Minutes
March 26, 2012

The Measure G – Citizens’ Oversight Committee met on Monday, March 26, 2012 at 5:30 p.m. at the Student Services Center in the Board Room, 851 South Mt. Vernon Avenue, Colton, CA 92324.

Opening – Mr. Suchil called the meeting to order at 5:36 p.m.

I. CALL TO ORDER – Roll Call – by Darryl Taylor

Members Present (*absent)

Ms. Elsa Aguilar *  Mr. Matthew Hernandez
Mrs. Christina Benjamin  Mr. William Hussey
Mr. Ryan Collins – Vice Chair  Mr. Frank Quezada

Resigned

Mr. Douglas Duncan  Ms. Raquel Rios*
Mr. Daniel Flores (left at 6:22 p.m.)  Mr. Paul Russell
Mrs. Maria Fraser *  Ms. Rosemary Speer*
Ms. Linda Gonzalez *  Mr. Isaac Suchil - Chair
Mr. Gary Grossich  Mr. Daniel Ybarra

Staff Members Present

Mr. Jaime R. Ayala  Mr. Vince Quinones
Mrs. Joanne Medina  Mr. Steve Redmond
Mrs. Katie Orloff  Mr. Darryl Taylor

II. APPROVAL OF MINUTES

• November 29, 2011 meeting minutes were reviewed and approved, motion by Mr. Flores and seconded by Mr. Grossich and carried. No opposition.

III. PUBLIC COMMENT

• Mr. Suchil opened for public comment. No public comment. Mr. Suchil closed public comment.

IV. OLD BUSINESS

• Member Categories-Mr. Taylor & Mrs. Medina

Mrs. Medina read out each members name and their respective category. The role of a bona-fide taxpayer needs to be fulfilled. Mr. Grossich is a member of a community group in which the members watch how tax dollars are spent in the city. Mr. Grossich will send the information to Mr. Taylor to see if that will meet the requirements. If it does not meet the requirements the District will recruit for a member specifically for this role.
V. NEW BUSINESS

☐ Status of Annual Reports-Mr. Taylor
Mr. Taylor distributed handouts which has the input from the subcommittee and also the auditors information incorporated. Fact sheets and meeting minutes are also incorporated into the report. Mr. Taylor also distributed a folder for the committee to review. Mr. Taylor would like to finalize the first draft and have the subcommittee present the 2009-10 report to the Board. The auditors are currently working on the fiscal year 2010-11. The subcommittee has worked on the report for a few months and had the opportunity to meet with the auditors. Mr. Taylor inquired if any further discussion was needed.

Mr. Hussey noted page 7 of the handout which discusses a loan that was taken out. Mr. Hussey stated the subcommittee had 3 or 4 meetings including meetings with the auditors and also a meeting with Superintendent Almendarez. The committee will be kept informed.

Mr. Flores commented the statement included in the report is unclear and therefore will be unclear to the public. Perhaps the statement could be revised to include dates and more detail, perhaps citing the education code. The statement should include more detail so anyone who reads the statement does not have any questions.

Mr. Taylor drafted and read out a statement with the new comments incorporated adding the amount of the loan and the amount of the interest. Dates will be specified and the education code will also be cited. The committee was in agreement to the revised statement.

☐ Bob Hensley-WLC Architects, Inc.
Mr. Hensley distributed handouts (Exhibit A). Mr. Hensley gave a brief history on WLC Architects, architectural services, technology changes, and sustainability & California green building code. Mr. Hensley stated the GTHS project began in 2001.

Mr. Suchil asked about disabilities codes. Mr. Hensley answered the code is written vaguely and up to the States interpretation of the code. Cases are litigated on a case by case bases however cases brought to the surface are primarily for old buildings and not for new buildings.

Mr. Quezada inquired why sunlight was not being harnessed to provide energy for solar power. Mr. Taylor responded currently none of our projects have solar power. Solar technology is advancing quickly and the footprint for solar power is substantial. Also the roofs at GTHS are different and have various angles and solar requires south facing mirrors. Mr. Hensley commented on another project which he was involved with and the District had to purchase five additional acres for the solar power equipment with their buy back being approximately 20 years. In addition, if solar panels are installed on roofs warranties can be compromised.

Mr. Ayala stated recently Hemet Unified School District invested over $20 million in solar power panels. The solar panels are visible and in-between two buildings. Furthermore,
technology is evolving rapidly. The Grand Terrace High school project began in 2001 in which solar panels were not prevalent back then.

Mr. Hussey inquired if other measures are being taken such as skylights to allow for natural sunlight. Mr. Hensley stated many energy efficient changes are implemented at school sites that are not seen such as dual pane gazing and energy efficient units.

Mr. Flores inquired if the Board is looking towards more energy efficient buildings moving forward. Mr. Taylor responded, with modernization projects we are using the existing buildings which makes it difficult however new building such as the CHS building will have energy efficient changes incorporated into the plans.

Mike DeVries-Vanir Construction Management Inc.
Mr. DeVries distributed a handout (Exhibit B). Mr. DeVries discussed Vanir’s role of a construction manager for the Grand Terrace High School project. Mr. DeVries discussed the 6 construction management principles, and the Multiple-Prime delivery method used for GTHS. Mr. DeVries discussed the 17 different bid packages that GTHS currently has.

Mr. Taylor asked Mr. DeVries to discuss why an overlap in bid packages would occur in projects. Mr. DeVries stated for example, a concrete/paving contractor and a wiring contractor may overlap. The concrete needs to line up for the foundation work for an elevator that will be installed. The overlap in contractors allows the contractors to work closely together.

Mr. Grossich inquired about the extensive bid marketing campaign. The auditors found the District did not advertise bids correctly. Mr. Taylor stated the District advertised in 1 trade journal that was distributed to all trades. The District should advertise in both trade journals, which the District has corrected and now advertises in the appropriate trade journals.

Mr. Ybarra asked if the issue has been resolved with Action Sheet Metal. Mr. DeVries stated ASM was not performing and ultimately the contract was terminated for convenience. Mr. Hussey asked if the company had any prior history of being unreliable. Mr. Taylor stated the work was not completed in a timely manner and now Best Contracting will complete the work.

Mr. Grossich asked Mr. DeVries to describe the different roles between Vanir and Seville. Mr. DeVries responded Vanir is a construction manager strictly for the Grand Terrace High School project. Seville is a program manager which oversees all projects of the District. Vanir does offer program management services and Seville offers construction management services. Mr. Redmond added Seville assists the District.

Mr. Ayala stated the bond was primarily for GTHS, then other projects such as Joe Baca Middle School, the new math/science buildings for BHS and CHS, and also the new cafeterias projects came to surface, at which time the Board directed the District to seek a program manager.
Mr. DeVries stated when the Board directed Increment 2 at GTHS, Seville led the pre-qualification process as well as the roofing project at GTHS. Seville completed all the background work which allowed Vanir to concentrate on the construction.

Mr. Hussey asked if GTHS is still on schedule to open in August and if the District is still on budget. Mr. DeVries responded the school will open in August. Mr. Taylor stated we are still on budget. Mr. Hussey commented the project looks good. Mr. DeVries stated it is a beautiful campus and everyone has worked as a team so the project can be completed in August.

Mr. Quezada inquired about the close proximity of the CHS math/science building to electrical lines. Mr. Taylor stated an environmental review was conducted and reviewed by independent agencies.

VI. FINANCIAL REPORT

Mr. Taylor stated the financial report is a web based report that primarily will be printed the day of or the day prior to the COC meetings. Unfortunately the web was not working therefore the report was unable to be printed. Mr. Taylor will e-mail the financial report and mail a copy to the members. (Financial report distributed March 30, 2012.) (Exhibit C).

Mr. Ayala stated at the April 5 Board meeting, we will be seeking direction from the Board regarding future projects. A special Board meeting may be requested. Since we are nearing the end of our big projects the committee will be involved in overseeing the next phase of smaller projects. Mr. Ayala encouraged the members to attend.

VII. MEMBER COMMENT

Mr. Duncan commented the improvement on Main Street & Iowa which includes a traffic signal is a big improvement. He inquired if the street after Iowa would be widened. Mr. Taylor responded at this time the County does plan to widen it, however we do not know the time frame.

Mr. Duncan asked if the CHS math/science building will be open in the fall. Mr. Taylor answered it is scheduled to open in the fall. Approximately 200 classrooms will be opening in the fall.

Mr. Duncan inquired if the members could plan a visit to the sites in the future. Mr. Taylor stated a field trip could be scheduled to tour the different sites.

Mr. Grossich inquired how much money will be left after the big projects are completed. Mr. Taylor responded it is not typical to share information before discussing it with the Board, however the money that will be remaining will have to last approximately 3-5 years. Work will continue at remaining sites that may not be visible for instance technology may be added to classrooms, fire alarms, etc. and other improvements such as parking lots such as the parking lot improvement at Alice Birney.

Mr. Quezada inquired about the annual report. Mr. Taylor stated since the committee agreed to the revised language we would like to have the subcommittee present it to the Board of Education at a future Board meeting.
Mr. Hussey commented on page 11 of Mr. DeVries presentation regarding warranties. Mr. DeVries responded typically 1 year warranties are given however every item is different and warranties vary.

Mr. Hussey asked, for example, if the contractor who installed the sprinklers went out of business, what course of action could the District take. Mr. DeVries stated the performance bond would be reviewed.

Mr. Suchil inquired about the frequencies of the meetings for the oversight committee. Mr. Ayala stated the bylaws are specific and state no more than 4 times a year however we will get clarification. Mr. Taylor added in the past there were times the committee struggled for a quorum however now the committee has been successful in getting quorums.

Mr. Suchil inquired about the status of the committees membership and the perspective roles, chair, vice-chair, and secretary. The members membership and roles will be discussed at the next meeting.

Mr. Taylor informed the committee Mr. Collins resigned. The District was notified via e-mail.

VIII. **NEXT MEETING** – (Quarterly)

Mrs. Medina will be in contact with the members for the next meeting date.

IX. **ADJOURNMENT**

There being no further business, the Measure G Citizens’ Oversight Committee meeting was adjourned at 7:25 p.m. Motion by Mr. Russell and seconded by Mr. Grossich.
March 26, 2012
Colton Joint Unified School District
OVERSIGHT COMMITTEE MEETING – ARCHITECT 101

WLC Architects, Inc.
Robert Hensley - Background
WLC Architects – Brief History / Project Experience

Architectural Services
Basic Services & Additional Services
Basic = SD’s / DD’s / CD’s / Bidding / Construction Phase
Additional Services = Pre-design / Site Analysis / Post Construction / Special Tasks

State Agency Approvals
Office of Public School Construction (OPSC) is the funding
California Department of Education (CDE) is the educational program
Division of State Architect (DSA) is the code compliance
City & County Local Agency Approvals

Other Agencies
Costal Commission
California Fish & Game
General Permit & Storm Water Pollution Prevention Plan (SWPPP)

Technology Changes to the Profession
Drawings / Auto Cad / Building Information Modeling (BIM)
Working Real Time with Owners / Consultants / Contractors

Sustainability & California Green Building Code
Leadership in Energy and Environmental Design (LEED)
SCE Energy Resource Center first LEED project in California (1996)
WLC 16 Year Experience in High Performance Design (25 AP’s)

END
L I S T  O F  D E S I G N  S E R V I C E S  P R O V I D E D  B Y  A R C H I T E C T S

Listed here are two kinds of services offered by architects: BASIC SERVICES (indicated by ○) which are required for most projects and ADDITIONAL SERVICES (indicated by ▲) which may or may not be relevant to your particular project.

As an owner, you will find it helpful to review this chart with your architect to acquaint yourself with the phases of the design and construction process and the available services. With that knowledge you will be able to work with your architect to select those services appropriate to your special needs.

<table>
<thead>
<tr>
<th>PREDESIGN</th>
<th>DESIGN</th>
<th>CONSTRUCTION</th>
<th>POST</th>
<th>SUPPLEMENTAL</th>
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<td>2 Site Analysis Services</td>
<td>3 Schematic Design Services</td>
<td>4 Design Development Services</td>
<td>5 Construction Documents Services</td>
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KEY:
- ○ Basic Services contained in AIA standard contract agreement (AIA A101)
- ▲ Additional Services contained in expanded list of services (AIA B101/0201)
ROLE OF THE CONSTRUCTION MANAGER (CM)
Why does the District need a CM?

Facilities Manager
Why does the District need a CM?

- **Function as extension of Facilities staff**
  - **Keep the District informed** – We establish a system of communication and formal reporting that ensures that important facts and realistic choices are identified and conveyed to the District in a clear and timely manner.
  - **Promote the District’s best interests** – We work objectively and effectively with all parties involved and will fully and fairly represent your interests at all times.
Why does the District need a CM?

✓ Function as extension of Facilities staff

▪ Anticipate – We look ahead to identify potential problems early and head them off before they occur, to pinpoint opportunities to save time and money, and to work aggressively to achieve the best results possible.

▪ Manage and control the project – We use state-of-the-art tools and techniques, including computerized scheduling, cost control systems, and document control systems to effectively manage the project on behalf of the District.
Vanir is an active corporate member of the Construction Management Association of America (CMAA) and we follow the principles espoused by CMAA in delivering projects to our clients. Our approach to projects is based on the management services listed below:

- Time Management
- Cost Management
- Contract / Construction Administration
- Quality Management
- Information Management
- Safety (Risk) Management
**Remaining Design Phase Management**

- Work with Architect and District to **help define scope and quality**
- **Constructability Review**
  - Perform in-depth review of the plans and specs in order to try to help eliminate possible design errors and omissions that could result in unnecessary and costly change orders during construction
- **Cost Control and Budget Reconciliation**
  - Perform detailed independent Cost Estimates
  - Perform Value Engineering / Cost Cutting - Work with the Architect and District to ensure the project scope and budget are properly aligned
Multiple-Prime Contracting – Bid Phase Management

- Prepare detailed “scope of work” summaries for all prime contractor bid packages – ensure all scope items are properly assigned to the appropriate bid package category and that there are no scope gaps or duplications

- Prepare prime trade contractor bid packages – create competition and participation by local contractors bidding against each other in specific trade groups

- Increase bidder participation through extensive bid marketing campaign

- Review all contractor bids for compliance with the bid documents and make award recommendations to the District
MULTIPLE PRIME DELIVERY METHOD

COLTON JOINT USD

INSPECTOR
SCS

PROGRAM MANAGER
SEVILLE

CM
VANIR

DESIGNER
WLC

17 PRIME CONTRACTORS
SITE CONC BLOCK STEEL

CONTRACT

COMMUNICATION
Multiple-Prime Contracting – Construction Phase

- Function similar to a general contractor to **coordinate the work** of the prime contractor trades, always striving to protect the **best interests of the District!** (District holds the prime contracts)

- Perform as “Watchdog” for the District – we are **your eyes and ears on site**, overseeing the activities of all trade contractors

- **Scheduling**: Monitor, control and update the construction schedule

- **Cost Control**: Review all proposed change orders from the contractors, negotiate fair pricing, and make recommendations to the District

- **Contract Administration**: Review all contractor payment requests and coordinate approval with the Architect, Inspector and District
Multiple-Prime Contracting – Construction Phase

- **Information Management:** Process RFIs and Submittals, Field Clarifications, etc.

- **Conduct** weekly construction coordination meetings with the prime contractors, and special meetings as needed

- **Conduct** weekly owner’s progress update meetings with the District, Architect and Inspector representatives; Distribute meeting minutes

- **Assist** Inspector with quality assurance and coordination of testing and inspections

- **Manage** overall safety concerns at the project site; ensure prime contractors comply with safety requirements
Multiple-Prime Contracting – Completion/Closeout Phase

- Work with the Architect to establish **completion punchlists** for each contractor, **ensure correction** of punchlist items, and coordinate **final acceptance** of the work by the Architect, IOR and District.

- Coordinate with District for **occupancy** of completed buildings.

- Receive from contractors all **warranties, guarantees, as-built documents, turn-over items**, and coordinate **M&O training** on building systems.

- File **Notices of Completion** for each prime contractor and coordinate review and approval of **final payments** including **release of retention**.
QUESTIONS?
## Budget vs. Commitments and Expenditures

<table>
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<tr>
<th>Project Name</th>
<th>Total Budget</th>
<th>Total Commitments</th>
<th>% Budget Committed</th>
<th>Total Expenditures</th>
<th>% Budget Spent</th>
<th>Remaining Against Budget</th>
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<td>Cooley Ranch Elementary Modernization - Project # 2E</td>
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<td>Grand Terrace High School (Full Build Out) - Project # 11</td>
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<td>JV, RC, Wilson, BMS Fire Alarm &amp; Low Voltage Upgrades - Project # 35</td>
<td>728,000</td>
<td>347,704</td>
<td>47.8%</td>
<td>334,304</td>
<td>45.9%</td>
<td>393,696</td>
</tr>
<tr>
<td>Lewis Elementary Basketball Courts/Fence - Project # 41</td>
<td>2,167,851</td>
<td>1,917,045</td>
<td>88.4%</td>
<td>1,908,147</td>
<td>88.0%</td>
<td>258,704</td>
</tr>
<tr>
<td>Lewis Elementary Fire Alarm &amp; Intercom - Project # 43</td>
<td>56,702</td>
<td>37,030</td>
<td>65.3%</td>
<td>37,030</td>
<td>65.3%</td>
<td>19,672</td>
</tr>
<tr>
<td>Lewis Elementary Modernization - Project # 2D</td>
<td>458,000</td>
<td>0.0%</td>
<td>0.0%</td>
<td>458,001</td>
<td>0.0%</td>
<td>458,001</td>
</tr>
<tr>
<td>Lincoln Elementary Modernization - Project # 2G</td>
<td>3,213,000</td>
<td>230,769</td>
<td>7.2%</td>
<td>170,882</td>
<td>5.3%</td>
<td>3,042,118</td>
</tr>
<tr>
<td>Lincoln Elementary Modernization - Project # 2G</td>
<td>3,788,000</td>
<td>282,892</td>
<td>7.5%</td>
<td>214,738</td>
<td>5.7%</td>
<td>3,573,262</td>
</tr>
<tr>
<td>McKinley Elementary Bus Drop - Project # 48</td>
<td>297,844</td>
<td>178,889</td>
<td>59.4%</td>
<td>142,229</td>
<td>47.8%</td>
<td>155,615</td>
</tr>
<tr>
<td>McKinley Elementary Modernization - Project # 3C</td>
<td>391,321</td>
<td>51,034</td>
<td>13.0%</td>
<td>51,034</td>
<td>13.0%</td>
<td>340,287</td>
</tr>
<tr>
<td>McKinley Elementary Modernization - Project # 3C</td>
<td>568,000</td>
<td>24,812</td>
<td>4.4%</td>
<td>24,812</td>
<td>4.4%</td>
<td>544,188</td>
</tr>
<tr>
<td>Reche Canyon Elementary Modernization - Project # 2H</td>
<td>965,000</td>
<td>119,775</td>
<td>12.4%</td>
<td>106,375</td>
<td>11.0%</td>
<td>858,624</td>
</tr>
</tbody>
</table>
**Program Costs for Measure G Includes the following items:**

- AP-Mt. Vernon LLC (rent for Suite 7A) - $122,220 (thr 2013)
- Colbi Technologies - $165,625 (1 time capacity increase)
- CJUSD Bond Admin Salaries - $255,579 (Annual salaries @ 50%)
- Davis Demographics - $44,052 (2 yr contract)
- Nigro & Nigro - $24,000 ($8,000 per yr @ 3 yrs)
- NTD Architects (District wide master plan) - $312,200 (Lump Sum Fee)
- School Facility Consultants - $156,080 ($240,000 total contract, balance divided with project costs above)
- Spectrum Communication (data cables/phones @ Ste 7A) - $14,902 (one time fee)
- Seville Construction Services (program management) - $10,252,618 Authorized Fees (does not include $3,573,765 project management cost, which is included in above budgets)

>Seville Construction: re-negotiated contract as of 09/2011 not to exceed $3,557,342