



## GOLETA UNION SCHOOL DISTRICT

### MINUTES

Citizens' Bond Oversight Committee (CBOC) (Measure M)

May 10, 2022, 5:30 p.m.

#### Attendance

Dr. Diana Galindo-Roybal, GUSD Superintendent	Michael Grillo, Chairperson
Conrad Tedeschi, Asst. Supt, Fiscal Services	Larry Hansen, Vice Chairperson
Dave Gore, Committee Member	Cortney Hebert-Rintoul, Committee Member
Jorge Velasco, Committee Member	Kim Tesoro, Committee Member

#### Not In Attendance

Cortney Hebert-Rintoul, Committee Member
Rajeev Bajaj, Committee Member

Minutes taken by Rosi Maldonado-Shaquir, Administrative Secretary, Fiscal Services

### ORDER OF BUSINESS

**1. Welcome and Call to Order - Michael Grillo, CBOC Chairperson**

Mr. Grillo opened the meeting at 5:30PM, and led the committee in the pledge of allegiance.

**2. Roll Call - Michael Grillo, CBOC Chairperson**

Mr. Grillo took roll.

**3. Approve Agenda- Michael Grillo, CBOC Chairperson**

Motion to approve agenda made by: Mrs. Kim Tesoro

Motion seconded by: Mr. Larry Hansen

Member Vote: Unanimous in favor

**4. Approve Minutes from February 8, 2022, Michael Grillo, CBOC Chairperson**

Motion to approve minutes from prior meeting made by: Mr. Larry Hansen

Motion seconded by: Mr. Jorge Velasco

Member Vote: Unanimous in favor

## **5. Reports - Project and Budget Update, Conrad Tedeschi, CPA, Assistant Superintendent, Fiscal Services**

Mr. Tedeschi informed the committee of the project goals that the Board of Trustees had set for this summer;

1. Concrete Trike paths,
2. Roofs for La Patera School
3. New playground structures at all sites

Mr. Tedeschi informed the committee that the Concrete Trike Path received bids and the lowest bid was from Tomar Construction with a bid of \$221,595. The Trike Path Project will include replacing asphalt with concrete at El Camino, Hollister, Mountain View, and La Patera schools. There will be an added concrete pathway to the school library at El Camino School and new pathways to the lunch area under the trees and around the stage area at Mountain View School. At La Patera School the new trike path will be next to a new gated classroom slated for Transitional Kindergarten for the new school year.

Mr. Gore asked what the other bid amounts for this project were. Mr Tedeschi answered that the second lowest bid was \$369,800 from Schock Contracting Corporation and the third bid was \$485,493 from Quincon. Mr Tedeschi is currently working on the contract with Tomar Construction. Mr. Gore asked if GUSD has used Tomar Constructions before and Mr Tedeschi replied that we have not, this will be the first time working with them.

Mr. Tedeschi reported that the roof project for La Patera School has been pulled and work will not be done on any roofs this summer. We are going to work with Kitchell, our new project management firm, to get a new Request For Proposal issued and get all the school roofs done. Mr. Grillo asked if there was an interim solution. Mr. Tedeschi answered that we will continue to patch, fix, and repair as needed.

Mr. Tedeschi updated the members on the playground structures at the school sites and let them know that these will not be replaced this summer. The playground structures need to be replaced to be age appropriate for Transitional Kindergarten students. The fall surface underneath the structures needs to be replaced, as well as the wood borders around them. Mr. Tedeschi added that he will be getting principal, teacher, and student input for features and colors for the new play structures.

Mr. Grillo asked if there were any projects in the queue. Mr. Tedeschi answered that he will be working with Kitchell to put all projects in the queue and put everything in a 5 year budget into Accountability. He let everyone know that one of the projects coming up is replacing classroom furniture throughout the district and he will be getting teacher input. He added that he is looking into adding Brandon School to the trike path project but will check with attorneys to see if it can be done.

Mr. Grillo asked if we can keep Tomar Construction for another project or work. Mr. Tedeschi answered that he will check with the attorneys if/how we can do it.

Mr. Grillo asked how we can be more successful to make sure that more projects get done. Mr. Tedeschi answered that we can design better Requests For Proposals and work on timelines for projects earlier in the fiscal year. He let the committee know that any work above \$16,000 needs to go out to bid. Mrs. Roybal added that now that we have Kitchell we should be in a place where we are more efficient. Mr. Tedeschi concurred.

Mr. Grillo asked if 100% of the project management work will be outsourced to Kitchell. Mr. Tedeschi answered that GUSD staff will be involved and Kitchell has agreed to train our staff on the project management process but that the "boots on the ground" for the projects will be Kitchell staff.

Mr. Gore asked what money was going to be used to pay Kitchell. Mr. Tedeschi replied that it will be from bond money. He added that he will provide the Kitchell contract, once it has been finalized and signed, to the committee to review.

Mr. Grillo asked if the district had someone in the PE role. Mr. Tedeschi replied, yes and that also the director of MOT will be trained by Kitchell. He informed them that the district also has the accounting software, Accountability, that will be used to generate expenditure reports for the bond funds. Joanne Branch, from Colbi, is also an advisor that we use on projects at no extra cost to the district.

Mr. Tedeschi reported that the large percentage of the legal fees on the expenditure report from the law firm DWK were from training staff on the bid process. Mr. Gore asked what the hourly rate for DWK is. Mr. Tedeschi answered that the rate varies from \$150/hr - \$300/hr and that the law firm sends detailed itemized invoices. Mr. Tedeschi agreed to provide the invoices moving forward to the CBOC to review the expenditures from the bond funds. He mentioned that Accountability will be able to generate more detailed reports on the bond budget. Mrs. Tesoro asked what the cost of the software was. Mr. Tedeschi answered that it cost \$13,000 to implement with a \$10,000 yearly fee. Mr. Tedeschi added that Kitchell has an online dashboard to which accountability reports can be imported into and the public will be able to view them.

Mr. Gore commented that the CBOC wants to publicize the budget reports on GUSD website with a link to Kitchell's dashboard thus making it easier for the public to access for transparency purposes.

## **6. Introduction of Project Management/Construction Management Firm; Kitchell CEM, Inc.**

Mr. Tedeschi let the committee know that Kitchell had been selected as the project management firm and they were approved by the Board of Trustees at the April 27, 2022 board meeting. He mentioned that he will invite someone from Kitchell to come to the next CBOC meeting.

Mr. Grillo asked if they have expertise working with schools and school districts. Mr. Tedeschi answered yes, that they are a local firm based in San Luis Obispo and most if not all work is exclusively with schools and school districts.

Mr. Grillo asked where they fell in the bids that were turned in. Mr. Tedeschi reported they were not the lowest proposal but that it was a different Request For Proposal/Qualification process. Mr. Tedeschi continued with letting the committee know that Kitchell had a good mix of people/staff in their team and that Goleta Union School District can negotiate with them on how much we are going to need and/or use them. Mr. Tedeschi is hopeful that all the bond projects can be done in the next 5-7 years.

Mr. Gore inquired as to who else was interviewed. Mr. Tedeschi disclosed that Telecu and Cumming Group, both based in the Los Angeles area, were interviewed. Mr. Tedeschi let the committee members know that he created a group with individuals from the district and GUSD Board to look over all of the proposals. He continued to inform that they all used a rubric to select the final three firms for interviews out of a total of seven that turned in proposals. Mr. Tedeschi will email Kitchell's proposal to the committee members.

Mr. Hansen asked if Kitchell was a contractor. Mr. Tedeschi answered yes, but that they will not be bidding on our projects.

Mr. Tedeschi informed the committee that the state requires the district to have a pool of architects that the district can work with as needed. Mr. Tedeschi let the committee know that the district has worked with 19six Architects and KBZ.

Mr. Tedeschi informed the committee that he has applied for a state grant to help offset costs for Transitional Kindergarten classrooms. If awarded to GUSD, this grant will pay up to 75% of our expenses for Transitional Kindergarten classrooms. If the application is approved that means less bond money will be used for the Transitional Kindergarten classrooms.

Mr. Grillo asked when the Trike Path project was going to be done. Mr. Tedeschi replied that the project will be started June 6, 2022 and hopes to get it done by mid July. Mr. Tedeschi added that the deadline that was given to Tomar Construction was August 1st.

## **7. Public Comment**

There were no public comments.

#### **8. Committee Member Comments**

Mr. Grillo asked when the next meeting was. Mr. Tedeschi let everyone know that this meeting was the last meeting on the calendar. He asked the committee if the second Tuesday of the month of every quarter still worked for everyone and it received a unanimous reply of yes. Mr. Gore let everyone know that September 13th and December 13th would be those two dates. All committee members agreed and Mr. Grillo asked that those dates be put on the calendar as well as the second Tuesday in March 2022 and May 2022.

Mr. Tedeschi notified the committee that he had received a public records request asking for the CBOC committee members' emails. Mr. Tedeschi let the committee know that he gave them the committee member's Goleta Union School District emails.

#### **9. Adjournment of Meeting**

A motion was made at 7:10PM to adjourn the meeting.

Motion made by: Mr. Dave Gore

Motion seconded by: Mr. Jorge Velasco

Member Vote: Unanimous in favor