



April 19, 2023 Minutes –COC Regular Meeting

Vacaville Unified School District- Held at Vacaville High School – Music Rooms, 100 Monte Vista Ave.

Members Present:	Pamela Olson	Mary Woo
	Jeff Fletcher	
Member absent:	Mary Vasquez	
Guest Present:	Jacqui Nguyen	
Staff Present:	Dan Banowetz	

ESTABLISH QUORUM/CALL TO ORDER

The meeting was called to order by Mr. Fletcher at 6:00 p.m.

APPROVAL OF AGENDA

A motion was presented by Ms. Woo and seconded by Ms. Olson to approve the agenda as presented. This was carried by a 3-0 vote.

APPROVAL OF MINUTES

A motion was presented by Ms. Woo and seconded by Ms. Olson to approve the minutes as submitted. This was carried by a 3-0 vote.

COMMENTS FROM THE FLOOR ON ITEMS NOT ON THE AGENDA

(3-Minute Time Limit Per Individual)

Persons wishing to speak to items not on the agenda are asked to complete “A Request to Speak” card and present it to the Chairperson prior to the meeting. Subjects not on the agenda may be introduced at this time, but no action may be taken on them at this meeting. Please stand and state your name for the record.

- No comment

COMMENTS FROM THE FLOOR ON ITEMS ON THE AGENDA

(3-Minute Time Limit Per Individual) Persons wishing to speak to items on the agenda are asked to complete “A Request to Speak” card and present it to the Chairperson prior to the meeting. You will be given an opportunity to speak on the subject at the time the item is discussed by the Committee. When you address the Committee, please stand and state your name for the record

- No comment

ELECTION OF OFFICERS FOR THE APRIL 2023 - MARCH 2024 TERM

Current officers are: Chairperson – Open; Vice-Chairperson – Open; and Spokesperson – Open
 Move that Jeff Fletcher be elected Chairperson for the April 2023 through March 2024 term.

Motion by Mary Woo, Seconded by Pam Olson, Motion carried by a 3-0 vote

Move that Mary Vasquez be elected Vice-Chairperson for the April 2023 through March 2024 term.

Motion by Jeff Fletcher, Seconded by Mary Woo, Motion carried by a 3-0 vote

Move that Pam Olson be elected Spokesperson for the April 2023 – March 2024 term.

Motion by Jeff Fletcher, Seconded by Pam Olson, Motion carried by a 3-0 vote

BUDGET/EXPENDITURE REPORTS

1. Budget Questions: Q: For the program balance is there an update with approximate amount? A: 3.188 million right now because we took out some for the extra projects that were approved by the Board. We are working on 3 of the 4 projects approved - #4 which includes some HVAC work, won't start until we know costs on the other three to make sure there is enough funding for #4. (Projects: 1-Vaca Peña Central Plant, 2-Security Cameras, 3-Will C. Wood Admin office.) There should be more money added to the remaining funds as projects closeout. There will be probably be another special Board meeting to discuss which projects to do with remaining funds– there is no

date set for that meeting yet. Q: pg. 10, item e. – miscellaneous construction costs – \$21,932 – what is that for? A: This was to perform electric power grade to address tripping issues, GFCI for plugs in floor have two compartments that were tripping breaker – needed 40 amps instead of 30 amps. Q: pg. 16 – General Contractor change order 12 with an increase of \$140,000- what was that change order? A: Dan will send Change Order 12 to group and discuss at next meeting if there are any questions. Q: pg. 16 – VHS Gym \$61,000 transferred for construction management support – why? A: The schedule had delays, but we still had to have people cover the project. Q: pg. 20 – 86,054 for anticipated future costs – what is this? A: These are to finish the work that the contractor did not finish, like hanging a projector screen at Vaca Peña. Q: pg. 28 – Security cameras, were they part of the last special meeting? A: Yes. Q: pg. 26 – \$628 for testing – what was tested? A: This line is tied to the Mid Pacific Engineering contract for Alamo, Padan and Vaca Pena. This specific test was at Padan. It was for anchor bolt torque testing. There was sufficient funds in the contract, but not enough allocated for Padan. Funding was shifted from the Alamo site to the Padan site to cover the costs. Q: pg. 44 – Change Order 8 for \$138,997 – what did that include? A: Dan will get a copy – mostly music rooms, they were going to be about \$50,000, but due to wood rot, termite damage, and stucco issues it went to about \$500,000. There is still stucco work to do during summer. Q: pg. 65 – stereo equipment for \$3136 what is that for? A: Dan thinks it is for graduation – we are buying equipment instead of leasing/renting. Q: pg. 76 – Funds moving from Browns Valley, Cooper, Padan, Vacaville High School, where is that going? A: It goes to program – some projects take more money, some less due to changes or projects originally not in contract.

Motion was made by Ms. Woo and seconded by Ms. Olson to approve the Budget/Expenditure report as submitted. This was carried by a 3-0 vote.

STAFF REPORT

- a. 100 McClellan Street (Buckingham) Project – Friday morning is the ribbon cutting. There are some little things left like a smell in the kitchen – initially thought to be pipe, when moved it did not solve the issue, now checking grease traps. Starting closeout for this project.
- b. VHS Improvements Project – New Gym is done. Group met in music room and discussed additions of wall mounts, acoustics, new carpet, new windows, refreshed. It was more expensive than originally planned, as there were issues with wood rot, termite damage. The rooms now have retro upgrades, updates, and are good for students. Other projects for VHS, we are waiting on parts for the new storage building, the roll-up doors were too heavy, motors were purchased, but no parts available until June. Those are the things waiting for closeout.
- c. Alamo/Padan/Vaca Peña Middle Improvements – The projector screen at Vaca Peña is done last week, Padan still needs projector screen – will be done during summer due to scheduling conflicts. At Alamo, the gas line is the biggest priority and will be worked on right away. Everything else at Alamo is out to bid, 12 contractors went to the mandatory walk. The two final change orders for Saboo are going to the Board next Thursday. Group discussion on remainder of work and potential issues.
- d. Will C. Wood High Technology Project – This project is done except for working on science classroom issue. There were two additional monitors added into 2 classrooms to pilot a potential solution. The monitors work, but the teachers do not like it, still in discussion for solution.
- e. Remaining Fund Projects –: 1) Vaca Peña Central Plant – replacing central plant during summer, right now parts are being gathered. 2) Security Cameras- server replacement and four additional cameras to parking lot has happened at VHS – 2 more hard drives were added to increase days available to review. Servers ordered for other secondary sites. Site meetings have started with Principals and Architect at sites that do not have cameras. Discussion held on signage and safety walks at sites.
- f. Audits – Any questions about these? There were no findings.
- g. Questions – Are the bricks in the gym? A: Not yet, some need to be replaced/re-ordered as the color is not right on them.

COMMITTEE MEMBER DISCUSSION

- a. Open Discussion – May 10, 2023 meeting moved to May 17, 2023 is better for COC members.

FUTURE BUSINESS

- a. Next Regular Meeting: May 17, 2023 – 6 p.m.
Location: Alamo Elementary, 500 S. Orchard Ave., Vacaville, CA 95688
- b. Future Agenda Items – None mentioned.

ADJOURNMENT - Adjourn Time: 6:52 p.m.