

ADOPTED  
MINUTES OF THE  
MEASURE E  
CITIZENS' OVERSIGHT COMMITTEE  
2350 West Latham Avenue, Hemet, California 92545  
Meeting of November 21, 2002

The meeting of the Measure E Citizens' Oversight Committee was called to order at 6:32 p.m. on Thursday, November 21, 2002, at the District Administration Office located at 2350 West Latham Avenue, Hemet, CA 92545.

Committee Members Present:           Mr. Joe Wojcik, Chairman  
  Mr. Gerry Agnes, Vice Chairman  
  Mr. James Calkins  
  Ms. Michelle Jenkins  
  Ms. Barbara Johnston  
  Ms. Margaret (Peggy) Kissack  
  Mr. John McCain  
  Mr. Rohn West

District Staff Present:                 Mr. Richard Beck, Assistant Superintendent,  
  Business Services  
  Ms. Sandra Packham, Director, Facilities Planning  
  Ms. Sally Robinson, Attorney, Bowie, Arneson,  
  Wiles & Giannone  
  Ms. Deborah Gibson, Secretary III,  
  Facilities Department

Committee Members Absent:           None

I.       PRELIMINARY

A.       Call to Order

B.       Roll Call

Mr. Wojcik called the meeting to order, indicating that a quorum had been established.

C.       Approval of Agenda

On a motion by Mr. McCain, seconded by Ms. Kissack, the agenda for the meeting was approved.

D.       Approval of Minutes

On a motion by Mr. West, seconded by Mr. Calkins, the minutes of the September 19, 2002, meeting was approved as presented.

## II. COMMITTEE COMMENTS

Mr. West commented on the need for renovation of the Hemet High School stage floor and asked that Mr. Beck make a trip with him to look at the stage floor. Mr. Beck advised Mr. West that the floor is a Maintenance issue and he should put in a work order into Maintenance for repair, but will make a trip to Hemet High School to look at the floor, per Mr. West's request.

The committee commented on the Measure "E" Fund photo album. They especially thought it helpful to see the work being performed as completion approaches. Mr. Wojcik and Mr. McCain said they learned a lot from the site visits to Acacia Middle School, Dartmouth Middle School and Hemet High School, and are looking forward to the next site visits on January 6, 2003.

## III. PUBLIC COMMENTS

There were no public comments.

## IV. SPECIAL ITEMS

### A. Replacement to Citizens' Oversight Committee Member

Mr. Robert Purbeck resigned his position due to relocation to another state. The Governing Board has reviewed the applications and will consider a replacement for Mr. Purbeck.

### B. Financial Reports

Ms. Packham gave a visual presentation to the committee on the District's Financial Transfer System, how the Budget and Expenditure Report are developed and what to look for as these projects progress. Mr. Beck advised the committee he would have the expenditure report marked differently when there are changes made.

### C. Cost Savings Report

Mr. Brian Cahill and Mr. Richard Bruce from douglas e. barnhart, inc. (deb), the district's construction management group, discussed the number of staff members working on the various projects and how "deb" plans to save the district money by reducing the number of change orders and by delivering the projects on time. Mr. Wojcik asked if there were penalties invoked if the project comes in late. Mr. Cahill told the committee there is a penalty and that the percentage of the penalty is in the contract. Mr. Calkins wanted to know if the construction management fees could be broken out on the financial statement. Ms. Packham said she would break out the cost for construction management.

Ms. Packham advised the committee that the Facilities Department and "deb" are having weekly meetings to work out details on the various

projects before the jobs begin, avoiding as many potential problems as possible. Ms. Jenkins asked what will happen if we run out of money. Ms. Packham advised that is why they are having weekly meetings now before any of the modernizations begin to keep unknowns to a minimum.

Mr. Beck explained that the district is also saving money by reusing plans.

Mr. McCain said it is very refreshing to watch this district being proactive instead of reactive.

D. Project Update

Ms. Packham presented an updated Project Status Report and Financial Statement showing the status of different projects in the district for the committee to review.

E. Audit Report

Kevin Pulliam from the auditing firm, Vavrinek, Trine, Day & Co. (VTD), clarified the procedures they follow to audit the district's financial records. Mr. Pulliam reported that his audit shows that the Facilities Department is in compliance with their financial records. The district's internal audit controls help the district stay on top of any potential problems.

F. Ad Hoc Committee

Ms. Johnston furnished a format of the "Citizens' Oversight Committee Report" that the Ad Hoc Committee formulated.

G. Statutory Report of the Measure E Oversight Committee

All members were pleased with the draft Ms. Johnston furnished. Mr. Wojcik asked all members of the committee and staff to review, make any corrections they feel would benefit the Report. There were a few grammatical errors that were corrected but overall, a very good report. There was a motion by Mr. West and seconded by Mr. Agnes to have Mr. Beck go through the Report and make all discussed changes, then contact Mr. Wojcik to approve the final draft for publication. Vote was unanimous.

V. ADJOURNMENT

Meeting was adjourned at 8:36 p.m.