WCCUSD

Citizens' Bond Oversight Committee

Meeting Agenda and Packet for June 13, 2022

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 John Anderson can be reached at:

email janorwoodpark@gmail.com
CBOC members are requested to contact the chairperson 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.

AGENDA

WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

(Bond Measures D, E and R)

Monday, June 13, 2022 at 6:00 p.m.

1400 Marina Way South, Richmond CA 94804

In Person Meeting

Public participation also available via Zoom at the following link:

https://wccusd.zoom.us/j/94978999187?pwd=dGxPVnNZT2RMaThaYWJYVlkwRnR2QT09

A. Opening Procedures

B. Call to Order/Pledge of Allegiance

C. Roll Call

John Anderson, Sallie DeWitt, Lorraine Humes, Jason Lindsey and Tom Panas

(5 members with 3 required for a quorum)

D. Approval of Agenda

To discuss a Consent Calendar item, it must be removed from the agenda by a member of the committee or member of the public.

E. Public Comment for items not on the Agenda

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

ACTION

F. Consent Items

Unless pulled from the agenda by a member of the committee or public. Consent items are approved without discussion by unanimous consent.

a. **CBOC Records Log June 6, 2022**
b. **November 15, 2021 Meeting Draft Minutes**
c. **March 14, 2022 Meeting Draft Minutes**
d. **May 9, 2022 Meeting Draft Minutes**

G. FY2021 Audit/Audit Schedules (Tom Panas/Melissa Payne)

a. **Request Staff assistance with completing the missing items in the attachment and confirm information on the attached.**
b. **CBOC Resolution 22-02 (Performance Audit) activity**

H. Bond Program Project Status (Luis Freese/Ellen Mejia-Hooper)

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

a. **Facilities Master Plan Project Update (Including proposed designs for Richmond High and Kennedy High)**
b. **Invoice/Payroll Review**
    a. **ALTEN CONSTRUCTION INC, check #210361, dated 02/08/2022**
    b. **SWINERTON MANAGEMENT & CONSULTING, check #210894, dated 03/01/22**

DISCUSSION

I. **CBOC Annual Report**
   a. **Update on Distribution of Annual Report (Lorraine Humes)**

   b. **2021 Annual Report Committee Status (Tom Panas)**

      i. **Update annual due dates for the Annual Reports that were established in Resolution 21-3**

J. **Update on Ad Hoc committee of CBOC and WCCUSD staff Board on revision of Policy BP 7214.2 CBOC Revision (John Anderson/Sallie DeWitt)**

INFORMATION

K. **Website Tours (Lorraine Humes)**
   a. **CABOC website Presentation by Anton Jungherr of CABOC**
   b. California Association of Bond Oversight Committees - For Effective Oversight

L. **Topics for Next meeting**
   a. **CBOC Ad-Hoc Committee Proposal (Lorraine Humes)**
   b. **Discussion and Review of Ad Hoc Committee Draft of BP 7214.2 CBOC Revision (John Anderson/Sallie DeWitt)**
   c. **Website updates**
      i. **Update the Description of the CBOC to include Measure D, E and R on all CBOC Agendas, Minutes, Reports, Audits**
      ii. **Website Separately post Resolutions on Website**
      iii. **District email Address for CBOC**

M. Adjournment

Next meeting July 11, 2022 at 6 pm

Disability Information

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

NAME of REQUESTER	DATE OPERATIONS OFFICE RVCD.	SUBJECT	FORWARDED FOR RESPONSE TO:	RESPONSE	RESP. DATE
151)Anton Jungherr	10/26/2020	Detail of Lead Auditor July 2020 credit of $991.48 and confirm that no payroll for the Lead Internal auditor was charged to the Fund 21 Bond Fund in July 2020. Confirm that there was no payroll for the Lead Internal reported in Aug. 2020. Will the Lead Auditor's payroll be charged to the Fund 21 Bond Funs when she reviews the implementation of forensic/audit recommendations?	10-27-20 to M. Payne	Document sent to A. Jungherr and D. Gosney 12-10-20	12/10/2020
152)Anton Jungherr	11/9/2020	Mr. Jungherr inquired whethere the district followed appropriate procedures for hiring Eide Bailly.	11-9-20 M. Romo	12-14-20 answers were emailed to A. Jungherr and D. Gosney. 12-15-20 additional document sent.	12/14/2020 & 12-15-20
153)Don Gosney	3/5/2021	Copies of Orbach's invoices for 12-15-20 and 12-22-20	M. Payne	3-22-21 sent to D. Gosney by M. Payne	3/22/2021
154)Lorraine Humes	8/8/2021	Questions & verifications needed for Annual Report	8-9-21 M. Romo & M. Payne	9-3-21 emailed L. Humes the response	9/3/2021
155)Sallie DeWitt	8/26/2021	Update of the FAI Recommendation table and overall status of the FAI implememtation.	8-27-21 M. Payne	9-6-21 emailed S. DeWitte the response.	9/6/2021
156)Lorraine Humes	10/20/2021	Asked if there are any government standards stating how long a company can audit the same program.	10-21-21 forwarded to Nidia Carrera for response.	10-26-21 N. Carrera responded to Ms. Humes.	10/26/2021
157)Lorraine Humes	10/28/2021	How wil the 27 recommendations from Moss Adams be verified?	10-28-21 M. Payne	11-15-21 M. Payne responded to L. Humes	11/15/2021

NAME of REQUESTER	DATE OPERATIONS OFFICE RVCD.	SUBJECT	FORWARDED FOR RESPONSE TO:	RESPONSE	RESP. DATE
158)Lorraine Humes	10/28/2021	How can the CBOC review the verification of recommendations using the PMP?	10-28-21 M. Payne	11-15-21 M. Payne responded to L. Humes	11/15/2021
159)Lorraine Humes	2/9/2022	Copy of the draft minutes from the December CBOC meeting.	S. Garfield	Copy emailed to Ms. Humes and Mr. Anderson	2/9/2022

WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE
Monday, November 15, 2021 at 6 pm
Meeting Minutes
In Person or Zoom Conference
https://youtu.be/VTq3o_rone0

A. Opening Procedures

Note: this meeting was held in person and online using the Zoom platform and was open to the public to attend.

By computer, please click the link below to join the webinar:
https://wccusd.zoom.us/j/94978999187?pwd=dGxPVnNZT2RMaThaYWJYVlkwRnR2QT09

Or

by Telephone: US: 1+(669) 900 6833 Webinar ID: 949 7899 9187 Passcode: 657852

B. Call to Order/Pledge of Allegiance

Mr. Anderson called the meeting to order.

C. Roll Call

Members: John Anderson, Joseph Camacho, Maisha Cole, Lorraine Humes, Jason Lindsey and Sallie DeWitt
(6 members with 4 required for a quorum)
Members Present: John Anderson, Lorraine Humes, Jason Lindsey and Sallie DeWitt
Maisha Cole will join later
Absent: Joseph Camacho
Staff Present: Luis Freese, Melissa Payne, Ellen Mejia-Hooper, SeungJa Cha

D. Approval of Agenda

To discuss a Consent Calendar item, it must be removed from the agenda by a member of the committee

Agenda approved as presented.

E. Public Comment for items not on the Agenda

Items already on the agenda may not be spoken on in this section. Speakers wishing to address a specific agenda item they must fill out a Speaker Form or raise their hand on Zoom. Speakers will be allowed three minutes

Public Comment
Mr. Gosney

F. Bond Program Project Status and Financial Reports (Luis Freese/Melissa Payne)

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

Discussion Only

Mrs. Mejia-Hooper gave the presentation

a. **Facilities Master Plan Project Update**
    i. **Riverside Elementary School**
    ii. **Pinole Valley High School Athletic Fields**

Ms. Humes had questions on Design Build.
Mr. Anderson had questions on Riverside.
Mrs. Mejia-Hooper responded to the inquiries of the members.

b. **Consolidated Budget Report 2021-10-31**
c. **Consolidated Budget Report 2016 MP 2021-10-31**
d. **Report 13 Bond Program Financial Status 2021-10-31**
e. **Report 13A Variance Report2021-10-31**
f. **Report 2 Bond Program Spending to Date 2021-10-31**
g. **20-21 AP check list 2021-10-31**

Staff responded to questions by members concerning the various reports.

G. Consent Items

Unless pulled from the agenda by a member of the committee, consent items are approved without discussion by unanimous consent

a. **CBOC Records Request Log November 1, 2021**
   Ms. Humes had questions on what constituted a records request and how the log is managed.
   Mr. Anderson moved item to next month.
b. **September 27, 2021 Meeting Draft Minutes**
c. **October 11, 2021 Meeting Draft Minutes**

Discussion Only

H. Annual Report Update (Lorraine Humes)

a. **Discussion on Report Status**
   Ms. Humes reported the annual report will come out next month.
b. **Timetable for final report and vote**
   Ms. Humes gave the timetable as: week of 11-22-21 will finish report, week of 11-29-21 will format report and week of 12-13-21 will vote on report. Ms. Humes will send an email with the report highlighting the areas of disagreement.
   Mrs. DeWitt acknowledged the outstanding work Ms. Humes has accomplished with putting together this report.
c. **2021 Annual Report**
    i. **Consider aligning with WCCUSD fiscal year**
       Ms. Humes is recommending working on a fiscal year calendar in order to align with the district.

Mrs. Payne agreed with the change adding that this would align with some of the reports.
Mr. Anderson recommended putting a resolution together for the next meeting regarding this change.

I. Training (Lorraine Humes)

a. Critique on CABOC Virtual Conference
Ms. Humes stated that there were 61 attendees at this first conference. Attendees were asked to complete an evaluation of the conference. Comments were mainly positive and there were also suggestions for improvement.
Ms. Humes asked members to give their opinion of the conference. Members and staff shared thoughts.

b. Considerations for Next year
Mr. Anderson made recommendations for trainings for members new and existing including Brown Act training. There was a discussion on the Brown Act and what resources are available.
Mrs. Payne had comments on the conference and what she took away from it.

Public Comments
Mr. Gosney

J. Update on Ad Hoc committee of CBOC and WCCUSD staff Board on revision of Policy BP 7214.2 CBOC Revision (John Anderson/Sallie DeWitt)

Mr. Anderson stated that a meeting was held in Oct. and due to circumstances the next meeting was canceled.
Mrs. DeWitt commented on the terrific attachment of references that Mrs. Payne provided that will be a very helpful too. She reviewed some of the items on the attachment.

a. References used by Ad Hoc committee (see attachment)

K. Selection of CBOC officers for next year

a. Next meeting in person?

b. Chairperson, Vice Chair and Secretary elections

Mr. Anderson announced that the above positions will be voted on at the December meeting. He encouraged everyone to give this some thought and to volunteer.

L. Calendar for 2022
(See attachment)
Mr. Anderson asked if there were comments to the meeting schedule attached.
There were no comments.

M. Adjournment

Next meeting December 13, 2021 at 6 pm

Mr. Anderson adjourned the meeting at 7:33 PM.

Disability Information

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

WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE
Monday, March 14, 2022 at 6 pm
1400 Marina Way South, Richmond CA 94804
Meeting Minutes - draft
HYBRID MEETING
YouTube
https://youtu.be/VTq3o_rone0

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

https://wccusd.zoom.us/j/94978999187?pwd=dGxPVnNZT2RMaThaYWJYVlkwRnR2QT09

Or

by Telephone: US: 1+(669) 900 6833 Webinar ID: 949 7899 9187 Passcode: 657852

A. Opening Procedures
B. Call to Order/Pledge of Allegiance

Mr. Anderson called the meeting to order.

Mr. Anderson wanted to announce before taking roll call that Joseph Camacho had resigned. Mr. Freese stated that he had reached out to Mr. Camacho at the request of Mr. Anderson and Mr. Camacho confirmed his resignation.

C. Roll Call

John Anderson, Maisha Cole, Sallie DeWitt Lorraine Humes, Jason Lindsey and Tom Panas
(6 members with 4 required for a quorum)
Members Present: Maisha Cole, Sallie DeWitt, Lorraine Humes (6:30), Jason Lindsey (6:20), Tom Panas, John Anderson
Members Absent: None
Staff Present: Luis Freese, Ellen Mejia-Hooper, Melissa Payne

D. Approval of Agenda

To discuss a Consent Calendar item, it must be removed from the agenda by a member of the committee or member of the public.

Comments
Mr. Jungherr

Mr. Panas requested the November and February draft minutes be pulled from the agenda.

Mr. Anderson confirmed that the financial reports are delayed and the agenda items he submitted were on the agenda that was posted on Friday. He stated the November 2021 draft minutes and the February 2022 draft minutes would be pulled. He proceeded to the staff reports.

E. Public Comment for items not on the Agenda *Items already on the agenda may not be spoken on in this section. Speakers wishing to address a specific agenda item they must fill out a Speaker Form with the appropriate agenda item listed. Speakers will be allowed three minutes*

F. Bond Program Project Status and Financial Reports (Luis Freese/Melissa Payne)

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

Mrs. Mejia-Hooper gave the presentation Bond projects.

a. Facilities Master Plan Project Update
• Project Status Report
Comments
Mr. Gosney
• Newsletter

b. The Suite of Bond Financial Reports for February are delayed and not available at this time.
Mrs. Payne stated the financial reports are not ready but will be distributed to members when they are completed.

DISCUSSION

G. Review of January Invoices (Tom Panas/Staff)

a. Wei Jun Wang, Check 210037, $11732.50
Mr. Panas had questions on individuals doing work in the district to support staff. Mr. Freese responded. Mr. Panas also asked about timesheets and Mrs. Payne replied that facilities personnel including consultants fill out time sheets indicating time spent in each area. Mrs. Payne also reviewed funding codes.
Ms. Humes asked if the names of the signatures can be printed on the invoices and Mrs. Payne responded.

b. HMC Architects, January 2002, manual journal $43260.00
KHS Bleachers/Press Box from MRAD to MSR R

Public Comments
Mr. Jungherr
Mr. Gosney

ACTION

H. Consent Items
Unless pulled from the agenda by a member of the committee or public. Consent items are approved without discussion by unanimous consent.

a. CBOC Records Request Log March 7, 2022
b. February 14, 2022 Meeting Draft Minutes
c. November 15, 2021 Meeting Draft Minutes
d. December 13, 2021 Meeting Draft Minutes

e. **September 27,2021 Minutes**
f. **October 11, 2021 Minutes**

Mr. Anderson acknowledge that Mr. Panas asked the Feb 14 and Nov 15 draft minutes be pulled. The remaining Consent Items are approved by unanimous consent.

Discussion

Mrs. Humes asked why items e & f do not state draft. Mr. Anderson responded that they could not find in the records where they had been officially approved. Tonight they are approved.

Mr. Panas stated he pulled the Nov draft minutes since there was no evidence that the Sept. and Oct. draft minutes had been unanimously approved. Also the Nov. minutes need to be unanimously approved. Mr. Panas pulled the Feb. minutes since he thought the Resolution 22-01 attachment was missing. Mr. Anderson showed Mr. Panas where the resolution was attached. Mr. Anderson stated he would take care of the Nov. minutes and repost the Feb. minutes at the next meeting agenda for consent.

I. FY2021 Audit Schedules (Tom Panas)

a. **Request Staff assistance with completing the missing items in the attachment and confirm information of the attached draft.**
b. **KNN March 2 Annual Bond Program Report**
c. **Meeting with Auditors**

Mr. Panas reviewed and commented on the missing audit dates on the attachment. Mr. Freese responded that Mrs. Payne was working on updating the attachment.

Mrs. Payne stated she was unable to have the presentation ready for the Friday posting, but she did have it ready now and asked the committee if they would give her permission to present now. Mr. Anderson approved.

Mrs. Payne shared her presentation with the committee which will be attached to this agenda.
Mrs. Humes had questions that Mrs. Payne answered.
Mr. Lindsey expressed his gratitude to staff for their report.
Mrs. Payne confirmed we will share with the CBOC the draft when we have it ready.
Mr. Anderson asked Mrs. Payne to sent this presentation out to the CBOC distribution list and we will also have it on next month's agenda.
Mr. Panas stated Mrs. Payne did a great job on her presentation and asked that it be posted with the agenda.

Public Comments
Mr. Jungherr
Mr. Gosney

DISCUSSION

J. CBOC business
a. **Calendar**
b. **Attendance**
c. **Roster and terms**

Mr. Anderson reviewed a sample roster. We have lost 1 of the 5 mandated positions with Mr. Camacho's resignation. He asked if the district had any applicants. Mr. Freese responded that there are no applications pending. Mr. Anderson noted that his term and Mrs. Cole's term will be expiring soon and they should reapply. Mrs. Payne shared that there is a renewal form she would email to Mr. Anderson and Mrs. Cole.

Mrs. Humes suggested reaching out to the PTA presidents of each site for applicants.

d. In person meetings

Mr. Anderson asked if we would be returning to in person meetings. Mr. Freese confirmed

Public Comments
Mr. Gosney
Mr. Jungherr

K. CBOC Annual Report

a. Update on Distribution of Annual Report (Lorraine Humes)
Ms. Humes stated she had been concentrating on training at this time, the report is still in progress.

b. 2021 Annual Report Committee Status (Tom Panas)
Mr. Panas had nothing to report.

L. Update on Ad Hoc committee of CBOC and WCCUSD staff Board on revision of Policy BP 7214.2 CBOC Revision (John Anderson/Sallie DeWitt)

Mr. Anderson asked Mrs. Payne for the revised policy as soon as possible. Mr. Freese responded that they would get it out early next week.

M. Brown Act Training (Lorraine Humes and Maisha Cole)

a. Brown Act Primer Questions

. Reference: First Amendment's Coalition's Brown Act Primer
https://firstamendmentcoalition.org/facs-brown-act-primer

Ms. Humes reviewed the primer questions attachment.

b. Questions to the Brown Act Under AB 361, Meeting Remotely
Reference California Special Districts Association's article, AB 361 – Brown Act: Remote Meetings During a State of Emergency
https://www.csda.net/blogs/kristin- withrow1/2021/09/17/ab-361-brown-act-remote-meetings-during-emergency

Ms. Humes said that they would not be answering any of the questions this meeting since the questions are just now being submitted. They would address the questions at the next meeting. The links and instructions will be sent to all the members and staff.

Public Comments
Mr. Gosney

N. Website Tours (Lorraine Humes)

a. WCCUSD website

Mrs. Payne reviewed the District website and how to navigate it.
Mrs. Mejia-Hooper reviewed the Facility Bond Program Projects Information segment.
Ms. Humes contributed questions, comments and suggestions.

b. CABOC website

Mr. Jungherr will give a presentation at the next meeting.

Public Comments
Mr. Gosney

Mr. Anderson asked Ms. Humes if she wanted to defer Item O to the next meeting. Ms. Humes agreed and asked that the item be put further up on the agenda since this will be the second time it has been deferred. Mr. Anderson agreed.

O. CBOC Ad-Hoc Committee Proposal (Lorraine Humes)

a. Committees

b. Education Code 15278

P. Adjournment

Mr. Anderson adjourned the meeting by unanimous consent.

Next meeting April 11, 2022 at 6 pm

Disability Information

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WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE
Monday, May 9, 2022 at 6 pm
1400 Marina Way South, Richmond CA 94804
Or
To join by computer, please click the link below to join the webinar
https://wccusd.zoom.us/j/94978999187?pwd=dGxPVnNZT2RMaThaYWJYVlkwRnR2QT09
Or
by Telephone: US: 1+(669) 900 6833 Webinar ID: 949 7899 9187 Passcode: 657852

Meeting Minutes - draft
HYBRID MEETING
YouTube
https://www.youtube.com/watch?v=8DbyCc0HmzE

A. Opening Procedures

B. Call to Order/Pledge of Allegiance

Mr. Anderson called the meeting to order at 6:11pm.

C. Roll Call

John Anderson, Maisha Cole, Sallie DeWitt Lorraine Humes, Jason Lindsey and Tom Panas
(6 members with 4 required for a quorum)
Members Present: Sallie DeWitt (virtual), Jason Lindsey, Maisha Cole, Tom Panas, John Anderson, Lorraine Humes
Members Absent: 0
Staff Present: Melissa Payne, Ellen Mejia-Hooper

D. Approval of Agenda

To discuss a Consent Calendar item, it must be removed from the agenda by a member of the committee or member of the public.

Mr. Anderson requested that the audit reports be moved ahead of item F.

Mr. Panas requested that Items J & K be moved up on the agenda. He also asked that the draft minutes for November and March be pulled. He suggested numbering the future agenda packets and also volunteered to create a monthly attendance chart.

Mr. Anderson asked and received a consensus for the revisions.

E. Public Comment for items not on the Agenda

Items already on the agenda may not be spoken on in this section. Speakers wishing to address a specific agenda item they must fill out a Speaker Form with the appropriate agenda item listed. Speakers will be allowed three minute

No Public Comments

ACTION

F. Consent Items

Unless pulled from the agenda by a member of the committee or public. Consent items are approved without discussion by unanimous consent.

a. **CBOC Records Request Log April 29, 2022**
b. **February 14, 2022 Meeting Draft Minutes**
c. **November 15, 2021 Meeting Draft Minutes**-pulled for discussion
d. **March 14, 2021 Meeting Draft Minutes-**pulled for discussion

Items Fa. and Fb. were approved by unanimous consent.

Discussion

Mr. Panas suggested revisions to the draft minutes of the November 2021 and the March 2022 meetings.

Mr. Anderson asked for a motion to accept Mr. Panas's proposed revisions to the November 15, 2021 minutes. The motion was seconded and passed by unanimous consent.
Mr. Anderson asked Mr. Panas to work with the staff to update the March 14, 2022 minutes.

Public Comments
Mr. Gosney

G. Brown Act Training (Lorraine Humes and Maisha Cole)

a. **Status**

Ms. Humes stated that originally AB361 was on the agenda but since the BOE did not renew using Zoom at meetings it was taken off. Mrs. Cole will be covering the training on the Brown Act.

Mrs. Cole went through the submitted questions. There was a discussion on each question with Mrs. Cole offering an explanation on each answer.

b. **Links to training material**

Brown Act Primer: Access to Meetings (firstamendmentcoalition.org)

H. FY2021 Audit Schedules (Tom Panas)

a. **Request Staff assistance with completing the missing items in the attachment and confirm information of the attached.**

Mr. Panas asked for an update on completing the missing dates. Mrs. Payne responded and will bring to the June meeting an Audit schedule with dates filled in as much as possible.

I. Bond Program Project Status and Financial Reports (Luis Freese/Melissa Payne)

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

Mrs. Mejia Hooper gave the presentation on Bond projects.

a. Facilities Master Plan Project Update

Public Comments
Mr. Gosney

Mrs. Payne reviewed the financial Reports.

b. Report 13 Bond Program Financial Status
c. Report 13A Variance Report
d. Report 2 Bond Program Spending to Date
e. 20-21 AP check list
f. Invoice/Payroll Review
  a. Orback Huff & Henderson, check No. 210000 01/25/2022 $3775.48
  b. Payroll, project 66901396-01, 01/22/2022. $91308.86, Facility Program Staff, December Pay

Ms. Humes had some questions and comments concerning the financial reports. Mrs. Payne responded.
Mr. Panas had questions on several invoices which Mrs. Payne addressed. The Orbach Huff and Henderson item did not have more detail beyond the Matter number, the P.O. number, and the number of hours because all other information is protected by attorney-client privilege. Mrs. Payne requested more clarity on what was being requested on the Payroll item for project 66901396-01. After some discussion she promised to bring the requested information back to the next meeting.

Public Comments
Mr. Gosney

PRESENTATION

J. Bond Financial Audit for Fiscal Year 2021 (Christie White)

This item was taken immediately after Item K (Bond Performance Audit for Fiscal Year 2021), which itself was taken immediately after Item E (Public Comment for items not on the Agenda)
Mr. Michael Ash gave the Financial Audit report presentation and answered questions.

K. Bond Performance Audit for Fiscal Year 2021 (EdieBailly)

This item was taken immediately after Item E (Public Comment for items not on the Agenda)
Mr. Nathan Edelman gave a brief presentation on the Performance Audit. Committee members had questions and suggestions that Mr. Edelman addressed, with Mrs. Payne offering some comments of clarification. Most of the questions centered on the fact that the Audit document did not report on the review of the Audit Findings from the previous year.

Public Comments
Mr. Gosney

ACTION

L. Resolution 22-02 Regarding the Performance Audit as of 6/30/2021 (Approved Resolution is Attached)

a. Discussion

Public Comments
Mr. Gosney

b. Vote on Resolution 22-02

Mr. Panas moved to approve Resolution 22-02
Mr. Lindsey seconded
Mr. Anderson asked for discussion.
There was a discussion on the submission and wording of the resolution by Committee Members; no changes were made to the Resolution.
Mr. Anderson called for a vote:

Mrs. DeWitt	Yes
Mr. Lindsey	Yes
Ms. Humes	Yes
Mr. Panas	Yes
Mrs. Cole	Yes
Mr. Anderson	Yes

Motion carried unanimously.

DISCUSSION

M. CBOC Annual Report

a. Update on Distribution of Annual Report (Lorraine Humes)

Mrs. Humes reported that the report has been distributed to the offices that were previously discussed.

b. 2021 Annual Report Committee Status (Tom Panas)

Mr. Panas commented on his thoughts of what is needed to complete the annual report. In particular he noted that in setting the June 30 deadline for an annual report that just covers the 2021 performance audit, it had been anticipated that the Forensic Review Implementation 1.5 and also the Forensic Review Implementation 2.0 would be completed in time to be included in the annual report. Both of those reports have been delayed so Mr. Panas suggested that the annual report be delayed until the results of both reviews are published. He also suggested that given that delay, the report could include the State Controller's opinion CBOC Resolution 22-02, if it is available. After discussion the Committee agreed with this approach. Mr. Anderson asked Mr. Panas to send a copy of Resolution 21-3 (which established the annual report date expectations) to him so he could review what changes would be necessary.

Ms. Humes inquired if we now had the County's tax rate report, since the CBOC has not yet received it. Mrs. Payne said yes and she would follow up with our business office and get the copy.

N. Update on Ad Hoc committee of CBOC and WCCUSD staff Board on revision of Policy BP 7214.2 CBOC Revision (John Anderson/Sallie DeWitt)

Mr. Anderson reported that he along with Mrs. DeWitt and Mrs. Payne were in the process of putting together a final draft for their review. The next Ad Hoc committee meeting is scheduled for May 23.

Mrs. DeWitt added her appreciation to Mrs. Payne and Mr. Freese for their commitment and she feels very optimistic about what they will be presenting next month.

INFORMATION

O. CBOC References

- **a. Aligning Audits for Our Practice (Staff Presentation from March 14 2022 CBOC meeting)**
- **b. How to Provide and Effective Performance Audit (CABOC)**

TOPICS FOR NEXT MEETING

P. Website Tours (Lorraine Humes)
  a. CABOC website Presentation by Anton Jungherr of CABOC
Q. CBOC Ad-Hoc Committee Proposal (Lorraine Humes)
R. Review Ad-Hoc Committee Draft of BP 7214.2 CBOC Revision (John Anderson/Sallie DeWitt)
S. Update the Description of the CBOC to include Measure D, E and R on all CBOC Agendas, Minutes, Reports, Audits, Website
T. Separately post Resolutions on Website
U. WCCUSD email for CBOC

Public Comments
Mr. Gosney

V. Adjournment

Mr. Anderson adjourned the meeting at 8:37pm.

Next meeting June 13, 2022 at 6 pm

Disability Information

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

May 9, 2022

Resolution No. 22-02

Performance Audit Report June 30, 2021

WHEREAS the Education Code Section 15278(c)(1) provided for the CBOC to receive and review the annual independent performance audit required by the California Constitution; and

WHEREAS June 30, 2019, Moss Adams's independent performance audit report found that "Absent a timekeeping system, or equivalent tracking system, we were unable to validate that the staffing allocation percentages and/or amounts were compliant and consistent with Opinion No. 04-110." See Exhibit A.

WHEREAS June 30, 2020, Eide Bailly's independent performance audit report stated, "The District does not have a documented basis for distributing salary between the narrow category of bond-compliant construction projects and routine everyday school facilities administrator expenses." See Exhibit B.

WHEREAS 2020-21 Guide for Annual Audits provides that performance audits shall be conducted per Government Auditing Standards. See Exhibit C.

WHEREAS Government Auditing Standards provide that performance audits will review "prior periods' performance." See Exhibit D.

WHEREAS Eide Bailly June 30, 2021, independent performance audit did not comment on June 30, 2020 salary finding. See Exhibit E.

NOW THEREFORE BE IT RESOLVED THAT CBOC Chair John Anderson is authorized and directed to send this Resolution with a copy of the June 30, 2019, 2020, and 2021 independent performance audit reports to the California State Controller with a request to determine if the Eide Bailly June 30, 2021, independent performance audit report meets the standards of Government Auditing Standards.

VOTED on May 9, 2022, by the following vote:

AYES: 6 ABSTENTIONS: 0

NAYS: 0 ABSENCES: 0

John Anderson, Chair

Tom Panas, Secretary

Audit Schedules

Phase	Entity	Financial Audit FY2021	Performance Audit Compliance FY2021	Forensic Review Implementation 1.5	Forensic Review Implementation 2.0
Auditor		Christy White, Inc.	Edie Bailly, LLP	Eide Bailly, LLP	Moss Adams LLP
Present Report	CBOC	May 9, 2022	May 9, 2022		
Present Report	Board	April 27, 2022*	April 27, 2022*		
Legal Deadline	n/a	March 31, 2022	March 31, 2022		
Anticipated Completion	n/a			Summer 2022	Summer 2022
Response to Audit Recommendations	Board	N/A**	N/A**		

*Audit presented to the Board, Board did not accept the Audit (Official Board meeting minutes not available as of 6/10/22)

**Not Applicable, there are no Audit recommendations

Description of Audits

Audit	Purpose	Cost	Funding Source
Bond Financial	Required annually FY 2021	$26,500	21-9790
Bond Performance	Required annually FY 2021	$9,500	21-9790
Verification of Implementation of FAI Phase 1.5	Recommendations deemed not implemented by 6/30/2017 in Phase 1 and Performance & Program Effectiveness Audit FY 2017-2019	$70,000	General Fund
Verification of Implementation of FAI Phase 2.0	50 recommendations implemented after 6/30/2017	$50,000	General Fund

Audit Partner Assigned Bond Financial Audits

Audit Firm	Audit Partner	Fiscal Year
Christy White, LLP	Michael Ash	FY 2018 - Present

Audit Partner Assigned Bond Performance Audit

Audit Firm	Audit Partner	Fiscal Year
Eide Bailly, LLP	Nathan Edelman	FY 2021 - Present

As of 6/10/22

California K-12 School Facility Program Audits

Auditor: Christy White, Inc. | Cost: $5000 per audit | Funding Source: General Fund

Project	Application Type*	State Dollars Received	Legal Deadline (one year after completion)	Local Audit Status
Peres ES	MOD	$1,101,173	10/20/2021	Completed
Gompers HS	MOD	$2,071,166	10/20/2021	Completed
Coronado ES	MOD	$946,931	10/20/2021	Completed
Helms MS	SMP	$5,341,020	12/4/2021	Completed
King ES	SMP	$2,106,032	3/22/2022	Completed
El Cerrito HS	SMP	$2,472,732	4/27/2022	Completed
El Cerrito HS – Bldg E	SMP	$218,382	4/27/2022	Completed
PVHS	SMP	$2,740,128	6/1/2022	Completed
PVHS	MOD	$23,400,090	6/1/2022	Completed
KHS	MOD	$1,193,070	11/12/2022	DUE 11/12/2022

*MOD (Modernization) SMP (Seismic Mitigation Program)

As of 6/10/22

Projects Status Update

Citizens' Bond Oversight Committee
June 13th, 2022

Project Status Update

	SITE	PROJECT	TYPE	STATUS
PLANNING	Kennedy HS	Site Specific Master Plan	BOND	Focus Group Meetings
	Richmond HS	Site Specific Master Plan	BOND	Focus Group Meetings
	SITE	**PROJECT**	**TYPE**	**STATUS**
DESIGN	Hercules M/HS	Critical Needs: Science Labs	BOND	Design
	Shannon ES	Critical Needs: MPR	BOND	Design
	SITE	**PROJECT**	**TYPE**	**STATUS**
PROCUREMENT	Riverside ES	Site Improvements	BOND	Rebid scheduled for next summer
	Collins ES	Critical Needs: HVAC Addition	BOND	Preparing Bid Documents
	Cameron School	Critical Needs: HVAC Addition	BOND	Bid Review
	SITE	**PROJECT**	**TYPE**	**STATUS**
DESIGN-BUILD	Lake ES	Campus Replacement	BOND	Construction
	Riverside ES	Soil Stabilization	BOND	Closeout
	SITE	**PROJECT**	**TYPE**	**STATUS**
CONSTRUCTION	Pinole Valley HS	Fields Restoration & Bleachers	BOND	Construction
	E-Rate Year 24	Indoor/Outdoor Wireless Upgrades at Various Sites	E-RATE & BOND	Construction

LEGEND & ACRONYMS (DSA) Division of the StateArchitect (RFQ) Request for Qualification
(RFQ/P) Request for Qualifications & Proposal

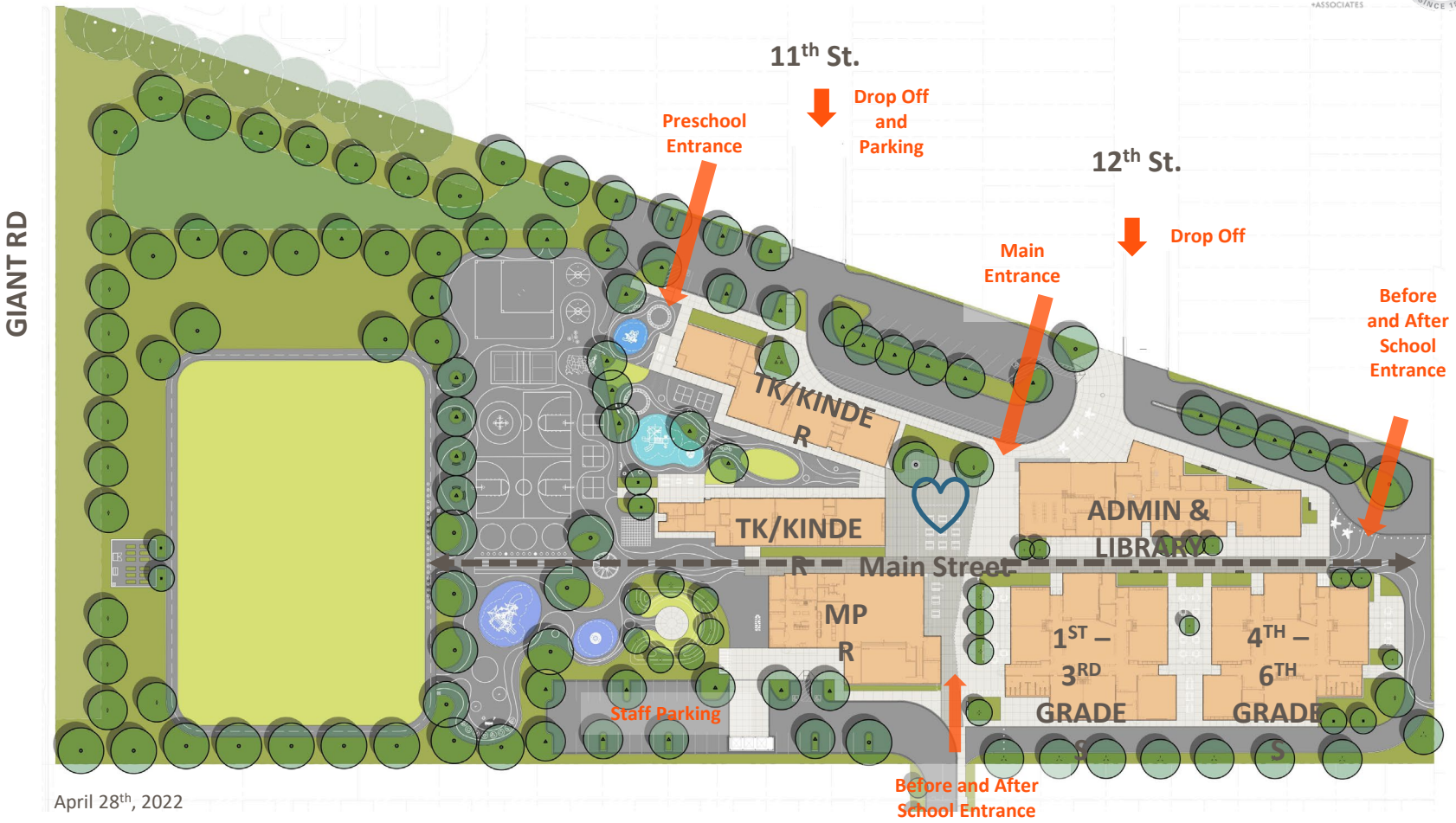
Lake Elementary School Campus Replacement



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

Campus Site Plan

Lake Elementary School Campus Replacement



April 28th, 2022



Front Entry



“Heart of the campus”
MPR Plaza



Library

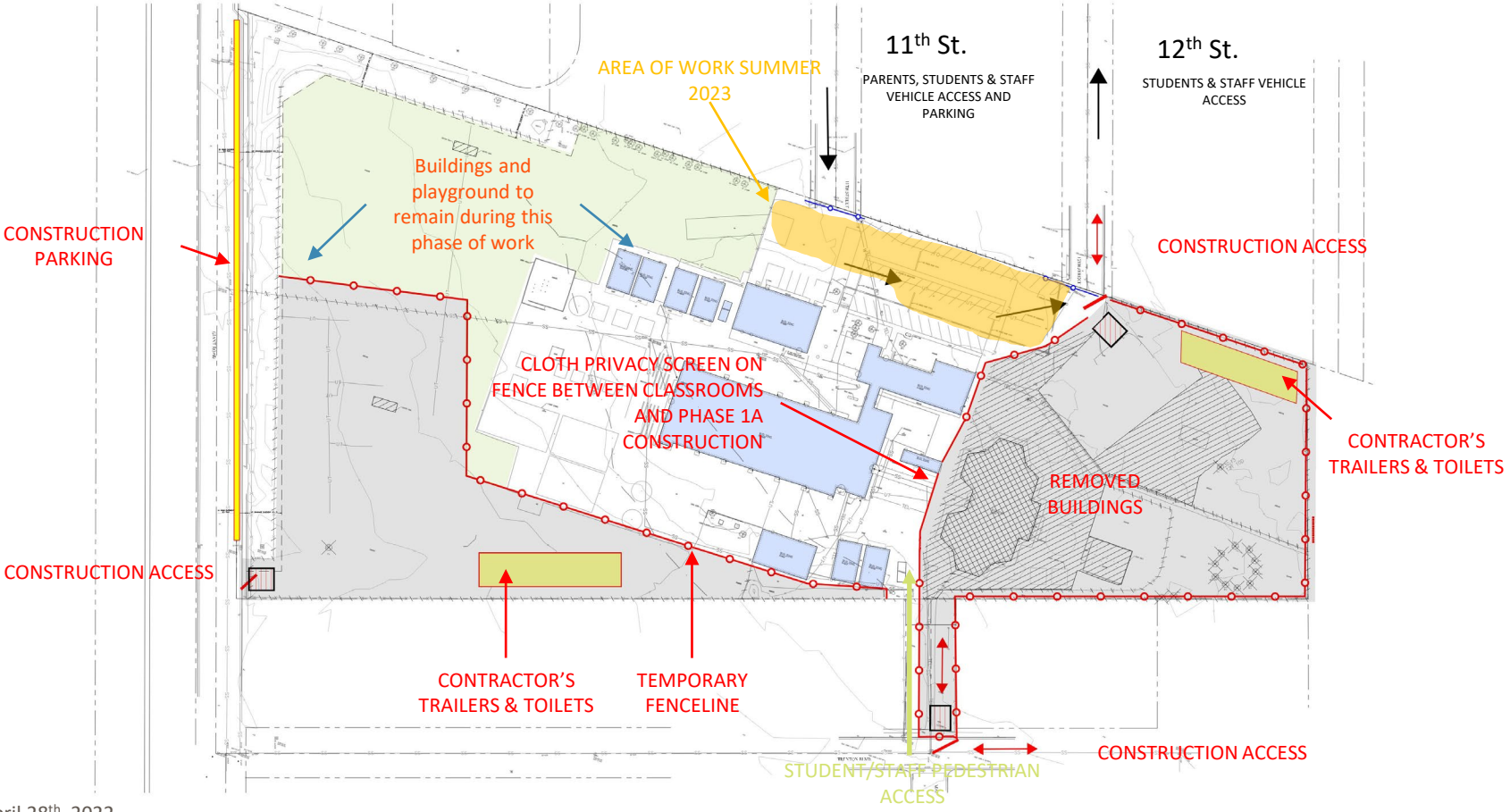


Learning Area

LINK TO INTERACTIVE
3D VIEW

Phase 1 – Construction Plan

Phase 1A (Summer 2022-Early 2024)



April 28th, 2022

Pinole Valley HS Fields, Fieldhouse, and Press Box



The project will convert the temporary campus area to a combination baseball/softball field and restore the tennis and basketball courts. The project also includes building a field house, home side bleachers including a press box, and resurface the stadium field and track. This project is an investment in our community through the use of taxpayer bond dollars.

PVHS Construction Photos



Our thanks to Pinole resident Earl Combs for this wonderful aerial shot!

PVHS Construction Photos



Field House exterior insulation and wall system being installed

PVHS Construction Photos



Field House drop ceilings and drywall being installed

PVHS Construction Photos



Underground electrical and stub-ups for Baseball and Softball Fields

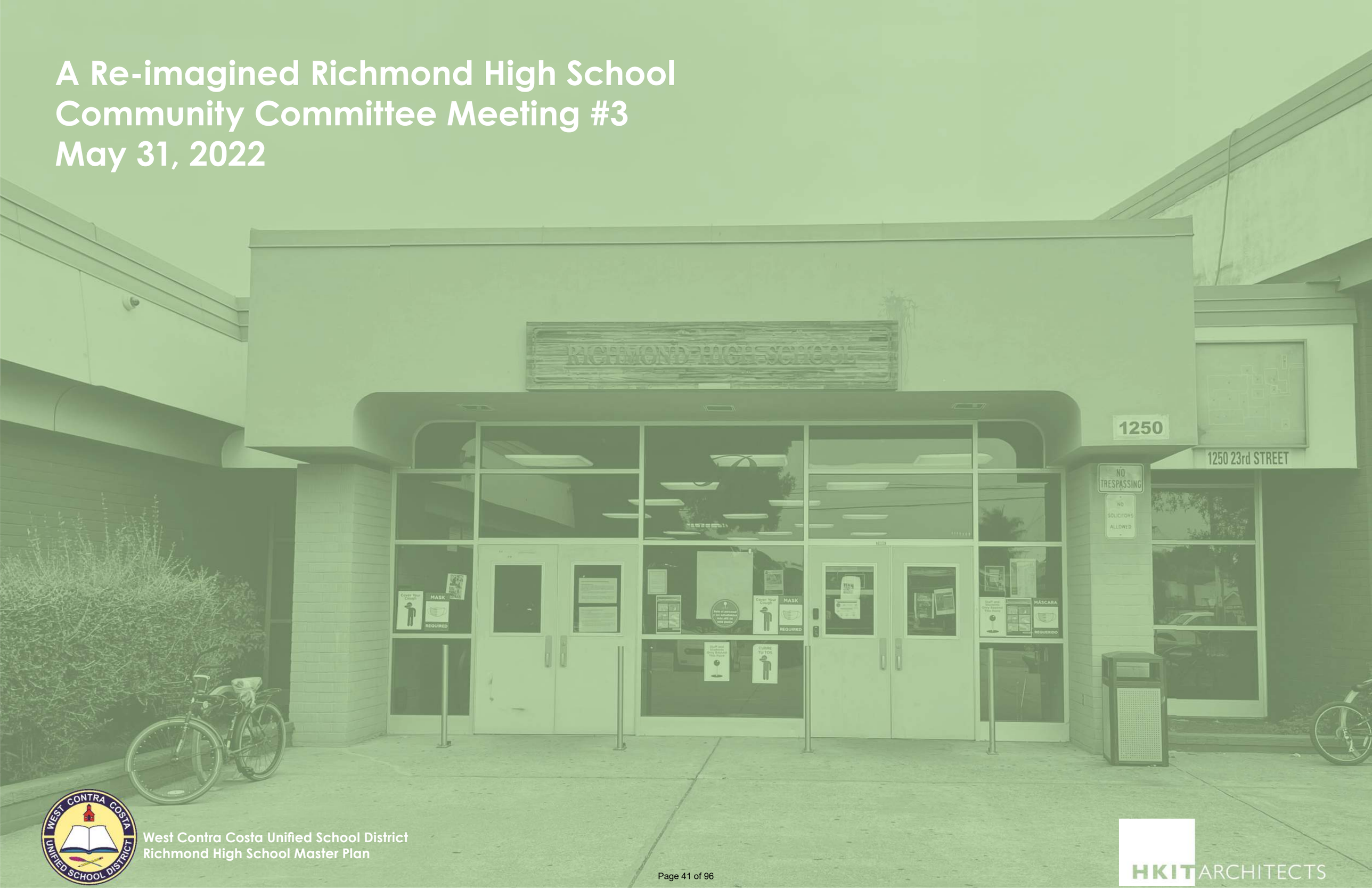
PVHS Construction Photos





Turf Installation

A Re-imagined Richmond High School
Community Committee Meeting #3
May 31, 2022



A Re-imagined Richmond High School

Agenda

1. Introductions and Project Status / *HKIT*

2. Master Plan Process Update / *HKIT*

3. Updated Master Plan Scenarios and Cost Information/ *HKIT*

4. Discussion / *HKIT*

1. Introductions

Richmond High School Master Plan Team

West Contra Costa Unified School District
Luis Freese, Associate Superintendent, Operations
Ellen Mejia Hooper, Director of Facilities and Planning
Tim Haley, Project Manager

Steering Committee
Jose De Leon, Principal
Rocio Reyes, Vice Principal
Andrea Ceja, Parent
Andrew Wilke, Teacher
Antwon Cloird, Community
Asedo Wilson, Teacher
Claudra Cernta, Parent
Destiny Lopez Esperanza, Student
Evany Cruz, Student
James Kealey, Teacher
Krista Jann, Teacher
Manuel Trujillo, Student
Marilyn Ahuna, Teacher

Steering Committee, Cont'd
Michele Jawad, Teacher
Rosa Menjivar, Community
Sam Neff, Community
Samantha Taylor, Staff

HKIT Architects
Jeff Evans, Principal
Felix Hunziker, Project Manager
Joey Favaloro, Project Architect

Project Outreach and Participation

PARTICIPATION / MEETINGS	NOV				DEC				JAN			
COMMUNITY MEETINGS												
STUDENT SURVEY												
STUDENT TABLING												
STEERING COMMITTEE MEETINGS												
FOCUS GROUPS												
BOARD OF EDUCATION MEETINGS/CHECK-INS												

PARTICIPATION / MEETINGS	FEB				MAR					APR				MAY				JUN		
COMMUNITY MEETINGS																				
STUDENT SURVEY																				
STUDENT TABLING																				
STEERING COMMITTEE MEETINGS																				
FOCUS GROUPS																				
BOARD OF EDUCATION MEETINGS/CHECK-INS																				

Upcoming
-More Participation and Outreach Meetings in the Fall

Goals

What We Heard in Early Meetings and Focus Groups

Student Feedback

Community Feedback

Faculty & Staff Feedback

- Windows! Windows! Windows!
- Location of Admin and Front Door on 23rd Street
- Larger Classrooms
- More Outdoor and Field Areas
- Distinct Academies - One School
- Connectivity Through Mall / Mall like space
- Shared Spaces

Master Plan Process Updates

What academies and classrooms are included in the Master Plan?

General Classrooms

Special Ed Classes

International Academy

Law Academy

Science Classrooms

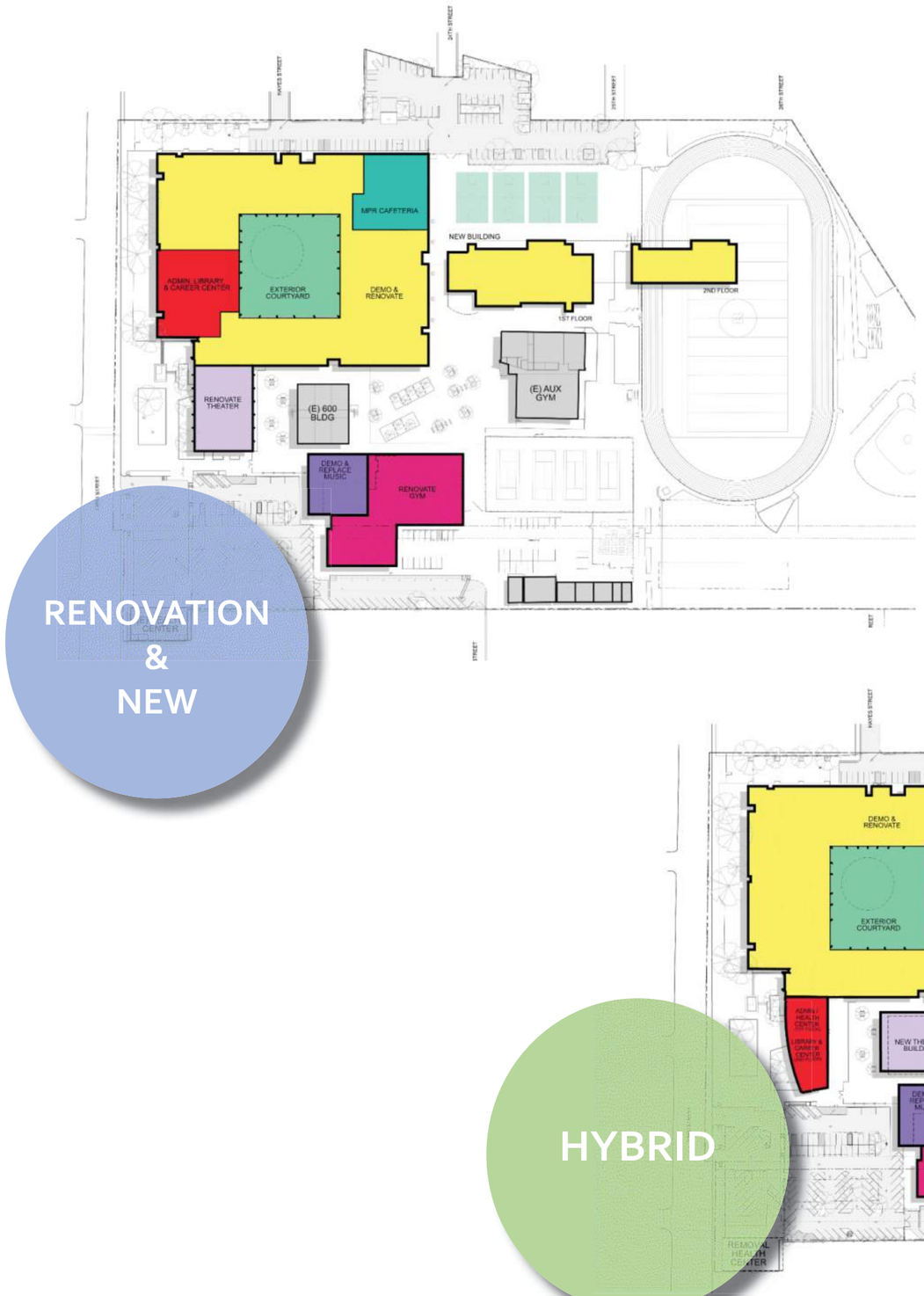
Health Academy

Theater and Music

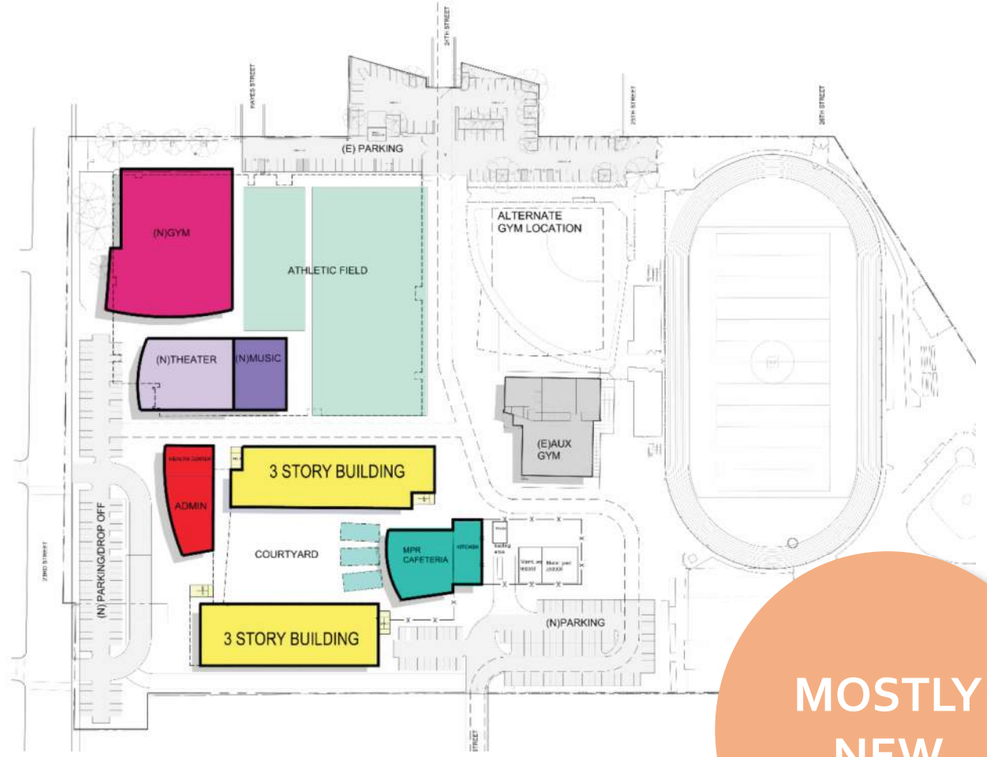
Media Academy

Engineering Academy

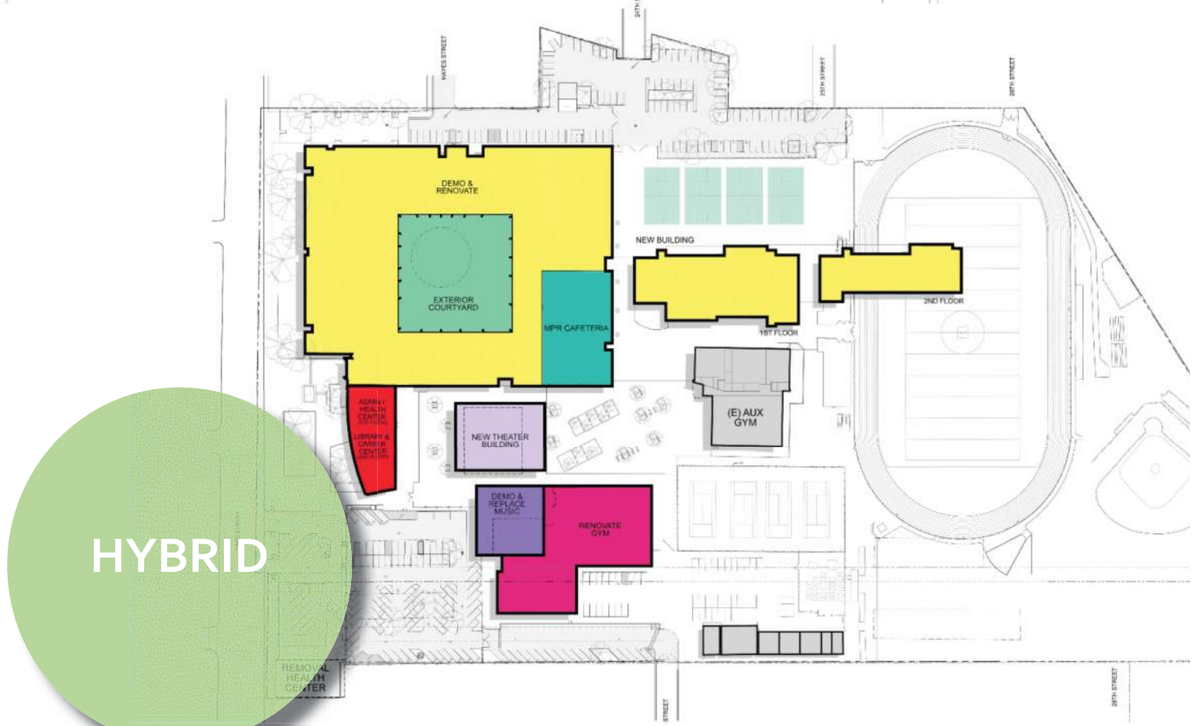
Initial Draft Master Plan Options



RENOVATION & NEW



MOSTLY NEW



HYBRID

Steering Committee #3 - Collaborative Site Design Activity









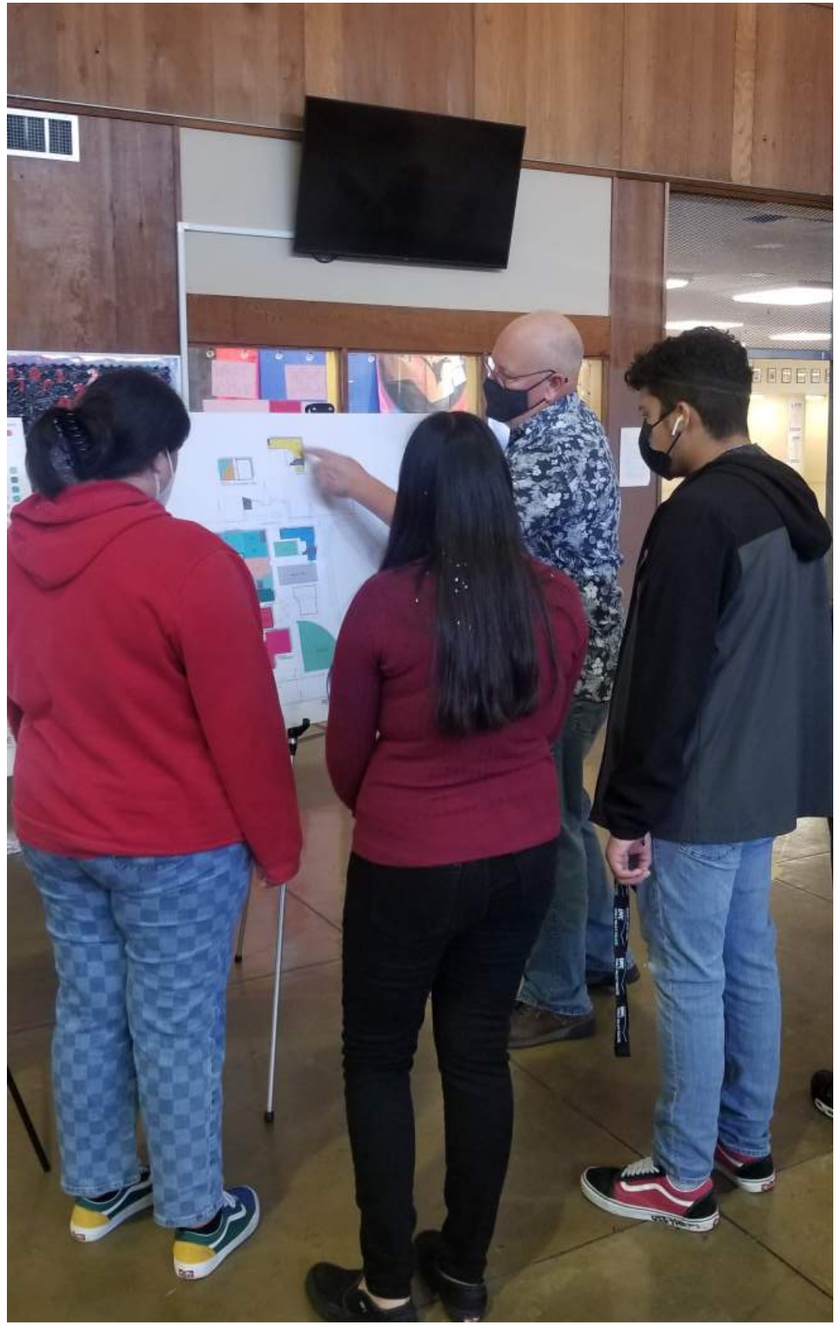


Student Tabling

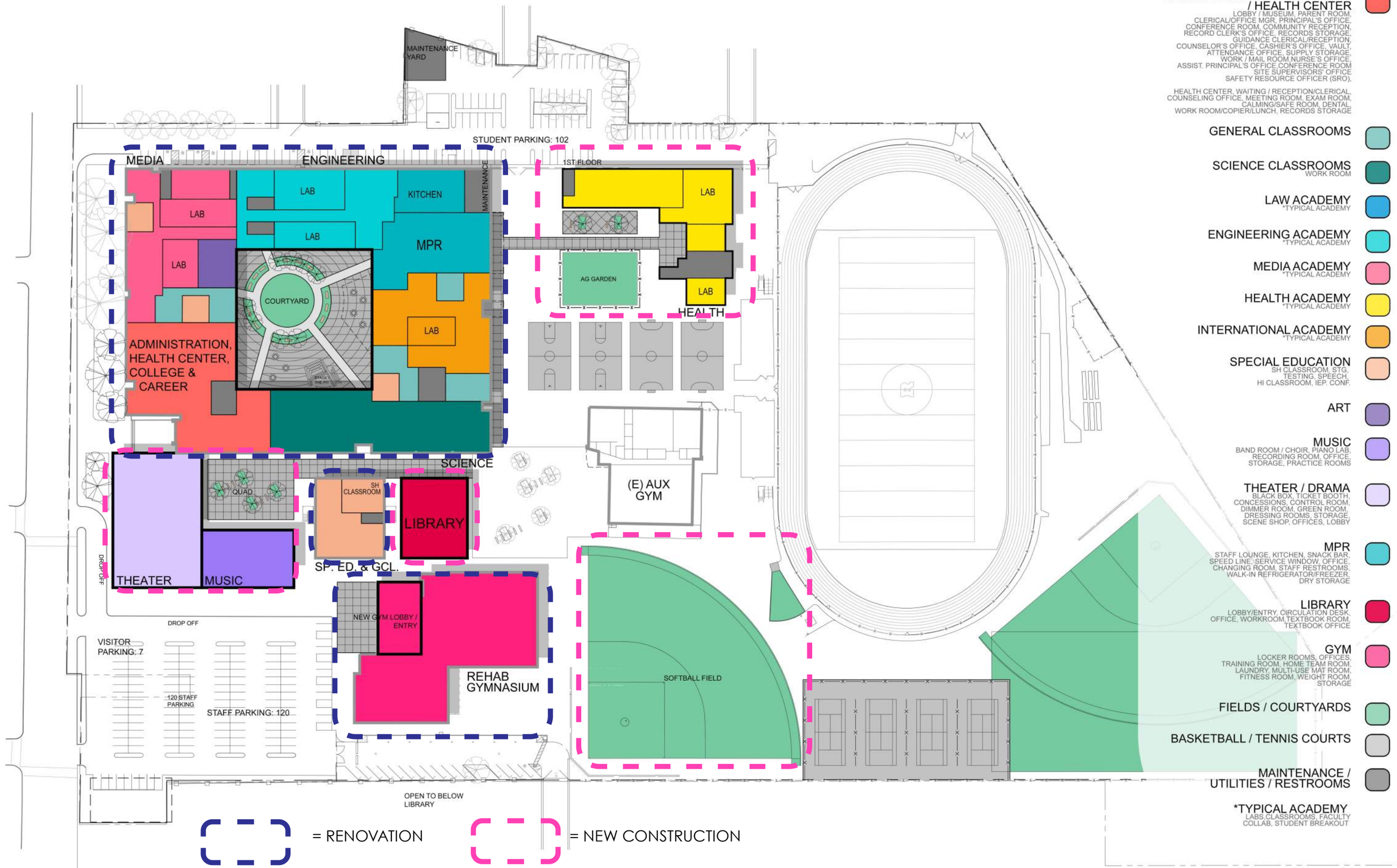






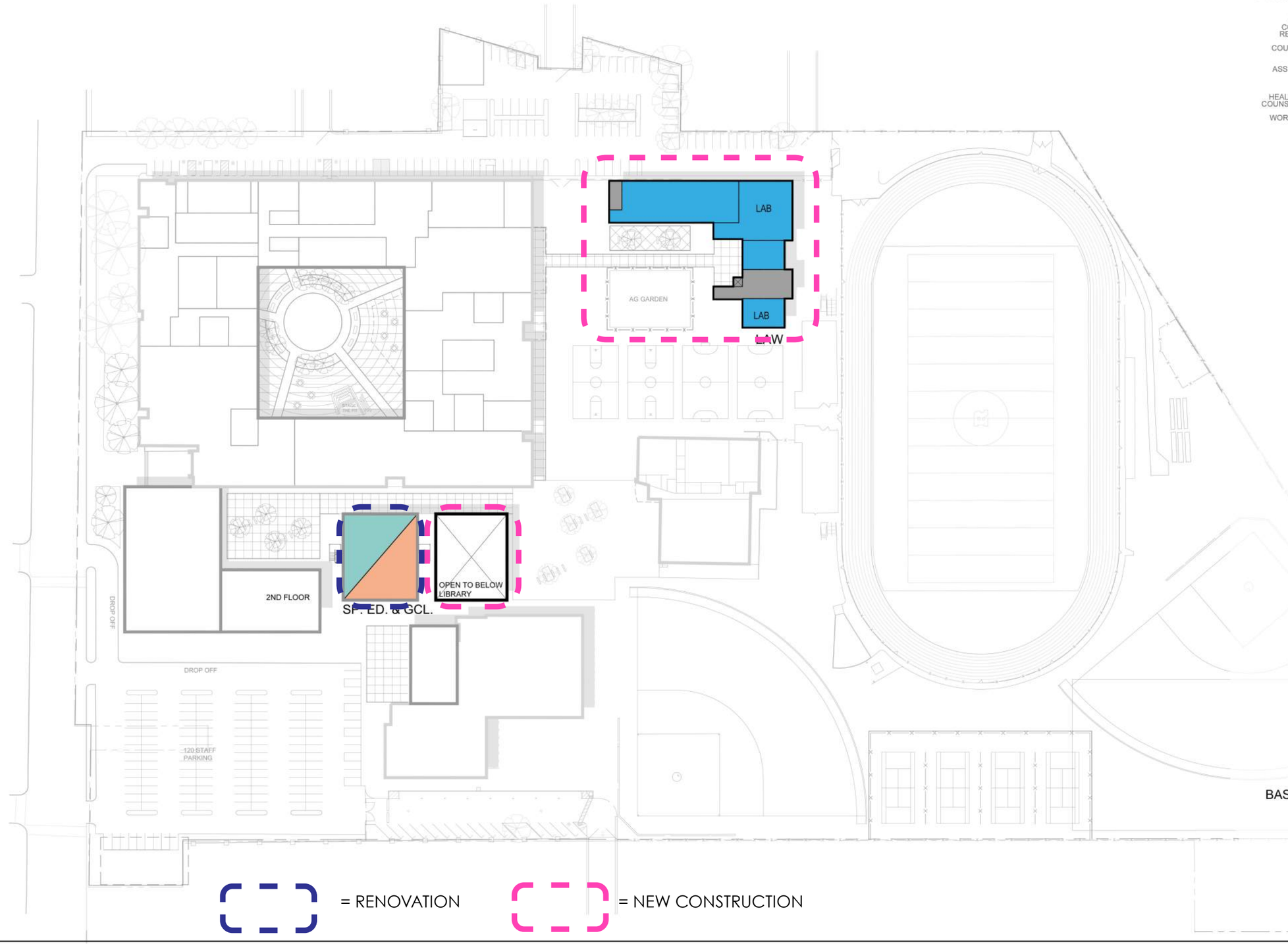


Master Plan Options



CURRENT RENOVATION SCHEME

HKIT ARCHITECTS



LEGEND

- ADMINISTRATION / COUNSELING / HEALTH CENTER
  LOBBY / MUSEUM, PARENT ROOM, CLERICAL/OFFICE MGR, PRINCIPAL'S OFFICE, CONFERENCE ROOM, COMMUNITY RECEPTION, RECORD CLERK'S OFFICE, RECORDS STORAGE, GUIDANCE CLERICAL/RECEPTION, COUNSELOR'S OFFICE, CASHIER'S OFFICE, VAULT, ATTENDANCE OFFICE, SUPPLY STORAGE, WORK / MAIL ROOM,NURSE'S OFFICE, ASSIST. PRINCIPAL'S OFFICE,CONFERENCE ROOM SITE SUPERVISORS' OFFICE SAFETY RESOURCE OFFICER (SRO),
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- BASKETBALL / TENNIS COURTS
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  LABS,CLASSROOMS, FACULTY COLLAB, STUDENT BREAKOUT

= RENOVATION

= NEW CONSTRUCTION

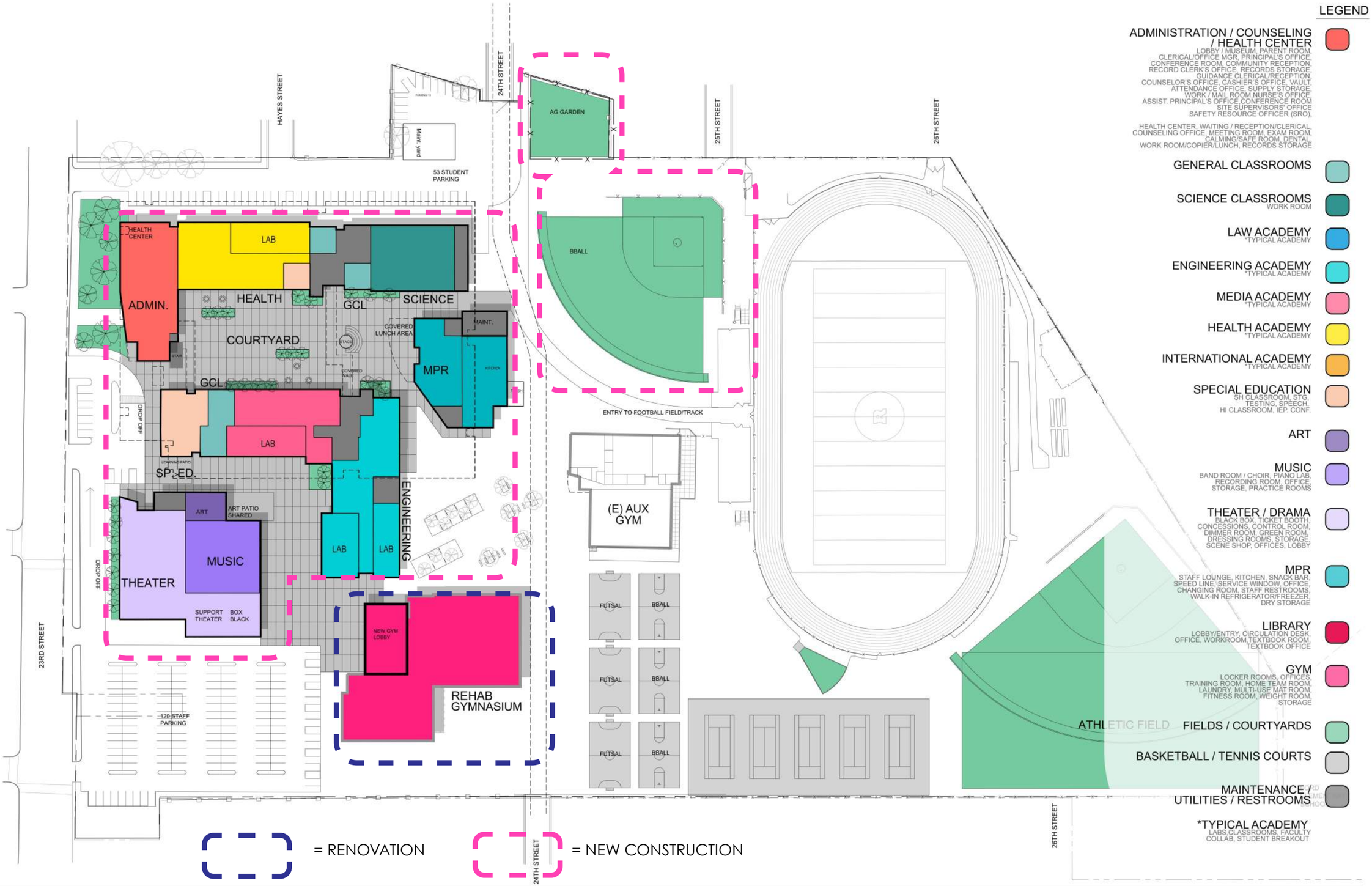
CURRENT RENOVATION SCHEME SECOND FLOOR

HKIT ARCHITECTS

PLAN NORTH

0 25' 50' 100'

SCALE: 1" = 50'



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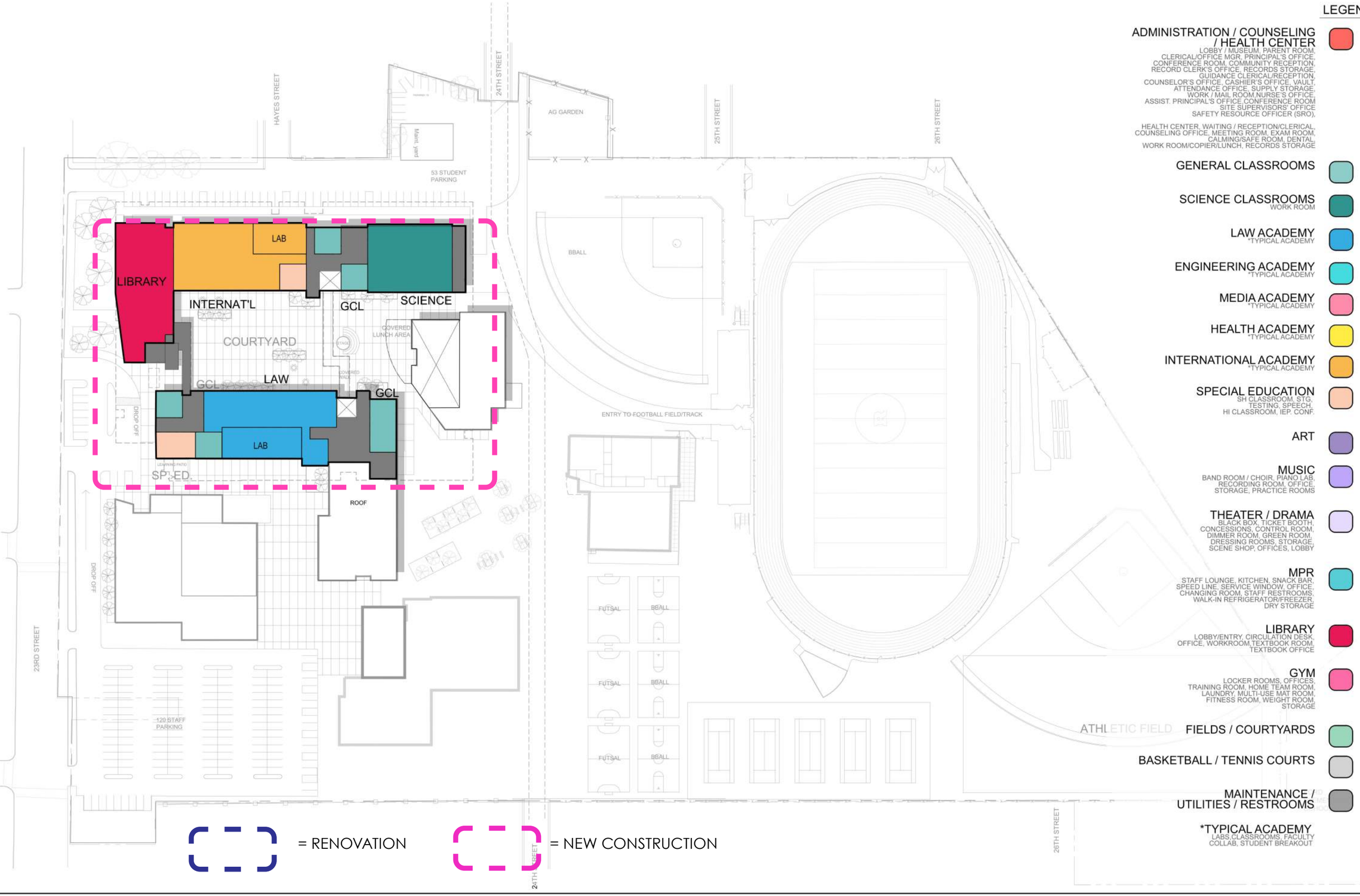
CURRENT HYBRID SCHEME

HKIT ARCHITECTS

PLAN NORTH

0 25' 50' 100'

SCALE: 1" = 50'



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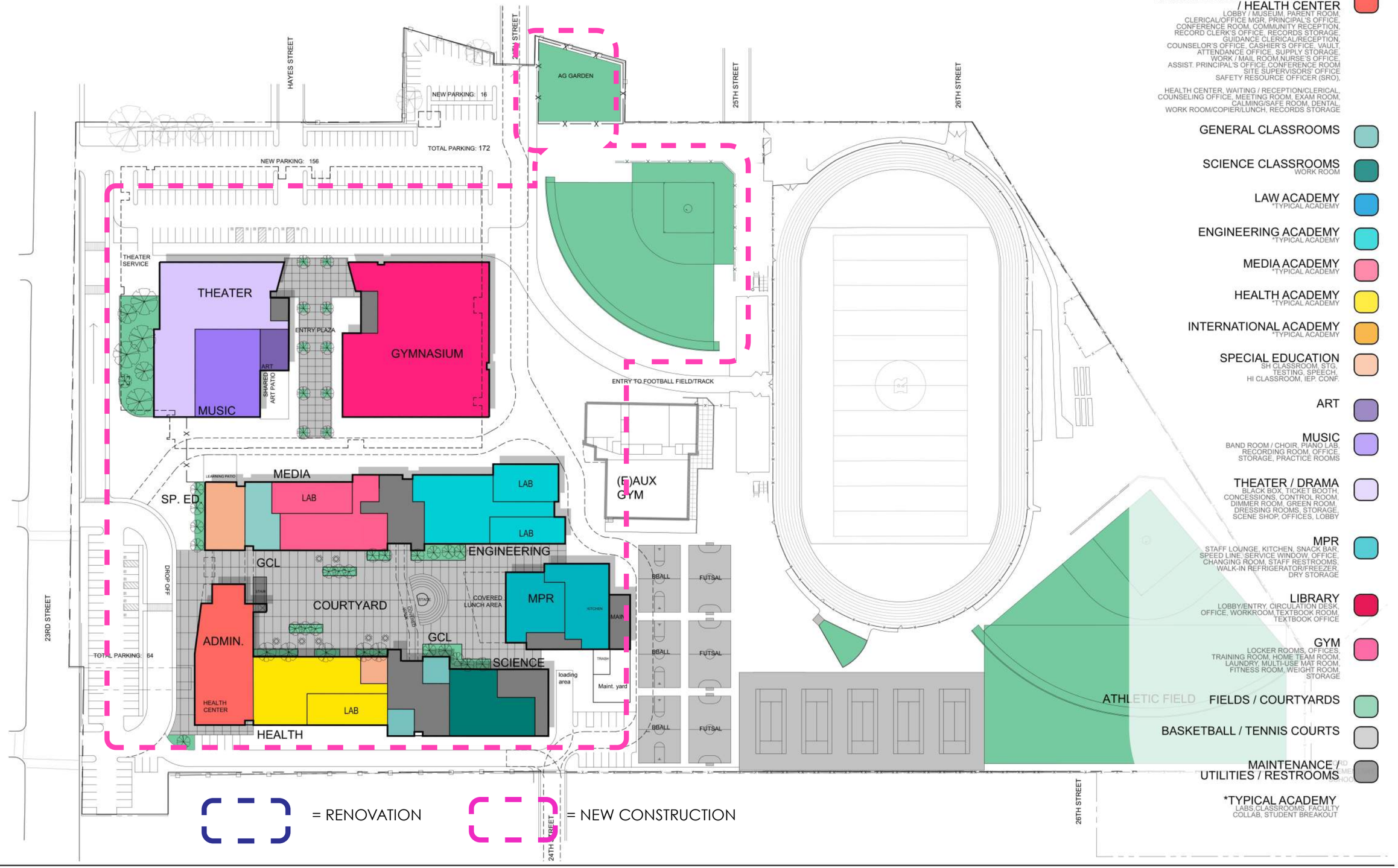
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CURRENT HYBRID SCHEME SECOND FLOOR

HKIT ARCHITECTS

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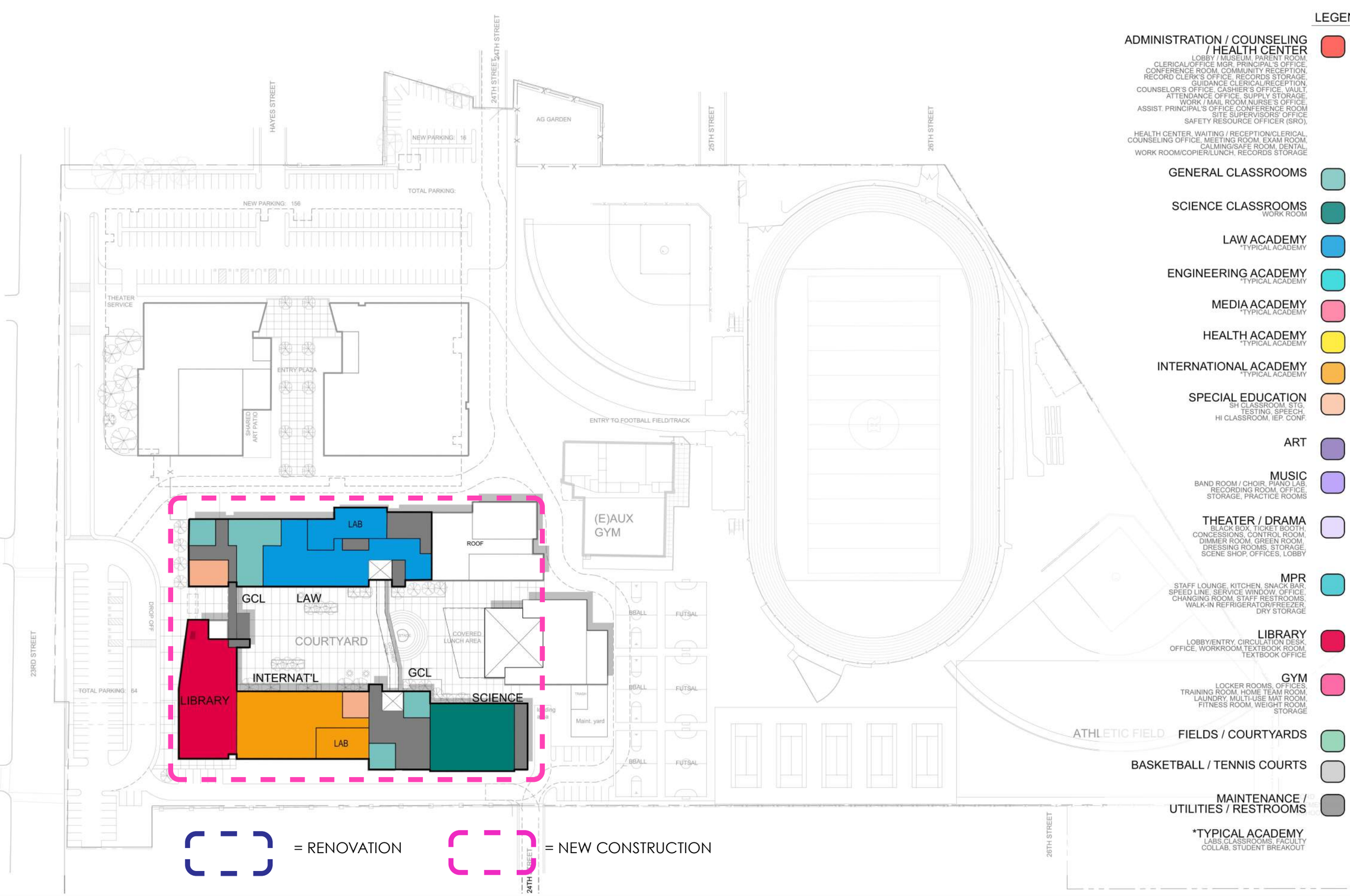
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CURRENT MOSTLY ALL NEW SCHEME

HKIT ARCHITECTS

PLAN NORTH

0 25' 50' 100'
SCALE: 1" = 50'



LEGEND

- ADMINISTRATION / COUNSELING / HEALTH CENTER
  - LOBBY / MUSEUM, PARENT ROOM, CLERICAL/OFFICE MGR, PRINCIPAL'S OFFICE, CONFERENCE ROOM, COMMUNITY RECEPTION, RECORD CLERK'S OFFICE, RECORDS STORAGE, GUIDANCE CLERICAL/RECEPTION, COUNSELOR'S OFFICE, CASHIER'S OFFICE, VAULT, ATTENDANCE OFFICE, SUPPLY STORAGE, WORK / MAIL ROOM,NURSE'S OFFICE, ASSIST. PRINCIPAL'S OFFICE,CONFERENCE ROOM SITE SUPERVISORS' OFFICE, SAFETY RESOURCE OFFICER (SRO),
  - HEALTH CENTER, WAITING / RECEPTION/CLERICAL, COUNSELING OFFICE, MEETING ROOM, EXAM ROOM, CALMING/SAFE ROOM, DENTAL, WORK ROOM/COPIER/LUNCH, RECORDS STORAGE
- GENERAL CLASSROOMS
- SCIENCE CLASSROOMS
  - WORK ROOM
- LAW ACADEMY
  - *TYPICAL ACADEMY
- ENGINEERING ACADEMY
  - *TYPICAL ACADEMY
- MEDIA ACADEMY
  - *TYPICAL ACADEMY
- HEALTH ACADEMY
  - *TYPICAL ACADEMY
- INTERNATIONAL ACADEMY
  - *TYPICAL ACADEMY
- SPECIAL EDUCATION
  - SH CLASSROOM, STG, TESTING, SPEECH, HI CLASSROOM, IEP, CONF.
- ART
- MUSIC
  - BAND ROOM / CHOIR, PIANO LAB, RECORDING ROOM, OFFICE, STORAGE, PRACTICE ROOMS
- THEATER / DRAMA
  - BLACK BOX, TICKET BOOTH, CONCESSIONS, CONTROL ROOM, DIMMER ROOM, GREEN ROOM, DRESSING ROOMS, STORAGE, SCENE SHOP, OFFICES, LOBBY
- MPR
  - STAFF LOUNGE, KITCHEN, SNACK BAR, SPEED LINE, SERVICE WINDOW, OFFICE, CHANGING ROOM, STAFF RESTROOMS, WALK-IN REFRIGERATOR/FREEZER, DRY STORAGE
- LIBRARY
  - LOBBY/ENTRY, CIRCULATION DESK, OFFICE, WORKROOM,TEXTBOOK ROOM, TEXTBOOK OFFICE
- GYM
  - LOCKER ROOMS, OFFICES, TRAINING ROOM, HOME TEAM ROOM, LAUNDRY, MULTI-USE MAT ROOM, FITNESS ROOM, WEIGHT ROOM, STORAGE
- FIELDS / COURTYARDS
- BASKETBALL / TENNIS COURTS
- MAINTENANCE / UTILITIES / RESTROOMS
- *TYPICAL ACADEMY
  - LABS,CLASSROOMS, FACULTY COLLAB, STUDENT BREAKOUT

CURRENT MOSTLY ALL NEW SCHEME SECOND FLOOR

HKIT ARCHITECTS

PLAN NORTH

0 25' 50' 100'

SCALE: 1" = 50'

What is a Master Plan?

- Master plan options are meant to be a full look at all the needs of the campus

- A master plan is an important step to understand the school, its program spaces, facility priorities, and what the total need is.

- Total need is then cost estimated

- Need does not always match the budget

Master Plan Options Costs Estimates

RENOVATION & NEW CONSTRUCTION

$363,023,090

HYBRID

$426,230,604

MOSTLY NEW

437,912,984

These are master plan estimated costs. The cost estimates are prepared by professional cost estimaters that use construction cost data from similar projects in the Bay Area.

They use square footage numbers developed from the RHS functional space program that is based on on the District Educational Specifications.

The estimate is in today dollars, but includes escalation through the mid-point of construction assumed to be in 2026.

Construction prices and cost of building materials have escalated rapidly recently

Master Plan Options Costs Estimates

RENOVATION & NEW CONSTRUCTION

Construction Cost: $185,230,680
Soft Costs: $72,367,988
Interim Housing: $21,535,000
Escalation: $83,889,422
Total: $363,023, 090

HYBRID

Construction Cost: $221,231,543
Soft Costs: $84,968,290
Interim Housing: $21,535,000
Escalation: $98,495,771
Total: $426,230,604

MOSTLY NEW

Construction Cost: $241,342,574
Soft Costs: $85,434,669
Interim Housing: $2,756,480
Escalation: $108,379,261
Total: $437,912,984

Construction Costs = The “bid price”

Soft Costs = Furniture, technology, project adminstration, professional fees, District contingency, permit and inspection fees

Interim Housing = Temporary relocation during construction

Escalation = cost projected to the mid-point of construction in 2026

Challenges

- The Board direction was to imagine Kennedy, Richmond, and Stege sites
- The Re-Imagining Process at both RHS and KHS has resulted in similar cost estimates for both campuses
- Additional facility needs have been expressed which also may impact available funding
- Measure R is $575,000,000
- Next Steps : We will be presenting the options to the Board for consideration and potential direction

Discussion

Community Meeting #3

Kennedy High School Masterplan

June 2, 2022

HMC Architects

SPACES
UNITING EDUCATION & ARCHITECTURE

Agenda

Masterplan

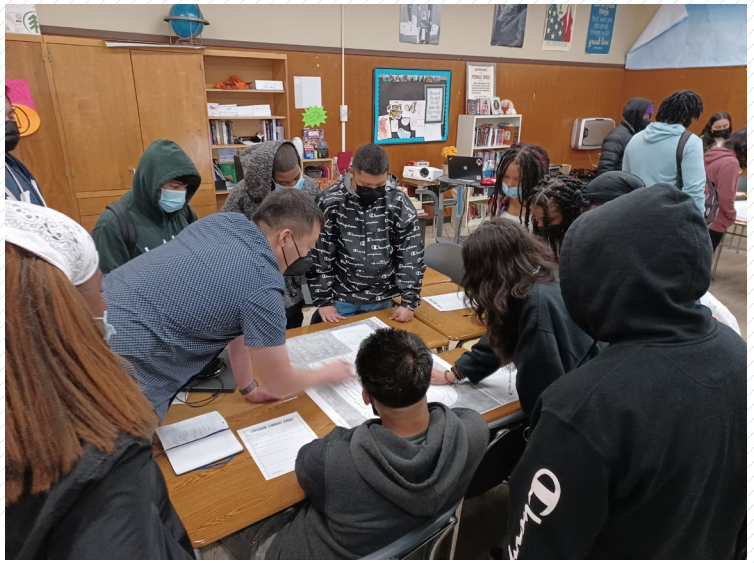
Welcome / Introduction
Project Overview
Meeting #1 Recap
Meeting #2 Recap
Process Update
Concept and Cost Review
Closing / Next Steps

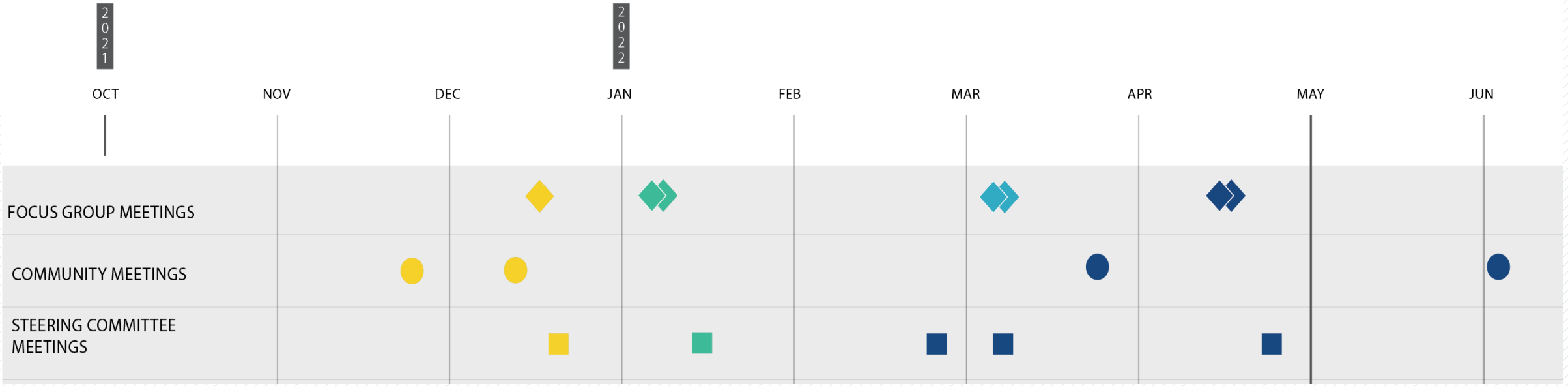


Involvement







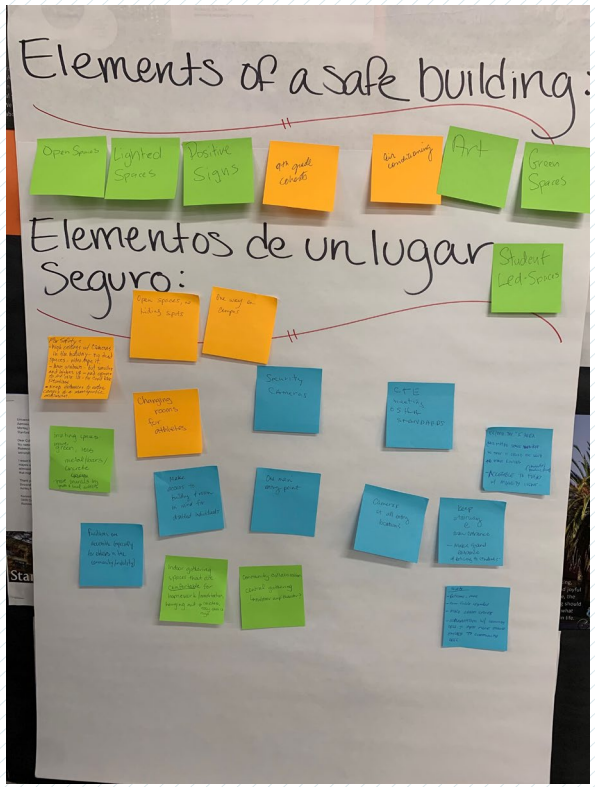


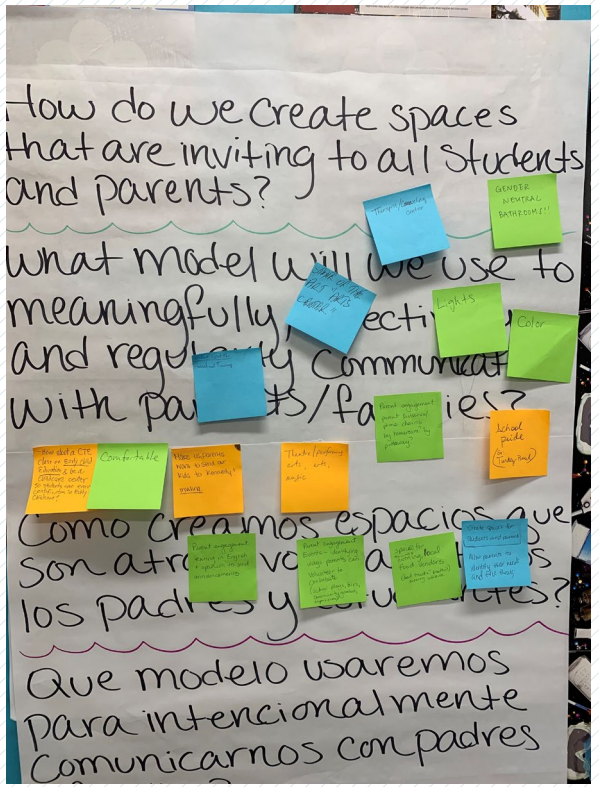
Community Meeting #1

Masterplan

- Safe Buildings
- Student Support – All Students
- College and Career Readiness
- Teacher/Counseling Support
- Community Support







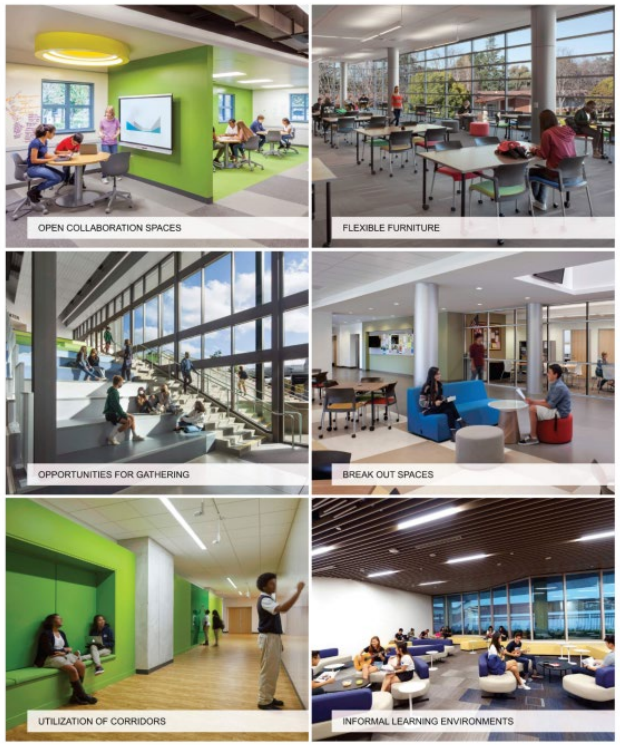
Community Meeting #2

Masterplan

- Activity #1 Inspiration Boards
- Activity #2 Community Influences
- Activity #3 Campus Opportunities







Goals and Vision

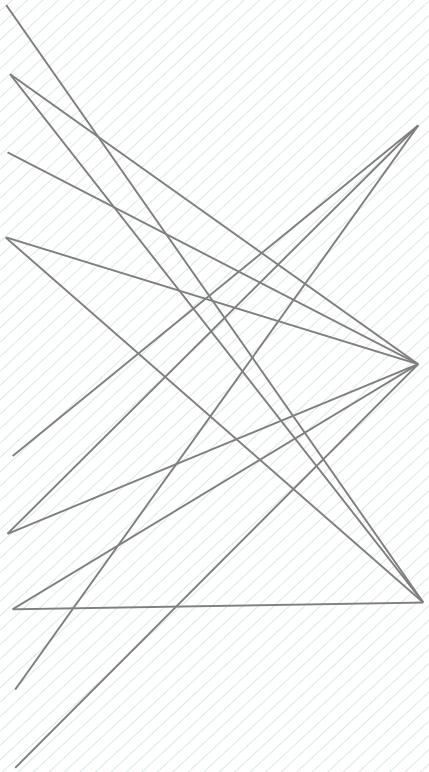
Masterplan

Campus Goals

Skilled in Technology
On Track for College + Career
Active Community Members
Ready for the Future

Community Goals

Safe Buildings
Student Support – All Students
College and Career Readiness
Teacher/Counseling Support
Community Support



Safety

Community

Skills

Concepts

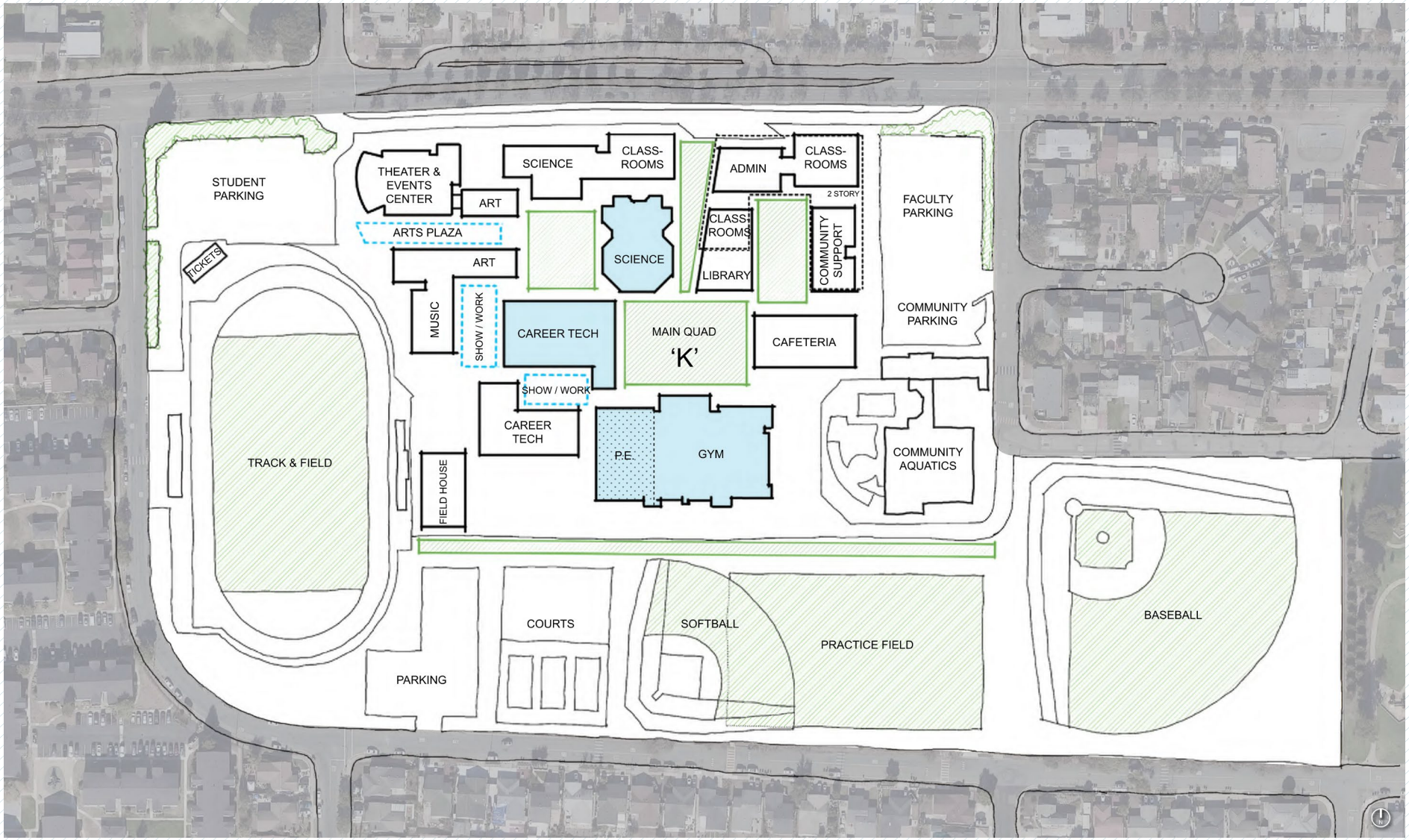


Concepts



Concept A

Renovate



Concept B

Eagle's Nest



Concept C

Soaring Eagle



Cost

	Concept A Renovate	Concept B Eagle's Nest	Concept C Soaring Eagle
Construction Cost:	$228 M	$385 M	$385 M
Soft Costs:	$ 85 M	$104 M	$104 M
Interim Housing:	$ 15 M	$ 15 M	$ 15 M
Escalation:	$ 70 M	$ 88 M	$ 88 M
Total Project Cost:	**$397 M**	**$488 M**	**$488 M**

Economic Impacts = Inflation, war uncertainty, fuel prices, supply chain, labor and material shortage due to Covid-19

Construction Cost = The "bid price"

Soft Costs = Furniture, technology, project administration, professional fees, District contingency, permit and inspection fees

Interim Housing = Temporary relocation during construction

Escalation = Cost projected to the mid-point of construction in 2026

Challenges

- The Board direction was to imagine Kennedy, Richmond, and Stege sites
- The Re-Imagining Process at both RHS and KHS has resulted in similar cost estimates for both campuses
- Additional facility needs have been expressed which also may impact available funding
- Measure R is $575,000,000

Next Steps

- We will be presenting the options to the Board for consideration and potential direction

Project Status Report: 6/4/2022

Pinole Valley High School

Field, Field House, & Bleachers

2900 Pinole Valley Rd.
Pinole CA, 94564

Project No: 1000003314 DSA No: 01-113561

Project Scope

Increment 1 - Construction of Building F - Field House Site Related Improvements
Construction of tennis and basketball courts
Construction of baseball and softball fields
Track & Field surface replacement
Construction of dugout shade structures
Increment 2 - Construction of home bleachers & press box
Milestone I: Tennis and Basketball Courts
Milestone II: Field Office Building F
Milestone III: Baseball and Softball Fields
Milestone IIII: Main Stadium and Bleachers

Project Team

Owner	WCCUSD
Architect	PBK/WLC
Construction Manager	RGMK
Contractor	CWS Construction
Inspector	SI Services

Schedule

NTP	8/11/2021	
Original Project Duration	388	
Final Completion	9/2/2022	
Approved Time Extensions	68	
Revised Project Duration	**456**	
Revised Completion Date	**11/9/2022**	
Calendar Days Lapsed	304	67%

Contract Summary

Original Contract Amount	$15,185,000		
BOE Executed Cos	**9**	**$716,933.89**	**4.72%**
Unforeseen Conditions	4	$377,218.74	2.48%
Owner Requested	1	$663.67	0.0%
Design Changes	4	$339,051.48	2.23%
Outside Agency/Other	0	$0	0%
Revised Contract Amount (Contract + $ Executed CO)	**15,901,933.89**		
No. of PCOs	**57**	**$1,352,858.52**	**9%**
Pending PCOs	32	$700,268.86	5%
Rejected/Voided PCOs	25	$652,589.66	4%
Completed & Stored $ Billed to Date	**$9,193,243.63**		**58%**
Stop Notices	$0		

Project Status

Completed Work:

Phase I: Design for hillside repairs is complete. Contractors initial pricing has prompted the District to look at possible re design.

Phase II: Exterior sheathing, mechanical, electrical, and plumbing rough in is completed. Installation of insulation, sheet metal flashing, drywall and door frames substantially complete.

Phase III: Concrete borders around the fields, dugouts, bullpens, and batting cages are ongoing. Fence posts for softball and baseball fields substantially complete. Concrete flatwork at dugouts, shade structures and shotput are substantially complete.
Phase IV: Bleachers and pressbox are substantially complete. At the football field, installation of shockpad and turf is completed. Track surface installation to begin soon.

Upcoming Work:

Phase I: Now that the soils have dried out and the hillside repair work design is completed, pending possible re design being considered by the District. Fence posts at

Phase II: Installation of hard lid ceiling, gypsum board, and lath and plaster ongoing through this month.

Phase III: Scoreboard, baseball/softball bleachers and interior field work to start this month.
Phase IV: Installation of track surfacing to begin this month.

Phase V: Safe off and demolition of 3 temporary portables, new sidewalk and asphalt to begin this month.

Project Issues:

Saturated soil at tennis and basketball court area has stopped work. Work on hold pending pricing to repair sloughing hillside. District looking to simplifying design repair solutions to minimize costs.



Field House Exterior



Field House Interior Drywall & Insulation



Baseball Bullpen



Baseball Visitors Dugout



Home Bleachers and Pressbox



Football Field Turf

Project Status Report: 6/10/2022

WCCUSD E-Rate

Year 24 Wireless Upgrade

Project No: 1000003604 DSA No: N/A

Project Scope

Installation of wireless controllers, switches, access points, and UPS units at multiple school sites.

Indoor & Outdoor Wireless Access Points (Aps)
DeAnza HS, Ellerhorst ES, Lupine Hills ES, Pinole MS, West County Mandarin School (at Pinole MS), Shannon ES, Stewart ES, Sheldon ES, Tara Hills ES

Outdoor Wireless Access Points (APs)
Bayview ES, Cameron ES, Chavez ES, Coronado ES, Soskin MS, DeJean MS, Dover ES, Downer ES, Fairmont ES, Ford ES, Korematsu MS, Grant ES, Helms ES, Highland ES, Kennedy HS, King ES, Lincoln ES, Michelle Obama School, Nystrom ES, Ohlone ES, Peres ES, Richmond HS, Riverside ES, Stege ES, Sylvester Greenwood Academy, Valley View ES, Verde ES, Washington ES

Project Team

Owner	WCCUSD
Construction Manager	Swinerton Management & Consulting
Contractor	DecoTech Systems, Inc.

Schedule

NTP	3/1/2022	
Original Project Duration	225	
Final Completion	10/12/2022	
Approved Time Extensions	0	
Revised Project Duration	225	
Revised Completion Date	10/12/2022	
Calendar Days Lapsed	60	27%

Contract Summary

Original Contract Amount	$3,115,199.48		
BOE Executed Cos	**0**	**$0.00**	**0.00%**
Unforeseen Conditions	0	$0.00	0.00%
Owner Requested	0	$0	0.0%
Design Changes	0	$0.00	0.00%
Outside Agency/Other	0	$0	0%
Revised Contract Amount (Contract + $ Executed CO)	**3,115,199.48**		
No. of PCOs	**0**	**$0.00**	**0%**
Pending PCOs	0	$0.00	0%
Rejected/Voided PCOs	0	$0.00	0%
Completed & Stored $ Billed to Date	**$213,493.76**		**7%**
Stop Notices	$0		

Contract Funding Sources: $2,492,159.58 (80% E-Rate) | $623,039.90 (20% Bond)

Project Status

Completed Work:

Cabling Work Completed: DeAnza HS, Bayview ES, Cameron ES, Highland ES, Soskin MS

Upcoming Work:

Cabling Work In Progress: Shannon ES, Ellerhorst ES, Lupine Hills ES, Pinole MS, West County Mandarin School (at Pinole MS), Ford ES

Project Issues:

Supply chain issues have impacted ordering and receipt of equipment (Wireless Access Points). Project team to prioritize cabling installation to be completed at each site. A second round of work at each site will occur to install WAPs when the equipment is available in August 2022.



IDF rack at Shannon ES



Indoor Wireless Access Point



Outdoor Wireless Access Point

WCCUSD | Construction News

PVHS Fields, Fieldhouse, and Bleachers Project

June 2022

Work Completed Last Month

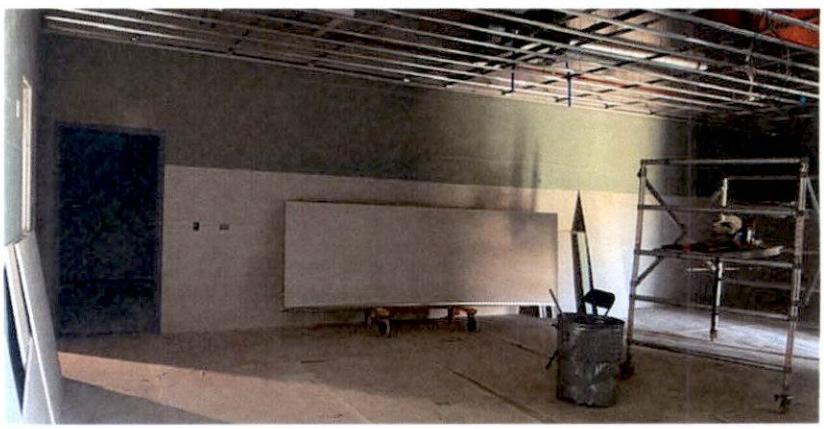
- **Field House:** Exterior sheathing and interior mechanical, electrical, and plumbing rough-in is completed. Installation of insulation, sheet metal flashing, drywall and door frames substantially complete.
- **Baseball Softball:** Concrete border around fields, dugouts, bullpens, and batting cages are substantially complete. Fence posts for softball and baseball fields are substantially completed. Concrete flatwork at dugouts, shade structures and shotput are substantially complete.
- **Stadium:** Bleachers and press box have been installed. Football Field shock pad and turf is complete.



Work to be Completed This Month

- **Field House:** Installation of hard lid ceiling, gypsum board, and lath/plaster ongoing through this month.
- **Baseball Softball:** Scoreboard, baseball/softball bleachers and field surface work to start this month.
- **Stadium:** Installation of track surfacing to begin this month.





Project Facts

- **Project Scope:** New fieldhouse, tennis courts, basketball courts, baseball and softball fields, track and field resurfacing, new home and away bleachers, new press box.
- **Total Square Feet:** 464,000 SF
- **Architect:** PBK/ WLC Architects
- **Anticipated Completion:** Fall 2022

Project Website:
https://www.wccusd.net/Page/15634

Contact Information
Contractor: CWS Construction
415 599-5585
Construction Manager:
RGM Kramer Inc
925 671-7717

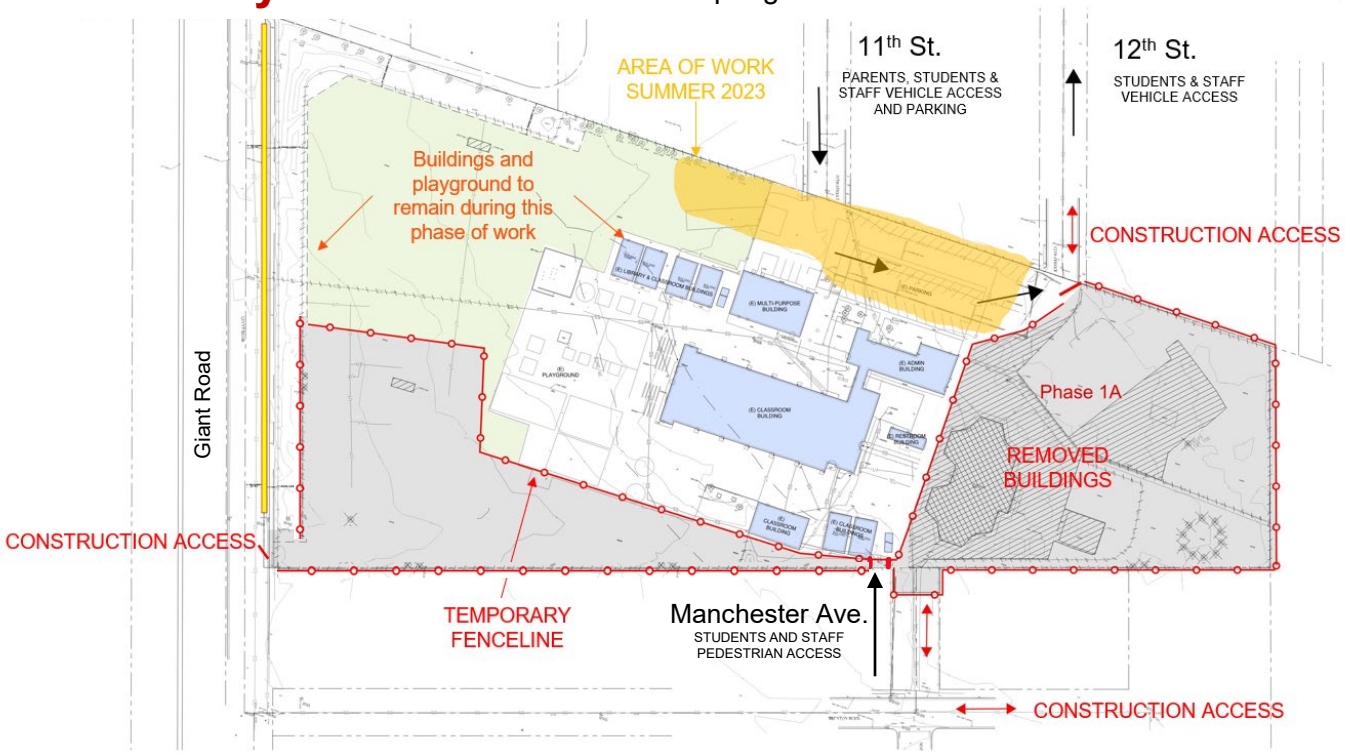
To subscribe to this monthly newsletter or ask a project questions, please email:
askfacilities
@wccusd.net

www.wccusd.net/pinolevalley www.wccusd.net/Domain/40 @WCCUSDfacilities

Lake Elementary School Rebuild

June 2022

Phase 1 Layout Plan Summer 2022 – Spring 2024



Project Facts

Project Scope: The construction of the Lake Elementary School Campus will begin in June. Construction will be separated into two phases. The first phase will include new office, library, and classrooms on the east side of the campus. The second phase will include new cafeteria, Kinder/TK complex, and playfields. Construction is estimated thru Fall 2025. The campus will be occupied, and community pedestrian access will be limited during construction.

La construcción del campus de la escuela primaria Lake comenzará en Junio. La construcción se dividirá en dos fases. La primera fase incluirá una nueva oficina, biblioteca y salones de clases en el lado este del campus. La segunda fase incluirá una nueva cafetería, un complejo de Kinder/TK y campos de juego. La construcción se estima hasta el otoño de 2025. El campus estará ocupado y el acceso peatonal de la comunidad estará limitado durante la construcción.

Anticipated Completion: Summer/Fall 2025

Project Website:
https://www.wccusd.net/Page/15892

Work to be Completed This Month

- **Construction team onsite in June**
- Construction fencing and signage to be installed
- Move management

Contact Information
Design Build Contractor:
Alten Construction
Noel Stenberg
nstenberg@altenconstruction.com

To subscribe to this monthly newsletter or ask a project questions, please email:
askfacilities @wccusd.net

INVOICE DATE	INVOICE NUMBER	DESCRIPTION		INVOICE AMOUNT
01/10/2022	1000003734-4	LAKE ES CAMPUS REPLACEMENT DESIGN BUILD DEC 2021		$65,884.30
		Contract #: 1000003734		
		GL#:21-9745-6201-134-0000-8500-400130-0-0000	$65,884.30	

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
10087	ALTEN CONSTRUCTION INC	210361	02/08/2022	$65,884.30

West Contra Costa Unified School District
Administration Building
1108 Bissell Avenue
Richmond, California 94801-3135

Vendor Number	Check Number	Check Date
10087	**210361**	**02/08/2022**

$65,884.30

Pay *Sixty-five Thousand Eight Hundred Eighty-four Dollars and 30 Cents*

To the Order Of
ALTEN CONSTRUCTION INC
1141 MARINA WAY SOUTH
RICHMOND, CA 94804-0000

FILE COPY
NON-NEGOTIABLE

West Contra Costa Unified School District
Facilities Planning & Construction
Payment Approval Form

FY 2021-22

Vendor#: 10087
Vendor Name: Alten Construction Inc.
Site Name: Lake ES
Contract#: ***1000003734***

Date: 2/4/2022
Invoice Date: 1/10/2022
Received Date: 1/31/2022
Invoice#: 1000003734-4

Project Description: Campus Replacement Design-Build Project for December 2021

Project#: 13410171-01

****

Construction Account Code: 21-9748-6211-134-0000-8500-400130-0-0000 10171-13401-97486211-500XXBB
Design Account Code: 21-9745-6201-134-0000-8500-400130-0-0000 10171-13401-97456201-316XAOR

Original Contract Amount:	$54,654,282.00
Revised Contract Amount:	$54,654,282.00

Main Contractor:	**$50,938,281.00**	**Design Services:**	**$3,716,001.00**
Liquidated Amount:	$0.00	**Liquidated Amount:**	$1,166,741.20
Main Contractor Balance:	$50,938,281.00	**Design Servies Balance:**	$2,549,259.80

Construction Amount:		**Design Service Amount:**	**$65,884.30**
Less Retention Amount (5%):	$0.00		
Net Amount:	**$0.00**	**Total Net Amount:**	**$65,884.30**

Contract Balance after this payment:	**$53,421,656.50**
Main Contractor Balance after this payment:	**$50,938,281.00**
Design Services Balance after this payment:	**$2,483,375.50**
Retention Amount:	$0.00
Retention balance after this payment:	$0.00
Escrow Released to Vendor:	$0.00
Escrow Balance:	$0.00

****

Please review the invoice and approve the payment by signing the below:

Signatures	**Date**
Initiator: Jennifer Duma	2/7/22
Fiscal Approver:	2/7/22
Facilities Approver:	2/7/22

APPLICATION FOR PAYMENT

PAGE ONE OF PAGES

O OWNER:	**PROJECT: DSA #**	APPLICATION NO: 4	Distribution to:
Vest Contra Costa County Unified SD	**LAKE ES CAMPUS REPLACEMENT**		[X] OWNER
400 Marina Way South	**2700 11th STREET**		[X] ARCHITECT
ichmond, CA 94804	**SAN PABLO, CA 94806**	PERIOD TO: 12/31/21	[X] CONTRACTOR
ROM CONTRACTOR:	ARCHITECT:		[ ] CONSTRUCTION MANAGER
LTEN CONSTRUCTION INC.	QKA		[ ]
141 Marina Way South	636 Fifth Street	ALTEN PROJECT #: 202109	
ichmond, CA 94804	Santa Rosa, CA 95404	CONTRACT DATE: 8/5/21	

RECEIVED
JAN 2022
Facilities Planning & Construction

CONTRACTOR'S APPLICATION FOR PAYMENT

pplication is made for payment, as shown below, in connection with the Contract
ontinuation Sheet, AIA Document G703, is attached

ORIGINAL CONTRACT SUM		$ 54,654,282.00
Net change by Change Orders		$ 0.00
CONTRACT SUM TO DATE (Line 1 ± 2)		$ 54,654,282.00
TOTAL COMPLETED & STORED TO DATE (Column G on G703)		$ 1,232,625.50
RETAINAGE:		
a. 0 % of Completed Work (Column D + E on G703)	$ 0.00	
b. ____ % of Stored Material (Column F on G703)	$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		$ 0.00
TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$ 1,232,625.50
LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 1,166,741.20
CURRENT PAYMENT DUE		$ **65,884.30**
BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		$ 53,421,656.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	$0.00	$0.00
NET CHANGES by Change Order	$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
By: _____ Date: 1-10-22
(Shannon Alten)
(Alten Construction Inc.)

OWNER:
By: _____ Date: 1/18/22

CONSTRUCTION MANAGER:
By: _____ Date: 1/18/22

ARCHITECT:
By: _____ Date: January 11, 2022

IOR:
By: _____ Date: _____

CALIFORNIA ACKNOWLEDGMENT CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Contra Costa }

On 1/10/22 before me, Jacqueline M. Torres, Notary Publi
Date *Here Insert Name and Title of the Officer*

personally appeared Shannon M Allen
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

JACQUELINE M. TORRES
Notary Public - California
Contra Costa County
Commission # 2283673
My Comm. Expires Apr 26, 2023

Place Notary Seal and/or Stamp Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document
Title or Type of Document: Application For Payment
Document Date: 1/10/22 Number of Pages: 1
Signer(s) Other Than Named Above: Shannon M Allen

Capacity(ies) Claimed by Signer(s)

Signer's Name:	Signer's Name:
☑ Corporate Officer – Title(s): VP	☐ Corporate Officer – Title(s):
☐ Partner – ☐ Limited ☐ General	☐ Partner – ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other:	☐ Other:
Signer is Representing:	Signer is Representing:

©2018 National Notary Association

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, Containing
Contractor's signed Certification attached
In tabulations below, amounts are stated to the nearest dollar.
Use column 1 on Contracts where variable retainage for line items may apply

APPLICATION NO: 4
APPLICATION DATE: 12/31/2021
PERIOD TO: 12/31/2021
ARCHITECT'S
PROJECT NO

A	B	C	D	E	F	G		H	I
ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D&E)	THIS PERIOD					
009000	Pre-Const Phase-Alten	85,000	26,690.00	1,504.50		28,194.50	33.17%		
009100	Schematic Design-QKA	272,760	272,760.00			272,760.00	100%		
009110	Schematic Design-Ingram Fire	8,225	4,935.00	1,645.00		6,580.00	80%		
009120	Schematic Design-BCM-Plumbing	57,110	57,110.00			57,110.00	100%		
009130	Schematic Design-BCM-HVAC	97,200	97,200.00			97,200.00	100%		
009140	Schematic Design-Northern Elec	36,000	36,000.00			36,000.00	100%		
009200	Design Development-QKA	627,348	501,878.40	62,734.80		564,613.20	90%		
009210	Design Development-Ingram Fire	10,967							
009220	Design Development-BCM-Plumbing	41,404	39,333.80			39,333.80	95%		
009230	Design Development-BCM-HVAC	67,720	64,334.00			64,334.00	95%		
009240	Design Development-Northern Elec	70,000	66,500.00			66,500.00	95%		
009300	CD's QKA (Increment #1)	278,215							
009305	CD's QKA (Increment #2)	649,169							
009310	CD's Ingram Fire	27,417							
009320	CD's BCM-Plumbing	59,485							
009330	CD's BCM-HVAC	101,657							
009340	CD's Northern Elec (Increment #1)	20,000							
009345	CD's Northern Elec (Increment #2)	116,000							
009350	CGS Review & Approval-QKA	27,276							
009400	DSA Review & Appr-QKA (Incr #1)	32,731							
009405	DSA Review & Appr-QKA (Incr #2)	130,925							
009410	DSA Review & Approval-Ingram Fire	5,483							
009420	DSA Review & Approval-BCM Plumbing	20,037							
009430	DSA Review & Approval-BCM HVAC	33,612							
009440	DSA Review & Appr-Northern Elec (Incr #1)	10,000							
009445	DSA Review & Appr-Northern Elec (Incr #2)	58,000							
009500	Const Admin - QKA	545,520							
009510	Const Admin - Ingram Fire	2,742							
009520	Const Admin - BCM Plumbing	10,198							
009530	Const Admin - BCM HVAC	18,144							
009540	Const Admin - Northern Electric	32,000							
009600	Punch List - QKA	81,828							
009700	District Closeout - QKA	27,276							
009800	DSA Certification - QKA	54,552							
	Design and Design Administration Subtotal	**3,716,001**	1,166,741.20	65,884.30		1,232,625.50	33.17%		

010000	General Requirements	2,404,338							
010850	Mobilization	200,000							
010900	Closeout	372,522							
010700	Bonds	330,645							
010701	Insurance	413,306							
010702	Builders Risk Insurance	300,000							
018000	OH & Profit	1,389,638							
019000	Construction Contingency	1,694,982							
019100	District Contingency	4,609,055							
019200	T/K Building Allowance	2,259,700							
020000	CONSTRUCTION	36,964,095							
	Construction, Contigency & Allowance Subtotal	**50,938,281**							
	TOTAL	**54,654,282.00**	**1,166,741.20**	**65,884.30**		**1,232,625.50**	2.26%		

AIA DOCUMENT G ... APPLICATION AND CERTIFICATE FOR PAYMENT ... AIA ... 1983
THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE. N.W., WA

JNK

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

PROJECT: Lake ES Campus Replacement Project

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information:
Name of Claimant: ALTEN CONSTRUCTION INC.
Name of Customer: West Contra Costa Unified School District
Job Location: 2700 11th Street San Pablo, CA 94806
Owner: West Contra Costa Unified School District
Through Date: 12/31/2021

Conditional Waiver and Release:
This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:
Maker of Check: West Contra Costa Unified School District
Amount of Check: $65,884.30
Check Payable to: ALTEN CONSTRUCTION INC.

Exceptions:
This document does not affect any of the following:
(1) Retentions.
(2) Extras for which the claimant has not received payment.
(3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
Date(s) of waiver and release: 11/30/21
Amount(s) of unpaid progress payment(s): $ 178,046.95
(4) Contract rights, including
(A) a right based on rescission, abandonment, or breach of contract, and
(B) the right to recover compensation for work not compensated by the payment.

DATE: 1-10-22

(signature)

VP

(title)

INVOICE DATE	INVOICE NUMBER	DESCRIPTION		INVOICE AMOUNT
02/14/2022	18100022-031	FOC - STAFF AUGMENTATION FOR NOVEMBER 2021		$53,571.00
		Contract #: 1000003024		
		GL#:21-9745-6202-615-0000-8500-400130-0-0000	$11,286.00	
		GL#:21-9745-6217-615-0000-8500-400130-0-0000-	$14,586.00	
		GL#:21-9748-6203-615-0000-8500-400130-0-0000-	$9,324.00	
		GL#:40-9690-6217-615-0000-8500-400130-0-0000-	$5,555.00	
		GL#:25-9025-6217-615-0000-8500-400130-0-0000-	$6,464.00	
		GL#:01-8150-5860-615-0000-8110-400110-0-8151-	$6,356.00	

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
19621	SWINERTON MANAGEMENT & CONSULTING	210894	03/01/2022	$53,571.00

West Contra Costa Unified School District
Administration Building
1108 Bissell Avenue
Richmond, California 94801-3135

Vendor Number	Check Number	Check Date
19621	**210894**	**03/01/2022**

$53,571.00

Pay *Fifty-three Thousand Five Hundred Seventy-one Dollars and 00 Cents*

To the Order Of
SWINERTON MANAGEMENT & CONSULTING
260 TOWNSEND STREET
SAN FRANCISCO, CA 94107-0000

FILE COPY
NON-NEGOTIABLE

West Contra Costa Unified School District
Facilities Planning & Construction
Payment Approval Form

FY 2021-22

Vendor#: 19621
Vendor Name: Swinerton Management & Consulting
Site Name: Central
Contract#: ***1000003024***
Project Description: Staff Augmentation for Project Management for November 2021

Date: 2/17/2022
Invoice Date: 3/1/2022
Received Date: 2/14/2022
Invoice#: 18100022-031
Project#: 61501396-00

****

Fund 21 Project MGR:	21-9745-6202-615-0000-8500-400130-0-0000	01396-61500-97456202-700XBPM ✓
Fund 21 Construction MGR:	21-9745-6217-615-0000-8500-400130-0-0000	01396-61500-97456217-700XBPM ✓
Fund 21 Design MGR:	21-9748-6203-615-0000-8500-400130-0-0000	01396-61500-97486203-700XBPM ✓
Fund 40 Project MGR:	40-9690-6202-615-0000-8500-400130-0-0000 ✓	
Fund 40 Construction MGR:	40-9690-6217-615-0000-8500-400130-0-0000 ✓	
Fund 40 Design MGR:	40-9690-6203-615-0000-8500-400130-0-0000 ✓	
Fund 25 Construction MGR:	25-9025-6217-615-0000-8500-400130-0-0000 ✓	
RRM Program MGR:	01-8150-5860-615-0000-8110-400110-0-8151 ✓	

Original Contract Amount:	$384,040.00 ✓
Revised Contract Amount:	$2,930,190.00 ✓
Liquidated Amount:	$2,442,291.00
Fund 21 Project MGR Balance:	$100,300.00
Fund 21 Construction MGR Balance:	$278,185.00
Fund 21 Design MGR Balance:	$46,061.00
Fund 40 Project MGR Balance:	$2,889.00
Fund 40 Construction MGR Balance:	$18,087.00
Fund 40 Design MGR Balance:	$18,104.50
Fund 25 Construction MGR Balance:	$8,159.50
RRM Program MGR Balance:	$16,113.00
Contract Balance	$487,899.00 ✓

Amount of This Invoice:	FD 21 Project MGR	**$11,286.00** ✓
Amount of This Invoice:	FD 21 Construct MGR	**$14,586.00** ✓
Amount of This Invoice:	FD 21 Design MGR	**$9,324.00** ✓
Amount of This Invoice:	FD 40 Project MGR	
Amount of This Invoice:	FD 40 Construct MGR	**$5,555.00** ✓
Amount of This Invoice:	FD 40 Design MGR	
Amount of This Invoice:	FD 25 Construct MGR	**$6,464.00** ✓
Amount of This Invoice:	RRM Program MGR	**$6,356.00** ✓ NK
Total of This Invoice:		**$53,571.00** ✓

Contract Balanced after this payment:	**$434,328.00** ✓
FD 21 Project MGR Balance after this payment:	$89,014.00
FD 21 Const MGR Balance after this payment:	$263,599.00
FD 21 Design MGR Balance after this payment:	$36,737.00
FD 40 Project MGR Balance after this payment:	$2,889.00
FD 40 Const MGR Balance after this payment:	$12,532.00
FD 40 Design MGR Balance after this payment:	$18,104.50
FD 25 Const MGR Balance after this payment:	$1,695.50
RRM Program MGR Balance after this payment:	$9,757.00

****

Please review the invoice and approve the payment by signing the below:

Signatures	**Date**
Initiator: Jennifer Luna	2/17/22
Fiscal Approver:	2/18/2022
Facilities Approver:	2/20/22

Swinerton Management & Consulting

260 Townsend Street
San Francisco, CA 94107
Tel: (415) 421-2980
Attn: Jeffrey Gee

To:
West Contra Costa Unified School District
1400 Marina Way South
Richmond, CA 94804-3748



Invoice

Invoice Date: 3/1/2022
Invoice#: 18100022-031
Billing Period: Nov-21
Contract Number: 1000003024

A	B	C-1	C-2	C-4	C-5	C-6	C	D	G	H	I	J	K
Project Name	Original Contract Amount	Change Order#1	Change Order#2	Change Order#4	Change Order#5	Change Order #6	Total Change Orders	Revised Contract Amount	Billed through Previous Period	This Period	Total Bill To-Date	%	Ending Balance
Project and Construction Management Services	$384,040.00	$460,416.00	$590,848.00	$432,840.00	$284,784.00	$556,928.00	$2,325,816.00	$2,709,856.00	$2,442,291.00	**$53,571.00**	$2,495,862.00	92.10%	$213,994.00

Management Team & Title	Hourly Rate	Billed through Previous Period	This Period	Total Bill To-Date
John Baker, Project Executive	$201.00	$214,356.00	**$2,412.00**	$216,768.00
Robert Collins, Planner (Senior PM)	$175.00	$62,040.00	**$0.00**	$62,040.00
Peter Hempel, Planner (Senior PM)	$175.00	$622,637.50	**$0.00**	$622,637.50
Robert Addiego, Planner (Senior PM)	$175.00	$46,656.00	**$0.00**	$46,656.00
Christine Tai, Project Manager	$148.00	$621,020.00	**$22,496.00**	$643,516.00
Elizabeth Bornstein, Asst. Project Manager	$101.00	$466,186.00	**$15,352.00**	$481,538.00
Kollin P. Welch, Project Engineer	$79.00	$40,132.00	**$0.00**	$40,132.00
Vincent Som, Project Engineer	$79.00	$3,112.00	**$0.00**	$3,112.00
Ali Pasha Mohammed, Project Engineer	$79.00	$112,575.00	**$0.00**	$112,575.00
Tobi Fenn, Sr. Financial Controls Mgr	$170.00	$2,640.00	**$0.00**	$2,640.00
Ramtin Malek, Scheduler	$144.00	$22,104.00	**$0.00**	$22,104.00

2/17/22

Swinerton Management & Consulting

260 Townsend Street
San Francisco, CA 94107
Tel: (415) 421-2980
Attn: Jeffrey Gee

Invoice

Invoice Date: 3/1/2022
Invoice#: 18100022-031
Billing Period: Nov-21
Contract Number: 1000003024

To:
West Contra Costa Unified School District
1400 Marina Way South
Richmond, CA 94804-3748

Management Team & Title	Hourly Rate
Eli Shikaloff, Scheduler	$144.00
Seungheon Han, Scheduler	$144.00
Trevor Felix, Scheduler	$144.00
Yingqi Wang, Scheduler	$144.00
Keren Xu, Scheduler	$144.00
Stephanie Piccioni, Sr. Project Field Administrator	$87.00
Andrew Meadows, Project Accountant	$95.00
Domonique Kaur, Estimator	$165.00
Ron Der, Estimator	$165.00
Jerry Brys, Estimator	$165.00
Totals	

Billed through Previous Period	This Period	Total Bill To-Date
$212.00	**$0.00**	$212.00
$6,664.00	**$0.00**	$6,664.00
$8,292.00	**$0.00**	$8,292.00
$2,304.00	**$0.00**	$2,304.00
$1,872.00	**$0.00**	$1,872.00
$143,158.50	**$13,311.00**	$156,469.50
$34,485.00	**$0.00**	$34,485.00
$9,405.00	**$0.00**	$9,405.00
$16,665.00	**$0.00**	$16,665.00
$5,775.00	**$0.00**	$5,775.00
$2,442,291.00	**$53,571.00**	$2,495,862.00

Submitted and Approved by:

John Baker
Project Executive

West Contra Costa Unified School District
Program, Design Construction Management Detail
Swinerton Management Consulting

Period: November 1 - November 30, 2021
Name: John Baker
Title: Project Executive

Program Management	All Projects	Tasks including Project Name if applicable
Dates	Daily Hours	
11/01/21		
11/02/21		
11/03/21		
11/04/21		
11/05/21		
11/06/21		
11/07/21		
11/08/21		
11/09/21		
11/10/21		
11/11/21		
11/12/21		
11/13/21		
11/14/21		
11/15/21	**4.0**	Weekly meeting w/Luis & Ellen, Hercules MS/HS
11/16/21		
11/17/21		
11/18/21		
11/19/21		
11/20/21		
11/21/21		
11/22/21	**4.0**	Weekly meeting w/Luis & Ellen, Communicatinos (coord.w/Stephanie Piccioni)
11/23/21		
11/24/21		
11/25/21		
11/26/21		
11/27/21		
11/28/21		
11/29/21	**4.0**	Weekly meeting w/Luis & Ellen, HRS close-out
11/30/21		
10/31/21		
Total Hours	**12.0**	
Rates	**$201.00**	
Amounts	**$2,412.00**	

Bond 6202

West Contra Costa Unified School District
Program, Design Construction Management Detail
Swinerton Management Consulting

Period: November 1 thru 30, 2021
Name: Christine Tai
Title: Project Manager

Construction Management	RHS Critical Needs 19100030	Riverside ES CNP 19100031	Hercules MHS Science 19100031	Facilities Readiness 19100031	Michelle Obama School 19100031	Daily Hours	Tasks including Project Name if applicable
Dates							
11/01/21			3.0		5.0	8.0	HMHS geotech, set mtgs (3), MOS leaks, furniture (5)
11/02/21		1.0	3.0		4.0	8.0	RES subm (1), HMHS geotech (3), MOS leaks, post occ (4)
11/03/21		1.0	6.0		1.0	8.0	RES fence (1), HMHS geotech, DD review (6), MOS coord (1)
11/04/21		2.0	3.0		3.0	8.0	RES wkly mtg (2), HMHS DD (3), MOS site leak (3)
11/05/21		3.0	4.0		1.0	8.0	RES log, monthly report(3), HMHS review(4),MOS warranty(1)
11/06/21						0.0	
11/07/21						0.0	
11/08/21		3.0			5.0	8.0	RES proj mgmt (3), MOS warranty (5)
11/09/21		4.0	4.0			8.0	RES site, proj mgmt (4), HMHS review (4),
11/10/21			8.0			8.0	HMHS mtgs and review (8)
11/11/21		1.0			7.0	8.0	RES mtg (1), MOS site warranty work (7)
11/12/21		1.0	4.0		3.0	8.0	RES proj mgmt (1), HMHS review (4), MOS post occ (3)
11/13/21						0.0	
11/14/21						0.0	
11/15/21		4.0	3.0		1.0	8.0	RES PCO (4), HMHS site (3), MOS misc (1),
11/16/21		5.0	3.0			8.0	RES site, proj mgmt (5), HMHS review estimate (3)
11/17/21		4.0	4.0			8.0	RES site mtg, scheduling (4), HMHS mtg, doc review (4),
11/18/21		3.0	5.0			8.0	RES wkly mtg (3), HMHS DD, site visit to MS (5),
11/19/21						0.0	vacation
11/20/21						0.0	
11/21/21						0.0	
11/22/21		3.0			5.0	8.0	RES site,PCO (3), MOS warranty, post occ (5)
11/23/21		3.0	3.0		2.0	8.0	RES PCO (3), HMHS proj mgmt (3), MOS misc (2),
11/24/21		3.0	3.0		2.0	8.0	RES proj mgmt (3), HMHS proj mgmt (3), MOS misc (2)
11/25/21						0.0	holiday
11/26/21						0.0	holiday
11/27/21						0.0	
11/28/21						0.0	
11/29/21		4.0	4.0			8.0	RES proj mgmt (4), HMHS proj mgmt (4),
11/30/21		3.0	3.0		2.0	8.0	RES proj mgmt (3), HMHS proj mgmt (3), MOS misc (2)
12/01/21						0.0	
Total Hours	**0.0**	**48.0**	**63.0**	**0.0**	**41.0**	**152.0**	
Rates	**$148.00**	**$148.00**	**$148.00**	**$148.00**	**$148.00**	**$148.00**	
Amounts	**$0.00**	**$7,104.00**	**$9,324.00**	**$0.00**	**$6,068.00**	**$22,496.00**	

Constr. design 6217

Bond

Elizabeth

West Contra Costa Unified School District
Program, Design Construction Management Detail
Swinerton Management Consulting

Period: November 1 thru 30, 2021
Name: Elizabeth Bornstein
Title: Assistant Project Manager

Construction Management Dates	RHS Critical Needs 19100030	RHS Health Center 19100030	RHS Security Cameras 19100030	WCMS Mandarin School 19100030	Serra School 19100030	Pinole Middle School 19100030	Temp Campus 19100030	DSA Close Out Various 19100030	KHS Security Cameras 19100030	Daily Hours	Tasks including Project Name if applicable
11/01/21			4.0		2.0		2.0			8.0	Move mgmt; various small project mgmt; prep + coord College + Career move
11/02/21			4.0		2.0		2.0			8.0	Move mgmt; various small project mgmt; prep + coord College + Career move
11/03/21			2.0	3.0	1.0			2.0		8.0	Move mgmt; various small project mgmt; WCMS play structures plans + specs coord
11/04/21				3.0	2.0		2.0	1.0		8.0	Move mgmt; various small project mgmt; WCMS play structures plans + specs coord
11/05/21					2.0		5.0	1.0		8.0	Move mgmt; various small project mgmt; Invictus furniture relo + coord
11/06/21										0.0	
11/07/21										0.0	
11/08/21			1.0		6.0		1.0			8.0	Move mgmt; various small project mgmt; College + Career move planning + coord
11/09/21			1.0		2.0		4.0	1.0		8.0	Move mgmt; various small project mgmt; Invitctus + C&C furniture move planning
11/10/21			2.0				6.0			8.0	Move mgmt; various sm proj mgmt; Invictus + C&C furniture move-coord WCC Wrhs
11/11/21	7.0	1.0								8.0	RHS Master Planning Architect + Engineers Site walk; RHS + HC Warranty work
11/12/21		1.0			3.0		3.0	1.0		8.0	Move mgmt; various small project mgmt; C&C move planning; HC Warranty work
11/13/21										0.0	
11/14/21										0.0	
11/15/21				2.0	3.0		1.0	2.0		8.0	Move mgmt; various small project mgmt; Serra site visit with C&C dept
11/16/21			1.0		3.0		3.0	1.0		8.0	Move mgmt; various sm proj mgmt; C&C dept move coord.
11/17/21			3.0		2.0		2.0	1.0		8.0	Move mgmt; various sm proj mgmt; C&C dept move coord; RHS SecCameras site walk
11/18/21				2.0			3.0	1.0	2.0	8.0	Move mgmt; various sm proj mgmt; Invictus furniture adjust; KHS SecCameras site walk
11/19/21	2.0			2.0			2.0	2.0		8.0	Move mgmt; various small project mgmt; RHS Master Plan Arch site visit
11/20/21										0.0	
11/21/21										0.0	
11/22/21	1.0	1.0		4.0				2.0		8.0	Move mgmt; various sm proj mgmt; RHS+HC Warranty work coord; New fence WCMS
11/23/21	2.0	2.0		2.0		2.0				8.0	RHS+HC Warranty work on site; WCMS new fence on site; PMS Office reno discussion
11/24/21										0.0	out of office
11/25/21										0.0	out of office
11/26/21										0.0	out of office
11/27/21										0.0	
11/28/21										0.0	
11/29/21				6.0			2.0			8.0	Move mgmt; various small project mgmt; WCMS new fence site visit; WCMS play structures
11/30/21	2.0	2.0					2.0	2.0		8.0	RHS+HC Warranty work review on site; Invictus furniture adjustments review
										0.0	
Total Hours	**14.0**	**7.0**	**18.0**	**24.0**	**28.0**	**2.0**	**40.0**	**17.0**	**2.0**	**152.0**	
Rates	**$101.00**	**$101.00**	**$101.00**	**$101.00**	**$101.00**	**$101.00**	**$101.00**	**$101.00**	**$101.00**	**$101.00**	
Amounts	**$1,414.00**	**$707.00**	**$1,818.00**	**$2,424.00**	**$2,828.00**	**$202.00**	**$4,040.00**	**$1,717.00**	**$202.00**	**$15,352.00**	
	Bond 6217	40 6217	40 6217	25 6217	40 6217	RRM 5860	25 6217	RRM 5860	40 6217		

West Contra Costa Unified School District **Stephanie**
Program, Design Construction Management Detail
Swinerton Management Consulting

Period: November 1 through 30, 2021
Name: Stephanie Piccioni
Title: Senior Project Field Administrator

Construction Management Dates	Support Staff 18100022	CBOC Work 18100022	Not Applicable	Daily Hours	Tasks including Project Name if applicable
11/01/21	8.0			8.0	Newsletter outreach, collaboration, revision
11/02/21	4.0	4.0		8.0	Newsletter prep. CBOC presentation prep
11/03/21	7.0	1.0		8.0	Meeting, newsletters, timesheet revision
11/04/21	5.0			5.0	Timesheet revisions, newsletters, photo review
11/05/21	6.0	2.0		8.0	Final construction newsletter work, posting and sending out
11/06/21				0.0	
11/07/21				0.0	
11/08/21	8.0			8.0	Reviewing Master Plan/"Critical Needs" projects and Master Plan
11/09/21	4.0	4.0		8.0	Photo deepdive, presentation build
11/10/21		8.0		8.0	Presentation build
11/11/21	6.0	2.0		8.0	Autocrat troubleshooting, individual school deepdive, presentation build
11/12/21		4.0		4.0	Presentation build
11/13/21				0.0	
11/14/21				0.0	
11/15/21	4.0	4.0		8.0	Meeting, presentation revision
11/16/21	4.0	4.0		8.0	Reviewing master plan, presentation build
11/17/21	4.0	4.0		8.0	Presentation build, website work
11/18/21	6.0	2.0		8.0	Presentation build, website work
11/19/21	7.0	1.0		8.0	website work, document control, presentation build
11/20/21				0.0	
11/21/21				0.0	
11/22/21	4.0	4.0		8.0	Meeting, presentation revision, website work
11/23/21	6.0	2.0		8.0	Website work, presentation work, photo review
11/24/21	4.0	4.0		8.0	Website work, presentation revisions, document review for presentation
11/25/21				0.0	
11/26/21				0.0	
11/27/21				0.0	
11/28/21				0.0	
11/29/21	8.0			8.0	presentation/newsletters outreach, website work
11/30/21	7.0	1.0		8.0	presentation/newsletters outreach, website work, executive summary review
12/01/21				0.0	
Total Hours	**102.0**	**51.0**	**0.0**	**153.0**	
Rates	**$87.00**	**$87.00**	**$87.00**	**$87.00**	
Amounts	**$8,874.00**	**$4,437.00**	**$0.00**	**$13,311.00**	

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RESOLUTION 21-3

Change CBOC Annual Report Reporting Period

to Align with

WCCUSD Fiscal Year Reporting Period

Whereas: The WCCUSD fiscal year is from July 1st of one year to June 30th of the following year.

Whereas: Since the 2015 Annual Report of the CBOC, the CBOC's reporting period has been from January 1st to December 31st of the same year.

Whereas: The WCCUSD bases it's yearend financial reports on its fiscal year and has to adjust them for our report's year-end date.

Whereas: We can see no advantage in having a reporting period based on a calendar year rather than a fiscal year.

Resolved: that the CBOC:

1. changes the CBOC Annual Report reporting period to match the WCCUSD fiscal year reporting period.
2. brings its reporting periods in alignment, by having the next Annual Report cover the eighteen month period of January 1, 2021 to June 30,2022, with a target date to approve by November 30, 2022.
3. have a report, including a CBOC Compliance Statement, with the results of the June 30, 2021 financial and performance audits, be approved by June 30, 2022.
4. After the 2022 report, all reports will be issued annually following the District's financial reporting period.

VOTED on December 13, 2021, by the following vote:

AYES: 6 NAYS: 0 ABSENCES: 1

John E Anderson, PhD

WCCUSD CBOC Chair