to be retained in the project file. The process by which the vendor was determined must be thoroughly documented in the Board précis. Award of the contract to the selected vendor must be documented in the Minutes of the Board meeting.

The RFQ/P process for Architects, Professional and Special Service providers is described in more detail in Section III.B.4 Professional and Special Services Bidding.

There is an exemption to the competitive selection process for service providers. Without going to bid, Districts may contract with an entity to furnish "special services and advice" to the District in financial, economic, accounting, engineering, legal, or administrative matters. Any person so employed must be specially trained and experienced, and competent to perform those special services, as required by Government Code §53060. However, all "architectural and engineering services" as defined in Government Code §4529.10 must be procured pursuant to a fair, competitive selection process through a Request for Qualification / Proposal process.

### a. Proposal Approval Checklist

The Proposal Approval Checklist Form (PACF), attached in the Appendix as Item 1, is used to document procurement transactions for approval, with the exception of change orders and check requests. This form requires District staff to diligently track each step in the procurement review process, including the review of professional services, and ensures that all required relevant documentation is included in the procurement package.

The instructions for completing the PACF are as follows:

i. Enter the following information in the fields provided:

- Site Name
- Project Name


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- Fund: enter the funding source(s)
- Project Number: for Fund 21 Bond program only, first 3 digits are the Site Code, next 5 digits are the Project Number, final 2 digits are the Phase (ex: 16510170-00)
- Vendor: enter the vendor number. Refer to Vendor listing under FOC drive:\Munis Vendor Info\Munis Vendor Listing MM.DD.YY (ex: 12679)
- Vendor Name: same as above
- Vendor Contact: vendor contact person's name
- Email: vendor contact person's email address
- Phone Number: vendor contact person's phone number
- Department: Department requesting proposal
- Account Code: Project Account code (ex: 10170-1651017000-97456190-200XSPV)
- Amount: Proposal Amount
- Department / Project Manager Signature: Proposal Initiator's signature
- Date: Signature Date
- % of work by Fiscal Year: if the project will be completed beyond current fiscal year, then enter the % of work performed for each fiscal year (July 1-June 30). Otherwise, enter 100% on the current fiscal year.
- Complete items 1 through 7 on the form as applicable.

ii. Engineering Approver shall review and approve the project.

iii. Contract Approver shall review and approve if the proposal meets all requirements.

iv. Fiscal Approver shall review and approve if the project is within the board approved budget. Funding availability will be checked.

v. Munis contract / requisition is created and funding allocated, if available. If the funding is **NOT** available, only the Munis contract / requisition number is created. The requisition remains in **HOLD** status until the funding is available. Once funding is available, the Munis contract / requisition entry is completed.

vi. The Munis contract / requisition is released to electronic workflow approval once the executed contract, the PWC (if required) and the executed PACF are attached.

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### b. Professional Services Agreements

The District has created standard document templates for all Architectural and Professional Services contracts. The standard contracts are reviewed annually by legal counsel to ensure they incorporate any updates in regulatory requirements and offer the utmost protection for the District.

During the contract award process, any deviations from the standard contract terms and conditions requested by a professional services provider must be reviewed and approved by legal counsel.

The RFQ/RFP process for architects and other professional service providers is described in more detail in Section III.B.4 Professional and Special Services Bidding.

### c. Additional Services

From time to time, Professional Services contracts have to be amended, either because the scope or terms of services need revisions. In the cases where an amendment is required due to a change in staffing levels that increases cost, the District will review the increase and the individuals' qualifications against the cost of providing a District employee to perform that service. If there is no cost change, the District need only document the individuals' qualifications and District Approval. In any case, the District staff reviews and approves staffing levels and billing rates for every contract and amendment. Staffing levels are reviewed quarterly.

#### i. Add Service Review and Approval Process

The amendment process begins when the Director of Contracts or the Project Manager, as the case may be, receives a proposal from the service provider. After reviewing the proposal, a Proposal Approval Checklist Form (PACF) is prepared in the manner described in Section III.A.4.a Proposal Approval Checklist. A sample PACF is attached in the Appendix as Item 1.

The amendment requires review and approval from the entire Bond Controls Team (BCT). The package is first reviewed by Engineering, who approves the additional work for the project. Then, the package is routed to Contracts, who reviews and approves that the proposal meets all requirements. Lastly, Fiscal reviews and approves if the contract amendment amount is within the Board-approved budget. They also confirm funding


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availability on the account code in Munis and generate a budget transfer if necessary.

### ii. Staffing Level Increases to Existing Prof. Services Contracts

In the event that a professional services provider is requesting an add-service to increase staff above the levels approved in their existing contract, the Bond Controls Team (BCT) will evaluate such request against the department's staffing needs, which are reviewed quarterly. If the additional work cannot be performed by District staff, the BCT will prepare a Proposal Approval Checklist Form (PACF) for the add-service after thorough review of staffing levels and billing rates.

The firm requesting the increased staff will provide the same background information for each individual that was requested in the RFQ process, including:

- Statement of Qualifications (SOQ)
- Role
- Availability
- Hourly Rate

In the event that a professional services firm wishes to substitute staff members without incurring any additional cost, the senior representative will submit a request to the BCT with the name of the candidate, their qualifications, and the person or role being replaced. An email or other communication from the District that approves the substitution must be filed in the project file.

### iii. Add Service Documentation

The Proposal Approval Checklist Form (PACF) is attached to the amendment package and reviewed first by Engineering, who approves the additional work for the project, then by Contracts, who reviews and approves that the proposal meets all requirements. Finally, Fiscal reviews and approves if the contract amendment amount is within the Board-approved budget, in addition to confirming funding availability on the account code in Munis and generating a budget transfer as necessary.

### iv. Add Services over $50,000

The Contracts Team creates the Contract Amendment and prepares the Engineering Approval Table for Professional Services Contracts which provides a summary of all prior amendments to


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the vendor's contract for the Board to review. The Engineering Approval Table is attached in the Appendix as Item 10. The Contracts Team then summarizes the history and current changes to the vendor contract in the Board précis, including the Contract Amendment and Engineering Approval Table as attachments.

All documents are attached to the Proposal Approval Checklist Form (PACF), along with the proposal. The package is then reviewed by the Associate Superintendent of Operations, who adds the item to the Board Agenda. If the cumulative value of all amendments for the contract exceeds $50,000, then the item requires Board approval. However, if the cumulative value of all amendments is less than $50,000, then the item will be grouped with other similar amendments and presented to the Board as a ratification item within sixty (60) days, pursuant to Board Policy.

Once approved by the Board, the Contracts Team enters the amendment in Munis and attaches the executed PACF. After confirming that the vendor's insurance is still valid, the Contracts Team emails the agreement to the vendor.

When the signed agreement is received back from the vendor, the Contracts Team prepares the Professional Services Agreement Amendment Checklist (PACF), which is attached in the Appendix as Item 1, and creates a package that includes all relevant, required documents. The Contracts Approver reviews the package and signs the PACF to indicate review and approval of all required contract documents.

The package is then forwarded to the Associate Superintendent of Operations, who reviews and approves the contract amendment. The Contracts Team completes the process by emailing a fully executed copy of the Amendment to the vendor and filing the complete package of documents in the project record.

### 5. Goods and Material Purchases

The purchase of equipment, materials, and supplies is governed by PCC §20111, which requires that the District competitively bid any contract involving an expenditure over the public bidding threshold as determined annually by the State Superintendent for Public Instruction. For more information about the current bid limit threshold, please see Section III.A.2.a Purchasing Bid Limits and CUPCCAA. For more information about the competitive bidding process, please see Section III.B.1 General Bidding Guidelines.


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Exceptions to the competitive bidding requirements include the following:

**CMAS:** Ed Code §17595 and PCC §10299 provide that competitive bidding may be waived when purchasing materials, equipment, or supplies through the Department of General Services or utilizing its California Multiple Award Schedule (CMAS). California Multiple Award Schedules are supplier agreements based upon an existing Federal GSA or other approved multiple award contracts. CMAS offers a wide variety of commodity and information technology products at prices that have been assessed to be fair, reasonable, and competitive.

**Piggyback Bids**: PCC §20118 provides that competitive bidding may be waived by proper arrangement with another public agency to purchase or lease materials, supplies, equipment, vehicles, and other personal property where the purchasing agency has complied with its own applicable statutes. This is known as "piggybacking," and works by using the pricing from a "piggyback contract"—a contract held by another school district or public agency— in the absence of additional public bidding. The originating district must follow formal bid procedures and other piggyback procedures. Piggybacking reduces the cost of procurement and often provides lower prices than a single jurisdiction would be able to obtain. A piggyback contract generally cannot include any "public work". The piggybacking district must meet the bid requirements, including bonds, insurance, and new contract(s).

For purchases below the bid threshold, the District requires the department Project Manager (PM) to solicit three (3) written quotes. The PM completes the Proposal Approval Checklist Form (PACF), which is attached as Appendix Item 1 and referenced in Section III.A.4.a Purchasing Bid Limits and CUPCCAA above. The process continues in the same manner as described above through Section (vii).

### 6. Fraud Prevention

#### a. Controls

The District's Fraud Prevention policy is governed by Board Policy 3400. Board members, District employees, vendors, consultants, contractors, and all other parties who do business with the District are expected to act with integrity and due diligence in dealing with the District's assets and financial resources. The District has established internal controls to prevent and detect any irregularities or financial impropriety in its day to day business operations. These controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions. Detailed, written job descriptions explain the segregation of functions between employees.


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District staff are also provided continuous in-service training on the importance of fraud prevention.

In addition to these control methods, the District has established policies and procedures for all procurement activities that meet the requirements of Public Contract Code, the Department of Education Code, CUPCCAA and all other regulatory agencies. Through use of the Proposal Approval Checklist Form (PACF), as documented in Section III.A.4.a Proposal Approval Checklist, the District ensures that all procurement transactions are reviewed and approved by every member of the Bond Controls Team (BCT) before the transaction is finalized.

### b. Deviations

District employees are expected to be on alert for any indication of fraud, irregularity, or financial impropriety within their area of responsibility. Any incidences of known or potential wrongdoing that impact the District shall be immediately reported to the employee's supervisor and/or the Superintendent or designee. The District has also established a fraud hotline through WeTip, which is available 24/7 for employees and members of the Community to anonymously communicate any concerns. The Fraud Hotline phone number is **1-800-US FRAUD** and is featured on the District website at https://www.wccusd.net/Page/8140.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, law enforcement agencies, and/or other governmental entities as appropriate.

## B. Bidding

### 1. General Guidelines

Procurement of all goods and services by the District is conducted in accordance with the procedures set forth by the Board of Education, the California Public Contract Code (PCC), the California Education Code, and other applicable laws of the State of California and the District's internal control policies. Consistent with the California Public Contract Code, the District solicits Invitations to Bid, Requests for Proposals (RFP), Requests for Qualifications (RFQ), or other formal methods of procurement for contracts exceeding bid limits.


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### a. Purchasing Bid Limits and CUPCCAA

PCC §20111 requires school districts to competitively bid and award any contracts over a certain expenditure level, adjusted annually for inflation, to the lowest responsible bidder. Each year, the State Superintendent of Public Instruction will determine the bid threshold amount. For the year beginning January 1, 2020, the bid threshold amount was set at $95,200.

An exception to the bid threshold amounts listed above is provided in PCC §22000-22045 which state that a District may adopt the California Uniform Public Construction Cost Accounting Act (CUPCCAA) procedures. These rules effectively allow Districts that adopt them to increase the formal bid limits for their public projects. On May 20, 2009, the District's Board of Education passed Resolution #90-0809 to adopt CUPCCAA's alternative bidding procedures.

The Purchasing Bid Limit and CUPCCAA rules and regulations are explained in greater detail in Section III.A.2.a Purchasing Bid Limits and CUPCCAA.

### b. Project Controls Thresholds Guide

The Contract Administration Team uses a chart, which is known as the Project Controls Thresholds Guide or the Construction Services Contract Value Threshold chart, based on information supplied by the Engineering and Project Teams. This chart helps determine the bidding process and required documents for procurement of construction services at various contract value levels. These contract value amounts range from small to large, in accordance with CUPCCAA bid limits. The Project Controls Thresholds Guide can be found in the Appendix as Item 2.

The Bond Controls Team (BCT) determines the appropriate bidding method based on the estimated project cost. A Bid Coordination and Schedule Checklist, attached in the Appendix as Item 3, is sometimes completed for public works projects to help outline the bidding milestone dates.

## 2. Construction: Design-Bid-Build

Step-by-step workflow diagrams for the informal and formal bid processes are under review and will be included in the final Appendix. The procedures described below are summarized from those workflows and District contract documentation, which will govern in case of any discrepancy.


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### a. Project Labor Agreement

The District has had a Project Labor Agreement (PLA) in place since 2003. The purpose of a PLA is to establish the terms and conditions under which contractors who successfully bid on projects are expected to perform in order to complete the project in a safe, efficient and speedy manner. The agreement may include provisions to prevent any work stoppages, promote a harmonious work environment between labor and management, and ensure the payment of a Prevailing Wage rate. The District's PLA is attached in the Appendix as Item 10.

The PLA applies to all construction work, including demolition, site preparation, alteration and repair work, and any related change order work. Originally, the PLA applied to the projects listed on Attachment B to the agreement; however, there is a provision that allows the agreement to be extended to other projects. Contract documents for all bond-funded projects that cost $1 million or more include an extension of the PLA to each project.

The terms and conditions of the PLA have been incorporated into the District's Div. 00 and 01 Front-End Construction Documents to enforce consistent application of the agreement's provisions. The PLA Implementation Specification (Document 00 80 00) describes how the District's Labor Coordinator, Employer's Advocate at (925) 930-0014, will assist the District in implementing the PLA throughout the Bidding, Pre-Construction and Construction phases. In addition, the Labor Coordinator will manage all Program inquiries and issues, Contractor verification, monitoring and enforcement of Program policies.

### b. Local Capacity Building Program (LCBP)

The Board has expressed a strong desire to include local businesses in the planning and construction of Bond-funded programs. In fact, the Board stated the following as one of the purposes for entering into a PLA: "To the extent permitted by law, it is in the interest of the parties to this agreement to utilize resources available in the local area, including those provided by minority-owned, women-owned, small, disadvantaged and other businesses."

In order to provide economic opportunity for residents and businesses and stimulate local economic development, the District established a Local Capacity Building Program (LCBP). The intent was to further encourage and facilitate equal opportunities for local and small West Contra Costa County businesses who are interested in doing business


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with the District and working on Bond-funded projects. The goals of the LCBP included the following:

- Increase number of West Contra Costa County businesses participating in all aspects of the District's construction projects and construction-related professional services;
- Alleviate unemployment and underemployment of West Contra Costa County community residents;
- Increase participation of under-utilized local businesses, otherwise qualified to participate in District construction projects;

In July 2014, SB 854 eliminated the requirement to use the labor compliance programs and shifted the cost and responsibility from school districts to the Department of Industrial Relations (DIR). Due to the legislative changes and considerable cost-savings, the District discontinued the Labor Compliance Program in June 2017. In an effort to continue to collect local capacity hiring statistics for the Board, the District has shifted the reporting responsibility to the contractor, who is required to provide copies of all certified payroll to the DIR.

In addition to certified payroll, contractors are required through contract documentation to provide the District with local hiring participation reports. Document 00 80 00 of the Front-End Documents, which applies to enforcement of the PLA, requires the contractors to demonstrate good faith in hiring local workers. However, Union rules and practices may sometimes supersede those requirements.

To reaffirm their commitment to the local community, the District has also required a plan for local outreach, including trade contractors, as part of the procurement plan for Design-Build projects. The contract language in the District's construction contracts includes a requirement for local participation outreach and engagement.

Prospective bidders can always view, print, or download plans and specifications on the District's Planroom, located at: https://www.wccusdplanroom.com/. The District maintains a dedicated computer terminal at the Facilities Operations Center (FOC), located at 1400 Marina Way South, Richmond, California; prospective bidders are welcome to use this terminal to view and download all contract documents free of charge.

In addition, the District will continue to encourage local participation through direct vendor outreach and solicitation.


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### c. Contractor Prequalification

One of the mandatory provisions of CUPCCAA, as more fully described in Section III.A.2.a Procurement Purchasing Bid Limits and CUPCCAA and Section III.B.1.a Bidding Purchasing Bid Limits and CUPCCAA, is that the District must maintain a list of registered bidders for each calendar year. Each November, the District publishes a notice in various trade journals and publications, inviting all licensed contractors to submit information for inclusion on the District's annual list of qualified bidders. This notice requires contractors to provide the following information:

1. Company name
2. Contact name and mailing address
3. Contact phone number, fax number and email address
4. Type of work contractor is interested in performing
5. Type of work contractor is licensed to perform
6. Contractor's license class and number
7. Department of Industrial Relations (DIR) Registration Number

The CUPCCAA Contractor Registration Application and instructions for submission can be found on the District's website at: https://www.wccusd.net/Page/9049.

The District will publish and update their CUPCCAA list of qualified bidders on the District's website at: https://www.wccusd.net/Page/9049. A sample Prequalified Bidders List is attached in the Appendix as Item 4. The District may include any contractor's name it desires on the contractors list but must include, at minimum, all contractors who have properly provided the District with the required information either during the calendar year in which the list is valid, or during November or December of the prior year. This list will automatically include all contractors who submitted one or more bids to the District during the prior year. A contractor may have their firm added to the bidders list at any time by providing the required information.

In addition to the registration requirements of CUPCCAA described above, PCC §20111.6 requires mandatory prequalification of all general contractors and MEP subcontractors on construction contracts with a projected value of $1 million or more. This prequalification process applies to all electrical, mechanical and plumbing subcontractors with license types C4, C7, C10, C16, C20, C34, C36, C38, C42, C43, and C46.

For any project that meets this requirement, Documents 00 11 16 Invitation to Bid and 00 21 13 Instructions to Bidders describe the


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mandatory prequalification requirements for the project. Contractors must submit a Prequalification Questionnaire for Prospective Bidders prior to submitting a bid or proposal on the project. This form can be found on the District's website at: https://www.wccusd.net/Page/9049.

Contractors must complete the application and submit it to the District at least ten (10) business days prior to the bid opening date. The District will publish in the final Addendum the list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors who are eligible to bid at least five (5) days prior to bid opening. Prequalification will place contractors on the District's Qualified Bidders list for a period of one calendar year.

Firms that are already prequalified with the District may renew their prequalification for an additional year by completing the Prequalification Questionnaire for Currently Prequalified Firms. Firms may renew annually for two (2) years; however, the renewal form may not be used if a firm originally prequalified more than three (3) years prior to the date of renewal. The District reserves the right to revoke, suspend, or rescind a contractor's prequalification status due to a change in status or the failure to update information.

**d. Front End Documents (Division 00 and 01)**

The Project Manual that is produced by the Architect includes the administrative, organizational, performance, and payment requirements from Division 00 and 01, which are known as the Front-End Documents. The rest of the manual contains a detailed description of the project scope in the Specifications Section. The District uses standard Division 00 and 01 documents, approved by Legal Counsel, for all projects. In general, Division 00 covers bidding requirements, and Division 01 covers the rules by which the project is expected to be managed.

Section 00 11 16 of the Front-End Documents includes the Invitation to Bid, which is the public notice that calls for bids from prequalified contractors. The Invitation to Bid is published in its entirety in a local newspaper of general circulation in the District (or the County, if there is no more local paper) at least once a week for two (2) weeks. Per PCC Section 20112, the published notice must state the scope of work to be done or materials or supplies to be furnished, and the time and place where bids will be opened. The Invitation to Bid includes this required information, as well as:

- Prequalification Requirements


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- Bid Security Requirements
- Pre-Bid Conference Requirements
- Basis for Award

Section 00 21 13 of the Front-End Documents includes Instruction to Bidders, containing all of the documents, forms and information required for consideration of a bid. This document describes what is required of bidders, requirements for a successful bid and how to submit it, how to ask questions about the contract documents, how the lowest responsive, responsible bidder will be determined, how the contract will be awarded, how a bidder may submit a bid protest, and the bidder's responsibility.

### e. Bidding Schedule

The District maintains a schedule of all upcoming public bidding opportunities on their website at https://www.wccusd.net/Page/9048. The schedule includes dates for each of the following:

- Drawing Availability
- First Bid Advertisement
- Second Bid Advertisement (one week later)
- Job Walk/s (one week apart if more than one)
- Final Addenda (published at least 72 hours prior to Bid Date)
- Bid Date

A sample Bid Schedule is attached in the Appendix as Item 5.

### f. Bid Advertisement

The Invitation to Bidders is published in a generally circulated newspaper once a week for two (2) weeks, approximately five (5) weeks prior to the designated Bid Date. This notice includes the scope of work to be done, or materials or supplies to be furnished, the dates of one or more job walks, and the time and place bids will be opened.

#### i. Proof of Publishing

Proof of publication of the Invitation to Bid must be retained in the central program bidding files as part of the complete bid package and filed in the project file.

### g. Pre-Bid Job Walk/Meeting

Depending on the scope and anticipated cost of the project, the District may choose to offer one or more Pre-Bid Conferences or Job Walks for bidders. The District may also determine that attendance at one of the


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meetings is mandatory for potential bidders. Attendees will be required to sign in on a Job Walk Attendance form which will constitute proof of attendance.

### h. RFIs for Clarification

If potential bidders have any questions about anything specific in the Contract Documents prior to bidding, they are required to submit the Pre Bid RFI Form, attached as Appendix Item 6, to the District's dedicated procurement email address: facilities_procurement@wccusd.net. The District will issue any interpretations or clarifications deemed necessary in writing as Addenda to all parties recorded by the District as having received the Contract Documents. Questions received less than seven (7) calendar days prior to the date for opening Bids may not be answered. Any other requests for clarification or questions will not be considered.

### i. Materials/Product Substitutions

The District maintains a list of Standard Materials and Products for use in constructing and maintaining their facilities. The list can be found on the District's website at: https://www.wccusd.net/site/handlers/filedownload.ashx?moduleinstanceid=13545&dataid=20440&FileName=Material%20and%20Product%20Standards.pdf.

The Contract Documents (or the Addenda) will specify all products and systems to be used in the construction of the project. Potential bidders may use the Product Substitution Request Form, to request a substitution at least seven (7) days prior to the bid date. Such requests must include all required documentation and show sufficient cause for the requested substitution, or they will be rejected. The Product Substitution Request Form is attached in the Appendix as Item 7.

All approved substitutions will be listed in the Addenda. Any rejection of a substitution request prior to the bid opening shall be conclusive, requiring Bidders to list only approved items. A bid shall be deemed non-responsive if it lists a product or manufacturer of a substitution that is not approved.

After Bid Award, the contractor may provide an equal to materials or products specified in the contract documents. However, pursuant to PCC 4300, specifications may be designated by brand or trade name if the Board has made a finding based on the following:

1. To conduct a field test or experiment of the product;


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2. To match existing products in use on the particular facility;
3. To respond to an emergency;
4. To obtain a product that is only available from one source.

Sole-Source items are materials and products that must be manufactured by a single source to ensure safe, practical, and efficient construction as well as maintenance operations over the useful life of the facilities. On March 29, 2017, the Board passed Resolution # 69-1617, which designated specific materials and products for use on public works projects. A copy of the Resolution can be found on the District website at: https://www.wccusd.net/site/handlers/filedownload.ashx?moduleinstanceid=13545&dataid=20631&FileName=Resolution%2045-1516.pdf

**j. Addenda**

After publication of the Project Manual, any modifications to parts of the Contract Documents, clarifications, or additional information will be communicated to potential bidders through the issuance of Addenda by the District. Bidders must acknowledge each Addendum in its Bid Form by number or the Bid may be considered non-responsive. Each Addendum shall be part of the Contract Documents and will be issued no later than seventy-two (72) hours prior to the Bid Date. A complete listing of Addenda for each Bid may be obtained from the District.

**k. Bid Day**

The date and time of the Bid Opening will be stated on the Invitation to Bid. Each Bidder shall ensure that the Bid:

- Is sealed and marked with name and address of the Bidder, the Project name and number, the bid number and bid package (if applicable), and the date for opening bids;
- Contains all documents as required therein; and
- Is submitted by the date and time shown in the Invitation to Bid

Sealed Bids will be received until the stated time at the Reception Desk located at the District's Facilities Operations Center, 1400 Marina Way South, Richmond, California. At or after that time, the Contracts Team will open the bids and read them aloud publicly. Any bid that is submitted after this time shall be non-responsive and returned to the bidder.

Bidders must supply all information required by each Bid Document. Bids must be full and complete. Bidders must complete and submit all of the


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following documents:

- Bid Form: Bidders must submit their signed Bid Form and include an acknowledgement. Their Bid Price must be broken down and explained clearly in both alphanumeric and narrative form.
- Bid Bond or Other Security: Bidders must submit their Bid Form with cash, a cashier's check or a certified check payable to District, or a bid bond by an admitted surety insurer of not less than ten percent (10%) of their base Bid amount, including all additive alternates.
- Designated Subcontractors List: Bidders must submit with the Bid the Designated Subcontractors List for those subcontractors who will perform any portion of Work, including labor, rendering of service, or specially fabricating and installing a portion of the Work or improvement according to detailed drawings contained in the plans and specifications, in excess of one half of one percent (0.5%) of total Bid.
- Non-Collusion Declaration: Bidders shall submit the Non-Collusion Declaration as part of their Bids.

After Bids are submitted, the Contracts Team will review the DIR Registration and Contractor's License of the General Contractor and all listed Subcontractors, as well as the Prequalification Status of the General Contractor. The Contracts Team uses the Internal Tally Sheet, attached as Appendix Item 8, to track all of this information.

Additional sheets required to fully respond to requested information are permissible. Bidders shall not modify the Bid Form or qualify their Bids. Bidders shall not submit scanned, re-typed, word-processed, or otherwise recreated versions of the Bid Form or other District-provided documents.

The Board will award the bid to the lowest responsive, responsible bidder. Any bids that do not comply with all statutory requirements or do not include all documentation required in the Invitation to Bid and the material requirements of the specifications will be deemed "non-responsive" and must be rejected. Incomplete, inaccurate, or untrue responses or information provided by a Bidder in the Bid Proposal or any document accompanying the Bid Proposal shall be grounds for the District to reject such Bid as non-responsive. The District reserves the right in its sole discretion to reject any Bid as non-responsive as a result of any error or omission in the Bid.

Any claim by a Bidder of an error in their bid must be made in compliance


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with PCC §5100.

The Contracts Team will review all bids for responsiveness and completeness to determine the lowest responsive, responsible Bidder and the next two (2) lowest bidders. These three bids will be listed on the External Tally Sheet (Appendix Item 9). The Contracts Team will post the bid results, External Tally Sheet, and full bid package of the apparent low bidder on the website here: https://www.wccusd.net/Page/11710. **Posting these documents starts the bid protest period.** Lastly, the Contracts Team will email the Subcontractor List from the three (3) lowest bidders to all contractors who sign up to receive that information during the Bid Opening.

## l. Protests

Pursuant to Board Policy AR 3311, a bidder may protest a bid award if they believe that the award was inconsistent with Board policy, the bid's specifications, or was not in compliance with law. A bid protest by any Bidder regarding any other bid on a project must be submitted in writing to the District, before 5:00 p.m. of the fifth (5th) Business Day following the Notice of Bid Award. The protest must contain a complete statement of any and all bases for the protest, referring to the specific portions of all documents that form the bases for the protest. Further details can be found in Section 23 of the Instructions to Bidders Document 00 21 13.

The District reserves the right to reject any or all bids, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced, or conditional bids, to re-bid, and to reject the bid of any bidder if District believes that it would not be in the best interest of the District to make an award to that bidder. The District also reserves the right to waive inconsequential deviations not involving price, time, or changes in the Work.

The Superintendent or designee shall review the documents submitted with the bidder's protest and render a decision in writing within thirty (30) working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem. The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the protest. The Board's decision shall be final.

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### m. Board Authorization

At the conclusion of the Bid Protest Period, the Contracts Team will prepare a Proposal Approval Checklist Form (PACF) for the contract to the lowest responsive, responsible bidder and forward it to the Bond Controls Team for review and approval. A copy of the PACF is attached in the Appendix as Item 1.

The package is then returned to the Contracts Team, who will prepare a draft of the Board précis which will completely document the bidding process and the selection of the lowest, responsive, responsible bidder, as well as a draft of the Notice of Award. The Board précis is then routed for review and approval to the Bond Controls Team. The Contracts Approver will finalize the Board précis and forward the document, along with the appropriate backup documents, to the Associate Superintendent of Operations (ASO) for review and inclusion on the Board Agenda.

The selection of the contractor will be specifically stated in the Board minutes.

### n. Notice of Award

The Notice of Award (NOA) is Document 00 51 00 of the Front-End Documents and attached in the Appendix as Item 17. This document is issued to the selected contractor as confirmation that the contract was awarded by the Board, the Superintendent, or the Superintendent's designee and confirms the contract price. The Contracts Team prepares the Notice of Award.

The Assistant Superintendent of Operations will sign and date the NOA. The Contracts Team then emails the NOA and Contract Documents to the contractor, which begins the seven (7) calendar day period in which all of the following documentation must be provided:

- Agreement (two copies)
- Escrow of Bid Documentation
- Performance Bond
- Payment Bond
- Insurance Certificates and Endorsements
- Workers' Compensation Certification
- Prevailing Wage and Related Labor Requirements Certification
- Disabled Veterans' Business Enterprise Participation Certification


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- Drug-Free Workplace Certification
- Tobacco-Free Environment Certification
- Hazardous Materials Certification
- Lead-Based Materials Certification
- Imported Materials Certification
- Criminal Background Investigation/Fingerprinting Certification
- Roofing Contract Financial Interest Certification
- Apprenticeship Resolution Compliance Certification
- Iran Contracting Act Certification
- Tuberculosis Clearance Certification
- W-9 Form

**o. Notice to Proceed**

When all of the contract documents have been received and signed by all parties, and the contract has been entered in Munis, the Contracts Team will prepare the Notice to Proceed (NTP) for signature by the Assistant Superintendent of Operations (ASO). The NTP is included in the Front-End Documents as Document 00 55 00 and attached in the Appendix as Item 18.

The Contracts Team will email the executed copy of the Contract Document, the NTP, and the Department of Industrial Relations (DIR) number for the project to the contractor. The NTP will establish the contract Commencement Date as well as the date for required Project Completion. The contractor has ten (10) calendar days following the date of the NTP to provide the following documentation:

- Contractor's preliminary schedule of construction;
- Contractor's preliminary schedule of submittals, including Shop Drawings, Product Data, and Samples submittals;
- Contractor's preliminary schedule of values for all of the Work;
- Contractor's preliminary Contractor's Safety Plan specifically adapted for the Project;
- A complete Subcontractors list, including the name, address, telephone number, facsimile number, California State Contractor's License number, classification, and monetary value of all Subcontracts.


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### 3. Construction: Design-Build

As described in Section III.A.3.b.ii Design-Build Procurement, the Design-Bid delivery method is a collaboration between the architect and builder, which are collectively known as the Design-Build Entity (DBE). The Design-Build contract covers the project from design through construction and closeout. Pursuant to Ed Code 17250.1-.55, the design-build procurement process requires a Request for Qualifications (RFQ) / Request for Proposals (RFP) procedure.

#### a. RFQ/RFP Process for Selection of Design-Build Entity

The Request for Qualifications (RFQ) process is slightly different with Design-Build Entities (DBEs) because of the nature of the contracts. Prospective DBEs are required to complete a Prequalification Questionnaire as well as a Statement of Qualifications (SOQ), which will be evaluated if the DBE meets the minimum requirements based on the Questionnaire.

As with other RFQ processes, the Contracts Team will publish a Request for Qualifications (RFQ) and manage any questions or requests for clarifications from prospective respondents. Any addenda will be published at least seventy-two (72) hours prior to the date that the RFQ package is due. The Contracts Team will also conduct a prequalification conference with the Project Team, if necessary.

After the RFQ due date, the Contracts Team will review the Prequalification Questionnaires together with the Project Team and award points based on the Prequalification Scoring Guide at the end of the Questionnaire. The Contracts Team will confirm the DIR registration of the DBEs, and the scores will be ranked on a tally sheet. Only those DBEs who meet the District's minimum score on the Questionnaire will proceed to the next step. The Project Team will evaluate the SOQs of the DBEs next and rank them on the tally sheet. The District may conduct interviews with any or all of the respondents, as necessary. At the end of this process, only those DBEs who meet the District's minimum requirements, and whose DIR registration is confirmed, will be invited to submit proposals for the project. The Contracts Team will notify all respondents of their prequalification status.

When the District's requirements for the Design-Build project have been finalized, the Contracts Team will publish the Request for Proposals (RFP) to the prequalified DBEs. During the pre-proposal period, the Contracts Team will manage any questions or requests for clarification. The Project Team will participate in a pre-proposal conference as necessary.


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When the submittals have been received, the Contracts Team and the Project Team will evaluate the responses for thoroughness and completeness. The Project Team may also conduct interviews with any or all respondents as necessary. After an exhaustive review process, the Team will rank the DBEs and select a primary entity and a back-up entity in case the District is unable to successfully negotiate a contract with the selected DBE. The Contracts Team will notify all respondents of the chosen firm.

A workflow of the RFQ/RFP process for Design-Build contracts will be included in the final Appendix.

### b. Design-Build Contract

As with all other types of agreements, the District uses a standard template for Design-Build contracts. The District includes a copy of the standard contract in the RFP package that is distributed to prequalified Design-Build Entities (DBEs), who must describe any desired modifications to the terms in their RFP submittal. Any deviations from the standard contract template, whether requested in the RFP submittal or during contract negotiations with the selected DBE, must be reviewed and approved by the District's Legal Counsel.

When the Design-Build contract has been finalized and approved with the selected DBE, the Associate Superintendent's confidential secretary will prepare a Proposal Approval Checklist Form (PACF), a copy of which is included in the Appendix as Item 1, with all appropriate backup. After the PACF receives Contracts approval, it is routed to Engineering for review and approval, and then to Fiscal, where the available funding and budget strings are confirmed prior to approval.

The package is then returned to the Contracts Team, who will prepare the précis for Board approval. The entire package then goes to the Associate Superintendent of Operations (ASO), who will review and approve the documentation before scheduling the contract award on the agenda for the next Board meeting.

After Board approval, the Contracts Team will draft the Notice of Award (NOA) for signature by the ASO. The Contracts Team will then email the NOA and contract to the selected DBE. Upon return receipt of the signed contract, the Contracts Team will fill out the contract checklist to confirm that all required documentation is received. When the package is complete, the Contracts Team will submit the package to the Contracts


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Approver for review and approval. Lastly, the ASO will review the checklist and approve the contract.

When the contract has been created, released, and posted in Munis, the Contracts Team will mail an executed copy of the contract, a Notice to Proceed (NTP), and the project's DIR number to the selected firm. All procurement documentation related to the RFQ/RFP process must be filed in the central program files as well as the project files.

### 4. Professional and Special Services

Board Policy 3600 authorizes the use of consultants to provide professional advice or specialized technical services which aren't needed on a continual basis and can't be provided by staff due to limitations of time, experience, or knowledge. Such individuals, firms, or organizations may, as consultants, assist staff with decisions and/or project development related to financial, economic, accounting, legal, administrative, or other matters.

Government Code §53060 states that school districts and other public entities may contract with persons or firms who provide "special services and advice" to the District in financial, economic, engineering, accounting, legal, or administrative matters without going to bid. Any person so employed must be specially trained, experienced, and competent to perform the special services required. In addition, PCC §20111 (c) exempts from the public bidding requirement any professional services otherwise exempt from this section.

However, Government Code §4529.10 states that architectural and engineering services related to construction work do require a fair, competitive selection process. School districts generally comply with these requirements by using a Request for Qualifications (RFQ) process, followed by a Request for Proposals (RFP) process, described below. A discussion of the RFQ/RFP Process for Professional Services will be included in the final Appendix.

#### a. Request for Qualifications

The Contracts Team will prepare a Request for Qualifications (RFQ) to solicit credentials from a pool of service providers. The Contracts Team will publish the RFQ and manage the Request for Information (RFI) process during the period before Statements of Qualification (SOQs) are due. In response to any questions or clarifications, the Contracts Team will issue Addenda no later than seventy-two (72) hours before due date. The Contracts Team may schedule a pre-proposal meeting if necessary.


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The RFQ will describe the services to be performed and the minimum qualifications required for consideration. The Statement of Qualifications (SOQ) submission package will include some or all of the following:

- Statement of Qualifications (SOQ): Description of activities and offices in California, including locations, employees, and a summary of firm's services.
- Professional Team: Identify the individual who will be the senior representative; discuss availability and summary of qualifications. Identify other individuals and support staff; note location and describe each person's role.
- Approach: Describe approach to performing services in detail.
- Key Considerations: Discuss any unique factors related to firm or strategy, and any challenges or issues that the District should consider.
- Financial Position
- Distinguishing Characteristics: How is your firm different from others? Summarize any points the District should take into consideration.
- Recent School District Experience: Select two (2) to four (4) recent and/or long-term assignments with school districts, including project type, delivery method, construction cost, and any other relevant information.
- Fee: Basis on which fee is determined, although the RFP process may request fee proposals to be submitted in a separate submission.
- References
- Legal Questions: conflict of interest statement, compliance statements, any bankruptcy or OSHA violation history, etc.

District staff will evaluate all SOQ packages for the following:

- Demonstrated understanding and responsiveness of RFQs.
- Qualifications and experience of persons named in SOQ.
- Financial strength and demonstrated commitment.
- References

The Contracts Team may request an interview or additional information from any firm prior to making any selection. District staff will evaluate SOQs using a set of uniform criteria to determine the firms that are well-qualified to perform the services on future projects at school sites throughout the District. District staff may select any firms that meet their

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needs; fees are not the sole factor. All qualified firms or individuals shall be accorded equal opportunity for consultant contracts regardless of race, color, gender, national or ethnic origin, age, or disability.

The District may solicit SOQs from additional firms from time to time to include with the pool of prequalified firms. Any and all SOQs can be rejected if they are conditional or incomplete, or if there are any alterations or irregularities in the submission. In addition, the District may choose to reject any SOQ that it finds to be misleading or false.

The District will make a recommendation to the Board to designate the chosen firms as prequalified for their respective types of services; however, this does not constitute a specific project award. This action merely creates a pool of prequalified firms to receive future requests for proposals as the need for performance of the services arise.

When the final pool of qualified service providers has been determined, the Contracts Team will email the list to all those who submitted RFQs. This pool of service providers will then be eligible to participate in Requests for Proposals (RFP) for future services. The District will issue RFPs for Professional Services only to prequalified consultants as needed, and on a project-by-project basis. To that end, as a good business practice, the District maintains lists of prequalified architects, engineers, inspectors, testing services, etc. for a range of project sizes.

A discussion of the Request for Qualifications (RFQ) Process will be included in the final Appendix.

**b. Request for Proposals (RFP)**

Once the pool of qualified professional service providers has been established, the District may issue a Request for Proposals (RFP) for a specific scope of work. The main purpose of the RFP process is to allow for a comprehensive and competitive analysis of each qualified candidate based primarily on pricing considerations.

The Contracts Team will publish the RFP only to the professional service providers who prequalified in the RFQ process. A discussion of the RFP Process will be included in the final Appendix. In general, the RFP will include general information describing the project and/or the scope of services as well as a list of required information to be submitted in the proposal, including but not limited to:


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- Letter of Interest: Brief statement of the firm's experiences, personnel, subconsultants, and what makes the firm a good fit to work with the District.
- Table of Contents
- Executive Summary: Outline of the firms' approach in providing the services and a brief summary of qualifications.
- Proposed Personnel: Key personnel who will provide the services. A definition of each individual's role and responsibilities, along with an outline of their experience.
- Narration of Services Offered by Firm:
    - Detailed Statement of Services
    - Proposed Schedule: Start/End and Duration
    - Firm Information:
        - History, Legal Entity
        - Philosophy of Work
        - Financial Resources and Insurance Coverage
        - Any Legal Claims
        - Letters of Reference
        - Commitment to Professional Staff Development
        - Total Number of Permanent Staff
    - Prior Relevant Experience: All Education clients for whom firm has provided similar services in the past five (5) years.
- Additional data related to firm's proposal
- Firm's current work commitments
- Compensation: Proposed fee for performance of services, as well as breakdown and explanation of the basis of the fee for each of the required tasks. Provide a current fee schedule for the types of services that the firm offers, along with any variations that the District may expect. Include any prospective markups on subconsultant fees and all other costs, fees, or charges anticipated to be part of the price to complete the services.

The RFP includes the standard form of Professional Services Agreement. The prospective firm must include in their response any comments or objections to the form. Any deviations from the template requested by the prospective consultant are reviewed by the Legal Department prior to entering into contract negotiations.

The Contracts Team will manage all clarifications and inquiries and will publish any addenda no later than seventy-two (72) hours prior to the


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RFP due date. If necessary, the Contracts Approver will conduct a pre-proposal meeting.

District staff will open the proposals and review them for responsiveness and completeness. The Contracts Team may choose to interview some or all of the firms that submit proposals. Selection of one or more firms to perform the requested services will be based on an evaluation of qualifications and demonstrated competence, as well as a competitive analysis of pricing. The results will be emailed by the Contracts Team to those who submitted proposals.

Any protests to the RFP process must be submitted in writing to the District by the end of the third day following the date of notification that a firm has been selected. The Protest Statement must refer to specific portions of any documents that form the basis for the Protest, as well as any other points of reference. The name, address, and phone number of the person representing the protesting party must also be included. The protesting party must concurrently transmit a copy of the Protest and any attachments to all of the parties with a financial interest in the outcome of the Protest and all other firms who proposed or appear to have a reasonable prospect of receiving an award.

The District reserves the right to contract with any firm (or not to contract with any firm, as the case may be) responding to the RFP for all or any portion of the desired services, or to reject any proposal as non-responsive. The District makes no representation that participation in the RFQ/RFP process will lead to an award of any contract whatsoever.

Following the protest period, the Contracts Team will prepare a Board précis recommending the successful firm(s) to the Board for approval. This précis will include a description of the RFP process followed by the prequalified firms, the evaluation criteria by which the successful firm was selected, and the contract price for the desired services.

All documentation related to the procurement, evaluation, and selection of contract awards for professional services must be retained in the Bond Program's centralized filing system in accordance with District policy and all state laws and regulations. This includes the solicitation, all proposals received, and an overall proposal tally. In addition, the proposal and selection criteria for the consultant to whom the contract was awarded must be filed in the project file.

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### c. Request for Qualifications and Proposals (RFQ/P)

When the District has a need for a defined scope of specialized services or has a short timeframe in which to procure those services, they may issue a Request for Proposals and Qualifications (RFQ/P), in which the respondent's qualifications and proposal are requested at the same time. The qualification requirements are similar to those required in the RFQ described above (Section III.B.4.a Request for Qualifications), and the pricing and proposed cost statements are similar to those required in the RFP described above (Section III.B.4.b Request for Proposals). The RFQ/P also includes the form of contract for review. The rest of the process is the same as for RFPs above. A discussion of the RFQ/P document will be included in the final Appendix.

### d. Design and Architectural Services

Per Government Code §4529.10, architectural and engineering services must be procured pursuant to a fair, competitive selection process through a Request for Qualifications (RFQ) / Request for Proposals (RFP) process, such as the one described above in the sections about Requests for Qualifications (RFQ) and Requests for Proposals (RFP), above.

#### i. Pre-Qualified Architects

The District will periodically issue an RFQ for Architectural Services in order to keep the pool of prequalified architects current. The District may also solicit Statements of Qualifications (SOQ) through an RFQ/RFP process such as the one described above from additional firms from time to time to add to the pool. Prequalified architects and engineers are grouped into tiers of project size based on their individual capabilities as determined by the District during the evaluation process.

#### ii. OPSC Fee Schedule

Requests for Proposals (RFPs) for Design Services require architecture firms to submit their proposals using the OPSC fee schedule as a basis for their fees. For any subconsultants who will be providing specialty services that may not fit within the OPSC fee schedule, the firms must include the basis for their fee structure so that it can be analyzed along with the firm's qualifications.

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All of the rest of the provisions of the RFQ and RFP processes listed above are applicable in the procurement, evaluation, selection and Board approval of architects and engineers.

#### iii. Architectural Standard Contract

As stated in Section III.A.2.c Contract Templates, the District maintains standard contract templates for all professional services, including architectural services. The template is reviewed annually by the Legal Department to ensure that all current state laws and regulations are incorporated, as well as any revisions that may be in the District's best interests. During the contract negotiation process with any prospective architecture firms, any deviations from the standard contract language will be reviewed and approved by the Legal Department prior to approval by the Board.

### e. Inspector of Record (IOR)

The Inspector of Record (IOR) is also a professional service provider that must go through an RFQ / RFP evaluation and selection process, as described above. The District will also maintain a pool of prequalified IORs who are eligible to bid on specific projects as they come up.

#### i. IOR Standard Contract

As stated in Section III.A.2.c Contract Templates, the District maintains standard contract templates for all professional services, including Inspector of Record (IOR). The template is reviewed annually by the Legal Department to ensure that all current state laws and regulations are incorporated, as well as any revisions that may be in the District's best interests. During the contract negotiation process with any prospective IOR firms, any deviations from the standard contract language will be reviewed and approved by the Legal Department prior to approval by the Board.

## 5. Contracts Exempt from Competitive Bidding

### a. Public Contract Code §10298 et. Seq – CMAS

Education Code §17595 and PCC §10298 provide that competitive bidding may be waived when purchasing materials, equipment, or supplies through the Department of General Services or utilizing its California Multiple Award Schedule (CMAS). CMAS contracts are supplier


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agreements based upon existing Federal GSA or other approved multiple award contracts, offering a wide variety of commodity and information technology products at prices that have been assessed to be fair, reasonable, and competitive.

The District will use CMAS contracts in cases where District staff has determined this to be the most cost-effective method of procurement. As authorized under PCC 10298, the District is not subject to a maximum order limit on CMAS; the regulation does not require that the District set such limits for using CMAS.

## C. Board Authorization

Board Policy AR3300 describes how the Board will oversee the District's purchase of goods and services to ensure that maximum value is received for money spent by the District and that records are kept in accordance with the law. The Board authorizes the Superintendent and designees to sign purchase orders and contracts of the District that are duly authorized (awarded) by the Board. The difference between ratification and authorization procedures is described below.

### 1. Ratification

The Superintendent and their designees, as agents for the Board, have been delegated a certain level of approval authority, up to which they authorized to enter into contracts or agreements. When those transactions are reported to the Board for ratification, they are confirmed to be legally binding under Board Policy. Ratification items are often grouped for convenience in the Board précis, and they are added to the Board Agenda as Consent Items.

### 2. Authorization

For any transaction that exceeds the Superintendent's delegated approval authority, the Board must:

- acknowledge that the transaction meets the needs of the District;
- indicate agreement with the proposal; and
- express approval for the procurement of the goods or services.

In this case, the Superintendent or designee will prepare a Board précis summarizing the item to be procured and the process by which the recommended item was selected. Each authorization item is added to the Board Agenda as a Consent Item.


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### 3. Professional and Special Services

The Superintendent and designees have delegated approval authority to execute Professional and Special Services agreements up to $50,000 which would only require Board ratification. All agreements over $50,000 must be awarded by the Board.

In the case of an Amendment to a Professional or Special Services agreement, if the original contract amount plus the amendment amount exceeds $50,000, then the item requires Board Authorization. However, if the total amount is less than $50,000, then the item can be grouped with other similar items for Board Ratification. Add-Service Amendments for Board Ratification are submitted every 60 days pursuant to Board Policy and Administrative Regulation 3300.

A sample Professional Services Ratification Board précis (also known as the Engineering Approval Table) is attached in the Appendix as Item 10.

### 4. Construction

The Superintendent's delegated approval authority for approving construction contracts follows the CUPCCAA bid limits established under PCC §22000-22045 and described in Section III.A.2.a Purchasing Bid Limits and CUPCCAA.

#### a. Contracts Under $60,000

All negotiated contracts up to $60,000 will be grouped together with other similar items for Board Ratification and submitted every sixty (60) days. A sample Board précis listing CUPCCAA contracts for ratification is attached in the Appendix as Item 11.

#### b. Contracts Over $60,000

All informal and formal bids exceeding $60,000 require Board Approval on an individual basis. The Board précis will list all bids by bidder with their respective amounts, and identify the lowest responsive, responsible bidder to whom the contract should be awarded.

#### c. Change Orders

Change orders to existing approved construction contracts that do not exceed 10% (cumulative) of the original contract value may be submitted as a ratification item. A sample Board ratification précis listing a summary of Change Orders with their respective cumulative change percentages is attached in the Appendix as Item 12. Change orders that in the aggregate exceed 10% of the original contract value or $250,000


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require Board approval and a different précis, attached as Appendix Item 13.

#### 5. Goods and Material Purchases

The Superintendent's delegated approval authority for approving the purchases of goods and materials follows bid limits set by PCC §20111, as modified annually, and described in Section III.A.2.a Purchasing Bid Limits and CUPCCAA. All purchases under the bid limit may be authorized by the Superintendent and grouped monthly into a Board précis for ratification. Any purchases in an amount that require procurement under a competitive bidding process must be submitted to the Board for award.

### D. Document Control

The purpose of a Document Control System is to define which project-specific documents and information in various media and/or formats shall be categorized, filed, and maintained for easy retrieval throughout the life of the project. To ensure that projects are managed in an efficient, quality-conscious, and timely manner, all project-related documents must be easily identified, tracked, retrieved, and retained. Actions, Next Steps, and Approvals need to be tracked and logged in a clear, transparent, and accountable manner.

In addition to providing a complete record of the project, documentation must be retained and indexed for ease of locating specific information. In the event these Document Control provisions conflict with the project-specific construction contract documents, the provisions of the contract documents shall govern.

#### 1. Centralized Filing System

The Facility Operations Center (FOC) is the central repository for Project documents and is responsible for compliance with regulations requiring maintenance and access of project records and documentation relating to the expenditure of public funds. These records are part of the documentation required by law for permanent retention, potential audits and/or future litigation. The Facilities Procurement Group provides overall responsibility to the District to maintain the project archive files and electronic backup archives and provide digital flash drives for reference as required.

##### a. Project Files

The document control system tracks and organizes all documentation related to a specific Project. Immediately following the Contract Award for each project, the Contracts Team will create a complete set of indexed file folders in the District's File Room. At the same time, the Contracts Team will duplicate the file folder structure in the online


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project folder structure on the District's Home Drive.

Project files for documents generated during construction will be set up per the File Index and maintained by the Construction Manager (CM) at the designated project site location or Bond Program office. The CM (or designated administrative staff) shall be responsible for determining the appropriate file index section for all documents, assigning file index numbers, and maintaining "hard copies" of the original documents or materials / media (or a duplicate / copy) in the project files. The CM or designated staff shall assign document control coding to each document, identifying the:

- Project Name
- Project Number

In addition, it is the CM's responsibility to ensure that all documents not otherwise captured in Colbi Docs, as described below, are filed on the District's Home Drive. The electronic document's name will follow the District's electronic document naming protocol, as follows*: Contract Number, Vendor Name, Location, Document Subject.*

### b. Program Files

The Facility Operations Center (FOC) is also the central repository for all Program-related documents, which are required by law to be retained for permanent retention, potential audits, and/or future litigation. This includes all documentation related to managing the Program in general, including all bidding and procurement activities, whether specific to a project or not.

In addition, all project files containing documents generated prior to construction, during planning, design, and procurement will be maintained at the Bond Program office by the Facilities Procurement Group. This includes all documentation related to the RFQ and RFP processes for Architects and other Professional Services providers, as well as the Prequalification processes for all contractors interested in bidding on District projects.

## 2. District Planholder

Contract documents for all bids will be made available to bidders through BPXpress, 4903 Central Avenue, Richmond, California, or they may be purchased from the District Facilities Office, 1400 Marina Way South, Richmond, California. The District will confirm the document price with BPXpress and publish it in the Invitation to Bid. Bidders may receive a refund if the documents are returned in


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clean condition to the District Facilities Office no later than ten (10) calendar days from the bid opening date.

### 3. Online Planroom Kiosk and Archive

BPXpress offers a public online Planroom for the District where prospective bidders can view, print or download plans and specifications 24 hours a day, 7 days a week, from anywhere in the world. The benefits to the District of this system include:

- Plan-Holders List and plan set distribution is handled by BPXpress
- Keeps track of the most current set of drawings and automatically marks previous drawings as old revisions
- Tracks who holds the current sets
- Rapid addenda notification
- Tracking system to guarantee receipt of addenda
- Ease of posting Bid Results, Pre-Bid Meeting information and Q&A
- Complete tracking system with the ability to prove why and when a particular change was made, in the event of potential litigation

The Planroom can be found at https://www.wccusdplanroom.com/. For the convenience of prospective bidders, the District's Facilities Operations Center located at 1400 Marina Way South, Richmond, California offers a dedicated computer terminal where prospective bidders can access the Planroom and view or download the contract documents online at no charge.

## 4. Colbi Docs

### a. Description

On May 8, 2019, the District approved a contract with Colbi Technologies for the implementation of Colbi Docs on all bond construction projects. Colbi Docs is an online construction document processing system which is replacing Primavera as the District's system for document control. All of the usual construction-related documents, including submittals, RFIs, punch lists, and change requests are organized, tracked, and preserved in the cloud-based system. In addition to simple file storage and retrieval, Colbi Docs will preserve every change and comment with easy access and version control.

The real benefit of the system, though, is Colbi's ability to customize workflow procedures and logs in the system to meet the needs of the District, project by project. With role-based security, documents are routed to the appropriate persons for processing and/or approvals. To maintain system integrity and accuracy, each document is tracked throughout the process and can only be viewed by those authorized to do so.


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### b. Procedure Workflow

The workflow and order of steps for routing the following types of documents in Colbi Docs is still subject to determination by District, and this section will be updated to reflect the final determinations:

- Submittals
- RFIs
- Transmittals
- Change Requests

## 5. Transition of Documents

The Director of Contracts is responsible for retaining all project-related documents for completed Projects. The process is structured to accept and process records from multiple sources and in multiple formats. When retrieval of original archived records or materials is necessary, and/or the required information is not available digitally, the materials can be requested from the Facilities Procurement Group by providing specific project information, i.e., Project Name, Date, Document No., drawing roll, drawing set, etc.

### a. Project Team to District

The Construction Manager (CM) must retain a copy of the information to identify which box or roll of drawings needs to be retrieved. The Facilities Procurement Group maintains a database that records the final storage location of records and other materials by specific search fields, i.e. project name, contract number, project number, box number, etc.

Upon completion of a project, the CM is responsible for transferring complete and accurate field-generated documents (other than those maintained in ColbiDocs which will be archived separately) into the master project file at the Facility Operations Center, or other location as required by the Facilities Procurement Group for archiving. Records transferred to Archives by the Construction Manager must contain all:

- Correspondence or project documents authored by the CM;
- Correspondence or project documents from outside of District addressed to the CM;
- Correspondence or project documents related to any activity for which CM has full or partial responsibility in overseeing or approving;
- Documentation related to activities in which CM has full or partial responsibility in the use of public funds

The CM is not responsible for documents on which they are simply copied. These


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may, however, remain in files that are being transferred to the Archives.

The CM will transfer all project-related records to the Archives within thirty (30) days of Project Completion, in accordance with the Contract Closeout procedures described in Section II.B.2.b.xiv Contract Closeout Procedures. Records will be organized in accordance with the Project File Index, which will be attached in the final Appendix.

Before shipping boxes, the Construction Manager will contact Facilities Procurement staff for approval and coordination. Unless otherwise directed, the boxes should be delivered to the Facilities Operations Center, 1400 Marina Way South, Richmond, CA 94804.

Correspondence or other documentation submitted after the Project files have been delivered to the Facilities Operations Center (and/or scanned) will be treated as "supplemental" submittals. Depending upon the volume to be submitted, the files will be placed in a box or folder as appropriate. Boxes and/or folders shall be labeled with project name, project number, contract number, and the next box number that continues the original numbering sequence labeled on the smallest ends of boxes.

**b. Archiving Electronic Files**

The Construction Manager (CM) shall be responsible for ensuring that all project documents, including all digital files (photographs, recordings, PDF's, etc.) are routinely scanned and filed on the District's Home Drive in project folders that mirror the District's Project File Index structure. As part of project closeout, the CM will be responsible for the following:

- All e-mails on the Construction Manager's server shall be copied into an Outlook Folder established for each Project — with subfolders reflecting the Project File Index;
- Ensure that any and all project-related electronic files that may reside on the CM's shared network drive are transferred to the District's Home Drive in the appropriate Project File Index folders;
- Record Documents (As-Built drawings) from the Contractor shall be archived in electronic format approved by the District.

When the project is complete, Colbi Technologies will deliver a copy of all project documents in ColbiDocs to the District on a digital flash drive. In addition to the documents, Colbi will include a final log for each type of document in the system.

The CM will review the digital flash drive from Colbi for completeness and save the contents on the District's Home Drive along with the rest of the project documents. The digital flash drives will be retained in the project file archives.


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# Appendix Documents

## Section III: Administrative

## January 31, 2020

SWINERTON
MANAGEMENT & CONSULTING


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# Administrative Section Appendix


| | | |
|---|---|---|
| Item 1: | Proposal Approval Checklist Form (PACF) | 1 |
| Item 2: | Project Controls Thresholds Guide | 3 |
| Item 3: | Bid Coordination and Schedule Checklist | 4 |
| Item 4: | Prequalified Bidders List | 5 |
| Item 5: | Bid Schedule | 7 |
| Item 6: | Pre-Bid RFI Form | 8 |
| Item 7: | Product Substitution Request Form | 9 |
| Item 8: | Internal Tally Form | 11 |
| Item 9: | External Tally Form | 12 |
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| Item 11: | Change Order Consent Item Précis | 14 |
| Item 12: | Change Order Action Item Précis | 15 |
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| Item 14: | Agreement Checklist: Professional Services | 17 |
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| Item 16: | 00 45 19 Non-Collusion Declaration | 19 |
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| Item 18: | 00 55 00 Notice to Proceed | 22 |


DRAFT


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Pursuant to PCC §20111 WCCUSD BP 3300 3310

# West Contra Costa Unified School District
## 2019-20 Proposal Approval Checklist Form

Contract#:

REQ/PO#:

Site: Project Name:

Fund: Project Number (BOND only):

Vendor: Vendor Name: Vendor Contact: Email: Phone#:

Department: Account Code (Project String/GL Account :

Amount: $ Dept/Project Manager Signature: Date:

% of work by Fiscal Year:

2020 % 2021 % 2022 % 2023 % 2024 %

| | | | | |
|---|---|---|---|---|
| 1 | Procurement: Were 3 quotes received/solicited? If not, Please provide written explanation. Attach a copy of all proposals. | | | |
| 2 | Approximate or Exact Start Date (Please indicate which one): | 3 | Anticipated Completion Date: | |
| 4 | Liquidated damages per day: | 5 | Hourly Rates/Fee Schedule included: **Y/N** | |
| 6 | Site address where the work is being performed/Delivery Address: | | | |
| 7 | Scope of work | | | |

W-9 ☐ CSLB ☐ DIR REG ☐ Retainage: % Reimbursables: $

Contract: CUPCCAA ☐ Professional Services ☐ AOR ☐ ICA ☐ Formal/Informal ☐

BOE: Award/Ratification: Amendment#: Previous Authorization: $

Director of Contracts Signature: Date:

Chief Engineering Officer Signature: Date:

Coord of Finance Signature: Date:

Funding Available: YES NO

Budget Amendment/Transfer Submission Date:

BA/BT Received Date:

Acct Code/Funding Entered (Date & Initial): Invoice template created (Date & Initial):

BOE attached ☐ PWC 100 attached ☐ Executed Contract attached ☐ Released (Date & Initial):

Appendix Item 1



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## Proposal Approval Checklist Form Instruction

1. Fill out the fillable boxes
    a. Site name; Project site name (ex: Wilson Elem)
    b. Project Name; Project name (ex: Wilson Campus Replacement)
    c. Fund; enter the funding sources such as Fund 01, Fund 21, and etc
    d. Project Number; for Fund 21 Bond program only, enter Project Number (ex: 16510170-00)
    e. Vendor; enter the vendor number. Refer to Vendor listing under FOC drive:\Munis Vendor Info\Munis Vendor Listing MM.DD.YY (ex: 12679)
    f. Vendor name; same as above (ex: KLEINFELDER INC).
    W-9 form is required prior to create a vendor number
    g. Vendor Contact; vendor contact person's name (ex: Jane Doe)
    h. Email; vendor contact person's email address (ex: jdoe@kleifelder.com)
    i. Phone#; vendor contact person's phone number (ex: 510-231-1100)
    j. Department; Proposal Department (ex: FOC, M&O, Food Service, IT, and etc)
    k. Account Code; GL full account code (01-8150-5630-105-0000-8110-400110-0-8151) or Project Account code for bond program (10170-1651017000-97456190-200XSRV)
    l. Amount; proposal amount
    m. Dept/Project Manager Signature; Project manager/Program manager, or Department head, or Proposal Initiator's signature
    n. Date; Signed Date
    o. % of work by Fiscal Year; if the project will be completed beyond current fiscal year, then enter the % of work perform for each fiscal year. Otherwise enter **100 %** on the current fiscal year
    p. Fill the number 1 through 7 if it's applicable

2. Require Engineering Officer's approval for the project
3. Director of Contract Administration shall review and approve if the proposal meets all requirements
4. Financial Oversight shall review and approve if the project is within the board approved site project budget
5. Funding availability must be checked.
6. Creation of Munis contract and requisition
    a. Munis contract/requisition will be created and allocate the funding if the funding is available
    b. Minis contract/requisition number will be created if the funding is **NOT** available
    Have this in **HOLD** status until the funding is available.
    Once funding is available, cmplete the Munis contract/requisition entry
7. Release the contract/requisition to workflow if all necessary documentations are attached


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| | Bidding Process/Document Type | $0 - $999 | $1,000 - $5,000 | $5,001 - $60,000 | $60,001 - $200,000 | $200,000 and Up |
|---|---|---|---|---|---|---|
| 1 | Request for Pricing/Proposals (Negotiated Contract) | Yes (District's goal, 3 estimates) | Yes (District's goal, 3 estimates) | Yes (District's goal, 3 estimates) | No | No |
| 2 | Informal Bidding via Journal Posting | No | No | (Optional) | Trade Journal Posting | No |
| 3 | Formal Bidding via Newspaper Advertisement (14 days before opening) and Trade Journals (15 days before opening) | No | No | (Optional) | (Optional; District Discretion) | Yes |
| 4 | Bid Bond | No | No | No | Yes | Yes |
| 5 | Non-Collusion Declaration | No | Yes | Yes | Yes | Yes |
| 6 | W-9 | Yes (Required if new contractor) | Yes (Required if new contractor) | Yes (Required if new contractor) | Yes (Required if new contractor) | Yes (Required if new contractor) |
| 7 | Approval of Munis Contract | Yes | Yes | Yes | Yes | Yes |
| 8 | Contract (Full set of bid documents) | No | No | (Optional) | (Optional; District Discretion) | Yes |
| 9 | Contract (Small Construction Projects) | No | No | Yes | (Optional; District Discretion) | No |
| 10 | Terms & Conditions (One Page Contract) | Yes | Yes (if non-bond) | No | No | No |
| 11 | Notice of Award | No | No | Yes (if over $25K) | Yes | Yes |
| 12 | Notice to Proceed | No | No | Yes (if over $25K) | Yes | Yes |
| 13 | Escrow Bid Documentation | No | No | No | No | District Discretion |
| 14 | Performance Bond | No | No | Yes ( if over $25K) | Yes | Yes |
| 15 | Payment Bond | No | No | Yes ( if over $25K) | Yes | Yes |
| 16 | Insurance Certificates/Endorsements | Yes | Yes | Yes | Yes | Yes |
| 17 | Workers' Compensation Certification | Yes | Yes | Yes | Yes | Yes |
| 18 | Prevailing Wage and Related Labor Requirements Certification | No | Yes (If over $1K) | Yes | Yes | Yes |
| 19 | Disabled Veteran Business Enterprise Participation Certification | Yes | Yes | Yes | Yes | Yes |
| 20 | Drug-Free Workplace Certification | Yes | Yes | Yes | Yes | Yes |
| 21 | Smoke-Free Environment Certification | Yes | Yes | Yes | Yes | Yes |
| 22 | Hazardous Materials Certification | Yes | Yes | Yes | Yes | Yes |
| 23 | Lead-Based Paint Certification | Yes | Yes | Yes | Yes | Yes |
| 24 | Criminal Background Investigation/Fingerprinting Certification | Yes | Yes | Yes | Yes | Yes |
| 25 | TB Testing | Yes | Yes | Yes | Yes | Yes |
| 26 | Roofing Certification | Yes | Yes | Yes | Yes | Yes |
| 27 | Apprenticeship Resolution Compliance Certification | No | No | Yes (If over $30K) | Yes | Yes |
| 28 | Iran Contracting Certification | Yes | Yes | Yes | Yes | Yes |
| 29 | Local Capacity Building Program (Good Faith Efforts) for BOND projects | No | No | No | District Discretion | District Discretion |
| 30 | Contractor Registration | Yes | Yes | Yes | Yes | Yes |
| 31 | PWC-100 Form | No | No | Yes (if over $15K) | Yes | Yes |
| 32 | Excavation Documentation for Trenches Deeper than Five Feet | No | No | Yes (if over $25K) | Yes | Yes |
| 33 | Project Labor Agreement | No | No | No | No | Yes ($1M, Bond) |
| 34 | Prequalification PCC 20111.6, if using state funds | No | No | No | No | Yes ($1M) |
| 35 | Retention | No | No | Yes | Yes | Yes |
| 36 | Notice of Completion | No | District Discretion | District Discretion | District Discretion | District Discretion |

**Notes:**

**Items that provide for District Discretion should be reviewed**





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Fund: _____ **Project Name** Type of Bid: **Appendix Item 3**

Budget:_____ **Bid # 100000xxxx**

| Project Bid Schedule & Logistics | | | | |
|---|---|---|---|---|
| **PM & AOR:** | | **Dates** | **Completed** | **Notes** |
| **Step 1** | **Project Set Up** | | | |
| 1 | Project name, number, files | | | |
| **Step 2** | **Confirm Project Details** | | | |
| 1 | Estimate | | | |
| 2 | License Type | | | |
| 3 | DSA Number & approval date | | | |
| 4 | General Scope | | | SOW from AOR (Bid Adv & Div 1) |
| 5 | BPX Cost | | | # of Sheets + Size, # of pages spec |
| 6 | Sole Sourced Items | | | |
| 7 | Basis of Award: | | | unit pricing, alternates, allowance |
| 8 | Existing Cond. Report title & date: | | | |
| 9 | Hazmat Report title & date: | | | |
| 10 | Liquidated Damages | | | |
| **Step 3** | **Prepare Bid Schedule & Advertisement** | | | |
| 1 | Submit Bid Adv to WCT | | | submit by noon; publish 2 days later |
| 2 | 1st Bid Advertisement | | | |
| 3 | Finalization of Bid Docs & BPX | | | approval required prior to issuance |
| 4 | Bid Docs available from BPX | | | |
| 5 | Contractor Outreach | | | Prequal 10/5 day rule |
| 6 | 2nd Bid Advertisement | | | Bid opening + 10 days |
| 7 | Mandatory Pre-Bid Site Walk (2) | | | time, date & specific location |
| 8 | Final Day for Pre-Bid RFI's | | | at least 7 days prior to bid opening |
| 9 | Final Addendum Issued | | | at least 72 hours prior to bid opening |
| 10 | BID OPENING | | | time, date & specific location |
| 11 | Précis for BOE meeting | | | |
| 12 | Board of Education Approval | | | Notice of Award if > $60K |
| 13 | Executed NOA & Drafted CDs | | | day after BOE approval |
| 14 | NTP issued | | | contract, certs, bonds & insurance |
| 15 | Milestone (s): Project Completion | | | specific date or # of days after NTP |
| **Step 4** | **Coordinate Bid Documents** | | | |
| 1 | Coordinate Technical Specifications with AOR | | | Final Bid Set: Plans & Specs Summary of Work, Submittal List Stamp Page, DSA 103, List of Drawings, Table of Contents |
| 2 | Prepare General Conditions (Division 0&1) | | | Insert project specific name & number, Existing Conditions, Bid Form, Agreement & Milestone Schedule, Special Conditions, Temporary Facilities, Logistics, Demolition & Waste Plan |
| 3 | Assemble Full Package | | | |
| Step 5 | Approvals | | | |



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| Contractor | Contact Name | Address | Phone # | Email | License # | License Type |
|---|---|---|---|---|---|---|
| A&E Emaar Company | Usama El-Said | 765 Pierce St. Albany, CA 94706 | 510-253-5337 | aconstm@gmail.com | 1004053 | A, B |
| Aire Sheet Metal | Bobby Bamlett | 1973 East Bayshore Rd, Redwood City, CA 94063 | 650-364-8081 | bob@airesm.com | 271264 | C4,C20,C43 |
| Alten Construction Inc | Robert A. Alten | 1141 Marina Way South, Richmond, CA 94804 | 510-234-4200 | bids@altenconstruction.com | 705713 | B, A |
| Angotti & Reilly Inc | James P. Reilly | 1000 Mariposa St San Francisco, CA 94107 | 415-575-3700 | jimreilly@angotti-reilly.com | 473263 | A, B |
| Arntz Builders Inc | Kenneth Allan Arntz | 19 Pamaron Way, Novato CA 94949 | 415-382-1188 | bid@arntzbuilders.com | 856393 | B, A |
| B Bros Construction Inc | Ezvedin Pandzic | 2988 Teagarden St. San Leandro, CA 94577 | 510-351-3048 | bids@bbroscon.com | 825551 | B |
| Bell Products Inc | Paul Irwin | PO Box 396 Napa, CA 94559 | 707-255-1811 | cclark@bellproducts.com | 171534 | B, C4, C20, C36, C43, A |
| Best Contracting Services Inc | Moji Tabazadeh | 19027 S. Hamilton Ave Gardena, CA 90248 | 310-328-6969 | estimating@bestcontracting.com | 456263 | C39, B, A, C43,C17 |
| Bockmon & Woody Electric Co | Gary Woody | 1528 El Pinal Dr. Stockton, CA 95205 | 209-464-4878 | garym@bockmonwoody.com | 588308 | C10 |
| BRCO Constructors Inc | Brian Roth | 3650 Cincinatti Ave, Rocklin, CA | 916-253-9377 | mroth@brcoconstructors.com | 511602 | A, B |
| C. Overaa & Co. | Gerald Overaa | 200 Parr Blvd., Richmond, CA 94801 | 510-234-0926 | larrye@overaa.com | 106793 | A, B |
| Cahill Contractors LLC | Kathryn Cahill Thompson | 425 California St. Suite 2200 San Francisco, CA 94104 | 415-986-0600 | kcahill@cahill-sf.com | 1011738 | B, A |
| Cal Communication Service CO., Inc | Randall J. Weber | 2624 Verne Roberts Circle, #101 Antioch, CA | 925-755-3473 | projects@calcsc.com | 700796 | C10 |
| Collins Electrical | Eugene Gini | 3412 Metro Drive, Stockton, CA 95215 | 209-466-3691 | atorres@collinselectric.com | 115427 | B, C10, A, C31 |
| Con J Franke Electric Inc | Barry Frain | 317 N. Grant St. Stockton, CA 95202 | 209-993-9593 | barry@cjfranke.com | 288366 | C10 |
| DecoTech Systems Inc | David Dickstein | 1180 Mt. Diablo Blvd, Walnut Creek, CA 94596 | 925-954-1520 | davidd@decotech.com | 862324 | B, C7, C10 |
| Del Monte Electric | John Hunter | 6998 Sierra Ct. Dublin, CA 94568 | 925-829-6000 | smullins@delmonteelectric.com | 161955 | C10 |
| Dinelli Plumbing Inc | John Dinelli | 1160 Chess Dr. Suite 5 Foster City, CA 94404 | 650-372-9456 | johndinelli@dinelliplumbing.com | 801472 | C36 |
| Dowdle & Sons Mechanical | Andrew Dowdle | 100 Tower Rd. American Canyon, CA 94503 | 707-224-6968 | shelley@dowdleandsonsmech.com | 542743 | C4, C36, B, A, C20 |
| Du- Mor Fire Systems Inc | Donald Durham | 17119 Placer Hills Rd Meadow Vista, CA 95722 | 530-878-9055 | monya@dumorfiresystems.com | 722228 | C16 |
| E3 Systems | Albert Gonzales | 1220 Whipple Rd. Union City, CA 94587 | 510-487-7393 | albertg@e3systems.com | 817948 | A, C7, C10 |
| Energy Conservation Options | Dahlia Moodie | 14439 Catalina St. San Leandro CA 94577 | 510-647-8450 | customercare@ecooptions.biz | 948946 | B, C10 |
| Environmental Systems Inc | E.L Enfantino | 3353 De La Cruz Blvd. Santa Clara, CA 945054 | 408-980-1711 | dnyblomesite.net | 422478 | C20, C36, C38, C43, B, C4 |
| ERA Construction Inc | Enrique Gaona | 1220 Marin Ave. San Pablo, CA 94806 | 510-830-5955 | mich1064@aol.com | 843982 | A, B |
| Evans Brothers Inc. | Dan Evans | 7589 National Dr. Livermore, CA 94550 | 925-443-0225 | lisa@evansbrothers.com | 443018 | A, B, C21 |
| Frank Rugirello Construction | Frank Ruggirello | 9680 Old Redwood Hwy, Windsor, CA 95492 | 707-837-5065 | gina@frcinc.biz | 715667 | B |
| GCCI, Inc. | Michael Gentry | PO Box 11039 Santa Rosa, CA 95406 | 707-545-2134 | emily@gcciinc.com | 729437 | B |
| GigaKom | Andrej Komatina | 3615 Kearny Villa Rd, Suite 201 San Diego, CA 92123 | 858-769-5408 | ak@gigakom.com | 910431 | C-7 |
| Gonsalves & Stronck Construction | William Stronck | 1000 Washington Street, San Carlos CA 94070 | 650-802-2960 | leldredge@gs-construction.com | 672769 | B |
| Granite Rock Company | Rodney Jenny | 5225 Hellyer Ave Suite 220, San Jose, CA 95138 | 408-574-1400 | estimating@graniterock.com | 22 | A, B |
| Hydra Ventures Inc | Robert Chi Lo | 3785 Bayshore Blvd. Brisbane, CA 94005 | 415-252-8600 | rob@calpacificsystems.com | 924244 | C36, B, A, C20 |
| J-Walt Construction | Joseph Walter | 1787 E. Main St, Unit 12 Woodland, CA 95776 | 916-8268665 | office@jwaltconstruction.com | 981420 | B |
| Marina Landscape Inc | Robert Cowan | 3707 W Garden Grove Blvd, Orange CA 92868 | 714-939-6600 | estimator@marinaco.com | 492862 | A, B, C27, C36, C61/D49, C61/D59 |
| Matrix HG Inc | Daniel Greeson | 115 Mason Circle, Suite B, Concord, CA 94520 | 925-250-5685 | cpuckett@matrixhginc.com | 812232 | C20, C10, C36, B, C38, C43, C4 |
| Mcguire and Hester | Michael Hester | 2810 Harbor Bay Parkway, Alameda CA 94502 | 510-632-7676 | estimating@mcguireandhester.com | 95879 | A, C21, B, C31, C27 |
| Mike Brown Electric Inc | James G. Brown | 561- A Mercantile Dr, Cotati, CA | 707-792-8100 | susan@mbelectric.com | 306767 | C10, C61/D09, C34, C12 |
| NetXperts Inc | Gary Nordine | 1777 Botelho Dr. Suite 102 Walnut Creek, CA 94596 | 925-806-0800 | gnordine@netxperts.com | 869161 | C7, C10 |
| N.V. Heathorn | Edward Heathorn | 1155 Beecher St. San Leandro, CA 94577 | 510-567-9100 | spedro@nvheathorn.com | 761659 | A, B, C21, C20, C46, C36, C2, C4, C43, C42, C10, C7, C34, C38, C39, C16 |
| O.C Jones & Sons, Inc | Robert Pelascini | 1520 Fourth St. Berkeley, CA 94710 | 510-526-3424 | hfaria@ocjones.com | 759729 | A |
| PCD | Henry Beaumont | 1032 Maxwell Dr, Santa Rosa, CA | 707-546-3633 | cvelasquez@pcdinc.net | 527657 | C7, C10 |
| Peterson Mechanical Inc | Les M Peterson | 21819 Eighth St. East, Sonoma, CA 95476 | 707-938-8481 | zachb@petersonmechanical.com | 171486 | B, C4, C16, C20, C34, C36, C38, C42, C43 |
| RCM Fire Protection Inc | Ramon Misfeldt | 350 Enterprise Pl. Tracy, CA 95304 | 209-833-8229 | kadams@rcmfire.com | 793205 | C16 |
| School Specialty | Douglas Barnd | 100 Paragon Parkway, Mansfield, Ohio 44903 | 419-589-1900 | doug.barnd@schoolspecialty.com | 996730 | C61/D34, C15 |

| Contractor | Contact Name | Address | Phone # | Email | License # | License Type |
|---|---|---|---|---|---|---|
| Smith and Sons Electric | Mathew Smith | 44081 S. Grimmer Blvd., Fremont, CA 94538 | 510-651-4994 | charleen@smithandsonselectric.com | 437138 | C10 |
| Solano County Roofing | Wolfgang Folk | 4349 Cordelia Rd. Fairfield, CA 94534 | 707-864-6000 | jayscr@sbcglobal.net | 495355 | C39, C2, C43, B |
| Strawn Construction | Randall Strawn | 1140 Pedro St. Suite #1 San Jose, CA 95129 | 408-286-1299 | mainoffice@scminc.com | 927286 | B |
| Streamline Builders | Cuong Quoc Lam | 5710 Olinda Rd. El Sobrante CA 94803 | 418-828-0135 | streamlinebuilders@gmail.com | 990877 | A, B, C10, C36 |
| Swank Construction Inc | Gerald Swank | 222 Bella Vista Rd. Vacaville, CA 95687 | 707-446-8808 | sara@swankconstructioninc.com | 559490 | B, A |
| Syserco | Marina Pelosi | 215 Fourier Ave. Fremont, CA 94539 | 510-498-1471 | m.pelosi@syserco.com | 483939 | C10, B |
| Valley View Precision | Farah Wahhab | 3330 Luyung Drive, Rancho Cordova, CA 95742 | 916-752-5645 | kip@vpgrading.com | 783244 | A, C61/D12 |
| Vanden Bos Electric | Todd Williams | 502 Giuseppe Ct. #5 Rosevile, CA 95678 | 916-773-1500 | trevor@vdbelectric.com | 627898 | C-7, C-10, B |
| W.A Thomas Co. Inc | James Smith | 2356 Pacheco Blvd. Martinez, CA 94553 | 925-228-9600 | jim@wathomas .net | 285617 | B, A |

| | Sites | Bid Number | Description | Drawings Available Date | 1st Advertisement | 2nd Advertisement | Pre-Bid Conference | Site Walk-Through | | | Final Addendum Date | Bid Open Date | Bid Open Time |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 439 | Crespi MS | 1000002876 | Heater Repair & Replacement | 7/17/2018 | Journal Posting | | Pre-Bid Conference | Crespi MS | 7/23/2018 | 9:00 AM | 7/26/2018 | Monday, July 30, 2018 | 2:00 PM |
| 440 | Crespi MS | 1000002876R | Heater Repair & Replacement | 8/10/2018 | Journal Posting | | Pre-Bid Conference | Crespi MS | 8/13/2018 | 11:00 AM | 8/20/2018 | Thursday, August 23, 2018 | 2:00 PM |
| 441 | Crespi MS | 1000002951 | Building 100 Restroom Renovation | 9/27/2018 | Journal Posting | | Pre-Bid Conference | Crespi MS | 10/2/2018 | 10:00 AM | 10/5/2018 | Wednesday, October 10, 2018 | 2:00 PM |
| 442 | Richmond HS | 1000002992 | Track & Turf Surfaces Replacement | 10/31/2018 | 10/26/2018 | 11/2/2018 | Pre-Bid Conference | Richmond HS | 11/6/2018 | 10:00 AM | 11/12/2018 | Friday, November 16, 2018 | 2:00 PM |
| 443 | Crespi MS | 20610154-00R2 | Gym Seismic Retrofit | 11/14/2018 | 11/10/2018 | 11/17/2018 | Pre-Bid Conference | Crespi MS | 11/28/2018<br>12/4/2018 | 10:00 AM | 12/14/2018 | Wednesday, December 19, 2018 | 2:00 PM |
| 444 | Pinole Valley HS | 1000003027 | Technology Infrastructure | 11/30/2018 | 11/24/2018 | 12/1/2018 | Pre-Bid Conference | Pinole Valley HS | 12/4/2018<br>12/11/2018 | 10:00 AM | 12/17/2018 | Thursday, December 20, 2018 | 2:00 PM |
| 445 | Pinole Valley HS | RFQ/P | Photovoltaic System | 12/12/2018 | 12/12/2018 | 12/19/2018 | Pre-Proposal Walk Through | Pinole Valley HS | 12/14/2018<br>12/19/2018 | 9:00 AM<br>11:00 AM | 12/21/2018 | Thursday, January 10, 2019 | 2:00 PM |
| 446 | Pinole Valley HS | 1000003027R | Technology Infrastructure | 1/3/2019 | 12/26/2018 | 1/2/2019 | Pre-Bid Conference | Pinole Valley HS | 1/7/2019 | 10:00 AM | 1/9/2019 | Monday, January 14, 2019 | 2:00 PM |
| 447 | Pinole Valley HS | 1000003059 | Furniture, Fixtures & Equipment | 1/7/2019 | 12/31/2018 | 1/7/2019 | Pre-Bid Conference | Pinole Valley HS | 1/7/2019 | 1:30 PM | 1/18/2019 | Thursday, January 24, 2019 | 2:00 PM |
| 448 | E-Rate Year 22 Wireless Upgrade | 1000003056 | Various Sites | 12/28/2018 | 12/26/2018 | 1/2/2019 | Pre-Bid Conference | Information Technology Services | 1/3/2019<br>1/4/2019 | 9:00 AM | 1/25/2019 | Tuesday, January 29, 2019 | 2:00 PM |
| 449 | Fairmont ES | 1000003082 | Senior Center Demolition | 1/24/2019 | 1/21/2019 | 1/28/2019 | Pre-Bid Conference | Senior Center @ Fairmont ES | 1/30/2019<br>2/6/2019 | 10:00 AM | 2/15/2019 | Monday, February 25, 2019 | 2:00 PM |
| 450 | E-Rate Year 22 Wireless Upgrade | 1000003056R | Various Sites | 2/1/2019 | 1/28/2019 | 2/4/2019 | Pre-Bid Conference | Information Technology Services | 2/5/2019 | 9:00 AM | 2/28/2019 | Wednesday, March 6, 2019 | 2:00 PM |
| 451 | Olinda ES | 1000002949 | Critical Needs | 2/4/2019 | 1/28/2019 | 2/4/2019 | Pre-Bid Conference | Olinda ES | 2/6/2019<br>2/13/2019 | 3:00 PM | 3/1/2019 | Wednesday, March 6, 2019 | 2:00 PM |
| 452 | Pinole Valley HS | 1000003087 | Interim Campus Demolition | 2/12/2019 | 2/8/2019 | 2/15/2019 | Pre-Bid Conference | Pinole Valley HS | 2/19/2019<br>2/21/2019 | 12:30 PM | 3/4/2019 | Thursday, March 7, 2019 | 2:00 PM |
| 453 | Pinole Valley HS | 1000003092 | RFQ/P Move Services | 2/15/2019 | 2/15/2019 | 2/15/2019 | Pre-Proposal Walk Through | Pinole Valley HS | 2/19/2019<br>2/21/2019 | 10:30 PM | 3/4/2019 | Thursday, March 7, 2019 | 2:00 PM |
| 454 | Richmond HS | 1000002992R | Track & Turf Surfaces Replacement | 2/13/2019 | 2/8/2019 | 2/15/2019 | Pre-Bid Conference | Richmond HS | 2/26/2019 | 10:00 PM | 3/5/2019 | Friday, March 8, 2019 | 2:00 PM |
| 455 | RFQ Project Inspector Services | RFQ #2019-IOR | Project Inspector Services | 3/5/2019 | 3/5/2019 | n/a | n/a | n/a | n/a | n/a | n/a | Tuesday, March 12, 2019 | 2:00 PM |
| 456 | Richmond HS | 1000003117 | RFQ/P Professional Move Services | 3/29/2019 | 3/29/2019 | 3/29/2019 | Pre-Bid Conference | Richmond HS | 4/2/19<br>4/5/19 | 10:30 AM | 4/11/2019 | Tuesday, April 16, 2019 | 2:00 PM |
| 457 | RFQ Design Build | RFQ #2019 -RiversideDB | Design Build Construction Services Riverside ES Critical Needs | 4/11/2019 | 4/11/2019 | n/a | Pre-Qualification Conference | Riverside ES | 4/17/2019 | 3:00 PM | 4/29/2019 | Thursday, May 2, 2019 | 2:00 PM |
| 458 | Pinole Valley HS | 1000003110 | Projectors Installation | 4/3/2019 | 3/30/2019 | 4/6/2019 | Pre-Bid Conference | Pinole Valley HS | 4/9/2019<br>4/11/2019 | 10:00 AM | 5/2/2019 | Tuesday, May 7, 2019 | 2:00 PM |
| 459 | Richmond HS | 1000003119 | Gym Heater Replacement | 4/9/2019 | 4/12/2019 | 4/19/2019 | Pre-Bid Conference | Richmond HS | 4/22/2019<br>4/24/2019 | 10:00 AM | 5/3/2019 | Wednesday, May 8, 2019 | 2:00 PM |
| 460 | RFP IOR at Crespi MS | RFP #2019-IOR CrespiMS_CNP | Project Inspector Services for Design Bid Build Projects at Crespi MS | 4/25/2019 | 4/25/2019 | n/a | n/a | n/a | n/a | n/a | n/a | Tuesday, April 30, 2019 | 4:00 PM |
| 461 | Montalvin ES | 1000003134 | Fire Lane | 5/2/2019 | 5/6/2019 | 5/13/2019 | Pre-Bid Conference | Montalvin ES | 5/14/2019<br>5/15 /2019 | 10:00 AM | 5/21/2019 | **BID CANCELED** | 2:00 PM |
| 462 | RFQ/RFP Kennedy HS | RFQ/RFP # 2019-P39 KHS HVAC | HVAC System | 5/15/2019 | 5/15/2019 | n/a | Pre-Proposal Walk Through | Kennedy HS | 5/20/2019 | 1:00 PM | 5/31/2019 | Wednesday, June 5, 2019 | 11:00 AM |
| 463 | RFP IOR at Olinda ES | RFP #2019-IOR OLINDA ES | Project Inspector Services | 5/31/2019 | 5/31/2019 | n/a | n/a | n/a | n/a | n/a | n/a | Friday, June 7, 2019 | 4:00 PM |
| 464 | RFP Adams ES | RFP #2019-ADAMSGEO | Geotechnical Investigations Services | 5/16/2019 | 5/16/2019 | n/a | n/a | n/a | n/a | n/a | 6/6/2019 | Tuesday, June 11, 2019 | 4:00 PM |
| 465 | RFQ/RFP Richmond HS & Wilson ES | RFQ/RFP #2019-RHSWES T&I | Testing and Inspection Services | 5/17/2019 | 5/17/2019 | n/a | n/a | n/a | n/a | n/a | 6/6/2019 | Tuesday, June 11, 2019 | 4:00 PM |
| 466 | Fairmont ES | 1000003141 | Critical Needs | 5/21/2019 | 5/17/2019 | 5/24/2019 | Pre-Bid Conference | Fairmont ES | 5/29/2019<br>5/30/2019 | 10:00 AM | 6/10/2019 | Thursday, June 13, 2019 | 2:00 PM |
| 467 | RFP IOR Wilson ES & Richmond HS | RFP #2019-IOR DESIGN BUILD | Project Inspector Services for Design Build Projects at Wilson ES Replacement Campus & Richmond HS Critical Needs | 5/31/2019 | 5/31/2019 | n/a | n/a | n/a | n/a | n/a | 6/10/2019 | Thursday, June 13, 2019 | 4:00 PM |
| 458 | RFP IOR Fairmont ES | RFP #2019-IOR FAIRMONT ES | Project Inspector Services for Fairmont ES Critical Needs | 6/21/2019 | 6/21/2019 | n/a | n/a | n/a | n/a | n/a | 6/25/2019 | Friday, June 28, 2019 | 4:00 PM |
| 459 | RFQ/RFP Fairmont ES T&I | RFQ/RFP #2019-FAIRMONT ES T&I | Testing and Inspection Services | 6/28/2019 | 6/28/2019 | n/a | n/a | n/a | n/a | n/a | 7/3/2019 | Monday, July 8, 2019 | 4:00 PM |
| 460 | Fairmont ES | 1000003222 | Relocatable Portables | 7/16/2019 | 7/18/2019 | 7/25/2019 | Pre-Bid Conference | Fairmont ES | 7/30/2019<br>8/6/2019 | 10:00 AM | 8/15/2019 | Tuesday, August 20, 2019 | 2:00 PM |

*West Contra Costa Unified School District*
**Facilities Planning & Construction**
1400 Marina Way South. ▪ Richmond, CA ▪ 94804
Phone: (510) 307-4545 ▪ Fax: (510) 231-2406

# Pre Bid-RFI FORM

**To:** facilities_procurement@wccusd.net

| | |
|---|---|
| West Contra Costa Unified School District | RFI (Contractor) #: |
| **Project:** | **Date:** |
| **Project Bid Package #:** | **Spec. Section:** |
| **Contractor:** | **Drawing #:** **Detail #:** |

**QUESTION:**

**RECOMMENDED SOLUTION:**

**Reply Requested by (Date):**_____ **By:**_____ **Title:**_____

**REPLY:**

**Response will be issued in the form of an addendum**


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**PRODUCT SUBSTITUTION REQUEST FORM**
**(Document 01 25 10, Product Options and Substitutions)**

TO: Architect of Record
Street Address City,
State, Zip

PROJECT: _____ PROJECT NO: _____

The undersigned hereby submits and requests consideration of the following proposed substitution, pursuant to Document 01 25 10, Product Options and Substitutions:

SPECIFIED PRODUCT Section: _____ Page: _____ Paragraph: _____

Description: _____

PROPOSED SUBSTITUTION: _____

STATEMENT OF CAUSE: _____

The following documentation is attached, as appropriate and at a minimum, to support this request:

A. Proposed product manufacturer's name, address, and phone number. List fabricators, suppliers, and installers as appropriate;

B. Product description, specifications, drawings, photographs, performance, and test data adequate for evaluation of the request. Applicable portions of the data are to be clearly identified;

C. List of similar projects where proposed substitution has been used, including dates of installation and names of architect/owner;

D. List of availability of maintenance services and replacement materials;

E. Complete documentation of all regulatory approvals, as required by the Contract Documents, for proposed substitution;

F. Procedures for fabrication and installation;

G. Samples of proposed substitution;

H. Itemized comparison of significant qualities of the proposed substitution with those of the specified product. Significant qualities may include without limitation size, weight, durability, performance requirements, visual effects, etc.;

I. Coordination information, including a list of changes or modifications needed to other items of Work or the Contract Documents that will become necessary to accommodate the proposed substitution;

J. Statement of the effect of the proposed substitution on the Construction Schedule;

K. Detailed cost information, including a proposal of the net reduction in cost to the Contract Price if the proposed substitution is accepted; and

L. Any other documentation or information that will assist in the District's determination.

In submitting this request, the undersigned hereby certifies that the following representations are true and correct, unless clearly and specifically modified on attachments:

1. The undersigned has investigated the proposed substitution and determined that it meets or exceeds the quality level of the specified product;

2. The undersigned has determined that all components of the proposed substitution are identical and fully interchangeable with the specified product name and number;

3. The undersigned will provide the same warranty or guarantee for the proposed substitution as for the specified product;

4. The undersigned waives any and all claims for additional cost or time related to the proposed substitution which may subsequently become apparent, whether or not due to the proposed substitution's failure; and

5. The undersigned will reimburse District for the cost of District's and Architect's review or redesign services associated with the proposed substitution.

6. The proposed substitution does not affect dimensions shown on Drawings.

7. This substitution request is being made pursuant to Document 01 25 10, Product Options and Substitutions.

Date: _____

Proper Name of Bidder/Firm: _____

Signature: _____

Print Name: _____

Title: _____

FOR USE BY DISTRICT/ARCHITECT ONLY:

☐ Accepted ☐ Accepted as noted

☐ Not Accepted ☐ Received too late

Date: _____

By: _____

Remarks: _____



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West Contra Costa Unified School District

Project Name

BID DATE & TIME 00/00/00 2:00 PM

BID #

| Contractor Name | Pre-Bid Attendance | Bid Form | 1 Addenda Acknowledged | Bid Bond with power of attorney, certificate of authority, surety and notary seal OR Check OR Cashier Check | Designated Sub Contractors List | Noncollusion Declaration | Base Bid? | Unit Prices/Alternates? | Total Bid Price | B License Verification |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | BOND CHECK CASHIER | | | | | | |
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Post Bid Meeting, Time and Date:



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West Contra Costa Unified School District

Project Name

BID DATE & TIME 00/00/00 2:00 PM

BID #

| | | | | | |
|---|---|---|---|---|---|
| Contractor | | | | | |
| **Total Bid Price** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Contractor | | | | | |
| **Total Bid Price** | | | | | |



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## October 05, 2016 Professional Services Summary

| New Contracts | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | **Project** | **Fund** | **Company** | **Contract Amount** | **Contract Date** | **Contract Term** | **Services** | **Scope of Services** |
| 1 | Facilities Program Management | 25 | Jack Schreder & Associates | $18,350.00 | October 2016 | June 2017 | District Wide Reporting | Conduct and prepare a School Facility Needs Analysis, which will include the calculation and justification of the Developer fees. |
| 2 | Facilities Program Management | 25 | Jack Schreder & Associates | $18,150.00 | October 2016 | June 2017 | District Wide Reporting | Planning and project management services, billed hourly as needed, for the mitigation of future development including coordination with cities, developers, and staff. |
| 3 | Project Management | 40 | Optony | $79,040.00 | October 2016 | December 2017 | Project Management | Solar project oversight and commissioning services, billed hourly as needed, until the systems are fully operational. |

| | |
|---|---|
| **Fund 25 (Developer Fees)** | **$36,500.00** |
| **Fund 40 (Capital Outlay)** | **$79,040.00** |

| Contract Amendments | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | **Project** | **Fund** | **Company** | **Amendments Pending Approval** | **Present Allowable Compensation** | **New Contract Amount** | **Services** | **Scope of Services** |
| 1 | Nystrom Elementary School Modernization Project | 21 | Interactive Resources | $10,120.00 | $ 4,009,770.00 | $4,019,890.00 | Design & Engineering Services | Additional landscape, electrical and civil engineering services to return leased property to the Rosie the Riveter trust and relocate the parking lot to the east side of the campus. These services will be amendment thirty-three to the original contract. |

| | |
|---|---|
| **Fund 21 (Bond)** | **$10,120.00** |

| | |
|---|---|
| **Total Board Action** | **$125,660.00** |

Note: The proposed contracts and amendments are within the Board Approved Site Budgets.


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## September 18, 2019 Change Orders Summary - Bond Program

| | Project | Company | Original Contract | Previously Approved/ Ratified CO's | CO's Pending Ratification | Change Percent | Total CO'S Pending Ratification | Total Change Percent | Total CO's | Total CO Percent of Original Contract | Adjusted New Contract | Change Order Number | Account Code |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Pinole Valley High School New Campus | Lathrop Construction Associates, Inc. | $129,894,002.00 | $4,917,281.00 | $57,287.00 | 0.04% | $57,287.00 | 0% | $4,974,568.00 | 4% | $134,868,570.00 | 95 | 21-9748-6211-362-0000-8500-400130-0-0000 |
| 2 | Pinole Valley High School Interim Campus Demolition | ERA Construction, Inc. | $214,690.00 | $0.00 | $12,944.57 | 6.03% | $12,944.57 | 6% | $12,944.57 | 6% | $227,634.57 | 1 | 21-9745-6211-362-0000-8500-400130-0-0000 |
| 3 | Pinole Valley High School New Campus FF& E | Meteor Education LLC | $1,513,911.49 | $0.00 | $7,747.27 | 0.51% | $7,747.27 | 1% | $7,747.27 | 1% | $1,521,658.76 | 1 | 21-9745-6400-362-0000-8500-400130-0-0000 |
| 4 | Olinda Elementary School Critical Needs | ERA Construction, Inc. | $585,000.00 | $0.00 | $46,544.49 | 7.96% | $46,544.49 | 8% | $46,544.49 | 8% | $631,544.49 | 1 | 21-9745-6170-145-0000-8500-400130-0-0000 |
| 5 | Crespi Middle School Gym Seismic Retrofit | Strawn Construction, Inc. | $3,997,407.00 | $0.00 | $64,048.09 | 1.60% | $64,048.09 | 2% | $64,048.09 | 2% | $4,061,455.09 | 1 | 21-9745-6211-206-0000-8500-400130-0-0000 |

| Total Board Action | $188,571.42 |
|---|---|

Notes:

1. All proposed change orders are less than ten percent (10%) of the contract value.
2. All proposed change orders are within the Board Approved Site Budget.



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WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

**ITEM REQUIRING ATTENTION—BOARD OF EDUCATION**

---

**To:** Board of Education **Meeting Date:** January 03, 2018

**From:** Lisa LeBlanc **Agenda Item**:
Associate Superintendent, Operations

**Subject:** Pinole Valley High School New Campus Change Order Approval

**Background information:** Pursuant to Board direction, all change orders that cause a contract's cost to exceed ten percent (10%), or are of an individual value of $250,000 or more, will be considered for action separately from change orders not meeting these criteria.

The Pinole Valley High School New Campus project requires modifications to the hillside retaining wall to accommodate existing site conditions. The retaining walls are necessary to maintain fire access around the back of the campus. The additional cost is greater than $250,000. It would be futile to publically bid the work in question because of the tight time frames to complete this work without affecting the operations of the District, and that the public is best served by having this work completed by the contractor on the project. The additional cost is within the Board approved Project budget.

| Company | Original Contract Amount | Previously Ratified CO's | CO's Pending Approval | Change Percent | Total CO's | Total CO % of Original Contract | Adjusted New Contract | Change Order Number |
|---|---|---|---|---|---|---|---|---|
| Lathrop Construction Associates, Inc. | $129,894,002 | $619,791 | **$293,030** | 0.23% | $912,821 | 0.70% | $130,806,823 | 26 |

**Recommendation:** Approve the change order.

**Fiscal Impact:** $293,030.00 Funded from Bond Fund. (21-9748-6211-362-0000-8500-400130-0-0000)

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____


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**CUPCCAA Projects**
**May 2019 - August 2019**

| Site Name | Description | Vendor Name | Effective Date | Contract Amount | FD |
|---|---|---|---|---|---|
| CHAVEZ ES | CAFETERIA DOOR STAY DEVICE INSTALL | COMMUNICATION SERVICE COMPANY (CALC | 06/01/19 | 7,970.00 | 01 |
| COLLINS ES | INSTALLATION OF EXTERIOR CABLE/SPEAKERS | SOUND AND SIGNAL INC | 07/03/19 | 11,034.00 | 01 |
| FAIRMONT ES | PLAY STRUCTURE DEMO | SANDSTONE CONSTRUCTION SERVICE | 05/28/19 | 11,000.00 | 01 |
| FAIRMONT ES | PLAY STRUCTURE REPLACEMENT | JOHN LEONARD | 05/28/19 | 52,900.00 | 01 |
| FAIRMONT ES | PORTABLE RELOCATION | JESSE ANAYA | 05/28/19 | 37,800.00 | 25 |
| GRANT ES | PLAYGROUND IMPROVEMENTS | AMERICAN ASPHALT | 06/28/19 | 59,999.00 | 01 |
| HANNA RANCH ES | LIBRARY IT ROOM COOLING INSTALL | CITY MECHANICAL INC | 08/21/19 | 9,884.00 | 01 |
| HIGHLAND ES | FIRE PREVENTION @FAIRMEAD PARK | BAY AREA TREE CARE | 08/05/19 | 35,000.00 | 01 |
| HIGHLAND ES | MARQUEE INSTALLATION | ENERGY CONSERVATION OPTIONS | 08/15/19 | 10,821.34 | 01 |
| HIGHLAND ES | PLAYGROUND IMPROVEMENTS | AMERICAN ASPHALT | 06/28/19 | 59,471.00 | 01 |
| HIGHLAND ES | WATER PIPE REPAIR | SANDSTONE CONSTRUCTION SERVICE | 06/25/19 | 15,790.85 | 01 |
| KING ES | COMPRESSOR REPLACEMENT | MASSONE MECHANICAL INC | 07/23/19 | 2,638.59 | 13 |
| MIRA VISTA K-8 | ANNUAL ELEVATOR SERVICE AND REPAIR | PACIFIC ACCESS CONTRACTORS INC | 06/04/19 | 1,890.00 | 01 |
| MIRA VISTA K-8 | PLAYGROUND IMPROVEMENTS | DRYCO CONSTRUCTION INC | 06/28/19 | 52,174.00 | 01 |
| MIRA VISTA K-8 | TREE REMOVAL | BAY AREA TREE CARE | 08/14/19 | 19,400.00 | 01 |
| MONTALVIN K-8 | COOLER BOX CONNECTION | STREAMLINE BUILDERS | 07/17/19 | 3,200.00 | 01 |
| MONTALVIN K-8 | K-8 EXPANSION FENCE INSTALLATION | CRUSADER FENCE CO INC | 08/09/19 | 12,568.00 | 25 |
| NYSTROM ES | BREATH MOBILE POWER EXTENSION | ENERGY CONSERVATION OPTIONS | 06/01/19 | 7,381.19 | 01 |
| SHANNON/MIRA VISTA | TREE REMOVAL | BAY AREA TREE CARE | 06/13/19 | 1,100.00 | 01 |
| STEWART K-8 | PARKING LOT IMPROVEMENTS | AMERICAN ASPHALT | 06/28/19 | 59,900.00 | 01 |
| VERDE K-8 | REFRIGERATOR SERVICE & REPAIR | MASSONE MECHANICAL INC | 06/24/19 | 2,756.59 | 13 |
| HELMS MS | GAS LEAK REPAIRS | MBS ENGINEERING INC | 05/28/19 | 36,471.75 | 01 |
| HELMS MS | PARKING LOT IMPROVEMENTS | DRYCO CONSTRUCTION INC | 06/11/19 | 38,150.00 | 01 |
| HELMS MS | REPAIR LEAK IN WALK-IN COOLER | MASSONE MECHANICAL INC | 06/26/19 | 1,824.85 | 13 |
| CRESPI MS | MITIGATION SERVICES | SERVPRO OF PETALUMA/ ROHNERT PARK, | 06/25/19 | 3,937.99 | 01 |
| DEJEAN MS | BLDG H EXTERIOR DOOR CONVERSION | STREAMLINE BUILDERS | 08/09/19 | 6,900.00 | 40 |
| DEJEAN MS | DEPARTMENT RELOCATION | STREAMLINE BUILDERS | 07/05/19 | 31,500.00 | 40 |
| DEJEAN MS | HEATING SYSTEM INSTALLATION @BLDG H | ORSON MECHANICAL CO INC | 07/03/19 | 24,000.00 | 40 |
| DEJEAN MS | STAFF RELOCATION BLDG H REWIRING | POINT ONE ELECTRICAL SYSTEMS INC | 08/07/19 | 16,777.39 | 40 |
| DEJEAN MS | STAFF WORKSTATION RELOCATION | AA OFFICE EQUIPMENT CO INC | 08/12/19 | 5,600.00 | 40 |
| PINOLE VALLEY HS | REPAVING TEMP STAFF PARKING LOT | DRYCO CONSTRUCTION INC | 07/17/19 | 49,688.00 | 21 |
| PINOLE VALLEY HS | STUDENT HALLWAY LOCKER LOCKS INSTALLATIC | DEWALT SERVICES | 05/28/19 | 17,810.00 | 21 |
| RICHMOND HS | BAND ROOM ACOUSTIC PANEL INSTALL | STREAMLINE BUILDERS | 05/23/19 | 27,810.00 | 01 |
| ADMIN BLDG | REMEDIATION BASEMENT WALLS | SERVPRO OF PETALUMA/ ROHNERT PARK, | 06/25/19 | 11,861.98 | 01 |
| DISTRICT WIDE | ANNUAL PLUMBING SERVICES | ROTO ROOTER | 06/04/19 | 15,000.00 | 01 |
| DISTRICT WIDE | BACKFLOW TESTING | BACKFLOW TEAM LLC | 08/12/19 | 8,280.00 | 01 |
| NUTRITION CENTER | BOILER PARTS AND REPAIR | DIABLO BOILER AND STEAM | 07/18/19 | 15,000.00 | 13 |
| NUTRITION CENTER | FREEZER FLOOR REPAIR | ERA CONSTRUCTION INC | 08/15/19 | 44,995.00 | 01 |
| NUTRITION CENTER | REPAIRS TO BULK FREEZER | MASSONE MECHANICAL INC | 06/03/19 | 1,855.00 | 13 |
| VISTA HILLS | PORTABLE INSTALLATION & FIT UP | STREAMLINE BUILDERS | 08/16/19 | 43,895.00 | 40 |
| VISTA HILLS | PORTABLE RELOCATION & SETUP | JESSE ANAYA | 06/20/19 | 24,950.00 | 40 |
| VISTA HILLS | PORTABLE RELOCATION SITE WORK | MARTIN CASTILLO | 08/09/19 | 52,000.00 | 40 |

| | |
|---|---|
| Fund 01 (RRM) | 265,406.76 |
| Fund 01 (MRAD) | 340,015.34 |
| Fund 13 (Cafeteria Fund) | 24,075.03 |
| Fund 21 (Building Fund) | 67,498.00 |
| Fund 25 (Developer Fee-Capital Fac) | 50,368.00 |
| Fund 40 (Capital Outlay Fund) | 205,622.39 |
| **TOTAL BY FUND** | **$952,985.52** |

| Account Code | Amount |
|---|---|
| 21-9745-6219-362-0000-8500-400130-0-0000 | 67,498.00 |

Professional Services Agreement Checklist

as of 1/17/2020

Project Name:
Project Number:
Contractor:
Contract Number:
Received Date:
Funding Source:
Type of Contract:

| ***Approval*** | |
|---|---|
| ***Melissa Payne*** | ***Date*** |
| ***Director of Contracts Administration*** | |

| ***Document*** | ***Received/Accepted*** | ***Any Missing Documents and/or Miscellaneous Notes*** |
|---|---|---|
| PWC-100 | | |
| Agreement (Four copies bearing original signature) | | |
| Escrow of Bid Documentaion | | |
| Performance Bond (100%) | | |
| Payment Bond (100%) | | |
| Insurance Certificates and Endorsements | | |
| Workers Compensation Certification | | |
| Prevailing Wage and Related Labor Requirements Certification | | |
| Disabled Veterans' Buisness Enterprise Participation Certification | | |
| Drug Free WorkPlace Certification | | |
| Smoke-Free Environment Certifcation | | |
| Hazardous Materials Certification | | |
| Lead-Based Paint Certification | | |
| Imported Materials Certification | | |
| Criminal Background Investigation/Fingerprinting Certification | | |
| Roofing Contract Financial Interest Certification | | |
| Apprenticeship Resolution Compliance Certification | | |
| Iran Contracting Certificate | | |
| Tuberculosis Clearance Certificate | | |



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Construction Agreement Checklist

as of 1/17/2020

Project Name:
Project Number:
Contractor:
Contract Number:
Received Date:
Funding Source:
Type of Contract:

| ***Approval*** | |
|---|---|
| | |
| ***Melissa Payne*** | ***Date*** |
| ***Director of Contracts Administration*** | |

| ***Document*** | ***Received/Accepted*** | ***Any Missing Documents and/or Miscellaneous Notes*** |
|---|---|---|
| PWC-100 | | |
| Agreement (Four copies bearing original signature) | | |
| Escrow of Bid Documentaion | | |
| Performance Bond (100%) | | |
| Payment Bond (100%) | | |
| Insurance Certificates and Endorsements | | |
| Workers Compensation Certification | | |
| Prevailing Wage and Related Labor Requirements Certification | | |
| Disabled Veterans' Buisness Enterprise Participation Certification | | |
| Drug Free WorkPlace Certification | | |
| Smoke-Free Environment Certifcation | | |
| Hazardous Materials Certification | | |
| Lead-Based Paint Certification | | |
| Imported Materials Certification | | |
| Criminal Background Investigation/Fingerprinting Certification | | |
| Roofing Contract Financial Interest Certification | | |
| Apprenticeship Resolution Compliance Certification | | |
| Iran Contracting Certificate | | |
| Tuberculosis Clearance Certificate | | |



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**DOCUMENT 00 45 19**

**NONCOLLUSION DECLARATION**
**Public Contract Code § 7106**

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the _____ [**PRINT YOUR TITLE**]

of _____ [**PRINT FIRM NAME**],

the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the following date:

Date: _____

Proper Name of Bidder: _____

City, State: _____, _____

Signature: _____

Print Name: _____

Title: _____

**DOCUMENT 00 51 00**

**NOTICE OF AWARD**

To: _____
("Contractor")

_____
(Address)

From: Governing Board ("Board") of West Contra Costa Unified School District ("District" or "Owner")

Re: _____ Project
("Project" or "Contract")

Contractor [**CHOOSE ONE:**] will be [**OR**] was awarded the Contract at the District's Board meeting on _____ _____, 20___, [**CHOOSE ONE**:] by action of the District's Board [**OR**] by action of the superintendent or superintendent's designee pursuant to a delegation of authority by the District's Board.

The Contract Price is _____ Dollars ($_____), and includes alternates _____.

Two (2) copies of each of the Contract Documents (except Drawings) accompany the Notice of Award. Two (2) sets of the Drawings will be delivered separately or otherwise made available. Additional copies are available at cost of reproduction.

Contractor must comply with the following conditions precedent within **SEVEN (7)** calendar days of the Date of Execution of this Notice of Award document, indicated below.

Contractor shall execute and submit the following Contract Documents by 5:00 p.m. of the **SEVENTH (7TH)** calendar day following the Date of Execution of the Notice of Award document, indicated below. Failure to properly and timely submit the following Contract Documents entitles District to foreclose on Contractor's bid bond and award the contract to the next responsive, responsible bidder.

a. Agreement: Submit two (2) copies, each bearing an original signature. **If Contractor is a corporation, Contractor must attach a certified copy of the corporation's by-laws, or the resolution of the Board of Directors of the corporation, authorizing the signatory to execute the Agreement and the bonds required by the Contract Documents.**

b. Escrow of Bid Documentation: Include all required documentation. Refer to the Escrow of Bid Documentation document for details.

c. Performance Bond (100%): Fully executed form provided in the Contract Documents.

d. Payment Bond (100%) (Contractor's Labor and Material Bond): Fully executed form provided in the Contract Documents.

e. Insurance Certificates and Endorsements.

f. Workers' Compensation Certification.

g. Prevailing Wage and Related Labor Requirements Certification.

h. Disabled Veterans' Business Enterprise Participation Certification.

i. Drug-Free Workplace Certification.

j. Tobacco-Free Environment Certification.

k. Hazardous Materials Certification.

l. Lead-Based Materials Certification.

m. Imported Materials Certification.

n. Criminal Background Investigation/Fingerprinting Certification.

o. Roofing Contract Financial Interest Certification

p. Apprenticeship Resolution Compliance Certification

q. Iran Contracting Act Certification

r. Tuberculosis Clearance Certification

s. W-9 Form

Failure to comply with these conditions within the time specified will entitle District to consider Contractor's bid abandoned, to annul the Notice of Award, and to declare Contractor's Bid Security forfeited, as well as any other rights the District may have against Contractor.

District will return to Contractor one fully signed counterpart of the Agreement.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

BY: _____

NAME: _____

TITLE: _____

DATE OF EXECUTION: _____

END OF DOCUMENT

**DOCUMENT 00 55 00**

**NOTICE TO PROCEED**

Dated: _____, 20___

To: _____
("Contractor")

_____
(Address)

From: Governing Board ("Board") of West Contra Costa Unified School District ("District" or "Owner")

Re: _____ Project
("Project" or "Contract")

Contractor is hereby notified that the Contract Time under the Contract will commence to run on _____ _____, 20___. By that date, Contractor shall start performing its obligations under the Contract Documents. In accordance with the Agreement executed by Contractor, the Contract Time and Project Completion is _____, 20___. **[ENSURE THIS PARAGRAPH IS CONSISTENT WITH THE "TIME OF COMPLETION" SECTION OF THE AGREEMENT (DOCUMENT 00 52 13)]**

Contractor must submit the following documents by 5:00 p.m. of the **TENTH (10TH)** calendar day following the date of this Notice to Proceed:

1. Contractor's preliminary schedule of construction.
2. Contractor's preliminary schedule of submittals, including Shop Drawings, Product Data, and Samples submittals.
3. Contractor's preliminary schedule of values for all of the Work.
4. Contractor's preliminary Contractor's Safety Plan specifically adapted for the Project.
5. A complete subcontractors list, including the name, address, telephone number, facsimile number, California State Contractor's License number, classification, and monetary value of all Subcontracts.

Thank you. We look forward to a successful Project.

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**

BY: _____

NAME: _____

TITLE: _____

END OF DOCUMENT

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**
**FACILITIES PLANNING CONSTRUCTION**
**Bond Program Site Budget Authorization**

DRAFT

*Based on forensic Audit recommendation; TC 6-7*

| Site Name | Total Approved Budget 11/06/19 | Proposed adjustment Presented 02/26/20 | Total Approved Budget | Actual Expended* as of 01/31/20 | Committed Balance as of 01/31/20 | Proposed Budget Balance | Comment for adjustment |
|---|---|---|---|---|---|---|---|
| BAYVIEW | 19,850,802 | | 19,850,802 | 19,850,802 | - | 0 | Footnote 1 |
| CHAVEZ | 1,058,234 | | 1,058,234 | 1,058,234 | - | - | Footnote 1 |
| COLLINS | 1,638,871 | | 1,638,871 | 1,638,871 | - | - | Footnote 4 |
| CORONADO | 43,022,627 | | 43,022,627 | 43,022,627 | - | - | Footnote 1 |
| DOVER | 35,095,267 | | 35,095,267 | 35,095,267 | - | - | Footnote 1 |
| DOWNER | 33,415,902 | | 33,415,902 | 33,415,902 | - | - | Footnote 1 |
| ELLERHORST | 13,931,806 | | 13,931,806 | 13,931,806 | - | - | Footnote 1 |
| FAIRMONT | 6,864,259 | | 6,864,259 | 4,673,984 | 56,062 | 2,134,213 | Footnote 3 |
| FORD | 30,817,526 | | 30,817,526 | 30,817,526 | - | - | Footnote 1 |
| GRANT | 2,155,565 | | 2,155,565 | 2,155,565 | - | - | Footnote 1 |
| HANNA RANCH | 783,349 | | 783,349 | 783,349 | - | - | Footnote 1 |
| HARDING | 22,632,446 | | 22,632,446 | 22,632,446 | - | - | Footnote 1 |
| HARMON KNOLLS | 448,435 | | 448,435 | 448,435 | - | - | Footnote 1 |
| HIGHLAND | 2,679,839 | | 2,679,839 | 1,932,714 | - | 747,125 | Footnote 3 |
| KENSINGTON | 19,343,892 | | 19,343,892 | 19,343,892 | - | - | Footnote 1 |
| KING | 25,342,166 | | 25,342,166 | 25,342,166 | - | - | Footnote 1 |
| LAKE | 2,647,823 | | 2,647,823 | 1,647,823 | 8,400 | 991,600 | Footnote 3 |
| LINCOLN | 17,676,561 | | 17,676,561 | 17,676,561 | - | - | Footnote 1 |
| LUPINE HILLS | 15,395,678 | | 15,395,678 | 15,395,678 | - | - | Footnote 1 |
| MADERA | 12,233,801 | | 12,233,801 | 12,233,801 | - | - | Footnote 1 |
| MIRA VISTA | 16,651,130 | | 16,651,130 | 16,651,130 | - | - | Footnote 1 |
| MONTALVIN | 16,791,028 | | 16,791,028 | 16,791,028 | - | - | Footnote 1 |
| MURPHY | 15,619,655 | | 15,619,655 | 15,619,655 | - | - | Footnote 1 |
| NYSTROM | 51,486,844 | (3,686,031) | 47,800,813 | 47,800,813 | - | (0) | Footnote 1 |
| OHLONE | 34,492,752 | | 34,492,752 | 34,492,752 | - | - | Footnote 1 |
| OLINDA | 2,286,942 | (206,753) | 2,080,188 | 2,079,675 | - | 514 | Footnote 1 |
| PERES | 21,424,293 | | 21,424,293 | 21,424,293 | - | - | Footnote 1 |
| RIVERSIDE | 21,511,005 | | 21,511,005 | 14,738,905 | 171,640 | 6,600,460 | Footnote 3 |
| SHANNON | 1,555,163 | | 1,555,163 | 1,555,163 | - | - | Footnote 4 |
| SHELDON | 15,102,837 | | 15,102,837 | 15,102,837 | - | - | Footnote 1 |
| STEGE | 6,345,886 | | 6,345,886 | 3,481,786 | - | 2,864,100 | Footnote 3 |
| STEWART | 16,737,037 | | 16,737,037 | 16,737,037 | - | - | Footnote 1 |
| TARA HILLS | 14,975,067 | | 14,975,067 | 14,975,067 | - | - | Footnote 1 |
| VALLEY VIEW | 10,222,362 | | 10,222,362 | 10,222,362 | - | - | Footnote 1 |
| VERDE | 16,065,870 | | 16,065,870 | 16,065,870 | - | - | Footnote 1 |
| WASHINGTON | 15,322,847 | | 15,322,847 | 15,322,847 | - | - | Footnote 1 |
| WILSON | 44,129,324 | | 44,129,324 | 21,190,160 | 22,033,915 | 905,249 | Footnote 3 |
| **Elementary Totals** | **627,754,889** | **(3,892,784)** | **623,862,105** | **587,348,828** | **22,270,017** | **14,243,260** | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| CRESPI MIDDLE | 6,545,896 | | 6,545,896 | 5,626,319 | 509,402 | 410,175 | Footnote 3 |
| DEJEAN MIDDLE | 381,209 | | 381,209 | 381,209 | - | - | Footnote 1 |
| HELMS MIDDLE | 83,432,888 | | 83,432,888 | 83,432,888 | - | (0) | Footnote 1 |
| HERCULES MIDDLE | 699,000 | - | 699,000 | 699,000 | - | - | Footnote 1 |
| KOREMATSU MIDDLE | 73,382,179 | | 73,382,179 | 72,655,201 | - | 726,978 | Footnote 2 |
| PINOLE MIDDLE | 56,689,430 | | 56,689,430 | 56,689,430 | - | - | Footnote 1 |
| **Middle Schools Total** | **221,130,602** | **-** | **221,130,602** | **219,484,047** | **509,402** | **1,137,153** | |


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**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**
**FACILITIES PLANNING CONSTRUCTION**
**Bond Program Site Budget Authorization**

DRAFT

*Based on forensic Audit recommendation; TC 6-7*

| Site Name | Total Approved Budget 11/06/19 | Proposed adjustment Presented 02/26/20 | Total Approved Budget | Actual Expended* as of 01/31/20 | Committed Balance as of 01/31/20 | Proposed Budget Balance | Comment for adjustment |
|---|---|---|---|---|---|---|---|
| DE ANZA HIGH | 132,236,248 | | 132,236,248 | 132,236,248 | - | - | Footnote 1 |
| EL CERRITO HIGH | 146,850,105 | | 146,850,105 | 146,850,105 | - | (0) | Footnote 1 |
| GREENWOOD ACADEMY/LPS | 79,583,607 | | 79,583,607 | 79,583,607 | - | 0 | Footnote 1 |
| HERCULES HIGH | 3,295,019 | | 3,295,019 | 3,295,019 | - | - | Footnote 4 |
| KENNEDY HIGH | 33,854,981 | | 33,854,981 | 33,854,981 | - | - | Footnote 4 |
| PINOLE VALLEY HIGH | 216,549,580 | | 216,549,580 | 192,886,534 | 2,150,177 | 21,512,869 | Footnote 2 |
| RICHMOND HIGH | 42,622,087 | | 42,622,087 | 23,380,158 | 16,942,813 | 2,299,116 | Footnote 3 |
| VISTA HIGH | 7,236,543 | | 7,236,543 | 7,236,543 | - | 0 | Footnote 1 |
| **High Schools Total** | **662,228,170** | **-** | **662,228,170** | **619,323,196** | **19,092,990** | **23,811,985** | |
| ADAMS MIDDLE | 691,211 | | 691,211 | 691,211 | - | - | Footnote 1 |
| CAMERON | 122,195 | | 122,195 | 122,195 | - | - | Footnote 4 |
| CASTRO | 620,944 | | 620,944 | 620,944 | - | - | Footnote 1 |
| DELTA NSS DEANZA | 152,226 | | 152,226 | 152,226 | - | - | Footnote 1 |
| EL SOBRANTE | 536,231 | | 536,231 | 536,231 | - | - | Footnote 1 |
| HARBOUR WAY COM DAY | 121,944 | | 121,944 | 121,944 | - | - | Footnote 1 |
| KAPPA NSS KENNEDY | 109,831 | | 109,831 | 109,831 | - | - | Footnote 1 |
| NORTH CAMPUS | 205,450 | | 205,450 | 205,450 | - | - | Footnote 1 |
| OMEGA NSS RICHMOND | 118,313 | | 118,313 | 118,313 | - | - | Footnote 1 |
| SEAVIEW | 499,116 | | 499,116 | 499,116 | - | - | Footnote 1 |
| SIGMA NSS PVHS | 110,949 | | 110,949 | 110,949 | - | - | Footnote 1 |
| TRANS LEARNING CENTER | 116,673 | | 116,673 | 116,673 | - | - | Footnote 1 |
| WEST HERCULES ELEM | 56,847 | | 56,847 | 56,847 | - | - | Footnote 1 |
| **Closed Schools/Programs Tot** | **3,461,930** | **-** | **3,461,930** | **3,461,930** | **-** | **-** | |
| CENTRAL | 102,831,634 | | 102,831,634 | 96,224,471 | 2,518,601 | 4,088,562 | Budget thru 20-21 |
| RCP CHARTER | 4,415,204 | | 4,415,204 | 4,415,204 | - | - | Footnote 1 |
| INFORMATION TECHNOLOGY | 35,000,000 | | 35,000,000 | 34,319,212 | - | 680,788 | Footnote 2 |
| **Admin/Other Total** | **142,246,838** | **-** | **142,246,838** | **134,958,887** | **2,518,601** | **4,769,351** | |
| **GRAND TOTAL** | **1,656,822,430** | **(3,892,784)** | **1,652,929,646** | **1,564,576,887** | **44,391,010** | **43,961,749** | |

Footnote 1: Site projects are completed.

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

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

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

Note: Does not include 1998 Measure E projects (DeJean Middle School)


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# DRAFT MINUTES

Meeting of January 13, 2020

## A) OPENING PROCEDURES

## B) CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mr. Gosney called the meeting to order at 6:15 pm.

## C) ROLL CALL

Present: Sallie DeWitt, Guadalupe Enllana, Don Gosney, Vanessa Hill, (arrived 6:26 pm), Lorraine Humes, Anton Jungherr, Cameron Moore

Absent: Gregg Visineau

8 members ~ 5 required for a quorum; a quorum was present.

Staff Present: Luis Freese, Julio Arroyo, Melissa Payne

Board Liaison: Absent

## D) APPROVAL OF AGENDA

The agenda was approved with no objections.

## E) PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

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

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

Mr. Freese presented the standard construction reports. Items of note included the need for some rework on the Richmond HS soil compaction, and that the PVHS negotiation with the contractor regarding proposed change orders was ongoing with a goal of completing by February 2020, but with the indication that mediation may be required.

Mr. Jungherr reminded staff that he had requested copies of two checks/invoices on the December 2019 accounts payable check list to Orbach Huff and Suarez related to the Nystrom litigation.

Ms. Payne provided an update on PMP implementation. She outlined the plan to release draft individual sections of the PMP for public comment with a 30-day comment period; the first section has been released. She showed off the new PMP page on the District website which has the functionality for submitting PMP comments on line. There was a discussion about the best way to let the public know that sections were available for comment; it was


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decided that Ms. Payne would alert Mr. Gosney for further distribution to the CBOC, and establish an ability for the public to sign up for email alerts.

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

None.

## C B O C R E P O R T S

**CONSENT ITEMS**

The consent items were approved with no objections. Mr. Jungherr noted that several of his record requests on the information request log were now more than 6 months old, which was inconsistent with the policy for expedited processing of CBOC member requests and the timeline for public record requests in general. Ms. Payne stated that staff would endeavor respond to the requests in a timelier manner.

**H) ADOPTION OF MINUTES (Cameron Moore)**
**12.10.19 CBOC Draft Minutes**

**I) CBOC MEMBER INFORMATION REQUEST LOG (Don Gosney)**
**01.13.20 CBOC Member Information Requests Status Log**

**J) APPROVED RECOMMENDATIONS BY THE CBOC (Don Gosney)**
**01.13.20 CBOC Approved Recommendations**

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

**K) CHAIRPERSON (Don Gosney)**

Mr. Gosney summarized his report.

**L) ANNUAL REPORT SUBCOMMITTEE (Cameron Moore)**

Mr. Moore provided an overview of the draft interim 2019 annual report that he and Mr. Visineau had prepared at the request of the Committee. He requested approval of the report with the understanding that the financial information would be updated to reflect the December 2019 reports. Mr. Gosney proposed some edits. Mr. Jungherr motioned to approve the report with the following conditions: (1) that Mr. Gosney would request a presentation to the Board at its February 12, 2020 meeting as a "special order of business", (2) the CBOC would issue a press release, and (3) that the financial information would be updated to December 2019, Mr. Gosney's edits would be incorporated, and the authors would be given the authority to make other technical corrections and formatting changes as needed. The motion was seconded by Ms. Hill. Mr. Gosney suggested that the report be presented to the Board at its January 29, 2020 meeting, Mr. Jungherr and Ms. Hill had no objection, and this change was incorporated into the motion. Voice Vote: Yes (7), No (0), Abstain (0), Absent (1, Visineau). The motion passed.

There was a discussion regarding the status of the 2018 annual report. Ms. DeWitt and Mr. Gosney had not been able to meet to resolve open photo and formatting issues. It was the


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consensus of the Committee that Ms. DeWitt and Mr. Gosney resolve the issues so that the 2018 report could be published on or before the interim 2019 report is released, since it makes reference to the 2018 report.

**M) AUDIT SUBCOMMITTEE**
**(Vanessa Hill, Sallie DeWitt & Anton Jungherr)**

Ms. Hill related that the existing Audit subcommittee members were not prepared to continue their participation on the subcommittee given their length of service and the time commitment involved. If there were no volunteers to replace them, the subcommittee would need to go on hiatus. There was a discussion of the subcommittee duties that would need to be transferred to the full CBOC, mostly related to audit entrance and exit interviews.

Ms. Hill made the following motion: That the District negotiate with Moss Adams, LLP a three-year extension to their current agreement to prepare the Proposition 39 school construction performance audits for the fiscal years 2020. 2021 and 2022. Further that the audit objectives for these three annual audits include (1) the required California Proposition 39 compliance audit objectives; in addition to (2) the Government Auditing Standards program effectiveness and results performance audit objectives as determined by the auditors. Mr. Jungherr seconded the motion. During discussion, Mr. Moore indicated that while there was logic to extending the contract to parallel the completion of the FAI review contract, he felt a 3 year extension was too long and the agreement should be subject to competitive RFP. Mr. Gosney expressed some concerns. Voice Vote: Yes (5), No (1, Moore, Abstain (1, Gosney), Absent (1, Visineau). The motion passed.

Ms. Hill presented the FY2019 audit schedule, and made a motion to accept it, seconded by Mr. Jungherr. During discussion, Mr. Jungherr indicated that Dr. Wold was given a list of questions and comments from the Audit subcommittee after the auditor entrance conference on October 19, 2019 but that there had been no response. He requested that Mr. Gosney follow up with a letter requesting a response. It was noted that the date for the joint meeting with the Board in March might be up in the air. Voice Vote: Yes (7), No (0), Abstain (0), Absent (1, Visineau). The motion passed.

**N) ATTENDANCE REVIEW (Don Gosney)**

It was noted that Mr. Visineau had missed 6 of the past 12 meetings, including the current meeting. Mr. Gosney provided a summary of a letter he had sent to the Executive Director of the Contra Costa Building Trades Council, requesting either a nominee for the Trades Council position on the CBOC or concurrence with the elimination of this position. There was also a discussion of the CBOC website and the fact there was missing information and broken web links. Mr. Jungherr noted that he had sent a list of corrections some time ago that had not been addressed. Ms. Payne stated that it was the intention of staff to be responsive to CBOC requests and asked that Mr. Jungherr re-submit his list and other members submit corrections as well.

**O) BOARD POLICY 7214.2 (Don Gosney)**

Mr. Gosney summarized an opinion request he had sent to CBOC attorney Adam Ferber regarding member term limits and Mr. Ferber's response. The question was whether CBOC


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members could serve additional non-consecutive terms after serving 3 consecutive 2-year terms. Mr. Ferber indicated there was no explicit prohibition on further service after the 3 consecutive terms had been completed, and the question is what is a reasonable time gap between the original terms and further service. Mr. Gosney asked for the sense of the Committee whether it made sense for the CBOC to request further amendment to the proposed changes to Board Policy 7214.2 to address this point. Mr. Jungherr felt it was not wise to make further changes at this time, given the late stage of the process. Ms. DeWitt echoed this sentiment. Mr. Gosney acknowledged that there did not seem to be consensus for the CBOC to make the proposal; he might present the request to the Board as an individual.

**P) CALENDAR (Don Gosney)**

Mr. Gosney referenced the meeting calendar in the agenda packet.

**Q) FUTURE AGENDA TOPICS**

Ms. Humes suggested CBOC training, perhaps with members presenting individual topics that they were expert on at meetings from time-to-time.

**R) ADJOURNMENT**

Mr. Gosney adjourned the meeting at 9:20 pm.

Submitted by: Cameron M. Moore, Secretary
February 6, 2020

**Handouts**

1. Bond Status Update Report January 2020


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# CBOC MEMBER RECORDS REQUEST AND STATUS LOG

## 02/10/20

| REQUESTER | DATE REC'D | SUBJECT | FORWARDED FOR RESPONSE | RESPONSE DATE | RESPONSE |
|---|---|---|---|---|---|
| 111) Anton Jungherr | 3/16/19 | Copy of 03/20/19 Closed Session referenced case and District's related cross-action | 03/18/19 to L. LeBlanc | 04/02/19 emailed A. Jungherr documents requested | 04/02/19 |
| 112) Anton Jungherr | 4/15/19 | Copy of Riverside RFQ Design Build | 4/15/19 to L. LeBlanc | 4/17/19 emailed A. Jungherr requested documents | 4/17/19 |
| 113) Anton Jungherr | 4/15/19 | Disclosure Procedures | 5/15/19 to J. al-Amin | 4/17/19 emailed A. Jungherr requested documents | 4/17/19 |
| 114) Anton Jungherr | 5/2/19 | Parley Pro agreement | 5/2/19 to M. Payne | 5/6/19 emailed A. Jungherr requested documents | 5/6/19 |
| 115) Anton Jungherr | 5/6/19 | Copy of Moss Adams proposal for systems and procedures services | 5/6/19 to L. LeBlanc | 5/6/19 emailed A. Jungherr requested documents | 5/6/19 |
| 116) Anton Jungherr | 5/5/19 | Copy of DDLN agreement and amendments 1-6 | 5/6/19 to M. Payne | 5/9/19 emailed A. Jungherr requested documents | 5/9/19 |
| 117) Anton Jungherr | 5/16/19 | Details for 4 items discussed at FSC meeting -5-15-19 | 5/16/19 | 6-17-19 emailed A. Jungherr documents | 6/17/19 |
| 118) Anton Jungherr | 5/16/19 | Details of Bond Program Cash Position Projection Summary | 5/16/19 to M. Payne | 6/17/19 emailed A. Jungherr documents(duplicate of #117) | 6/17/19 |
| 119) Anton Jungherr | 5/16/19 | Melissa Truitt Project Administration Agreement | 5/17/19 to M. Payne | 6/17/19 emailed agreement to A. Jungherr | 6/17/19 |
| 120) Anton Jungherr | 5/17/19 | Lisa Nagai Consulting Project Agreement | 5/17/19-to M. Payne | 6/17/19 emailed agreement to A. Jungherr | 6/17/19 |
| 121) Anton Jungherr | 5/17/19 | Colbi Implementation Survey | 5/17/19-to M. Payne | 6/24/19 emailed A. Jungherr survey | 6/24/19 |

# CBOC MEMBER RECORDS REQUEST AND STATUS LOG

## 02/10/20

| REQUESTER | DATE REC'D | SUBJECT | FORWARDED FOR RESPONSE | RESPONSE DATE | RESPONSE |
|---|---|---|---|---|---|
| 122) Anton Jungherr | 5/17/19 | Bond Program Management Plan table of contents | 5/17/19 to M. Payne | 7/15/19 Emailed Jungherr and Gosney | 7/25/19 |
| 123) Anton Jungherr | 5/17/19 | Current version of Bond Program Budget Practices and Procedures (duplicate from 4.16.19) | 5/17/19 to M. Payne | Withdrawn by A. Jungherr | 7/27/19 |
| 124) Anton Jungherr | 5/17/19 | Copies of Adam Ferber's invoices for assorted listed months | 5/20/19 to S. Garfield | 5/28/19 emailed copies of invoices to A. Jungherr | 5/28/19 |
| 125) Anton Jungherr | 5/24/19 | Bond Program staffing positions for 2015-16 and 2016-17. | 5/24 to Payne 10/16 to Bueno/Wold | | |
| 126) Anton Jungherr | 5/26/19 | Current version of Munis Training Manual | 5/28/19 to S. Garfield | 5/28/19 emailed response to A. Jungherr to access manual through the District's website under Purchasing Dept. | 5/28/19 |
| 127) Anton Jungherr | 5/1/19 | Copies of sample reports provided by Colbi | 5/1/19 to M. Payne | 5/1/19 emailed reports to G. Visineau, A. Jungherr, D. Gosney | 5/1/19 |
| 127A) Anton Jungherr | 6/22/19 | Explanation in Variance between Report 13 and staff report | 6/24/19 to M. Payne | Emailed information to Jungherr and Gosney to share with CBOC | 6/28/19 |
| 128) Anton Jungherr | 6/30/19 | Master List Numbers for various Phase 1 & Phase 2 recommendations | 7/1/19 to M. Payne | | |
| 129) Anton Jungherr | 6/30/19 | Completed version of the Colbi District information document. | 7/1/19 to M. Payne | 2-7-20 emailed Jungherr/Gosney requested information | 2/7/20 |
| 130) Gregg Visineau | 7/4/19 | Questions on KNN schedules & clarification on previously answered inquiries. | 7/8/19 to M. Payne | 7/19/19 emailed to G. Visineau with comments and documents | 7/19/19 |

# CBOC MEMBER RECORDS REQUEST AND STATUS LOG

**02/10/20**

| REQUESTER | DATE REC'D | SUBJECT | FORWARDED FOR RESPONSE | RESPONSE DATE | RESPONSE |
|---|---|---|---|---|---|
| 131) Sallie DeWitt | 7/16/19 | Asked for staff to review and comment on the variance report she prepared for Annual Report | 7/16/19 to M. Payne | 7/17/19 emailed S. DeWitt with comments and document | 7/17/19 |
| 132) Anton Jungherr | 8/16/19 | Copy of Riverside ES Soils Stabilization Project RFP | 8/19 to L. Freese | 9/3/19 emailed Jungherr & Gosney requested documents | 9/3/19 |
| 133) Don Gosney | 9/19/19 | RFP for Wilson Project | 9/19 to L. Freese | 10/09/19 emailed record to Gosney | 10/09/19 |
| 134) Anton Jungherr | 10/11/19 | District's CBOC budget for FY 2019 | 10/14 to L. Freese & T. Wold | 10/16 Emailed response to A. Jungherr | 10/16/19 |
| 135) Anton Jungherr | 1/15/20 | Request for copies of Orbach's invoices for check #190261 | 1/15/20 S. Cha | 1/21/20 emailed Jungherr/Gosney | 1/21/20 |
| 136) Anton Jungherr | 2/2/20 | Detailing variances from Report 13A | 2/2/20 M. Payne | 2/7/20 emailed Jungherr/Gosney Requested information | 2/7/20 |

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# Invoice
## January 1 through 31, 2020
West Contra Costa USD
Citizens Bond Oversight Committee

| | | |
|---|---|---|
| 1/8 | Review e-mail from Chair Gosney containing three questions concerning Committee, legal research, and write formal opinion responding to same | 3.6 |
| Total Hours at $275 per hour | | 3.6 |
| **TOTAL NOW DUE AND PAYABLE** | | **$990.00** |


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# West Contra Costa Unified School District

## Citizens' Bond Oversight Committee

## CBOC Approved Recommendations

02.10.20

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

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

| Item No. | Recommendation | Date CBOC Approved | District's Response [1] |
|---|---|---|---|
| 1 | Proposed Board Policy 7161.1 Lesson Learned Process | 12.21.16 | "...not needed at this time … ." |
| 2 | Eight standard Financial Impact Statement formats for Board of Education agenda precis on bond Program budget approval and expenditure authorizations. | 07.30.18<br>09.12.18 discussed joint CBOC/Board meeting | Not currently preparing the Report 13A Variance Report in the requested CBOC format. Reject doing financial impact statement for completed projects. |

[1] Based on Lisa LeBlanc May 7, 2019 email responses reviewed by CBOC Audit Subcommittee at its May 9, 2019 meeting. See the minutes of that meeting for her complete email responses.


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# West Contra Costa Unified School District

## Citizens' Bond Oversight Committee

## CBOC Approved Recommendations

02.10.20

| Item No. | Recommendation | Date CBOC Approved | District's Response [2] |
|---|---|---|---|
| 3 | Amendments to Board Policy BP 7214.2 Citizens' Bond Oversight Committee | 03.14/27.19 discussed joint CBOC/Board meeting 05.15.19 Governance Committee | Approved by Governance Subcommittee 11/21/19 |
| 4 | Facilities Road Map 2023 be approved by the Board of Education.<br><br>Discuss at the Joint Board/CBOC September 11, 2019. | 06.20.19 | Currently under review<br><br>Done |
| 5 | That the Board of Education ensure that an independent 3rd party determine the amount of FY2019 salaries & benefits that can be legally charged to Fund 21 Building Fund based on California Attorney General Opinion No. 04-110. | 06.20.19 | Need response |
| 6 | That the Board of Education ensure that only legally appropriate amount of FY2020 salaries & benefits are charged to Fund 21 Building Fund. | 06.20.19 | Need response |

[2] Based on Lisa LeBlanc May 7, 2019 email responses reviewed by CBOC Audit Subcommittee at its May 9, 2019 meeting. See the minutes of that meeting for her complete email responses.


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# West Contra Costa Unified School District

## Citizens' Bond Oversight Committee

## CBOC Approved Recommendations

02.10.20

| Item No. | Recommendation | Date CBOC Approved | District's Response [3] |
|---|---|---|---|
| 7 | District staff include Board Program Financial Status Reports (Report 12 and 13A) in the Board of Education agenda packet for one meeting each month under agenda item E.2, Standing Reports. | 07.30.18 | rejected |
| 8 | Amend Director Internal Audit job description to report functionally to the Board of Education and administratively to the Superintendent. | 12.19.18 | rejected |
| 9 | That the District prepare a plan to update 2016 Master Plan cost estimates. | 03.14.19 | Active |
| 10 | That the Board provide a response to the CBOC by June 28, 2019 to the 24 recommendations in the FY2018 Board Program Performance Audit marked "TBD" including a responsible official and a planned resolution date. | 04.18.19 | Need response |
| 11 | Appoint an appropriate Business Services member to the 2016 FAI Recommendation Implementation Task Force. | 12.19.18 | Done |

[3] Based on Lisa LeBlanc May 7, 2019 email responses reviewed by CBOC Audit Subcommittee at its May 9, 2019 meeting. See the minutes of that meeting for her complete email responses.


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# West Contra Costa Unified School District
## Citizens' Bond Oversight Committee
## CBOC Approved Recommendations
02.10.20

| Item No. | Recommendation | Date CBOC Approved | District's Response [4] |
|---|---|---|---|
| 12 | Have Moss Adams, LLP forensic accounting review cycle align with their bond program performance audit cycle. | 12.18.18 | rejected |
| 13 | Have Moss Adams, LLP review forensic accounting investigation implementation status as of June 30, 2019 and June 30, 2020. | 03.14.19 | rejected |
| 14 | Have Director Internal Audit dedicate full time on the implementation of the forensic investigation recommendations. | 03.14.19 | "... will assess… . |
| 15 | Amend Director Internal Audit job description to include responsibility for auditing the implementation of the forensic review and performance audit recommendations. | 04.18.19 | Need response |
| 16 | Fill the position of Director Internal Audit as soon as possible. | 04.18.19 | Position open 12.10.19 |

[4] Based on Lisa LeBlanc May 7, 2019 email responses reviewed by CBOC Audit Subcommittee at its May 9, 2019 meeting. See the minutes of that meeting for her complete email responses.


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# West Contra Costa Unified School District
## Citizens' Bond Oversight Committee
## CBOC Approved Recommendations
02.10.20

| Item No. | Recommendation | Date CBOC Approved | District's Response [5] |
|---|---|---|---|
| 17 | That the Board of Education take formal action to accept the March 20, 2019 Phase 1 Forensic Accounting Investigation Implementation Review report. Furthermore, that the Board of Education advise when the 29 unvalidated recommendations from Phase 1 will be reviewed and validated as effectively implemented; and by whom. | 05.16.19 | Need response |
| 18 | Review three job descriptions:<br>• Associate Superintendent of Business and Operations<br>• Associate Superintendent of Facilities, Maintenance, Operations and Bond Program<br>• Director of Internal Audit (including reporting relationship to Board of Education) | 08.15.19 | Need Response |

[5] Based on Lisa LeBlanc May 7, 2019 email responses reviewed by CBOC Audit Subcommittee at its May 9, 2019 meeting. See the minutes of that meeting for her complete email responses.


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# West Contra Costa Unified School District
## Citizens' Bond Oversight Committee
## CBOC Approved Recommendations
02.10.20

| Item No. | Recommendation | Date CBOC Approved | District's Response [6] |
|---|---|---|---|
| 19 | Include these three planning elements in the scope of the Lake Elementary School planning report:<br>• Alternatives, if any, to the replacement of this school.<br>• Elementary schools current design capacities, enrollments, projected enrollments and excess capacities.<br>• Options for redrawing elementary school attendance boundaries and closing elementary schools. | 08.15.19 | Need Response |
| 20 | Make format changes to the Bond Program Financial Status (Report #13) as displayed in August 15, 2019 CBOC Minutes. | 08.15.19 | Done |
| 21 | Immediate fulfillment of the role of Director of Internal Audit for purpose of independent review of the implementation of internal controls improvement recommendations in preparation for the Moss Adams final review. | 12.10.19 | Awaiting Response |
| 22 | That the Superintendent direct that additional revenue sources to finance bond Fund 21 Building Fund projects be transferred to Fund 21 Building Fund. | 12.10.19 | Awaiting Response |

[6] Based on Lisa LeBlanc May 7, 2019 email responses reviewed by CBOC Audit Subcommittee at its May 9, 2019 meeting. See the minutes of that meeting for her complete email responses.


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# West Contra Costa Unified School District

## Citizens' Bond Oversight Committee

## CBOC Approved Recommendations

02.10.20

| | | | |
|---|---|---|---|
| 23 | That the District modify the format for the Colbi Technologies Consolidated Budget Status Report to include a column for the "original budget" and that Measure E budget and actual expenditures be added. | 12.10.19 | Awaiting Response |
| 24 | That the District negotiate with Moss Adams LLP a three-year extension to their current agreement to prepare Proposition 39 school construction performance audits for FY2020, FY2021 and FY2022. Further, that the audit objectives include compliance, effectiveness and results. | 01.13.20 | Needs Response |


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# CHAIRPERSON'S REPORT

**01/28/20**
**Report #1**
**(Standing Committee Reports)**

Work continues at Crespi Middle School in El Sobrante with their seismic upgrades.

Richmond High School has a Critical Needs project under way with the new construction of a single story gymnasium, demolition of the old gymnasium and new plaza sitework. The project also includes the seismic upgrade of an existing two-story Science Building and sitework surrounding the building, including adding a new exterior elevator to the building. There is also the demolition of the existing Building A (old auto-shop building) and the repaving of the area to prepare for new Health Clinic portable buildings.

And then, of course, is the construction of the new Woodrow Wilson Elementary School on 42nd Street in Richmond. That project seems to be moving along when the weather doesn't slow them down.

The CBOC Audit Subcommittee has suspended their monthly meetings. This was partly because of the lack of support from staff with the personnel and information they need to do their job.

Over the past six months you've heard me report on the 2018 Annual Audit of the Bond Program—a critical part of the CBOC's oversight of the Bond Program. I was hopeful that this would be finalized and made public several months back. I regret to say that it still has not been finalized. The text has been approved but the actual report is still being worked on.

As the CBOC Chair, I overstepped my bounds and authority by releasing on social media sites about three months ago a reformatted version with photos. The CBOC members made it crystal clear that I did not have the authority to reformat the report, include the photos and issue it to the public without


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their permission. I offer my sincerest public apologies for undertaking this task without getting their blessing first. I am divorced from this annual report and it is now in their hands and will be made public at their convenience.

Other projects that the CBOC are working on include the Annual Financial and Performance Audits.

While the Financial Audit is pretty straightforward with financial auditor Christy White poring over the Bond Program's financials, the Performance Audit conducted by Moss Adams can be a more telling report.

The benefit of the Performance Audit is that it investigates whether the District is spending the public's tax dollars in the way they were promised when the District asked the voters to tax themselves for the several bond measures over the years.

The Performance audit is supposed to validate that the projects are not being mismanaged and the money is not being squandered.

Since our Bond Program is supposed to be administered following the guidelines of Prop 39 passed in the 2000 election, the District is required to have an independent Bond Oversight Committee made up of volunteers from the community. The District is required to provide support to allow an independent oversight of the Bond Program.

A key part of this process requires that key personnel—including staff members as well as CBOC members—be allowed to discuss the program privately with the auditors so they can, for lack of a better way to describe it—blow the whistle on any perceived wrongdoings.

When I tried to set up the interviews again this year, I was informed that, for expediency's sake, everyone would be herded into a room to discuss their concerns amongst the entire group. This concerned me greatly and made me question where this was coming from. If an employee wanted to express


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their concerns about their boss, they might have to worry about being the recipient of a one person layoff later that day. And for CBOC members, their disclosures might make it very difficult to work with the Board members, District staff and fellow CBOC members if they were to express their concerns about something these people might have done while those people were sitting at the table staring daggers at them.

This is one of the reasons why, for the past 18 months, the CBOC has been pushing a number of proposed amendments to the Board POLICY 7214.2 that would help to ensure the independent oversight of the people's tax dollars.

We've been dinged numerous times for the vacant seats on the CBOC. I've tried as best I can to solicit applications but I don't have the same resources as the Board and the District. I've asked numerous times for help but we're not seeing where the District has done much to help. One of the proposals will be to eliminate seats designated for a couple of Special Interest groups that have sat vacant for 26 and 23 months respectively.

We're pushing to ensure that we have access to the financial and performance auditors as well as for supervised site visits to inspect the projects.

The District controlled CBOC web site is missing many dozens of documents and many of the documents that are on the site have dead links in them. Considering the gigantic deficit faced by the District, allowing one unpaid CBOC volunteer to maintain our site might help.

Allowing the CBOC their own independent legal counsel is a critical part of what the CBOC needs to do. The cost is minimal and what we spent in 2019 was only a drop in the bucket compared to what the District spent on the Nixon Peabody letter to convince you that you should reject our proposed amendments.


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# WCCUSD
## CITIZENS' BOND OVERSIGHT COMMITTEE

One report of great value to this Board and to the public is the 2019 CBOC Interim Audit. I tried to have this placed as a stand-alone item on this agenda but was told at the last minute that the agenda was too full to allow this. I was asked to include it in this report. So, in my remaining 20 seconds let me tell the public that in 2019 $48.7 million was spent on the nine Bond Program projects.

The projected expenditures through 2023 include $215.2 million leaving a balance of $9.8 million for all of the other projects included in the 2015 Facilities Master Plan.

One highlight is that state grant funding for the PVHS project has been increased from $16.5 million to $23.4 million and instead of waiting until early 2023 for the funds, it's expected to arrive by mid 2020.

One of the benefits of this audit presentation being allowed as a stand-alone agenda item is that the interim audit would be included in the agenda packet so the public might see it now. I was told that I could distribute it to you here but this would not have given you any time at all to review it and it would have meant it would not be accessible to the public. I saw, however, that a CBOCer took the liberty of emailing you a bootleg version last week.

And since my time is up…
The CBOC will next meet on Monday February 10th at 1400 Marina Way South and will start promptly at 6:15. All are welcome.




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# CHAIRPERSON'S REPORT

**01/28/20**
**Report #2**
**(Under Public Forum)**

One of the keys to any successful operation is communication between the stakeholders. Without adequate communication you have what we hear so much about at these Board meetings, about what we read on social media and what we read in our newspapers.

Communicating with our elected officials would try the patience of Job. Some Board members that NEVER respond to emails, texts or phone messages—unless they come from their core supporters; others will respond to time sensitive messages 2-3 weeks after the event has concluded; and then we have Board members that promise to get back but, for whatever reason, it never happens.

Then we have staff that cannot be reached and rarely go out into the community to speak with parents, taxpayers, teachers, and students.

The comments on the social media with regards to the District and the Bond Program should scare the bejeesus out of you. Wild accusations are being written and they continue because I'm just about the only person that's trying to get the truth out. When the only thing people hear and read is the bulldookey that's out there, then the bulldookey is what passes for fact.

People want to feel valued and right now, they don't because they can't communicate with the people they elected to represent them or the people paid to work for them.

Don Gosney


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# CHAIRPERSON'S REPORT

**01/28/20**
**Report #3**
**(01.28.20 Board Agenda Item E.4 ~ Board Policy 7214.2)**

I've lobbied each Board member, I've spoken at length about these critical issues and the Governance Subcommittee has graciously allowed me to speak without staring at the clock.

Beating a dead horse is never productive so I'll be brief.

I want to stress, however, that maintaining the independence of an oversight body is what makes that body successful. When we don't get the support we need from the District, when we're fighting with the elected Board members and when senior District staff tries to cut the legs out from under the CBOC, it undermines the effectiveness of the oversight body.

It may be just an opinion but I think this is one of the reasons why CBOC members don't even apply to have their membership renewed. They're just tired of the fighting. This may be one of the reasons why the CBOC has been reduced from their original 27 members down to the 17 we're supposed to have right now.

We're down to only 8 members right now but come back in a few months to ask why we may be down to 6 or fewer.

In a nutshell, what we've been reduced to asking for is to:

- Eliminate the two special interest seats that have sat vacant for 26 and 23 months respectively.
- Make community representation fair and equitable. Being three times larger than San Pablo, El Cerrito, Hercules and Pinole, Richmond has three representatives on the CBOC while the smaller cities have but one


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each. The unincorporated areas, though, when combined, are only about 60% the size of these smaller cities but have double the representation. Bring some parity to the representation.

- Guarantee that the CBOC will have access to the auditors and to the school sites.
- As has been demanded by every auditor, establish a CBOC budget.
- Codify in writing that the CBOC will have access to independent legal counsel for advice without having to get permission from the Superintendent.
- Guarantee that we get the support we need to perform our oversight.

A critical part of this discussion is understanding that under Rosenberg's Rules of Order, a motion to table can be used to kill an issue. Time after time after time, the Superintendent has recommended that the Board 'table' this item.

And if they bring up the Nixon Peabody letter to justify their actions, understand that the contents of this letter are as bogus as it comes. It's embarrassing that when the letter's deficiencies have been brought to staff's attention so many times, they continue to wave it in front of you as if it were penned by the finger of God.

I will be happy to answer any questions you might have.




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Superintendent Matt Duffy
Associate Superintendent Luis Freese (Facilities, Maintenance and Bond)
Associate Superintendent Dr. Tony Wold (Business Services)
Melissa Payne (Director of Contract Administration)
Board President Stephanie Hernandez-Jarvis
Board Clerk Consuelo Lara
Boardmember Tom Panas
Boardmember Mister Phillips
Boardmember Valerie Cuevas

February 7, 2020

Good day to you all.

For nearly two years the CBOC has been working to provide proposed amendments to Board Policy 7214.2. We believe these are viable and reasonable solutions to meet the needs of the Community and the District but the reaction from the Board and staff has been less than supportive. As has been commented by many of you both in public and in private, you have issues with the CBOC.

It would be presumptuous of me to think that I know what is going through your minds about the CBOC so I won't even try. Most of us do not have an opportunity to speak with any you on a one-on-one basis where we can have an actual discussion. Most of our interactions are conducted in formal settings like Board, Governance or CBOC meetings where there is no real back and forth dialogue. I alluded to the critical need for better communication when I spoke under Public Forum at the last Board meeting.

It is obvious to all that we have problems but unless we communicate with each other, these problems will continue to remain problems—problems with no solutions.

We've all risen to positions of importance in our lives and I'm sure that none of us likes to have others looking over our shoulders, making suggestions or telling


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us what to do. When I used to manage billion dollar projects in the oil refineries, I know I never wanted apprentices telling me how to do my job. I think it's natural.

There is, however, a need to respect each other as people, as contributors and as members of the same team.

When it comes to the Bond Oversight Committee, though, you're kind of stuck with us in that the people of California have said that if you want to pass bond measures on the ballot with only a 55% majority, that you're stuck with regular people looking over your collective shoulders. None of us can tell you what to do but we can certainly let our opinions be heard. This is often in the form of comments at Board meetings, comments on social media and when ballots are cast come election season.

If we're stuck with each other, doesn't it make sense to find a way to work together—as a team—in partnership—rather than on opposite sides of the field of battle? We're all actually fighting for the same team but the team will have a losing season as long as we're fighting each other all of the time.

I honestly believe that a large part of the problem is the lack of communication. None of us are really talking to each other. We need to make the time and put in the effort to sit down and have a face to face conversation about the issues—without constantly looking at the clock.

I also think there may be a lack of understanding about what each of us wants and needs.

I also think there's a lack of understanding about what the CBOC does and how we do it. Misinformation can be deadly. [That's why I've posted hundreds of corrective comments on the social media over the past couple of years.]

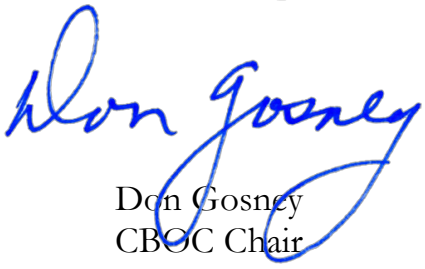
There is no way that we can fix these problems unless we talk to identify what these problems are.


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I'm requesting—inviting—each of you to please meet with me so we can talk about these issues. To begin with, you can start by emailing me with your issues so when we meet we can come prepared. [Specifics are helpful.]

If you don't think this is important, you need to ask why it is that so many current and former CBOC members are campaigning against Measure R. Most of you weren't around when it was CBOC members and their neighborhood allies that brought the Grand Jury, the District Attorney, the State Attorney General, the FBI, the IRS and the SEC into our house (along with the caravan of very expensive attorneys and the negative public perception that is as strong today as it was 6 years ago).

Won't you help me to find a solution to this problem?



Don Gosney
CBOC Chair


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# AN INDEPENDENT CBOC

02/13/20

## EXECUTIVE SUMMARY

For the past two years the Board of Education has been considering amendments to Board Policy BP 7214.2 Citizens' Bond Oversight Committee (CBOC) and the CBOC role, scope, independence and CBOC best practices with no Board approval.

On November 21, 2019 the Board Governance Committee approved amendments to Board Policy BP 7214.2. These amendments were supported by the CBOC and would provide for an independent CBOC that would follow CBOC "best practices." The Board at its January 29, 2020 meeting referred these amendments to the Joint Board/CBOC meeting for action.

The Board's considerations of the proposed amendments are informed by School Proposition 39, Education Code, definition of "independent", Attorney Ferber legal opinion, January 29, 2020 Board discussion, Trustee Lara's recommendations and the California Little Hoover Commission recommendations.

A propose CBOC Resolution 20-1 Independent CBOC makes the recommendations below:

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

- "Amend statutory code on performance audits to include the effectiveness and results of the bond program."
- "Expand the role of Citizens' Oversight Committees in selecting and interacting with bond program auditors."
- "Require bond measures proposed to voters under the reduced threshold to include specific project lists."
- "Change the appointment authority for members of Citizens' Bond Oversight Committees."


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- "Require districts to provide a minimal budget for the oversight committees, including a budget to hire independent counsel with municipal bond expertise."
- "Require districts to provide a Web presence for Citizens' Bond Oversight Committees to prominently display meeting agendas and reports."

**Resolved:** That the WCCUSD CBOC urge the WCCUSD Board of Education to support these Little Hoover Commission legislative changes.

## PURPOSE

The purpose of this paper is to discuss the meaning of an "Independent CBOC" in the context of the discussion at the January 29, 2020 Board meeting on the proposed amendments to Board

Policy BP7214.2 Citizens' Bond Oversight Committee (CBOC).

This paper will first exam various aspects that should inform the Board of Education on this subject. A review of the Board Members January 29, 2020 discussion on this matter will be summarized. Next, the 2017 recommendations of the California Little Hoover Commission will be examined. And finally, support for the California Little Hoover Commission legislative recommendations for stronger independent bond oversight.

## BACKGROUND

Two years ago, at the February 7, 2018 Board meeting Superintendent Duffy recommended that Board Policy BP 7214.2 Citizens' Bond Oversight Committee (CBOC) be amended require only one Joint Board/CBOC meeting per year rather than two. Superintendent Duffy commented,

"With the improvements to internal controls in the Bond program, as well as having a smaller Bond program in scope, staff sees the need for only a single joint CBOC meeting."[1]

[1] Board minutes, February 7, 2018, Agenda Item F.8


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During the past two years this Board policy and the CBOC role, scope, independence and best practices has been widely debated at two subsequent Board meetings,[2] three joint Board/CBOC meetings[3] and three Board Governance Committee meetings.[4]

At the January 29, 2020 Board meeting Dr. Tony Wold, Associate Superintendent Business Services, recommended that "no action be taken at this time" on the matter.[5]

This matter is scheduled for further debate at the March 25, 2020 Joint Board/CBOC meeting.

## PROPOSITION 39

"On November 7, 2000, California voters reduced the voter approval threshold for school and community college district general obligation bonds from two-thirds (2/3) voter approval to 55% voter approval. Proposition 39 amends article XVIII A of the California Constitution .... "[6] The California Legislature, as part of the Proposition 39 implementation legislation, enacted Education Code Section 15278 which establishes Citizens' Oversight Committee.

## EDUCATION CODE SECTION 15278: CITIZENS' OVERSIGHT COMMITTEE

Education Code Section 15278, Article 2 Citizens' Oversight Committee, provides that if a bond measure authorized pursuant to Proposition 39 is approved, " ... the governing board of the school district or community college district shall establish and appoint members to an independent

[2] December 11, 2019 and January 29, 2020
[3] March 14, 2018; September 12, 2018 and March 27, 2019
[4] July 24, 2019; September 25, 2019 and November 21, 2019
[5] January 29, 2020 Board precis, Agenda Item E.4
[6] Proposition 39 Best Practices Handbook, California Coalition for Adequate School Housing, 2000, Page 1


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citizens' oversight committee, pursuant to Section 15282[7], within 60 days of the date that the governing board enters the election results on its minutes pursuant to Section 15274."[8]

## DEFINITION OF "INDEPENDENT"

Dictionary.com is helpful in the context of Education Code Section 15278 an "independent citizens' oversight committee". In this context Dictionary.com defines "independent" as follows:

"not influenced or controlled by others in matters of opinion, conduct, etc.; thinking or acting for oneself."
"not subject to another's authority or jurisdiction; autonomous; free"
"not influenced by the thought or action of others."
"capable of acting for oneself or on one's own."

## CBOC ATTORNEY ADAM S. FERBER OPINION, MARCH 8, 2019

On March 2, 2019 the CBOC requested CBOC Attorney Ferber for his opinion " ... concerning how, in general, California courts would likely interpret the purview of a Citizens Bond Oversight Committee in light of Proposition 3 9 . . . . The precise interpretation by a court of any Constitutional or statutory language would depend primarily on the specific facts of the matter in front of it. However, in my opinion, in general, a court would likely construe that purview
liberally."[9]

## JANUARY 29, 2020 BOARD OF EDUCATION MEETING

There was an extensive discussion, agenda item E.4 at the January 29, 2020 Board of Education meeting on the proposed Board Policy BP 7214.2 Citizens' Bond Oversight Committee (CBOC) amendments, recommended by the Board Governance Committee.

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[7] Education Code Section 15282 prescribes the CBOC membership requirements
[8] Education Code Section 15278 (a) [See Attachment A]
[9] Intent of Proposition 39 With Regard to Bond Program, Adam S. Ferber Memorandum to WCCUSD CBOC, March 8, 2019, page 1 [See Attachment B]


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"Staff strongly recommends that no action be taken at this time .... . "[10]

Dr. Tony Wold, Associate Superintendent for Business Services, said, "We also currently, with the bylaws as written, do have more authority for our CBOC than is required by law. As it stands today, the current revisions, there are some areas that are definitely improvements on our existing bylaws, but there's also some proposals in there that can create additional costs to the District, can create additional potential staff implications."[11]

Trustee Tom Panas: "I'm very disappointed that the precis continues to omit the fact that these bylaw changes were approved by the Governance Subcommittee. . .. Nixon Peabody's obligation, fiduciary obligation is to the bond holders. The CBOC obligation is to the taxpayers. So, to me that at least smells like some kind of a conflict of interest having Nixon Peabody write the report."[12]

Trustee Val Cuevas: "This is to me a facade for what the real issue is. Embedded in the bylaws the changes that would recommend is I think something that really scars the District staff, and you can tell me if I'm wrong, and that is a section that says CBOC will be completely independent and I'm not afraid of that, but I can see why staff is afraid of that."[13]

Trustee Conseulo Lara: "We are the governing board. We are the ones who appoint and can remove people from the CBOC. We are the governing board. I am the liaison to the CBOC. It's my job to look over the shoulder of the CBOC and report back to the Board, and I have, on a few occasions, some very unpleasant incidences I'm not going to go into."[14]

[10] Board of Education January 29, 2020 E.4 Backup Document
[11] Transcription of Board Discussion, January 29, 2020, Agenda Item E.4 , page 1, prepared by the CBOC
[12] Transcript, January 29, 2020, pages 7-8
[13] Transcript, January 29, 2020, page 8
[14] Transcript, January 29, 2020, Page 14


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"I think that we've got anti-bullying policies, we've got codes of conduct. Why does it not apply to the behavior of some of the CBOC? It should."[15]

Trustee Lara during July-August 2019 stated several observations and recommendations regarding the CBOC:

- July 25, 2019 CBOC meeting: " ... the Ed Code specifically says the Board oversees CBOC."[16] " ••• but I find that this committee is very difficult. There's lot of arguing. I feel like there's a lot of negativity, and it just is not an easy committee to deal with. And, and, I really think if affects our staff. I really do. I think that some of the requests, demands, are excessive, and I think it's very unfair to our staff."[17]
- August 8, 2019 Board Meeting: "And lastly ... As you know, I am the CBOC liaison. And I have to tell you I had a really negative experience at the last board meeting (CBOC July 25, 2019 meeting), where I was treated in a very rude and disrespectful manner. And it seems to be the way this group operates."[18]
- August 16, 2019 email to Board Governance Committee and Superintendent: "As CBOC liaison from the Board, I have attended several of these meeting, I see a great need for the board policy to be changed and updated to fit the present day. From my observations and reviewing Ed Code for this committee I submit these suggestions. I Hope they will be considered as you revise the CBOC board policy."
- "Begin the policy with the statement that, 'the governing board of the school district ... shall establish and appoint members" to make it clear that the School Board oversees the CBOC."
- "under Committee Duties change shall to May. And add to each Duty, 'with approval of the governing board'. It must be made clear that any

[15] Transcript, January 29, 2020 page 15
[16] Transcript of July 25, 2019 CBOC meeting, exchange with Trustee Lara, page 4, prepared by CBOC
[17] Transcript July 25, 2019, page 6
[18] Transcript of August 8, 2019 Board meeting, closing remark, page 1, prepared by CBOC


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requests of any kind from this committee to staff must be public and approved by the governing board."

- "Under The Committee shall have the authority to: Change shall to May. Delete without limitation, and add with board approval."
- "Emphasize legal representation must be permitted by the board. Requests must be in writing publicly at the Board meeting including purpose."
- "Emphasize technical assistance of any kind, may be provided if deemed necessary by the board."
- Delete: The Committee and Board shall hold joint meetings .... "
- "ADD: During the Committee Selection process, the district shall make every effort to select committee members that reflect the diversity of the district."
- "Change: ... the Board intends the Committee to consist of seven (7) members ... as required by California Ed code."
- "Change: ... May serve for no more than two consecutive terms of two years each, as in Ed Code."
- "ADD: the CBOC shall meet quarterly."
- August 24, 2019 email to Board Governance Committee and Superintendent: "I have more suggestions for the CBOC district policy. Specifically, I have suggestions for the Appointment Procedure to be on the CBOC committee. I found these on other school district CBOC policies."
- "Application includes resume, letter acknowledging participation in organization they represent, and a letter explaining why they want to be on the committee."
- Applications submitted to HR."
- "Panel interview conducted."
- "Application information sent to Superintendent"
- "Superintendent chooses recommendation(s),"
- "Board votes on recommendations."


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President Stephanie Hernandez-Jarvis: "And, I also think, that, I mean if we are trying to get a bond measure to pass, we're trying to get the community to see that we have a CBOC that is having oversight of the Bond Program, and that we're trying to report back that we're going to be transparent, that we want the committees to be functioning. Not just this committee but the DBEC, and the other committees."[19]

Trustee Mister Phillips: "Now, that doesn't mean that we should not have this conservation. It doesn't mean that we should not discuss whether this should be passed or not, but I do not think that we should do anything under false pretenses, and it is a false presence to think that because we do this, people are going to come out in support of Measure R. So, I want to put that out there I think that it is the truth.: [20]

Trustee Val Cuevas: "First bullet, the CBOC is independent of the Board of Education. That can mean anything to anybody. Let's have a conversation of defining what we mean by that. That includes the CBOC."[21]

President Stephanie Hernandez-Jarvis: "With that, with those comments from the Board Members, I would really like us to move forward with having this conversation be part of our CBOC joint meeting, and I would like for us to make sure we allot enough time for the regular business of the meeting plus this additional conversation as well."[22]

## MARCH 25, 2020 JOINT BOARD/CBOC MEETING

The March 25, 2020 Joint Board/CBOC meeting will take action to accept the bond program financial audit report and performance audit report for the fiscal year ended June 30, 2019. March 31, 2020 is the deadline for acceptance of these two audit reports.

[19] Transcript, January 29, 2020, page 15
[20] Transcript, January 29, 2020, page 18
[21] Transcript, January 29, 2020, page 19
[22] Transcript, January 29, 2020, page 21


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The second reading and action on the proposed amendments to Board Policy BP72 l 4.2 Citizens' Bond Oversight Committee will also be on the agenda for this meeting.

## CALIFORNIA LITTLE HOOVER COMMISSION

The Little Hoover Commission is a bipartisan independent California oversight agency to promote economy and efficiency in state and local government.

"The Commission fulfills this charge by listening to the public, consulting with the experts and conferring with the wise. In the course of its investigation, the commission typically empanels advisory committee, conducts public hearing and visits government operations in action."[23]

In its update of its 2009 bond oversight study, the Commission heard testimony and recommendations focusing both on improving the bond issuance process and improving local oversight, particularly in bolstering the effectiveness of local Citizens' Bond Oversight Committees as previously recommended by the Commission. Based on the testimony and written comments received, the Commission expands on and refines its prior recommendations for improving local bond oversight.

On September 22, 2016 the Commission held a public hearing on Bond Oversight at the State Capital, Room 437, Sacramento. At that public hearing 14 witnesses provide written testimony, five of whom were from WCCUSD (in the order as listed on the public hearing agenda):

- Anton Jungherr, Member and Secretary WCCUSD CBOC, Co-Founder, California League of Bond Oversight Committees. Mr. Jungherr also orally testified at this public hearing. See Attachment C.
- Dennis Clay, WCCUSD accounting staff, whistle blower.

[23] Borrowed Money: Opportunities for Stronger Bond Oversight, Report #236, February 27, 2017, Little Hoover Commission, page i


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- Matthew Duffy, WCCUSD Superintendent of Schools. See Attachment D.
- Tom Panas, CBOC Chairperson. See Attachment E.
- Ivette Ricco, former WCCUSD CBOC Chairperson. See Attachment F.

In February 2017 the Commission published their report, Borrower Money: Opportunities for Stronger Bond Oversight. See Attachment G. This report made six recommendation to the Governor and the Legislature for their consideration in regards School Proposition 39 bonds.

The Commission's recommendation 7 helps inform the meaning of an "independent CBOC" and provides the authority for CBOC "best practices" as requested by the WCCUSD Board of Education.

"Recommendation 7: The Governor and Legislature should update and overhaul the education code related to the Strict Accountability in Local School Construction Bonds Act of 2000. Specifically,

- "Amend statutory code on performance audits to include the effectiveness and results of the bond program." (WCCUSD does based on recommendation of the CBOC.)
- "Expand the role of Citizens' Oversight Committees in selecting and interacting with bond program auditors." (Included in the proposed amendments to Board Policy 7214.2 Citizens' Bond Oversight /Committee.)
- "Require bond measures proposed to voters under the reduced threshold to include specific project lists." (CBOC has made this recommendation to the Board).
- "Change the appointment authority for members of Citizens' Bond Oversight Committees." (Will make the CBOC independent of the Board.)


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- "Require districts to provide a minimal budget for the oversight committees, including a budget to hire independent counsel with municipal bond expertise." (Included in the proposed amendments to Board Policy 7214.2 Citizens' Bond Oversight /Committee.)
- "Require districts to provide a Web presence for Citizens' Bond Oversight Committees to prominently display meeting agendas and reports."[24] (Included in the proposed amendments to Board Policy 7214.2 Citizens' Bond Oversight /Committee.)

## RECOMMENDATION:
## CBOC RESOLUTION 20-1 INDEPENDENT CBOC

**Whereas:** Proposition 39 school general obligation bonds voter approval threshold was reduced from two-thirds (2/3) to 55% voter approval;

**Whereas:** California Education Code Section 15278 provides that if a bond measure authorized pursuant to Proposition 39 is approved the governing board of the school district shall establish and appoint members to an independent citizens' oversight committee;

**Whereas:** WCCUSD currently has four (4) Proposition bond measures approved by the voters;

**Whereas:** On March 3, 2020 WCCUSD voters will vote on another Proposition 39 school bond measure, Measure R;

**Whereas:** WCCUSD has a single Citizens' Oversight Committee that provides oversight for all WCCUSD Proposition 39 school bond measures;

[24] Transcript, January 29, 2020, page 20


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**Whereas:** California law requires the Citizens' Oversight Committee to be independent, not subject to another's authority or jurisdiction; autonomous; free;

**Whereas:** WCCUSD Citizens' Oversight Committee should adopt "best practices" so that it can effectively execute its purpose of actively reviewing and reporting on the proper expenditures of taxpayer's money for school construction;

**Whereas:** CBOC Attorney Ferber has provided his opinion that a court would likely interpret liberally the purview of a Citizens' Bond Oversight Committee;

**Whereas:** The California Little Hoover Commission February 2017 Report to the Governor and Legislature made six recommendations to update and overhaul the education code to make Citizens' Oversight Committee independent and provide "best practices";

**Whereas:** It is in the best interest of the WCCUSD Citizens Oversight Committee to support Little Hoover Commission legislative changes;

**Whereas:** It would be to the benefit of the WCCUSD Board of Education to support Little Hoover Commission legislative changes;

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

- "Amend statutory code on performance audits to include the effectiveness and results of the bond program."
- "Expand the role of Citizens' Oversight Committees in selecting and interacting with bond program auditors."


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- "Require bond measures proposed to voters under the reduced threshold to include specific project lists."
- "Change the appointment authority for members of Citizens' Bond Oversight Committees."
- "Require districts to provide a minimal budget for the oversight committees, including a budget to hire independent counsel with municipal bond expertise."
- "Require districts to provide a Web presence for Citizens' Bond Oversight Committees to prominently display meeting agendas and reports."

**Resolved:** That the WCCUSD CBOC urge the WCCUSD Board of Education to support these Little Hoover Commission legislative changes.

Approved by CBOC on _____ by a vote of _____

## ATTACHMENTS

A. Education Code Section 15278 Citizens' Oversight Committee
B. Attorney Ferber Memorandum, March 8, 2019
C. Little Hoover Commission Letter to Anton Jungherr, September 30, 2016
D. Superintendent Duffy letter to Little Hoover commission, September 22, 2016
E. Tom Panas letter to Little Hoover Commission, August 30, 2016
F. Ivette Ricco letter to Little Hoover Commission, August 24, 2016
G. Borrowed Money: Opportunities for Stronger Bond Oversight, Little Hoover Commission, Report #236, February 2017 (excludes Statewide Bonds section)


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California LEGISLATIVE INFORMATION

**EDUCATION CODE - EDC**

**TITLE 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32500]** *( Title 1 enacted by Stats. 1976, Ch. 1010. )*

**DIVISION 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32500]** *( Division 1 enacted by Stats. 1976, Ch. 1010. )*

**PART 10. SCHOOL BONDS [15100 - 17199.6]** *( Part 10 repealed and added by Stats. 1996, Ch. 277, Sec. 2. )*

**CHAPTER 1.5. Strict Accountability in Local School Construction Bonds Act of 2000 [15264 - 15288]** *( Chapter 1.5 added by Stats. 2000, Ch. 44, Sec. 3. )*

**ARTICLE 2. Citizens' Oversight Committee [15278 - 15282]** *( Article 2 added by Stats. 2000, Ch. 44, Sec. 3. )*

**15278.** (a) If a bond measure authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution is approved, the governing board of the school district or community college shall establish and appoint members to an independent citizens' oversight committee, pursuant to Section 15282, within 60 days of the date that the governing board enters the election results on its minutes pursuant to Section 15274.

(b) The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The citizens' oversight committee shall actively review and report on the proper expenditure of taxpayers' money for school construction. The citizens' oversight committee shall advise the public as to whether a school district or community college district is in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution. The citizens' oversight committee shall convene to provide oversight for, but not be limited to, both of the following:

(1) Ensuring that bond revenues are expended only for the purposes described in paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.

(2) Ensuring that, as prohibited by subparagraph (A) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, no funds are used for any teacher or administrative salaries or other school operating expenses.

(c) In furtherance of its purpose, the citizens' oversight committee may engage in any of the following activities:

(1) Receiving and reviewing copies of the annual, independent performance audit required by subparagraph (C) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.

(2) Receiving and reviewing copies of the annual, independent financial audit required by subparagraph (C) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.

(3) Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.

(4) Receiving and reviewing copies of any deferred maintenance proposals or plans developed by a school district or community college district, including any reports required by Section 17584.1.

(5) Reviewing efforts by the school district or community college district to maximize bond revenues by implementing cost-saving measures, including, but not limited to, all of the following:

(A) Mechanisms designed to reduce the costs of professional fees.

(B) Mechanisms designed to reduce the costs of site preparation.

(C) Recommendations regarding the joint use of core facilities.

(D) Mechanisms designed to reduce costs by incorporating efficiencies in schoolsite design.

(E) Recommendations regarding the use of cost-effective and efficient reusable facility plans.

*(Added by Stats. 2000, Ch. 44, Sec. 3. Effective January 1, 2001.)*



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# Memorandum

The information in this document is confidential
and protected by attorney-client and attorney work product privileges.

**TO:** Don Gosney
Chair – WCCUSD Citizens' Bond Oversight Committee

**FROM:** Adam S. Ferber

**SUBJECT:** Intent of Proposition 39 With Regard to Bond Program

**DATE:** March 8, 2019

---

In a letter dated March 2, 2019, which I received on March 5, 2019, you asked for my opinion concerning how, in general, California courts would likely interpret the purview of a Citizens Bond Oversight Committee in light of Proposition 39, the 2001 ballot measure which amended California Constitution Section 1 of Article XIII A, and Section 13 of Article XVI.

The precise interpretation by a court of any Constitutional or statutory language would depend primarily on the specific facts of the matter in front of it. However, in my opinion, in general, a court would likely construe that purview liberally.

## Discussion

The principal impact of Proposition 39 was to lower the threshold required to pass California local school district bond measures from a two-thirds super majority vote to a 55% super majority vote, subject to certain oversight and accountability requirements.[1] These oversight and

[1] In the interest of economy, this memorandum is brief. For a fuller discussion of the purview of the CBOC, I refer you to pertinent portions of my September 16, 2015 opinion letter to Ms. Ivette Rico, then CBOC Chair. A copy of that letter is transmitted electronically along with this memorandum.


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accountability requirements ultimately included the creation, by the enactment of Education Section 15278, of a Citizens Bond Oversight Committee ("CBOC") upon the first successful passage of a school district bond measure pursuant to Proposition 39.

The ultimately prevailing proponents of Proposition 39 stated the following in their arguments in support of the measure:

> Passing Prop. 39 will:
>
> Hold Administrators accountable for spending school bond construction money:
>
> - Prohibit using funds for administration or bureaucracy.
>
> - Require school administrators to produce a detailed list of specific school construction and repair projects to be funded.
>
> - Require schools to undergo two rigid, independent financial and performance audits every year.
>
> - Require bonds to be passed by a tough 55% supermajority vote.
>
> This initiative helps fix classroom overcrowding and provides much needed repairs of unsafe and outdated schools. It mandates the **strictest accountability requirements** to ensure that bond funds are spent only on schools and classrooms, protecting taxpayers. (Emphasis supplied)

It therefore appears that the drafters of the Measure, and the voters who passed it, understood and expected that the accountability measures provided for were to be of the strictest kind. Conversely, especially in light of the expansion of taxing authority accorded to school districts, it appears that the drafters wished to avoid the "evil" of less than the strictest accountability requirements including any possible obfuscation or concealment, however inadvertent. It can be fairly inferred that citizen oversight to enforce accountability measures would be liberally construed.

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In the interest of brevity, this memorandum omits the precise language of the ballot measure, and the language of the Constitutional amendments that effectuated it. I will happy to provide this language upon request.


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In my opinion, among, and subject to, other factors, the forgoing ballot arguments would likely exert a general influence over a court to construe liberally the purview of a CBOC.

I hope this information is helpful. As always, please free to contact me with any additional questions or concerns.


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LITTLE HOOVER COMMISSION

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*carole.d'elia@lhc.ca.gov*

September 30, 2016

Anton Jungherr
Member and Secretary, West Contra Costa Unified School District's
Citizens' Bond Oversight Committee
Co-Founder, California League of Bond Oversight Committees
121 Ash Court
Hercules, CA 94547

Dear Mr. Jungherr,

Thank you for participating in the Little Hoover Commission's hearing on Thursday, September 22, 2016. The Commission appreciates your detailed and succinct written testimony and your assistance in helping me identify other experts in local bond oversight for this hearing and for background information prior to the hearing.

The Commission also appreciates your comments during the hearing about how the state can add some teeth to the "watchdog that has no bite." It was clear at this hearing, as it was in 2009, that there is much that could be done to improve the statutes on Citizens' Bond Oversight Committees.

Your testimony and continuing work will be most valuable to the Commission as it completes its review. We hope we can call upon you again for further information.

We thank you again for your time and your valuable input.

Sincerely,

Carole D'Elia

Carole D'Elia
Executive Director



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**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**
1108 Bissell Avenue
Richmond, CA 94801-3135

**Matthew Duffy**
***Superintendent***

**Telephone: (510) 231-1101**
***FAX: (510) 236-6784***

September 22, 2016

Pedro Nava, Chair
Little Hoover Commission
925 L Street, Suite 805
Sacramento, CA 95814

To the Members of the Little Hoover Commission,

Thank you for this opportunity to address you and the commission regarding some concerns presented about the school construction and bond program in the West Contra Costa Unified School District. In April of 2015, several allegations were raised with regard to the potential of fraud and/or mismanagement of the District's bond program over the last 15+ years. In October of 2015, our Board of Education approved a contract for an extensive forensic accounting audit that was recently completed. The auditors identified several high risk areas and internal controls weaknesses at or prior to the time that the allegations were raised and acknowledged the efforts made by the District to reduce the risks and improve internal controls over the last two years. We fully recognize that additional work needs to be done but we are on a path moving forward.

The District initiated the forensic investigation report in order to improve its practices and ensure the resources given into its care are used to benefit students. You can review the final Phase II Forensic Accounting Investigation Report of the District's school construction bond program on the District website at www.wccusd.net/audit.

We know and understand the concern expressed by many members of our community about some of the District's past practices. However, several changes have been implemented that have improved our practices and we look forward to implementing the recommendations of the audit to give members of our community the confidence to know that the District takes its fiduciary responsibility seriously. To that end, if you or any members of the Little Hoover Commission are interested in the steps that have been taken to rectify the situation that caused many of the allegations, I encourage you to meet with me or gather additional information from the District directly.

We look forward to the continued conversation around our school construction program.

Sincerely,

Matthew Duffy
Superintendent


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# TOM PANAS

August 30, 2016

Carole D'Elia
Executive Director
Little Hoover Commission
925 L Street, Suite 805
Sacramento, CA 95811
Via electron transition: carole.d'elia@lhc.ca.gov

Disclaimer: The author of this testimony is speaking in his individual capacity and not as a representative of the West Contra Costa Unified School District Citizens' Bond Oversight Committee. The recommendations expressed in this testimony are those of the author Tom Panas.

**RE: Little Hoover Commission Written Testimony September 22, 2016**
**Proposition 39 Citizens' Bond Oversight Committees Members Training**

Dear Ms. D'Elia:

I am the current Chairperson of the West Contra Costa Unified School District (WCCUSD) Proposition 39 Citizens' Bond Oversight Committee (CBOC). WCCUSD has operated a consolidated CBOC since March 2002 for four bond measures totaling $1.4 billion.

Currently we have seventeen (17) authorized positions on our CBOC. During the past three years (3) years our CBOC has had twenty-four (24) new members.

Training of new members is a critical need for us. We have a continuing need to train new members. Independently prepared online training courses would be an enormous benefit for our CBOC.

I personally support the California League of Bond Oversight Committees training recommendation to the Little Hoover Commission:

"Specifically, the state must provide independent training for some 3,500 bond oversight committee members, organized in about 500 oversight committees. The California Fiscal Crisis and Management Assistance Team in collaboration with the California League of Bond Oversight Committees should develop a website with easy-to-access training materials and easy-to understand descriptions of the roles and responsibilities of the local citizens' oversight committee members."

Sincerely,

Tom Panas


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Carole D'Elia
Little Hoover Commission
925 I, Street, Suite 805
Sacramento, Ca. 95814

August 24, 2016

Dear Ms. D'Elia:

I read with great interest the letter sent to Mr. Anton Jungherr by the LHC.
I wish to provide written testimony for your meeting scheduled for September 22, 2016.

I served on the West Contra Costa County Unified School District's Citizens' Bond Oversight Committee from June 2010 to June 2016.
I served as Chair of the WCCUSD CBOC from February 2013 to January 2016.

I initially served on the committee as the appointee of a WCCUSD Trustee, Mr. Antonio Medrano.
At the time I was the President of the Pinole Chamber of Commerce and actively involved in my community.
I admit that I had no background in this area; my career was spent in the Alternative Finance Industry as VP of Operations.
But as a product of the New York City Public School System, I believe in Public Education and I was very aware of the difficulties our school district faced.
It was my naïve belief that I could help improve our schools by serving on the CBOC.

I learned rather quickly that the committee was merely serving as a "cheer leader" for the District and its Bond Program.
What I did not learn quickly was just how mired in ineptitude, secrecy and politics the Bond Program was.

After sitting through three years of two-hour monthly meetings that were dominated by photos of the projects, reports that backed-up those photos and little discussion regarding budgets or costs, I was frankly, ready to throw in the towel.

Members of the Committee did not appear to know what was occurring, frankly neither did I. If we were to believe what we were hearing everything was absolutely wonderful.
Many members did not attend on a regular basis and we had problems reaching a quorum. Most members had little or no knowledge of the nuts and bolts of the Program. How can you ask questions if you don't know what to ask?
Many were there to bolster their resumes, protect their company affiliations, their specific schools, or their constituents.

There was a lot of yelling and screaming between political adversaries and a total


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lack of protocol.
But I hung in there.

In 2013 after we had gone through several Chairs and no one wanted to serve in that capacity, I, very reluctantly, agreed to serve as Chair with the caveat that the committee understand that I was dealing with family health issues that took me to the East Coast on almost a regular basis. It was better than not having a Chair at all. Fortunately, I had a Secretary and Vice-Chair who helped me plan meetings while I was out of town, and I was at least able to show up for meetings. Most of 2013 was a blur for me.

But once my family crisis ended, my mother passed away, I realized that my background in management and organization would not allow me to lead this committee as Chair, without completely transforming it.
And thus I set out to make some very big changes.

My challenges were many.
The State Legislature had not done the taxpayers any favors when they created the Citizens' Bond Oversight Committee in 2000 under Prop 39.

A CBOC can meet as infrequently as once a year.
The same District that they are tasked with overseeing, appoints them.
There are not allocated or budgeted resources for training.
The District is under no obligation to provide timely data or to respond to inquires within a specific timeframe.
The CBOC is charged with actively reviewing, reporting and informing the community on the expenditures of those bonds funds, but only after the fact.
We are powerless to effect changes.
Our only real tool is the media.

The CBOC must rely on the District it is overseeing to provide the information it needs to make informed decisions. But, the District controls the information and when or if we receive it.

Members are selected and appointed, not based on their expertise or background, but by criteria developed by the Board.
The Board has the final say as to who sits on the Committee.

I, of course could not affect the selection process, but I could work to ensure that the CBOC was operating efficiently, effectively and getting the information and cooperation it needed from the District. I could also enforce the absentee policy so that we had members working as a team and improve our productivity.

I addressed the lack of organization, lack of protocol, and absenteeism and implemented changes.
I sought to improve the website and make it relevant and a source of public


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information.
I challenged the District to provide us with support, training, information and resources.
I publicly requested resources and enhanced communication, responsiveness and cooperation from the District at Board meetings.
I told the Board that it should not be necessary for the CBOC to have to go through an obstacle course or arm-wrestle them for information.

There was a perceptible change in attitude by the District late in 2013 and into 2014 - 2015.
The shift in attitude was due to several significant developments that helped to spur the District's increased cooperation.

In February 2014, then Associate Superintendent, Bill Fay, responded to the CBOC's questions regarding budgets, by stating that the WCCUSD Bond Program was a scope driven program, not a budget driven program.
It was a jaw-dropping revelation.

In May 2014 the CBOC agenda was altered without my approval or consent by staff in order to include a Debt Limit Waiver on the agenda, and thus check off that box on their application.
We call that the "Mad as Hell" meeting.
The media was there and captured the frustration of the CBOC. It led to a shakeup of staff.

In June 2014 voters rejected the seventh Bond Measure, the first Bond Measure to be rejected for the WCCUSD Bond Program.

2015 marked a change in the District's attitude and tone.
Why?
1. Because, the District was assailed by the press.
2. Because, there were ongoing IRS and SEC investigations.
3. Because voters rejected the seventh Bond Measure.
4. Because, Dennis Clay, WCCUSD analyst, made serious allegations about Program mismanagement.
This has lead to a forensic investigation into the Bond Program; the final report is due on September 9. I am a member of the Clay Investigation Sub-Committee.
5. Because the Contra Costa County 2015 Grand Jury Report, "A Case Study in Stymied Oversight" detailed the CBOC's frustration with the District.
6. Because the CBOC pressured the District to be open, transparent, cooperative and collaborative.
7. Because the public began to question how their Bond money was being spent.

There had been questions raised about the size and effectiveness of the CBOC.
The effectiveness of the CBOC is in direct relation to the lack of authority the CBOC has, and the fact that they are completely controlled by the District they are


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overseeing.
The District's fall back position is to quote the exact language of Prop 39 and the role of the CBOC, and to cite their lack of resources for the work of the CBOC.

The CBOC is still fighting an uphill battle to get the type of reports and data it needs to not only be able ask relevant questions, but to properly prepare to ask relevant questions.
As I told then Superintendent Bruce Harter when discussing training for the CBOC, "they don't know what they don't know".

Get the community more involved, provide the CBOC with resources, data, true support and elevate and enhance the CBOC's abilities and resources.

I certainly hope the LHC can effect real changes through the State Legislature that will ensure that the work of the CBOC is taken seriously and supported.
I sincerely hope that the recommendations made by LHC in 2009 are not simply filed away for another seven years, but implemented.

Sincerely,

Ivette Ricco


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# *BORROWED MONEY: OPPORTUNITIES FOR STRONGER BOND OVERSIGHT*

REPORT #236, FEBRUARY 2017






A LITTLE HOOVER COMMISSION LETTER REPORT
TO THE GOVERNOR AND LEGISLATURE OF CALIFORNIA


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# To Promote Economy and Efficiency

The Little Hoover Commission, formally known as the Milton Marks "Little Hoover" Commission on California State Government Organization and Economy, is an independent state oversight agency.

By statute, the Commission is a bipartisan board composed of five public members appointed by the governor, four public members appointed by the Legislature, two senators and two assemblymembers.

In creating the Commission in 1962, the Legislature declared its purpose:

*...to secure assistance for the Governor and itself in promoting economy, efficiency and improved services in the transaction of the public business in the various departments, agencies and instrumentalities of the executive branch of the state government, and in making the operation of all state departments, agencies and instrumentalities, and all expenditures of public funds, more directly responsive to the wishes of the people as expressed by their elected representatives...*

The Commission fulfills this charge by listening to the public, consulting with the experts and conferring with the wise. In the course of its investigations, the Commission typically empanels advisory committees, conducts public hearings and visits government operations in action.

Its conclusions are submitted to the Governor and the Legislature for their consideration. Recommendations often take the form of legislation, which the Commission supports through the legislative process.

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# LETTER FROM THE CHAIR



February 14, 2017

The Honorable Kevin de León
President pro Tempore of the Senate
and members of the Senate

The Honorable Jean Fuller
Senate Minority Leader

The Honorable Anthony Rendon
Speaker of the Assembly
and members of the Assembly

The Honorable Chad Mayes
Assembly Minority Leader

Dear Governor and Members of the Legislature:

Taking on long-term debt is a very serious and important government decision. Paying down bond debt makes a long-term claim on every annual budget and limits all other spending for decades to come. Because of this, bond measures typically require a vote of the people. Bonds are most frequently used to finance large projects such roads, schools, dams and other infrastructure that is expected to last for generations and would be difficult to pay for all at once.

California voters have been exceedingly supportive of bond measures. In the past decade, voters have approved more than $70 billion in statewide bond financing. They have been equally supportive of local bonds, with some $138 billion in local school facilities bonds enacted since voters reduced the threshold for approving these measures in 2000.

Spreading the costs of major infrastructure projects across generations makes sense. But as Californians have put more and more on the tab, a day of reckoning will arrive. When the next recession hits and revenues fall, the payment on the debt remains. Now is a critical time to assess and reevaluate whether current oversight mechanisms are enough to ensure both state and local bond proceeds are spent as efficiently as possible and as voters intended.

Governor Brown, in his 2017-18 proposed budget, highlighted the need for improved oversight on the nearly $10 billion statewide school construction bond enacted by voters in 2016. The Commission agrees with and applauds the Governor. But oversight should not be implemented bond by bond. The Commission urges the Governor and the Legislature to develop a strategy for oversight of all statewide bond measures that links bond expenditures with results and makes this information easily available to the public.

This brief updates and builds on recommendations the Commission made in a 2009 report, *Bond Spending: Expanding and Enhancing Oversight*. At a September 2016 hearing as part of this update, the Commission found progress in statewide bond oversight and promise in legislation enacted in 2016. SB 1029 (Hertzberg) gave the California Debt Limit Allocation Committee within the State Treasurer's Office the authority to annually track the use of bond proceeds from both state and local debt-issuing agencies. Policymakers should ensure adequate resources are provided to implement this legislation. It holds the potential for making

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all state and local bond information available on one statewide Web platform in a format that is easy for researchers, policymakers, the media and the public to understand.

With the table set by the Governor for legislative discussion on statewide bond oversight, the Commission also urges policymakers to assess and improve local bond oversight. A record $28 billion in local school facility bonding capacity was approved by voters in 2016 alone.

In this update, the Commission learned that the vast majority of borrowing is done by local governments, particularly local school and community college districts. Local government officials often lack the sophistication or experience issuing and managing bonds. The Commission was told this is unnecessarily costing Californians hundreds of millions of dollars.

When poor financing choices are made or when money is spent inefficiently, or on projects not listed in a bond measure, it hurts taxpayers and limits other local spending. Even worse, it very often robs California school children of the benefits of clean and modern learning environments that voters have indicated are a top priority. Better training on bond issuances and prudent debt ratios, truth in borrowing statements and more involvement of county treasurers could help prevent poor municipal financing decisions.

The Commission also recommends that policymakers update and overhaul statutory code enacted in 2000 that created Citizens' Bond Oversight Committees for local school facility construction bonds. The law was written to give these committees active oversight, yet by and large, this is not happening. Some 200 new local bond oversight committees will be formed in the next year with 1,400 Californians volunteering their time to participate on these committees. Policymakers should make sure their time is used as efficiently and effectively as possible so that these important local oversight committees can live up to their promise. This briefing includes a list of specific changes, including improved training for committee members and enhanced performance audits that assess the effectiveness and results of the bond program, as well as other opportunities for improvement.

With significant new bond capacity added in 2016, the time to act is now and the Commission stands ready to assist.



**Pedro Nava**
Chair, Little Hoover Commission


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Recommendation 1: The Governor and the Legislature should adopt a consistent system to improve transparency and oversight of all statewide bonds, particularly the 2008 high-speed rail and the 2016 school facility construction bonds, which currently lack such requirements, as well as all future statewide bond measures.

Recommendation 2: The Governor and Legislature should ensure adequate resources are available for the California Debt Limit Allocation Committee's implementation of SB 1029.

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Recommendation 3: The California Debt and Investment Advisory Committee is encouraged to expedite the development of training materials for locally-elected officials on bond issuance.

Recommendation 4: Policymakers should enact legislation requiring a truth in bonding statement be provided for review by elected officials prior to authorizing a bond issuance.

Recommendation 5: Policymakers should enact legislation requiring the county treasurer to review and comment on bond issuance proposals prior to authorization. The county treasurer also should advise policymakers on maintaining a prudent debt ratio.

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Recommendation 6: Develop easy-to-access online training materials for members of Citizens' Bond Oversight Committees.

Recommendation 7: The Governor and Legislature should update and overhaul the education code related to the Strict Accountability in Local School Construction Bonds Act of 2000.

Recommendation 8: Impose sanctions for school and community college districts that fail to adhere to constitutional and statutory requirements of Proposition 39, including preventing the district from adopting future bond measures under the reduced voter threshold.

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# LOCAL BONDS

Although the Commission's primary concern and focus in its 2009 review of bond oversight was on statewide bonds, the Commission devoted one chapter and provided recommendations on improving local bond oversight, specifically bolstering the effectiveness of Citizens' Bond Oversight Committees. These committees were established by an act of the state Legislature in 2000, in part to help ensure that Proposition 39, a 2000 initiative enacted by voters to lower the threshold of votes required for local school facilities bonds from two-thirds majority to 55 percent, would pass. Additionally, the local bonds the committees oversee – school facility construction bonds – are very often used in tandem with statewide school facilities bonds. As a result, the Commission saw a role for the state in ensuring this local oversight was efficient and effective.

In its 2009 report, the Commission found the concept of the local oversight committees appealing because it put hundreds, if not thousands, of eyes and ears on the ground to ensure that school facility bonds were spent efficiently and as described in the text of the bond measures provided to voters. By and large, however, these committees have proven ineffective and some committee members have told the Commission that is at least in part, by design. As one witness at the September 2016 hearing told the Commission, "The watchdog has no bite."[17]

## PRIOR RECOMMENDATIONS: IMPROVE LOCAL SCHOOL BOND OVERSIGHT

In its June 2009 report, Bond Spending: Expanding and Enhancing Oversight, the Commission had recommendations for improving local bond oversight.

***Recommendation 4: To improve local oversight of school and community college school facility construction projects passed under the reduced threshold established by Proposition 39, the state should bolster the capabilities of local bond oversight committees.*** Specifically, the state must:

- Require mandatory independent training for bond oversight committee members. The State Allocation Board and the California Community Colleges should develop and host a website with easy-to-access training materials and easy-to-understand descriptions of the roles and responsibilities of the local citizens' oversight committee members. The website should include a mandatory online training course.
- Require civic groups to nominate local committee members, allowing veto power for the school or community college district.
- Clearly delineate the role and responsibility of the local oversight committees and define the purpose and objectives of the annual financial and performance audits.
- Encourage county grand juries to review the annual financial and performance audits of expenditures from local school and community college bond measures.
- Impose sanctions for school and community college districts that fail to adhere to constitutional and statutory requirements of Proposition 39, such as preventing the district from adopting future bond measures under the reduced voter threshold.

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The Commission's 2009 recommendations for improving local bond oversight were based on testimony from a co-founder of what in 2008 was a fledging organization, the California League of Bond Oversight Committees (CalBOC), and recommendations from a scathing 2008 State Controller's Office audit of a community college district's expenditures from state and local bond fund proceeds.

During the Commission's update on its 2009 report, it learned that very little progress has been made implementing the Commission's recommendations in this area. Although the Commission's 2009 review of local bond oversight focused on bond expenditures, its 2016 update brought alarming testimony on bond issuances and their sometimes questionable background stories. Written comments to the Commission described the significant and unnecessary costs to taxpayers resulting from decisions by local officials who often unknowingly are heavily influenced by those who stand to gain by these decisions.

As a result, this update on local bond oversight is divided into two sections focusing on local bond measure language and issuances, as well as oversight of local bond expenditures.

### *Playing With Financial Matches*

Unfortunately, but understandably, many locally-elected government officials who must make multimillion- and multibillion-dollar decisions on bond issuances lack experience in municipal finance. School and community college board members, who authorize more bond debt than their counterparts in other local government entities – more than $15 billion in 2016 alone – often are concerned citizens who run for office to make a contribution to their community and ensure local schools are efficient and effective.[18] Suddenly, these individuals, who are contributing to society as part of their civic duty, find themselves confronted with municipal finance decisions that will have far-reaching implications on their district and local taxpayers.

One municipal finance expert with more than three decades of experience testified that the vast majority of finance professionals are honest and try to do the right thing with limited resources. "It is safe to assume that most finance directors and staff were not hired because of their knowledge and experience in the capital markets, but rather for their accounting, budgeting or other more traditional finance-related knowledge and skills. They often work with a small staff and wear multiple hats and juggle multiple tasks simultaneously," Jay Goldstone, managing director of public finance for MUFG Americas and co-chair of the previously mentioned Task Force on Bond Accountability, told the Commission.
The Commission also received written comments suggesting that a significant amount of money has and continues to be wasted through poor financial practices, both when bonds are initially sold and when they later are refinanced, often multiple times.[19] The comments and witness testimony suggested many, if not a majority, of the school and community college districts and their boards lack the financial savvy to avoid unnecessarily expensive bonds. Unscrupulous financial advisors, who stand to gain from bond issuances that are poorly designed, can dupe unsuspecting district staff who may not know any better, significantly raising the cost of the bond. Local officials also may lack the context of how new debt issuance fits within the overall budget and the future impact on the budget. Financial staff should inform local elected officials considering debt issuance on current debt ratio, how it will change after issuing more debt, and what is considered a prudent ceiling for debt ratio.

Hearing witnesses suggested that the California Debt and Investment Advisory Committee could have an expanded role before districts sell bonds or the state could require a review by the county treasurer prior to bond issuances. Several concerned with this aspect of bond oversight pointed to a July 2016 report from the Los Angeles County Grand Jury on school bond debt. The report found that taxpayers were paying between 25 percent and 50 percent too much for poorly designed debt issuances, costing hundreds of millions of dollars more than necessary.[20]

One former deputy school superintendent told Commission staff that "excess bond payments take dollars out of local economies. That loss harms the local economy. In addition, this excess payment results in a loss of taxes to local, county and state government as those local property taxes reduce other tax payments. This, in turn, reduces the ability of local and state government to provide needed services to Californians. These negative


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impacts of poorly planned and structured bonds last for decades."[21]

Mr. Schaefer, in his testimony to the Commission, said that the California Debt and Investment Advisory Commission provides workshops for public officials several times each year and has numerous resources available on its website on public works financing. But he also expressed concerns about a continual lack of financial sophistication at the local level. "Elected officials appear to be absent from that kind of training … If a concerned citizen wants to become engaged in his or her political system in this state, what does she do? She runs for the school board. Now we have five folks at the beginning of their political career, well-intentioned folks who wish to make a contribution to the community, and suddenly they are confronted with these multimillion-dollar decisions that have to be made and experts telling them it's okay. That strikes me as playing with financial matches," Mr. Schaefer told the Commission.

Former Assemblymember Fred Keeley, who also has served on the Santa Cruz County Board of Supervisors and as the Treasurer of Santa Cruz County and co-chaired the Task Force on Bond Accountability with Mr. Goldstone, also spoke to the Commission at the September 2016 hearing. Local officials making these decisions have so much information to digest they are literally drinking out of a fire hose, he told the Commission. Mr. Keeley agreed that additional disclosure information for local officials was a good idea, but suggested it be condensed to a page or two.[22]

Mr. Schaefer indicated that the State Treasurer's Office is working on developing ways to assist and educate local officials, either through on-demand videos, webinars or written materials. Commissioners encouraged the development of these tools, particularly a one-or two-page guide as suggested by Mr. Keeley, that would help officials understand bond issuances, but more specifically would help them understand the questions they need to ask of their financial advisors.

Another witness, Michael Turnipseed, president of CalBOC and executive director of the Kern County Taxpayers Association, agreed that "intervention up front is the most effective tool" in bond oversight. Mr. Turnipseed recommended that bond issuers provide a "truth in bonding statement" to local officials before they vote on a bond issuance, similar to the "truth in lending statement" required for consumers signing a home mortgage. In his written testimony to the Commission, Mr. Turnipseed recommended, "Before final bond issuance documents are signed by the district, a simple, readable summary of costs, fees and projected interest costs should be provided to the district to sign for disclosure, with the other bond documents."[23]

### *Limited Progress Improving Local Bond Oversight*

In its 2009 report, the Commission found great promise in local bond oversight committees, although also many shortcomings in their current design. The Commission in 2009 focused solely on the bond oversight committees overseeing local school construction bonds. But the co-chairs of the Task Force on Accountability also described the importance of independent oversight for all bonds.

Mr. Keeley relayed statements made at a meeting of the Task Force on Bond Accountability. He said that ensuring that bond funds are spent appropriately really depends on prevention and detection.[24] Fellow task force co-chair, Mr. Goldstone added that one of the main conclusions from the task force was the constant need for oversight – "Bond oversight is a key element of any bond issuance."[25]

The task force recommended that public agencies establish oversight bodies to provide independent review of bond programs. "This may be internal or external to the agency, but it must be afforded the authority and resources needed to exercise control over the program when necessary."[26] The task force was not prescriptive in what the oversight body should look like, but it did include a set of 17 guidelines that, if used, would help to ensure that bond funds are appropriately managed. Those guidelines are available as an appendix to the task force report on the CDIAC website, at http://treasurer.ca.gov/tfba/final_report.pdf.

The task force also found that it is extremely important that all public agencies with bond programs establish a good and current debt policy. With the enactment of SB 1029, all public entities that have bond programs now will be required to have a current debt policy. This should result in improvements in bond oversight at the local level.

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Since its inception in 2006, the California League of Bond Oversight Committees (CalBOC) has grown in size and stature. It is an all-volunteer, nonpartisan association of bond oversight committee members who are interested in helping other committee members across California access better training so that they can perform their duties. In recent years, CalBOC has championed legislative changes to improve the effectiveness of local bond oversight. Legislation enacted in 2010, SB 1473 (Wyland), set standards for performance audits required for local school facility construction bonds. In 2011, SB 423 (Wyland), set a timeline for when the audits are submitted to the local bond oversight committee. Legislation in 2013, SB 581 (Wyland), required that local bond oversight committees receive the annual performance and financial audits at the same time the district receives the audits. Finally, SB 584 (Wyland) required the Education Audits Appeals Panel to include explicit guidelines for financial and performance audits for bond funds. These new guidelines were included in the 2016 edition of the panel's Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting.

Although considered progress, local bond oversight committee experts suggest these measures did not go far enough. The audit guide, for example, includes compliance performance audit procedures, but did not provide guidance for measuring program effectiveness and results. Current CalBOC members participated in the Commission's September 2016 hearing and were asked to discuss whether the recommendations the Commission made in 2009 are still valid or if other or additional measures are necessary to ensure local bond accountability. They also were asked what might be required to overcome the logjam that has prevented progress in improving local bond oversight.

As mentioned previously, one of the most common forms of oversight for local bond measures is a Citizens' Bond Oversight Committee, and bolstering the effectiveness of these committees was a focus of the Commission's 2009 report. Some local governments establish oversight committees for various other types of bonds. However, they are only mandatory for local school bond measures enacted under the 55 percent majority option created by Proposition 39, enacted by voters in 2000.

Since 2001, voters have enacted more than 1,100 local school bond measures under the reduced threshold totaling approximately $138 billion in local bonding capacity.[27] One fifth, or more than $28 billion of that total was added in 2016. Voters approved 41 measures in June 2016 and another 169 in November 2016. In June, voters enacted 91 percent of all local measures on the ballot under the reduced threshold and 95 percent in November.[28]

The Strict Accountability in Local School Construction Bonds Act of 2000, AB 1908 (Lempert), required school and community college districts to establish a local bond oversight committee and conduct annual fiscal and performance audits on any school construction project financed with bond money approved under the reduced voter threshold. In its 2009 study, the Commission saw great promise in these oversight committees' ability to ensure school facility bond money was spent efficiently and effectively and as authorized by voters in the bond measure. In many cases, this local bond funding is paired with state bond money, which means the local bond oversight committees also could ensure state school construction bond funds are spent appropriately and efficiently. In its 2009 study, however, the Commission found not all local bond oversight committees lived up to this promise.

At the Commission's September 2016 hearing, it heard from the current president of the California League of Bond Oversight Committees (CalBOC), a co-founder of CalBOC and current member of the West Contra Costa Unified School District's Citizens' Bond Oversight Committee and the chair of the Sweetwater Union High School District Bond Oversight Committee. The West Contra Costa and Sweetwater school districts have one commonality – both have been plagued by scandals in spending bond proceeds and both have since seen constructive changes in their bond oversight committees, providing insight for the hundreds of other oversight committees in California. The West Contra Costa bond oversight committee benefitted from a district employee who blew a whistle on serious bond program mismanagement, which led to a forensic investigation of the bond program.[29] In the Sweetwater district, actions were so egregious that numerous officials were charged and convicted of crimes.


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According to Sweetwater Citizens' Bond Oversight Committee Chair Nick Marinovich, "The reason why bond oversight has become effective at the Sweetwater Union High School District is that there are nine committed members who understand their role, realize they are independent and it is their role to speak out, and they have sufficient tools/information to make their reports to the public. The primary tool used to assess the overall program effectiveness is an expanded performance audit."[30]

Several others who have either served or currently serve on local bond oversight committees, as well as other concerned Californians, submitted written comments to the Commission. These comments came from Californians in communities both large and small, across the state, but all painted a grim picture of local oversight.

Most of the concerns revolved around bond oversight committee members who lack training, have conflicts of interest, either real or perceived, and the difficulty committee members have receiving required documents from the districts. Others stated that districts are not following Proposition 39 requirements to specifically list projects that will be paid for with local bond proceeds. Some expressed concerns about the role that bond counsel, bond issuers and construction companies – all who stand to profit when a bond measure is enacted – play in supporting bond measures, often called "pay-to-play" practices. When bond measures are vague about what is going to be paid for with bond proceeds, it adds yet another hurdle to effective oversight by the bond oversight committees.

In written comments to the Commission, Ivette Ricco, appointed to the West Contra Costa County Unified School District's Citizens' Bond Oversight Committee in 2010, describes how she nearly "threw in the towel" after her first three years as a member and then significantly turned the committee around after being elected chair. She relayed that the challenges were many and that the Legislature "had not done the taxpayers any favors when they created the Citizens' Bond Oversight Committee in 2000."[31] Shortcomings, according to Ms. Ricco as well as others:

- A Citizens' Bond Oversight Committee (CBOC) can meet as infrequently as once a year.

### SWEETWATER: SCANDAL GIVES RISE TO MODEL OVERSIGHT COMMITTEE

In 2012, the Sweetwater High School Unified School District was part of a large corruption scandal involving local school facility construction bond proceeds. Sweetwater, located in San Diego County, is the largest high school district in the state with 32 campuses in four Southern California cities. The district superintendent and several school board members were convicted of accepting gifts above the state limit and failure to report gifts. A vendor was convicted of offering something of value to a board member. This pay-to-play scandal revolved around the superintendent and board members encouraging and accepting lavish dinners and expensive professional sports tickets from vendors bidding on bond-funded school construction projects. An extreme example was the district superintendent inviting vendors to attend his daughter's bridal shower and encouraging them to contribute to a money tree. At the time of the scandal, there was not an active independent bond oversight committee.

In the wake of the scandal, with a new superintendent and new board members, the bond oversight committee has evolved into a model for other districts. According to Nick Marinovich, chair of the Sweetwater Citizens' Bond Oversight Committee, key elements of a successful bond oversight committee include comprehensive training for committee members, performance audits that include experts in the field of design, construction and project management and a modest budget from the district.

Additionally, Mr. Marinovich said that Sweetwater now has "a fair and open process for committee member selection, strong support for an expanded performance audit and ongoing efforts to improve transparency. Effective bond oversight requires district "buy in" to the process."

Source: Nick Marinovich, Chair, Sweetwater High School Unified School District Bond Oversight Committee. September 22, 2016. Written testimony to the Commission.

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- The same district that the committee is tasked with overseeing, appoints its members.
- The CBOC is not allocated or budgeted resources for training.
- The district is under no obligation to provide timely data or respond to inquiries within a specific timeframe.
- The CBOC is charged with actively reviewing, reporting and informing the community on the expenditures of bond funds, but only after the fact.

Ms. Ricco added, "We are powerless to effect changes. Our only real tool is the media."[32]

With hundreds of new bond measures enacted in 2016 under the reduced threshold allowed by Proposition 39, some 1,400 Californians will be appointed in 2017 to serve on over 200 new Citizens' Bond Oversight Committees. It is imperative that the volunteers who serve on these committees have every opportunity to use their time wisely and effectively and to live up to the implied promise of oversight. To ensure this happens, the Legislature should update and overhaul the education code created by AB 1908, the Strict Accountability in Local School Construction Bonds Act of 2000, that created the Citizens' Bond Oversight Committees.

### *Independent Training is Key*

Bond oversight committees in many communities act simply as cheerleaders for the district, often because members simply do not understand their roles or know what actions they can take. Key to the success of bond oversight committees is adequately training members so that they understand their role and the tools they have at their disposal to ensure they are effective. Ideally, training is provided by an organization that is independent from the district. According to the chair of the Sweetwater Union High School District Bond Oversight Committee, the system works when you have "members who are qualified, trained and believe what they are doing can make a difference."[33]

CalBOC president Michael Turnipseed, in written comments to the Commission, said that "in order to have the most effective bond oversight, the volunteer citizens must have a basic understanding of the role of the bond oversight committee and its required reports." Mr. Turnipseed and other members of CalBOC suggested that the Fiscal Crisis and Management Assistance Team (FCMAT), a state agency whose mission is to help California local educational agencies fulfill their financial and management responsibilities by providing training and related school business services, might be an appropriate entity to develop online training, with assistance from CalBOC members.[34]

In part, for a Citizens' Bond Oversight Committee to be effective, it must know the right questions to ask. Current law requires that school districts change auditors, or, at a minimum, audit partners every six years.[35] Bond oversight committee members can ensure local districts abide by this statutorily-required practice by asking how auditors are selected and how audit scopes are created, or even have a role in that process. According to an independent public finance consultant, bond oversight committee members should start by learning more about the policies and procedures in place in the district and any concerns public officials may have in this area. They should ask district staff questions, such as, "How do you ensure that expenditures are made only for the projects on the project list," or "How do you ensure that we get the best price?" These types of questions not only will help the bond oversight committee members better understand district operations, but may spark a district to inject more rigor into its practices with bond expenditures.[36]

In its 2009 report, the Commission recommended mandatory training for CBOC members. Witnesses at the 2016 hearing and other CBOC members who reached out to the Commission suggested that training at this juncture, although highly important for successful oversight, should be voluntary as mandatory training might create a recruitment barrier in smaller districts.

### *Performance Audits Tailored to Results*

The Commission also received detailed testimony on improving and better defining performance audits and giving local bond oversight committees a greater role in selecting the auditors and greater freedom communicating with the auditors. Currently, according to


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witnesses, almost all performance audits are compliance audits. The audits focus solely on whether any money went to teacher salaries or operating expenses, and whether bond dollars were spent on projects authorized by voters. According to Mr. Marinovich, these audits do not address how effectively the program is being managed or identify possible cost saving measures. He told the Commission that expanded performance audits after the scandal in Sweetwater have provided an invaluable tool in identifying process improvements. Additionally, he said the consultants performing the audits were not just accountants, but included professionals with project management and construction experience.[37]

Anton Jungherr, co-founder of CalBOC, told the Commission at the September 2016 hearing, "The single most important thing that you could do to assist CBOCs in California would be to require a performance audit that speaks to effectiveness and results."[38]

### *Other Opportunities for Improving Local Oversight*

The Commission recommended in 2009 that the state consider changing the appointing authority for the committee members. Oversight committee members are appointed by the district officials they oversee. At the September 2016 hearing, Mr. Keeley told the Commission, "Keys to ensuring effective local bond oversight revolve around the composition of the oversight body – to who and how frequently do they report."[39] The state also could consider rethinking the makeup of the bond oversight committee members, which was established when the Legislature created the requirement for the committees in 2000.

Others suggested the district provide a modest budget for the Citizens' Bond Oversight Committee to ensure they have the capacity for independent assistance when needed. According to Mr. Marinovich, there are times when issues may arise requiring independent counsel, for example, if there is a dispute over whether a particular expenditure was authorized by the voters.[40] Additionally, Mr. Keeley said that local CBOCs could benefit from an online presence so that the public can access information. Agendas and reports should be posted online, he said.

Finally, even when a district is found out of compliance with the requirements of Proposition 39, there is very little recourse. In certain instances, such as with the Sweetwater Union High School District, activities may be so egregious as to warrant criminal charges. In many instances, the only available sanction for districts that violate the requirements of Proposition 39, such as when money is not being spent on the projects outlined in the bond measure, is for a local taxpayer to obtain a restraining order to prevent expenditures of funds, as delineated through California education code or to challenge an actual expenditure in court.[41] This section of education code states that "it is the intent of the Legislature that, upon receipt of allegations of waste or misuse of bonds funds authorized in this chapter, appropriate law enforcement officials shall expeditiously pursue the investigation and prosecution of any violation of law associated with the expenditure of those funds."[42]

Although this appears to give some teeth to ensuring bond funds are not wasted or spent differently than outlined in the bond measure, in reality, these sanctions are rarely used. One concerned citizen and former bond oversight committee member provided the Commission with a copy of a complaint that he filed against the Anderson Union High School District in Shasta County regarding misuse of bond funds, the lack of a competitive bidding process and the lack of a bond oversight committee. In a conversation with Commission staff, he said the district was able to do whatever it wanted and local law enforcement did not have the resources to investigate his complaint. "If the laws aren't enforced, they're just no good," he told Commission staff.[43]

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## 2017 Recommendations for Local Bond Oversight

In its update of its 2009 bond oversight study, the Commission heard testimony and recommendations focusing both on improving the bond issuance process and improving local oversight, particularly in bolstering the effectiveness of local Citizens' Bond Oversight Committees as previously recommended by the Commission. Based on the testimony and written comments received, the Commission expands on and refines its prior recommendations for improving local bond oversight.

***Recommendation 3: The California Debt and Investment Advisory Committee is encouraged to expedite the development of training materials for locally-elected officials on bond issuance.*** Specifically, in addition to webinars, online training and other written materials, this should include a one- or two-page guide for local officials including key questions that should be answered by staff and consultants on the terms of any bond authorization, including total cost of the bond, including interest and fees and the effect of a bond issuance on debt ratio.

***Recommendation 4: Policymakers should enact legislation requiring a truth in bonding statement be provided for review by elected officials prior to authorizing a bond issuance.***

***Recommendation 5: Policymakers should enact legislation requiring the county treasurer to review and comment on bond issuance proposals prior to authorization. The county treasurer also should advise policymakers on maintaining a prudent debt ratio.***

***Recommendation 6: Develop easy-to-access online training materials for members of Citizens' Bond Oversight Committees.*** Specifically, the Governor and Legislature should direct and authorize one-time funding to the Fiscal Crisis and Management Assistance Team to develop online training for local Citizens' Bond Oversight Committee members, with input and assistance from the California Debt and Investment Advisory Committee and the California League of Bond Oversight Committees.

***Recommendation 7: The Governor and Legislature should update and overhaul the education code related to the Strict Accountability in Local School Construction Bonds Act of 2000.*** Specifically,

- Amend statutory code on performance audits to include the effectiveness and results of the bond program.
- Expand the role of Citizens' Bond Oversight Committees in selecting and interacting with bond program auditors.
- Require bond measures proposed to voters under the reduced threshold to include specific project lists.
- Change the appointment authority for members of Citizens' Bond Oversight Committees.
- Require districts to provide a minimal budget for the oversight committees, including a budget to hire independent counsel with municipal bond expertise.
- Require districts to provide a Web presence for Citizens' Bond Oversight Committees to prominently display meeting agendas and reports.

***Recommendation 8: Impose sanctions for school and community college districts that fail to adhere to constitutional and statutory requirements of Proposition 39, including preventing the district from adopting future bond measures under the reduced voter threshold.***


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# APPENDICES

## Appendix A

### Public Hearing Witnesses

**September 22, 2016**
***Sacramento, California***

Bryan Cash, Deputy Assistant Secretary, California Natural Resources Agency

Fred Keeley, Former Speaker Pro Tempore, California State Assembly, and Co-Chair, Task Force on Bond Accountability

Jay Goldstone, Managing Director, Public Finance, MUFG Americas, and Co-Chair, Task Force on Bond Accountability

Anton Jungherr, Member and Secretary, West Contra Costa Unified School District's Citizens' Bond Oversight Committee, and Co-Founder, California League of Bond Oversight Committees

Nick Marinovich, Chair, Sweetwater Union High School District Bond Oversight Committee

Tim Schaefer, Deputy Treasurer for Public Finance, State Treasurer's Office

Michael Turnipseed, President, California League of Bond Oversight Committees

ATTACHMENT G

**Appendix B**

**Cover Photo Credits**

Photos: Courtesy of Florence Low and the California Department of Water Resources.
http://pixel-ca-dwr.photoshelter.com/index. Accessed on February 9, 2017.

Also, courtesy of the California-High Speed Rail Authority.
http://www.hsr.ca.gov/Newsroom/Multimedia/images.html. Accessed on February 9, 2017.


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## NOTES

1 Michael Coleman, Principal, CaliforniaCityFinance.com. December 10, 2016. "Local Revenue Measure Results November 2016." Also, July 5, 2016. "Local Tax and Bond Measure Results, California, June 2016." www.californiacityfinance.com. Website accessed December 30, 2016.

2 California State Treasurer's Office. 2016. "California Bonds 101: A Citizen's Guide to General Obligation Bonds." http://www.treasurer.ca.gov/publications/bonds101.pdf. Website accessed December 27, 2016.

3 Michael Coleman. Refer to endnote 1.

4 Jay M. Goldstone. Managing Director, Public Finance, MUFG Americas, and Co-Chair, Task Force on Bond Accountability. September 22, 2016. Written testimony to the Commission.

5 California State Treasurer's Office. Refer to endnote 2. (2016 debt service). Legislative Analyst's Office. August 2015. "State of California Expenditures, 1984-85 to 2015-16. (1980s debt service data.)

6 California State Treasurer's Office. October 2016. "Strong Investor Demand for California Tax-Exempt Bonds – Debt Affordability Report." Pages 15-17.

7 California State Treasurer's Office. Refer to endnote 2.

8 California State Auditor. February 26, 2009. "High-Risk Update – Maintaining and Improving Infrastructure. State Agencies Have Established Controls That, if Followed, Should Provide Reasonable Assurance that Infrastructure Bond Proceeds are Used as Intended."

9 Adrian Moore, Vice President of Research, Reason Foundation. October 23, 2008. Testimony to the Commission.

10 Department of Finance. August 2016. "Final Report: Department of General Services, Office of Public School Construction's Proposition 1D Audit." http://www.dof.ca.gov/Programs/OSAE/Audit_Memos/documents/WEBDepartmentofGeneralServicesOfficeofPublicSchoolConstructionsProposition1DBondFundAudit-BA.pdf. Website accessed January 3, 2017.

11 Department of Finance. Refer to endnote 10.

12 California Secretary of State. "Statement of Vote: November 8, 2016 General Election." http://elections.cdn.sos.ca.gov/sov/2016-general/sov/2016-complete-sov.pdf. Website accessed January 3, 2017.

13 Governor Edmund G. Brown Jr. January 10, 2017. "2017-18 Governor's Budget Summary."

14 Tim Schaefer, Deputy Treasurer of Public Finance, State Treasurer's Office. September 22, 2016. Testimony to the Commission.

15 Tim Schaefer. Refer to endnote 14.

16 Proposition 51. School Bond. Funding for K-12 School and Community College Facilities. California General Election November 8, 2016 . "Official Voter Guide." http://voterguide.sos.ca.gov/en/propositions/51/. Website accessed December 27, 2016.

17 Anton Jungherr, Member and Secretary, West Contra Costa Unified School District's Citizens' Bond Oversight Committee, and Co-Founder, California League of Bond Oversight Committees. September 22, 2016. Testimony to the Commission.

18 California State Treasurer. http://debtwatch.treasurer.ca.gov/ Website accessed January 3, 2017.

19 Richard Michael, California School Bond Clearinghouse Project. September 6, 2016. Written comments to the Commission.

20 Los Angeles County Grand Jury. July 2016. "Capital Appreciation Bonds and Other School Bond Debt: Consequences of Poor Financial Practices."

21 Mark Fulmer, Retired Deputy Superintendent, Office of the Kern County Superintendent of Schools. September 8, 2016. Personal and written communication with Commission staff.

22 Fred Keeley, Former Speaker Pro Tempore, California State Assembly, and Co-Chair, Task Force on Bond Accountability. September 22, 2016. Testimony to the Commission

23 Michael Turnipseed, President, California League of Bond Oversight Committees. September 22, 2016. Written testimony to the Commission.

24 Fred Keeley. Refer to endote 22.

25 Jay M. Goldstone. Refer to endnote 4.

26 Jay M. Goldstone. Refer to endnote 4.

27 Kevin Dayton, Policy Analyst, California Policy Center. July 2015. "For the Kids: California Voters Must Become Wary of Borrowing Billions More From Wealthy Investors for Educational Construction." (From 2001 to 2014, California voters have considered 1,147 ballot measures proposed by K-12 school and community college districts for construction and renovation projects. Voters approved 911 or nearly 80 percent of these measures authorizing approximately $110 billion for these local bonds.) Also, Michael Coleman, Principal, CaliforniaCityFinance.com. July 5, 2016. "Local Tax and Bond Measure Results California June 2016." Also, December 10, 2016. "Local Revenue Measure Results November 2016." www.californiacityfinance.com.

ATTACHMENT G

Website accessed January 5, 2017. (Data on 2016 bond measures is from the CaliforniaCityFinance website.)

28 Michael Coleman, Principal, CaliforniaCityFinance.com. July 5, 2016. "Local Tax and Bond Measure Results California June 2016." Also, December 10, 2016. "Local Revenue Measure Results November 2016." www.californiacityfinance.com. Website accessed January 5, 2017.

29 Dennis Clay, Fiscal/Project Account Analyst, West Contra Costa Unified School District. September 22, 2016. Public comments and written testimony to the Commission.

30 Nick Marinovich, Chair, Sweetwater Union High School District Bond Oversight Committee. September 22, 2016. Written testimony to the Commission.

31 Ivette Ricco, Former Member and Chair of the West Contra Costa County Unified School District's Citizens' Bond Oversight Committee, 2010-2016. August 24, 2016. Written testimony to the Commission.

32 Ivette Ricco. Refer to endnote 31.

33 Nick Marinovich, Chair, Sweetwater Union High School District Bond Oversight Committee. September 22, 2016. Testimony to the Commission.

34 Michael Turnipseed. Refer to endnote 23.

35 California Education Code 41020 (f)(2).

36 Lori Raineri, President, Government Financial Strategies. February 2, 2017. Written communication.

37 Nick Marinovich. Refer to endnote 30.

38 Anton Jungherr. Refer to endnote 17.

39 Fred Keeley. Refer to endnote 22.

40 Nick Marinovich. Refer to endnote 30.

41 California Education Code 15284.

42 California Education Code 15288.

43 Richard G. Urban. September 7, 2016. Personal communication with Commission staff and written testimony to the Commission.


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# Little Hoover Commission Members

***Chairman Pedro Nava*** *(D-Santa Barbara)* Appointed to the Commission by former Speaker of the Assembly John Pérez in April 2013. Government relations consultant. Former state Assemblymember from 2004 to 2010. Former civil litigator, deputy district attorney and member of the state Coastal Commission. Elected chair of the Commission in March 2014.

***Vice Chairman Jack Flanigan*** *(R-Granite Bay)* Appointed to the Commission by Governor Edmund G. Brown Jr. in April 2012. A member of the Flanigan Law Firm. Co-founded California Strategies, a public affairs consulting firm, in 1997.

***Scott Barnett*** *(R-San Diego)* Appointed to the Commission by former Speaker of the Assembly Toni Atkins in February 2016. Founder of Scott Barnett LLC, a public advocacy company, whose clients include local non-profits, public charter schools, organized labor and local businesses. Former member of Del Mar City Council and San Diego Unified School District Board of Trustees.

***David Beier*** *(D-San Francisco)* Appointed to the Commission by Governor Edmund G. Brown Jr. in June 2014. Managing director of Bay City Capital. Former senior officer of Genentech and Amgen. Former counsel to the U.S. House of Representatives Committee on the Judiciary. Serves on the board of directors for the Constitution Project.

***Senator Anthony Cannella*** *(R-Ceres)* Appointed to the Commission by the Senate Rules Committee in January 2014. Elected in November 2010 and re-elected in 2014 to represent the 12th Senate District. Represents Merced and San Benito counties and a portion of Fresno, Madera, Monterey and Stanislaus counties.

***Assemblymember Chad Mayes*** (*R-Yucca Valley)* Appointed to the Commission by former Speaker of the Assembly Toni Atkins in September 2015. Elected in November 2014 to represent the 42nd Assembly District. Represents Beaumont, Hemet, La Quinta, Palm Desert, Palm Springs, San Jacinto, Twentynine Palms, Yucaipa, Yucca Valley and surrounding areas.

***Don Perata*** *(D-Orinda)* Appointed to the Commission in February 2014 and reappointed in January 2015 by the Senate Rules Committee. Political consultant. Former president pro tempore of the state Senate, from 2004 to 2008. Former Assemblymember, Alameda County supervisor and high school teacher.

***Assemblymember Sebastian Ridley-Thomas*** *(D-Los Angeles)* Appointed to the Commission by former Speaker of the Assembly Toni Atkins in January 2015. Elected in December 2013 and re-elected in 2014 to represent the 54th Assembly District. Represents Century City, Culver City, Westwood, Mar Vista, Palms, Baldwin Hills, Windsor Hills, Ladera Heights, View Park, Crenshaw, Leimert Park, Mid City, and West Los Angeles.

***Senator Richard Roth*** *(D-Riverside)* Appointed to the Commission by the Senate Rules Committee in February 2013. Elected in November 2012 to represent the 31st Senate District. Represents Corona, Coronita, Eastvale, El Cerrito, Highgrove, Home Gardens, Jurupa Valley, March Air Reserve Base, Mead Valley, Moreno Valley, Norco, Perris and Riverside.

***Jonathan Shapiro*** *(D-Beverly Hills)* Appointed to the Commission in April 2010 and reappointed in January 2014 by the Senate Rules Committee. Writer and producer for Amazon Studios, FX, HBO and Warner Brothers. Former counsel to Kirkland & Ellis LLP, chief of staff to Lt. Governor Cruz Bustamante, counsel for the law firm of O'Melveny & Myers LLP, federal prosecutor for the U.S. Department of Justice Criminal Division in Washington, D.C., and the Central District of California.

***Janna Sidley*** *(D-Los Angeles)* Appointed to the Little Hoover Commission by Governor Edmund Brown Jr. in April 2016. General counsel at the Port of Los Angeles since 2013. Former deputy city attorney at the Los Angeles City Attorney's Office from 2003 to 2013.

***Helen Torres*** *(NPP-San Bernardino)* Appointed to the Little Hoover Commission by Governor Edmund Brown Jr. in April 2016. Executive director of Hispanas Organized for Political Equality (HOPE), a women's leadership and advocacy organization.

***Sean Varner*** *(R-Riverside)* Appointed to the Little Hoover Commission by Governor Edmund Brown Jr. in April 2016. Managing partner at Varner & Brandt LLP where he practices as a transactional attorney focusing on mergers and acquisitions, finance, real estate and general counsel work.

Full biographies available on the Commission's website at www.lhc.ca.gov.


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"Democracy itself is a process of change, and satisfaction and complacency are enemies of good government."

*Governor Edmund G. "Pat" Brown,*
*addressing the inaugural meeting of the Little Hoover Commission,*
*April 24, 1962, Sacramento, California*


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# WCCUSD CBOC

## Attendance Report for Last 12 Meetings

2/6/2020

| | 2019 | | | | | | | | | | | 2020 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 3/27 | 4/18 | 5/16 | 6/20 | 7/25 | 8/15 | 9/10 | 9/11 | 10/15 | 11/7 | 12/10 | 1/13 | Y's | N's | Total |
| Sallie DeWitt | | | | | | | | | | | | | | | |
| Lupe Enllana | | | | | | | Y | | | Y | | | 2 | | 2 |
| Kathy Fleming | | | | | | | | | | Y | | | 1 | | 1 |
| Don Gosney | | | | | | | | | | | | | | | |
| Vanessa Hill | | Y | | | | | | | | | | | 1 | | 1 |
| Lorraine Humes | | | | | | | | | | Y | | | 1 | | 1 |
| Anton Jungherr | | | | | | | | | | | | | | | |
| Cameron Moore | | | | Y | | | | | | | | | 1 | | 1 |
| Gregg Visineau | | | Y | | | | Y | Y | Y | Y | | Y | 6 | | 6 |
| BOE Liason* | | N | | | | | | | | | N | N | | 3 | 3 |

**Key Codes:**

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

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

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

Total Column – Warning on absences (4 absences)

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



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# CITIZENS' BOND OVERSIGHT COMMITTEE MEMBERSHIP ROSTER 02/10/20

| Categories per BP 7214.2 Effective December 9, 2015 | | | | | |
|---|---|---|---|---|---|
| # | Category | Name | Term Start Date | Term Ends | Term # |
| 1 | Business Organization* | Sallie DeWitt | 01/18/19 | 01/17/21 | 2 |
| 2 | Senior Citizen Organization* | Gregg Visineau | 03/29/19 | 03/28/21 | 2 |
| 3 | Taxpayers Organization* | Lorraine Humes | 03/06/19 | 03/05/21 | 1 |
| 4 | Parent or Guardian* | Vanessa Hill | 07/25/18 | 07/24/20 | 1 |
| 5 | Parent or Guardian & PTA* | Cameron Moore | 04/11/18 | 04/10/20 | 2 |
| 6 | El Cerrito Resident | Vacant | — | — | — |
| 7 | Hercules Resident | Anton Jungherr | 02/11/19 | 02/10/21 | 3 |
| 8 | Pinole Resident | Vacant | — | — | — |
| 9 | Richmond Resident | Guadalupe Enllana | 08/07/19 | 08/06/21 | 1 |
| 10 | Richmond Resident | Vacant | — | — | — |
| 11 | Richmond Resident | Don Gosney | 05/24/19 | 05/24/21 | 3 |
| 12 | San Pablo Resident | Vacant | — | — | — |
| 13 | Unincorporated Area Resident | Vacant | — | — | — |
| 14 | Unincorporated Area Resident | Vacant | — | — | — |
| 15 | Building Trades Council | Vacant | — | — | — |
| 16 | WCCUSD Employee Unions** | Veronica Diaz | Pending | — | — |
| 17 | WCCUSD Student | Vacant | — | — | — |

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

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

* Legally required category under Proposition 39, California Education Code Section 15282 (a).
**One member, who is not a current WCCUSD employee, representing the five WCCUSD employee unions: United Teachers of Richmond, Teamsters Local 856, School Supervisors Association, West Contra Costa Administrators Association and Adult School Teachers United.


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# WCCUSD
## CITIZENS' BOND OVERSIGHT COMMITTEE

Guadalupe Enllana, Vice Chairperson
Don Gosney, Chairperson
Cameron Moore, Secretary

# 2020
# CBOC MEETINGS CALENDAR

Meetings will begin at 6:15

| | | |
|---|---|---|
| Feb 10 | May 11 | Sept 14 |
| Mar 09 | Jun 08 | Sept ?? (proposed joint meeting) |
| Mar 25 (proposed joint meeting) | Jul 13 | Oct 19 |
| | | Nov 09 |
| Apr 13 | Aug 10 | Dec 14 |

## SCHOOL BOARD MEETINGS

| | | |
|---|---|---|
| Feb 12 | May 06 | Sept 09 |
| Feb 26 | May 20 | Sept 23 |
| Mar 11 | Jun 10 | Oct 07 |
| Mar 18 | Jun 24 | Oct 21 |
| Mar 25 (joint meeting) | Jul 15 | Nov 04 |
| | | Nov 18 |
| Apr 08 | Aug 05 | Dec 09 |
| Apr 22 | Aug 26 | Dec 16 |

## CBOC Bylaw Requirements

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


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# FUTURE AGENDA ITEM LOG

02/10/20

| Item # | Description | Suggested | Agendized |
|---|---|---|---|
| 18-1 | Board Policy 7214.2 Amendments | 10.24.18 | 04.18.19 |
| 18-2 | CBOC Handbook | 10.24.18 | ongoing |
| 18-3 | Election of 2019 Officers | 10.24.18 | 12.19.18 |
| 18-4 | Distribution of '17 Annual Report | 10.24.18 | 12.19.18 |
| 18-5 | Work Plan ~ CBOC Web Site | 10.24.18 | 12.19.18 |
| 18-6 | Recruitment of CBOC Members | 10.24.18 | 01.17.19 |
| 18-7 | CBOC Meeting Schedule | 10.24.18 | 12.19.18 |
| 18-8 | Updated By-Laws | | TBD |
| 18-9 | Recommendation that the District appoint an appropriate Business Services Division member to the Implementation Task Force | 12/14/18 | 12/19/18 |
| 18-10 | Invite PVHS Construction Manager (Roebbelin Construction Management Services, Inc.) to CBOC meeting to discuss cost overruns | 10/24/18 | 05/16 |
| 19-1 | Bring Draft ByLaws to CBOC for review | 02/06/19 | TBD |
| 19-2 | Distribution of '17 Annual Report | 02/06/19 | 04/18/19 |
| 19-3 | Recruitment of CBOC applicants | 02/06/19 | 04/18/19 |
| 19-4 | Provide opinion from CBOC attorney on the role of the CBOC | 02/06/19 | 03/27/19 |
| 19-5 | September Joint Meeting Agenda Topics | 08/15/19 | 09/11/19 |
| 19-6 | PVHS Lessons Learned | 08/15/19 | TBD |
| 19-7 | Invite newly hired staffers to meet with CBOC | 08/15/19 | 08/15/19 |
| 19-8 | Facilities Master Plan Update | 08/15/19 | TBD |
| 19-9 | 2020 CBOC Meeting Calendar | 10/15/19 | 12/10/19 |
| 19-10 | Election of Officers for 2020 | 10/15/19 | 12/10/19 |
| 19-11 | Extensive review of Wilson ES Project | 10/15/19 | 11/07/19 |
| 20-01 | CBOC Training | 01/13/20 | TBD |


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