

OAK PARK UNIFIED SCHOOL DISTRICT  
5801 E. CONIFER STREET  
OAK PARK, CALIFORNIA 91377  
(818) 735-3206

FACILITY BOND MEASURE CITIZEN OVERSIGHT COMMITTEE

**MINUTES**

DATE: Tuesday, November 10, 2009  
TIME: 7:00 p.m.  
PLACE: Oak Park Unified School District Office  
Conference Room  
5801 E. Conifer Street  
Oak Park, CA 91377  
PRESENT: Members: Wayne Blasman, Ann Waldman, Mike  
McReynolds, Karen Washburn, Alan Toomayan, Mike  
Green, Barbara Schwartz. Staff: Martin Klauss, Tom  
Wulf, Dennis Kuykendall

- I. Call to Order: 7:05 p.m.
- II. Roll call and Introductions held.
- III. Agenda approved.

Minutes of the May 5, 2009 meeting were reviewed. Mike Green moved, Karen Washburn seconded, all approved the minutes.

IV. Measure R Summer Quick Start Project Update: Dennis Kuyendall, Senior Project Manager of the construction management firm Barnhart, Inc. summarized the project performed over the summer 2009. Mr. Kuyendall explained the change orders for the roof replacements were for asbestos remediation at Red Oak Elementary School, Medea Creek Middle School, and Oak Hills Elementary School. Oak Hills Elementary School also had a change order for some roof plywood replacement and damage repair around a window. Mr. Kuyendall explained it was more cost effective to replace the roofs at OHES and ROES rather than repair them, as listed in the original Measure R Master Plan. The original Master Plan was compiled more than two years ago.

IV. Parking lot restoration project and disposition of extra soil (spoils): Mr. Kuyendall summarized the high school parking lot project. The original intent was a scrape and repave project. However it was apparent to the Facilities Committee and Barnhart, Inc. that the parking lot was well beyond anything but full pulverization and replacement. There was also parking area that was not in the original plan. The increase in scope over the original Property Condition Assessment was about 140 parking spaces and improving the pick-up/drop-off area. Ms. Washburn asked who approved the deviation from the original Master Plan. Mr. Klauss said the Board of Education and the Facilities Planning Committee approved the recommendation from

Barnhart, Inc. Mr. Blasman commented that this was a 100 percent increase over the scope of the project. Mr. Klauss explained to properly identify scope Barnhart, Inc. was brought in. The project was deemed important enough to not wait for the updated Master Plan. Ms. Washburn asked what projects would come off of the Master Plan as a result of the increased expenditures. Mr. Wulf of the Facilities Planning Committee explained the Board did not get to that level of detail. He explained some projects, such as the parking lot, were originally broken into categories over a longer period of time where now it is a high cost over a shorter period of time. Some improvements in the plan in later years will now not be necessary. He explained the original assessment is not the level of detail the committee is at today. Mr. Blasman asked if this was part of the original bond measure. Ms. Schwartz read the original bond measure, confirming it was included in the measure. Mr. Wulf explained the committee used the original study and looked at key priorities and how those should be addressed; first is student safety and second is asset protection, such as the roofs. Mr. Blasman pointed out the paving project could have been accomplished for less; not completely re-graded, the landscaping not ripped out, and preservation of the original curbing. Ms. Washburn commented the parking lot is beyond the original scope, it is really nice but has gone beyond the original intent and is a variant that we should consider in our report. Mr. Wulf said the Facilities Committee is committed to being good stewards of the bond funds and appreciated such input. Mr. Toomayan commented that it should be considered for this committee to receive advance notice on such a deviance. Ms. Washburn suggested there are schools that may not receive project work (as a result of this extra expenditure). Mr. Green said there were some “wish list” items in the original bond. Mr. Blasman stated our role is to issue an annual report and items we agree as a committee we want to highlight should be included in the report. Ms. Washburn confirmed the committee is an auditor and represents the electorate. She also said she believed positive accomplishments were appropriate for the report.

Mr. Klauss offered information on the disposition of extra soil (spoils) generated by the project. He explained the compaction, seeding, and water runoff measures. It is a state approved plan.

V. Measure R Master Plan Progress Report: Mr. Wulf presented an extensive Measure R Master Plan (draft) and explained it was the result of months of work with staff, school site administrators, maintenance staff, and Barnhart. Barnhart went into the field for reassessment. Mr. Wulf said there is the potential for state funds of up to \$4.5 Million (matching funds). Ms. Washburn inquired who is responsible for the financials and Mr. Klauss said it is the District Director of Finance. Ms. Washburn would like a committee member to study the financials and Mr. Klauss concurred. Mr. Klauss said the funds not spent are accruing interest. The funds are in a stand-alone account. Discussion was held on the depth of the audit that the committee would like to receive. This topic will be an agenda item at the next meeting. Mr. Klauss will bring a sample of the financial report going back to when the bond was issued to the next meeting.

VI. Potential Modification to Citizen Oversight Committee. Mr. Klauss explained the C6 Bond Measure Oversight Committee came to the end of its term last May and the same occurred for the Parcel Tax Oversight Committee. There are a total of 12 positions between the 2 committees for which there are 5 applicants after months of recruiting. The Board of Education is proposing adding 4 members to this committee to oversee all 3 measures. Mr. Blasman suggested we

would need to have subcommittees and that he was not personally opposed to the structure. All other members concurred.

VII. Meeting Schedule: The next meetings will be January 12, 2010 and May 11, 2010.

VIII. Open Discussion/Future Agenda Items: Mr. Klauss discussed the timing for the committee's report. The committee will receive financial information in January then can formulate the report and have it by May. Ms. Washburn requested a copy of the C6 Annual Report from May 2009. She said she would have a draft annual report ready for the January meeting. Mr. Blasman said we should focus our May meeting on the report and then we can achieve this deadline. A standing item on the agenda will be a report from a Facilities Committee member. Ms. Schwartz asked why the committee wasn't briefed on other Quick Start projects such as the hydration stations at the high school and middle school. She asked who approved these projects that were not in the original Master Plan and how we should learn about such Master Plan exceptions. Mr. Blasman said the committee would like a report from the Board and/or Facilities Committee on all Improvements (versus "repair and replace") and expanded scope (such as the hydration stations). Mr. Klauss suggested a member of this committee attend the Facilities Committee meetings and that he could also supply this committee with Facilities Committee minutes.

Future Agenda Items: 1) Annual Report Draft. 2) Audit presentation and discussion with auditor. 3) Organization if committee enlarged to encompass Measure C6 and Parcel Tax oversight. 4) Improvements and Expanded Scope report and discussion. 5) Facilities Committee report.

IX. Adjournment: 9:40 p.m.