

Berkeley Unified School District

FACILITIES PLANNING DEPARTMENT

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Draft Minutes of the Meeting of February 6, 2014

Members Present: Stephanie Allan Carl Bridgers Susi Marzuola
Nicolie Bolster-Ott Alan Nudel

Staff Present: Lew Jones, Director of Facilities
Chanita Stevenson, Administrative Coordinator

1. *Call to Order:* The meeting was called to order at 6:01 PM. Item #3 was moved up on the Agenda.
2. *Discussion with the Auditor:* Mr. Charles Raibley, from Crowe Horwath, presented the draft Measure I Financial and Performance Audit Reports to the Committee for review. At this time, the drafts are being finalized and a copy will be provided to the Committee once it is available. Mr. Raibley started with the performance audit. In this report, the firm checks to see if Measure I is in compliance with Proposition 39 guidelines for the 2013 year. Page 3 of the performance audit shows the review done for the current year. There were \$19.6 million in total expenditures for Measure I. Twenty-five individual items were sampled. Samples were chosen based on the firm's internal methodology. The items sampled totaled \$11.5 million which represents 59% of the total bond expenditures. There were no exceptions or issues found. The Auditor was able to provide all supporting documentation needed. Documented under conclusion on page 3 of the audit, they state that the results of their tests identified no exceptions and compliance with Proposition 39. For the financial audit, also required by Proposition 39, page one and two summarizes that the Auditor gave an unmodified opinion for the financial statements of Measure I. Their process included a risk assessment of all the higher risk areas involved with the financial statements of the bond funds. The auditors identified areas of focus and designed an approach for specific areas to test. The report summarizes the statements and the notes from page 5 and later provide additional information. The last two pages show the reporting for the District related to Governmental Compliance for accounting standards. All items in Measure I expenditures were reconciled back to the building fund of the District. The building fund also includes expenditures for Measure AA. These expenditures were covered in District audit. The auditor found no errors from a financial reporting perspective related to these funds. There were subsequent questions to the Auditor from the Committee related to the report.
3. *Public Comments:* There were no public comments.
4. *Approval of Meeting Minutes:* The following section of the Committee Member Comments was changed from: *Co-Chair Allan encouraged anyone who has an opinion related to camera systems to go to the January 15th Board Meeting. She believes that it is a bad expenditure of funds and that is misleading to families and parents. She believes it is wrong ethically and financially to* "Co-Chair Allan encouraged anyone who has an opinion related to camera systems to go to the January 15th Board Meeting. She believes that it is a bad expenditure of funds and that is misleading to families and parents. She believes it is wrong ethically and financially *because cameras have no way of being monitored in real time so they are not preventative and that they are expensive to maintain and many concurred.*" For item 5 where it says: Member Bolster-Ott asked if the Committee could take some time to look at the cost benefits of installing solar at our sites. It will be changed to say: *Member Bolster-Ott asked if the Committee could take some time to look at the cost benefits of having had solar installed at some of BUSD sites.*" The minutes were approved unanimously as amended with Member Bolster-Ott moving and seconded by Secretary Weaver.

5. *Staff Report*

Project Updates

- **Safety Audit:** The Board did not approve cameras as a part of the Safety item. The Board did approve the installation of cameras as a part of the Facilities Allocations board item. The Board will have to determine how the installed cameras will be used.
- **Educational Specifications:** The Board discussed this item. It was approved but it will not begin until the fall. It was approved as a part of the Facilities Allocations item.

Current Construction

- **Berkeley High School:** This project is going well. The move to the classroom building will occur the first weekend of March. The fitness center will be available a few weeks later. The portables will be placed in storage, BOC demolition and softball field work will begin. The overall construction will be completed in August.
- **Berkeley High School Tour:** A few committee members toured the new building and while they were impressed with the new building, they were concerned about the central campus focus on the Donahue Gym. The Design Review committee will take a look at the building.
- **West Campus Charter:** This project is scheduled to be completed on or near March 12th.
- **Demographic Study:** The demographic study went to the Board. There was some discussion regarding the impact of transitional kindergarten and the anticipation of more students attending public school. Staff added that as a part of the study, the District will not have to utilize Hopkins for Transitional Kindergarten this year. The District may have to consider it the following year. This information is going to the next board meeting.
- **Educational Specifications:** There was further discussion on this topic. The Committee is interested in understanding this subject better. Staff will invite Arturo Taboada to discuss Educational Specifications at a future meeting.
- **Upcoming Projects with some outreach:** John Muir, LeConte, Willard, King Gym and Donahue Gym modernization. These projects will include some outreach.
- **Technology purchases:** There is a request to accelerate technology purchases for this year.
- **Change in PM firms:** Turner has decided that our projects are too small and will no longer be accepting new projects. Since the Committee was involved in the last interview process, staff is providing information. The District plans to go out and solicit a new firm, but will utilize Van Pelt in the meantime.

6. Committee Member Comments:

- Co-Chair Marzuola had questions related to items in the Lessons Learned section. She noted that huge priority non-program maintenance items drop off in the grounds projects. She stated that she is interested in a process to track how these problems can be addressed. Staff responded that there was discussion on how to carve out budget to take care of maintenance items.

- Co-Chair Allan requested a report on solar projects on what has been planned and projected. This item will be added to the next agenda.

7. Additional Items on the Agenda

- Co-Chair Allan requested that Agenda item 6 be shifted to the next meeting.

8. Future Meeting Dates:

- Our next scheduled meetings are March 6th and April 17th.

9. Adjournment.

- The meeting adjourned at 7:29 PM.