

California Uniform Construction Cost Accounting Commission

Meeting Agenda
Friday, July 8, 2016
10:00AM – 2:00PM

Teleconference Number: (888) 278-0296

Participation Code: 221558

Locations

California State Controller's Office

300 Capitol Mall
 6th Floor, Terrace Room
 Sacramento, CA 95814

Papich Construction Company Inc.

3349 W Belmont Ave
 Fresno, CA 93731
 559-565-5040

Santa Cruz Harbor

135 5th Avenue
 Santa Cruz, CA 95062
 831-475-6161

Attendance

California Uniform Construction Cost Accounting Commission		
<i>Name</i>	<i>Position</i>	<i>Representing</i>
Linda Clifford, Chair	Chief Financial Officer	C.C. Myers, Inc. – Contractors State License Board
Will Clemens, Vice Chair	Central Service Department, Director	County of San Luis Obispo – Counties
Guiselle Carreon, Secretary	Commercial Warrants and Accounts Payable Manager	San Diego County Office of Education- School Districts
Jeff Armstrong	Apprenticeship Director	Northern California Laborers' Union – Labor
Eddie Bernacchi	President	NECA-Politico Group – Subcontractors
Robert Campbell	Auditor-Controller	County of Contra Costa – Counties
David Cruce	Vice President of Business Development, Estimating and Materials	Papich Construction Co., Inc. General Contractors
Lisa Ekers	Port Director	Santa Cruz Harbor – Special Districts
Steven L. Hartwig	Deputy Public Works Director	City of American Canyon-Cities
Michael R. Hester	President	McGuire and Hester – Subcontractors
George Hicks	Director of Public Works	City of Fairfield – Cities
Nathaniel Holt	Director of Purchasing and Capital Facilities	Pomona Unified School District – School Districts
Ken A. Kayser	Construction Consultant	General Contractors
Cesar Diaz	Legislative Director	State Building and Construction Trades Council AFL-CIO-Labor

State Controller's Office		
<i>Name</i>	<i>Position</i>	<i>Representing</i>
David Brownfield	Staff Counsel	State Controller's Office
Hitomi Sekine	Bureau Chief	Local Government Policy Section
Anita Dagan	Manager	Local Government Policy Section
Jenny Jones	Supervisor	Local Government Policy Section
Debbie Torres	Fiscal Analyst	Local Government Policy Section
Michael Gungon	Fiscal Analyst	Local Government Policy Section

Meeting Agenda

1. **Call to Order**
2. **Introductions**
3. **Approval of the Minutes (Refer to attachment Item 3)**
 - A. Meeting on April 8, 2016
4. **Commission Update (Refer to attachment Item 4)**
 - A. Participating Agencies - Update
 - B. Funding Update
 - C. Inquiry Update
5. **Public Comment**
6. **Staff Comments/Requests (Refer to attachment Item 6)**
 - A. Amended Bylaws
 - B. Ethics training
 - C. Procedures for recording the meeting
7. **Reports of Officers**
 - A. Chair
 - B. Vice Chair
 - C. Secretary
8. **Committee Reports (Refer to attachment Item 8A & 8C)**
 - A. Frequently Asked Questions (FAQ's)
 - I. Review and Discuss
 - B. Legislative Update
 - I. Identify future legislative changes if needed.

- C. CUCCAC Manual Update
 - I. Current status of manual
 - II. Proposed changes-non-legislative
 - III. Proposed changes-legislative
- D. Funding for CUCCAC

9. Commissioner Comments/Requests

10. Old Business

11. New Business

12. Next Meeting

13. Adjournment

If you would like further information regarding this meeting or require special accommodation for attending this meeting, please contact:

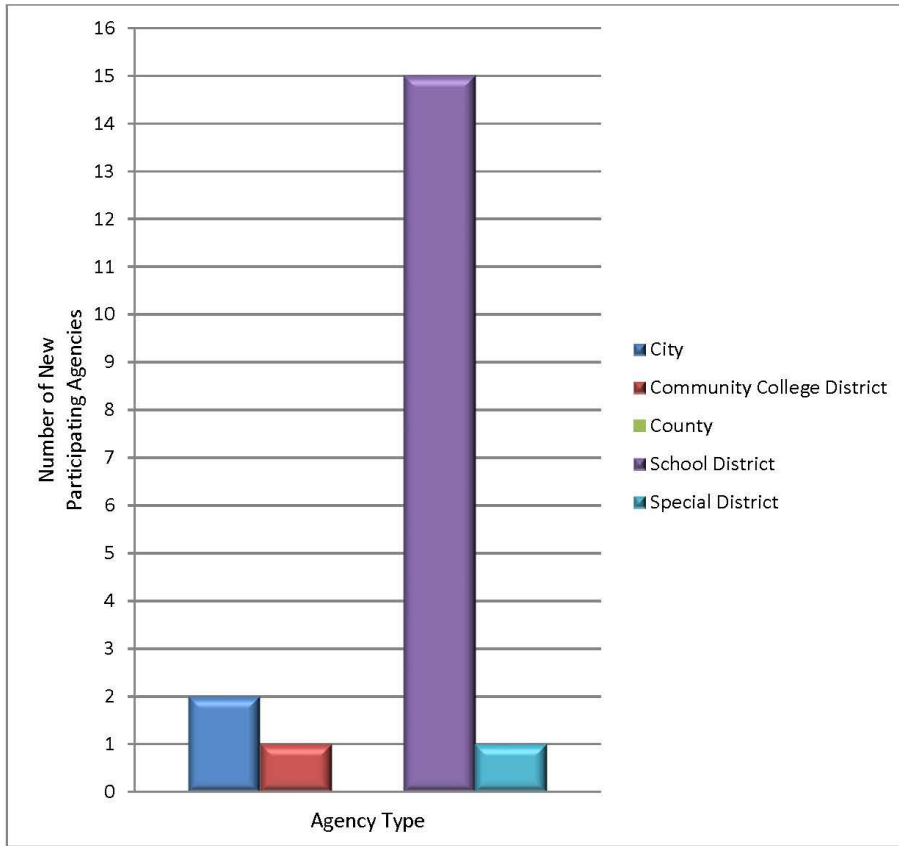
State Controller's Office
Local Government Policy Section
localgovpolicy@sco.ca.gov

Commission Update
For the period April 8, 2016-June 30, 2016

4a. Report on new participating agencies

The State Controller's Office has received 16 new agencies along with 9 additional resolutions who have already opted into the CUPCAA, bringing the number of agencies "officially" verified as participating in the Act to 996. Reconciliation of participating agencies by SCO is continually ongoing.

New Participating Agencies



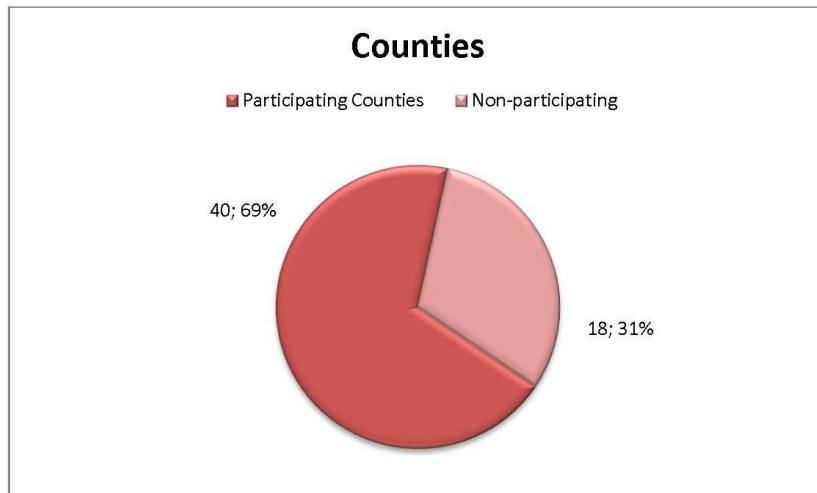
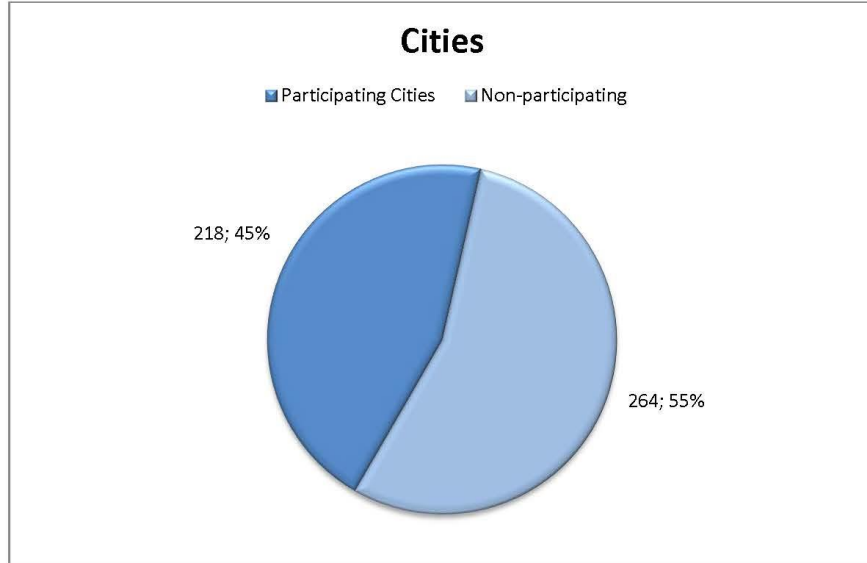
Commission Update
For the period April 8, 2016-June 30, 2016

	Agency	Date Opted In	Agency Type
1	Palo Verde Community College District	4/12/2016	Community College District
2	Knightsen Elementary School District	4/13/2016	School District
3	Goleta Sanitary District	4/18/2016	School District
4	Jamul-Dulzura Union School District	4/19/2016	School District
5	Marysville Joint Unified School District	4/28/2016	School District
6	Carpinteria Sanitary District	5/03/2016	School District
7	Allensworth Elementary School District	5/10/2016	School District
8	Fowler Union School District	5/11/2016	School District
9	Guerneville School District	5/16/2016	School District
10	Southern Kern Unified School District	5/28/2016	School District
11	Riverdale Joint Unified School District	6/08/2016	School District
12	Orinda Union School District	6/13/2016	School District
13	Central Union School District	6/13/2016	School District
14	Moorpark Unified School District	6/14/2016	School District
15	Scott Valley Unified School District	6/15/2016	School District
16	Mendocino County Office of Education	6/17/2016	School District

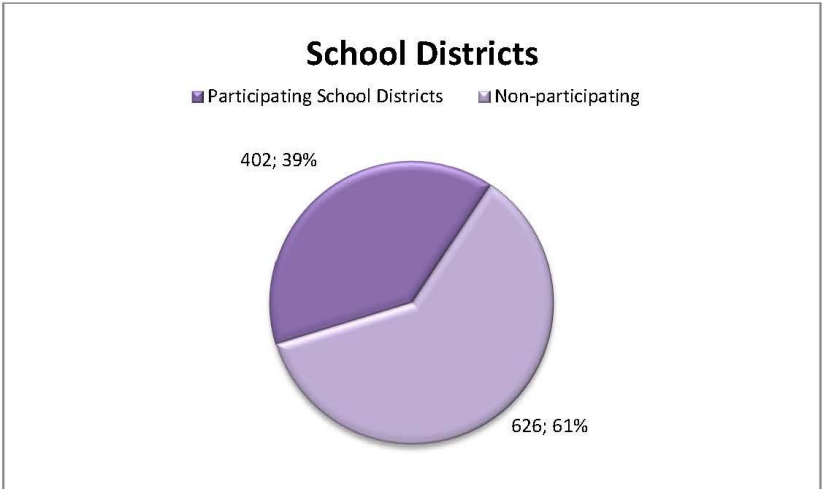
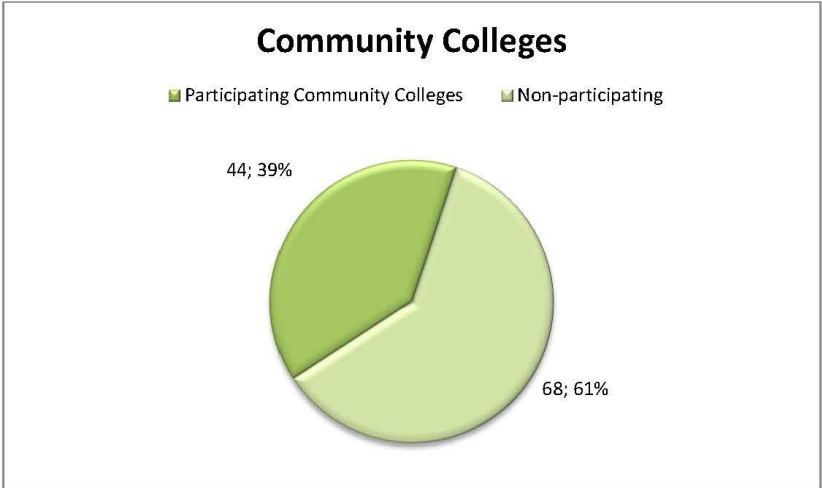
Additionally, the State Controller's Office has recently received resolutions from several agencies that had previously elected to opt into the Act. Those agencies have been added to the CUCCAC Database and are listed below:

	Agency	Date Opted In	Agency Type
1	Oxnard Union School District	9/18/1994	School District
2	Mesa Union School District	12/13/2011	School District
3	City of Hercules	10/27/2015	City
4	Mupu Elementary School District	11/18/2015	School District
5	Santa Clara Elementary School District	11/18/2015	School District
6	City Of Elk Grove	12/09/2015	City
7	Valle Lindo School District	3/09/2016	Special District
8	Center Unified School District	3/16/2016	School District
9	Carmel Unified School District	3/30/2016	School District

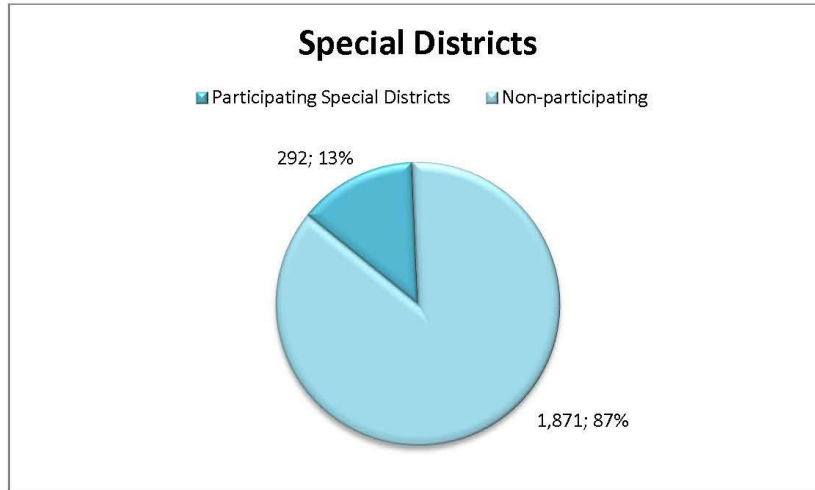
Commission Update
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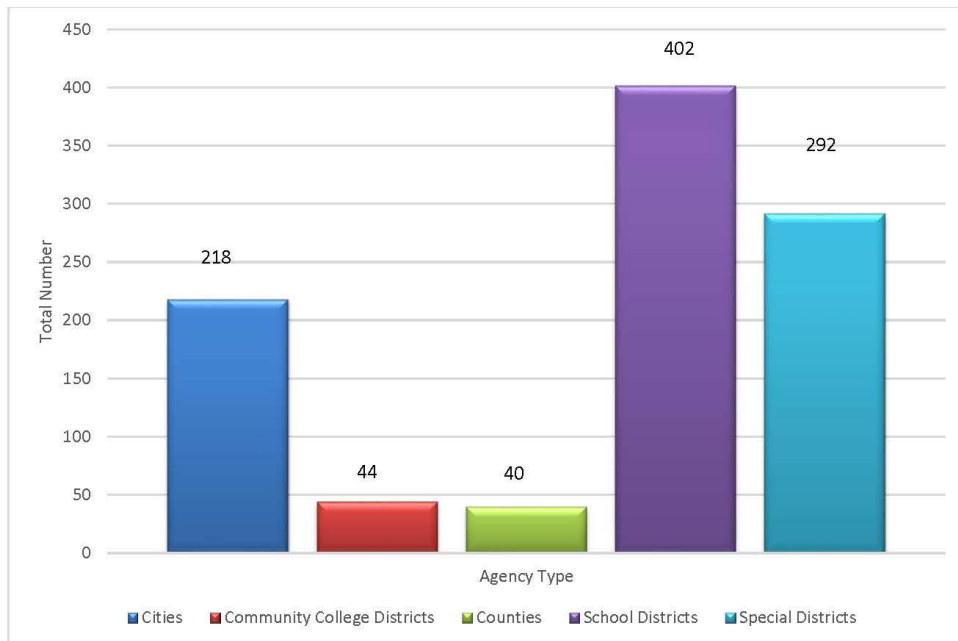
Commission Update
For the period April 8, 2016-June 30, 2016



Commission Update
For the period April 8, 2016-June 30, 2016



Total Participating Agencies (996)



Commission Update
For the period April 8, 2016-June 30, 2016

5b. Funding update

The Commission has \$8,854.90 of unrestricted donations available for its use.

	Conditional	Unconditional	Total
Beginning Balance 3/28/2016	\$ 0	\$ 8,854.90	\$ 8,854.90
Donations received		0.00	0.00
Ending Balance 6/28/2016	\$ 0	\$ 8,854.90	\$ 8,854.90

Note: Travel Expense Claims are now to be paid from SCO funds.

CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING COMMISSION
(CUCCAC)
AUDIO RECORDING PROCEDURES FOR MEETING MINUTES

Objective

The objective of this policy is to audio record the CUCCAC meetings and to assist in the preparation of complete and accurate minutes. The audio recording of the meetings will be another tool that will facilitate community involvement and enable greater public awareness of the decision making.

Guidelines

1. The audio recording of a meeting does not supersede the written minutes.
2. Only one person is allowed to speak. Chair will allow the speaker to be heard, once they have been acknowledged.
3. Recording of meeting minutes are to be used as a draft to ensure that Public Contract Codes, dates, and names of the speakers are documented correctly.
4. The Commission gives the State Controller's Office staff the authority to delete the recording once the meeting minutes have been approved and published to the public.

Note: The audio recording may be erased within 30 days (GOV CODE § 11124.1) or upon Commission approval of meeting minutes.

SAMPLE INFORMAL BIDDING ORDINANCE

(This SAMPLE INFORMAL BIDDING ORDINANCE indicates action by a county board of supervisors. However, the sample format shall be modified to conform to your governing agency's rules.)

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF _____
 ADDING SECTION _____ TO THE ORDINANCE CODE OF THE COUNTY OF _____
 TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION
 COST ACCOUNTING ACT (Section 22000, et seq. of the Public Contract Code)

The Board of Supervisors of the County of _____ do ordains as follows:

SECTION 1

Section _____ is hereby added to the County Code of the County of _____ to provide as follows:

Section _____. Informal Bid Procedures. Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

Section _____. Contractors List. A list of contractors may shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

Section _____. Notice Inviting Informal Bids. Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be circulated using one or both of the following alternatives:

1. Notices inviting informal bids may be mailed, faxed, or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section _____, or
- ~~2. Notices inviting informal bids may~~ and shall be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department/agency soliciting bids, provided however:

~~(1) If there is no list of qualified contractors maintained by the County for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission.~~

~~(2) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.~~

Section _____. Award of Contracts

The County Purchasing Agent and the Director of Public Works are each authorized to award informal contracts pursuant to this Section.

SECTION 2

This Ordinance shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage, it or a summary of it, shall be published once, with the names of the members of the Board of Supervisors voting for and against the same in the _____, a newspaper of general circulation published in the County of _____.

PASSED, APPROVED and ADOPTED by the Board of Supervisors of the County of _____, State of California, this ____ day of _____, _____, by the following vote:

AYES:
 NOES:
 ABSENT:

PCC 22050

If authority delegated pursuant to subdivision (b) orders any action specified in paragraph (1) of subdivision (a), the governing body shall initially review the emergency action not later than seven days after the action, or at its next regularly scheduled meeting ~~if that meeting will occur not later than 14 days after the action,~~ and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless a person with authority delegated pursuant to subdivision (b) has terminated that action prior to the governing body reviewing the emergency action and making a determination pursuant to this subdivision. If the governing body meets weekly, it may, after the initial review, review the emergency action in accordance with this paragraph every 14 days.

PCC 22034

Each public agency that elects to become subject to the uniform construction accounting procedures set forth in Article 2 (commencing with Section 22010) shall enact an informal bidding ordinance, policy, or regulation to govern the selection of contractors to perform public projects pursuant to subdivision (b) of Section 22032. The ordinance, policy, or regulation shall include all of the following:

(a) Notice to contractors shall be provided in accordance with either paragraph (1) or (2), or both.

(1) The public agency shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission. All contractors on the list for the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors pursuant to this subdivision shall be completed not less than 10 calendar days before bids are due.

(2) The public agency may elect to mail, fax, or email a notice inviting informal bids to all construction trade journals specified in Section 22036.

(b) The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

(c) The governing body of the public agency may delegate the authority to award informal contracts to the public works director, general manager, purchasing agent, or other appropriate person.

(d) If all bids received are in excess of one hundred seventy-five thousand dollars (\$175,000), the governing body of the public agency may, by adoption of a resolution by a four-fifths vote, award the contract, at one hundred eighty-seven thousand five hundred dollars (\$187,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.