

California Uniform Construction Cost Accounting Commission Minutes of Friday, January 7, 2022

The following minutes were officially approved by the California Uniform Construction Cost Accounting Commission (Commission) at the subsequent public meeting on May 6th, 2022

1. **Call to order**

Chair Will Clemens called the meeting to order at 10:03 AM

Video Conference: Will Clemens, Leeann Errotabere, John Nunan, Chuck Poss, Hertz Ramirez, Jeremy Smith, Peter Worhunsky, Eddie Bernacchi and Mary Teichert

Absent: Nathaniel Holt and Chad D. Rinde

Unexcused Absences: Brad Farmer, Mike James and Steven L. Hartwig

State Controller's Office: Jia (Jenny) Liu, Daniel Basso and Sheirlyn Singh

2. **Introductions**

Daniel Basso from the State Controller's Office (SCO) conducted roll call.

3. **Approval of the Minutes**

A. Meeting held on August 20, 2021

There were no comments from the Commission or the public.

Commissioner Nunan motioned to approve meeting minutes of August 20, 2021 without changes. Commissioner Ramirez seconded the motion. The motion passed on a roll call vote with nine yays, zero nays, and five abstentions.

4. **Commission Updates**

A. Election of New Officers

Chair Clemens mentioned that a new chair, vice chair and secretary will need to be elected and opened discussion to the Commission for nominations.

Chair – Commissioner Worhunsky nominated Commissioner Nunan for the chair position. Chair Clemens seconded the motion. There was no other nominations.

Vice Chair – Chair Clemens mentioned that the vice chair in the past has typically been from public agency if the chair represents the private sector. He then opened discussion for nominations. He noted that Commissioner Errotabere had previously volunteered, but she does not plan to work for 4 years. She would serve a 2-year term, with a new vice chair to be elected following the expiration of her term. There were no other nominations or volunteers. Chair Clemens

motioned for Commissioner Errotabere to fill the vice chair position. Commissioner Ramirez seconded the motion.

Secretary – Chair Clemens nominated Commissioner Holt to continue as secretary. Commissioner Ramirez seconded the motion.

Chair Clemens opened discussion to the public for questions or comments for the chair, vice chair and secretary nominations. There were no public comments or questions.

The motion for chair, vice chair and secretary positions was passed on a roll call vote with nine yays, zero nays, and five abstentions.

Chair Clemens congratulated the new officers and turned the meeting over to Chair Nunan. Chair Nunan thanked Commissioner Clemens for his service for several years as Chair of the Commission.

B. Participating Agencies

Mr. Basso, SCO staff, presented an update on participating agencies, noting that SCO had received 33 resolutions from agencies that opted into the California Uniform Public Construction Cost Accounting Act (Act) since the previous meeting. The number of agencies participating in the Act, including newly opted-in agencies, currently totals 1,463.

C. Funding Update

Chair Nunan mentioned that the Commission has not had any travel expenses for recent meetings, and the current total available to use for unrestricted funds and travel reimbursement for the Commission is \$17,988.89.

D. Inquiry Update

Chair Nunan updated the Commission on the number of inquiries received since the last meeting. There were no comments or questions regarding any of the inquiries or responses.

5. **Public Comment**

Chair Nunan asked the public if they had any comments.

There were no public comments.

6. **Staff Comments/Requests**

A. Form 700

Chair Nunan reminded the Commission that April 1, 2022 is the last day to file the forms electronically without a late penalty and asked Mr. Basso for confirmation. Mr. Basso confirmed that all commissioners will have to fill out a

Form 700, regardless of the date the Commissioners were appointed. Mr. Basso will send out a reminder email to all Commissioners with the necessary information.

SCO staff will reach out to Commissioners 90 days before their term will expire to ask if they would like to be reappointed to the Commission. If a Commissioner does not want to be reappointed for another term, a replacement will have to be found.

Chair Nunan asked if there was any additional comments or requests. Mr. Basso added that Sheirlyn Singh, SCO Staff, will be assisting with Commission administrative duties, and facilitating the meetings going forward.

7. Report of the Officers

A. Chair

Nothing to Report.

B. Vice-Chair

Commissioner Errotabere mentioned that since the last meeting, several agencies, including one community college, have reached out to her in regards to her experience with the benefits of opting into the California Uniform Public Construction Cost Accounting Act (Act). The agencies requested more information, so she guided them to the SCO website containing the Cost Accounting Policies and Procedures Manual, among other resources. She added that Grossmont-Cuyamaca Community College District was one of those agencies that contacted her, and recently passed a resolution adopting the Act.

C. Secretary

Nothing to Report.

8. Committee Reports

Commissioner Clemens asked Mr. Basso if the list of trade journals has been updated in the Cost Accounting Policies and Procedures Manual. Mr. Basso responded that the updated manual was posted on the SCO website on November 16, 2021. Commissioner Clemens thanked Commissioner Bernacchi and Mr. Basso for working on the trade journals list. He also encouraged other Commissioners to review the trade journals list.

9. Commissioner Comments/Requests

Commissioner Clemens mentioned that the California Special Districts Association is planning two annual training sessions – General Managers Summit and Annual meeting for Special Districts. Commissioner Clemens added that he has requested to be added to the agenda as a CUCCAC representative to help agencies better understand the role and benefits of CUCCAC.

10. Old Business

Chair Nunan asked the Commissioners if everyone had a chance to review the written findings of the Saugus Union School District, City of Tracy, and Tuolumne County. He added that the report is clear and concise which provides the agencies on what they need to do going forward. Chair Nunan asked the Commission if they had had any comments or questions regarding the findings. There were no questions.

11. New Business

Chair Nunan asked the Commission if any Commissioner had questions or comments regarding the 2021 Report to California State Legislature. Commissioner Clemens commented that he coordinated with SCO staff in preparing this document and the Commission's approval is needed before sending this document to the California State Legislature. He also added that the report is similar to the reports of previous years, and if any Commissioners have any edits or comments regarding the report to please let them know. There were no suggested edits or comments from the Commission.

Before the roll call vote, Mr. Basso asked Chair Nunan if the signature on the document will need to be updated since it was prepared when Commissioner Clemens was the chair. Chair Nunan replied that since Commissioner Clemens was Chair when the document was prepared, it should have Commissioner Clemens signature. Commissioner Clemens agreed with Chair Nunan and added that since the subject of the document is '2021 Report to California State Legislature', his name should be on it since he was the chair for 2021. Commissioner Clemens advised Chair Nunan to ask for public comments before they agree to put Commissioner Clemens name on the State Legislature report.

Chair Nunan asked the public if they had any comments. There were no public comments.

Commissioner Ramirez motioned to approve the 2021 Report to California State Legislature. Commissioner Smith seconded the motion. The motion passed on a roll call vote with nine yays, zero nays, and five abstentions.

12. Next Meeting

There was a brief discussion on how often the committee should meet. Commissioner Clemens proposed meeting twice a year if the commission agreed or keep it the same, meeting every four months. Chair Nunan agreed to meeting every four months. Mr. Basso added that due the ongoing COVID-19 pandemic, it is unclear if the SCO facilities will be available for an in-person meeting. Chair Nunan proposed the next meeting to most likely be virtual and mentioned it can be changed if the situation changes.

The Commission agreed to schedule the next meeting for:

Friday, May 6, 2022
10:00 AM – 2:00 PM
Location TBD

13. Adjournment

Chair Nunan moved to adjourn the meeting at 10:33 AM; all in favor with zero opposing to adjourn.

If you would like more information regarding this meeting, please contact:

State Controller's Office
Local Government Programs and Services Divisions
Local Government Policy Section
LocalGovPolicy@sco.ca.gov