

**BOND OVERSIGHT COMMITTEE MEETING MINUTES**  
**Special Meeting**  
**Tuesday, April 6, 2004**  
**District Office Board Room**

**CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 7:30 p.m. Members of the committee in attendance: Susan Cassens, June Rono, Chris Jew, Mary Larsen, Robert Garcia, Jorge Licea, Dale Osborn, Leroy Christopherson, Dennis Uram, Nestor Campana and Martha Martin del Campo.

**APPROVAL OF AGENDA & MINUTES:** The agenda and minutes were unanimously approved.

**STAFF REPORTS:** Chris stated the special meeting was called to discuss the function of the Bond Oversight Committee in reviewing Change Orders for modernization. The Change Order form is used to add, delete, or change the scope of work on a project. Since waiting for review and approval from the Board of Trustees may delay a project, it is being proposed that the Bond Oversight Committee review and approve all Change Orders prior to them going to the Board.

Susan wanted to get a better sense of what was discussed at the Board meeting. Chris explained that in the past staff had authorization to approve Change Orders under \$125,000 and Change Orders over that amount would go to the Board. Now the Board wants the Bond Oversight Committee to review Change Orders prior to Board approval.

Change Orders range in pricing from a couple of hundred dollars to hundreds of thousands of dollars. It is proposed that the committee review Change Orders for up to \$125,000 for the Berryessa Youth Center and \$200,000 for modernization projects. Anything over that would need Board Approval. This will assist in keeping the work going.

Sonitrol was discussed and recommended to continue for Phase II as previously approved by the committee. Five Board agenda items were presented and four of them were not approved.

The composition, appropriateness and background of the committee were discussed. The issue of the forum to lower the quorum will be presented to the Board.

Proposition 39, an editorial in the Mercury News, and the yearly audit of how money was spent were discussed.

LeRoy gave further explanation on the scope of Change Orders. All Change Orders are reviewed by the architect and require Leroy & June's signatures. All Change Orders need to be approved by DSA. OAC weekly meetings include site visits to different schools to look for potential problems. The log is submitted to accounting each and every time a Change Order is done. Accounting needs to add amount of encumbrance and the administration also looks for cost savings.

The committee agreed to review Change Orders prior to Board Approval. Guidelines for the Bond Oversight Committee approval:

- Email log one week prior to meeting for review, only if changes occurred.
- Individual copy of PCO will be sent if something is questioned.

Leroy gave a summary of the modernization projects. Brooktree and all agenda items on the April 6<sup>th</sup> Board meeting were approved. As projects get awarded the numbers get plugged into the budget matrix.

Move to adjourn 8:15 PM. Happy Easter!

Submitted by Martha Martin del Campo.

hjs