

California Uniform Construction Cost Accounting Commission

Minutes of Friday, August 22, 2025

The following minutes are not official and are subject to change until approved by the California Uniform Construction Cost Accounting Commission (Commission) at a subsequent public Commission meeting.

1. Call to Order

Chair John Nunan called the meeting to order at 10:04 a.m.

Commissioners present: John Nunan, Leeann Erratabere, Nathaniel Holt, Jeremy Smith, and Jennifer Wakeman.

Commissioners present via Teleconference: Will Clemens, Chuck Poss, and Hertz Ramirez.

Excused absences: Eddie Bernacchi, Johannes Hoevertsz, Chad Rinde, Mary Teichert, and Peter Worhunsky. Mike James attended remotely yet was unable to vote.

State Controller's Office (SCO) Staff present: Sandeep Singh, Kynsie Lovell, Gene Hughes, Brian Rock, and William Rojas.

2. Introductions

Chair Nunan invited the public to introduce themselves and identify the organization they represent.

3. Approval of the Minutes (Refer to attachments 3A and 3B)

A. Minutes for meeting held on January 31, 2025

Commissioner Smith motioned to approve the meeting minutes from January 31, 2025, without any changes. Commissioner Holt seconded the motion. SCO staff conducted a roll call vote.

Ayes: Nunan, Erratabere, Holt, Clemens, Poss, Ramirez, and Smith.

Noes: None **Abstention(s):** Wakeman.

The motion passed unanimously 7 – 0 with one abstention.

B. Minutes for meeting held on May 16, 2025

Commissioner Smith motioned to approve the meeting minutes from January 31, 2025, without any changes. Commissioner Erratabere seconded the motion. SCO staff conducted a roll call vote.

Ayes: Nunan, Clemens, Poss, Ramirez, Smith, and Wakeman.

Noes: None **Abstention(s):** Erratabere and Holt.

The motion passed unanimously 6 – 0 with two abstentions.

4. Commission updates

- A. Participating agencies update
- B. Funding update
- C. Inquiry update

SCO Staff provided updates for the three topics listed. During discussion it was clarified that supporting documentation for the updates are accessible via the commission webpage on the SCO website.

5. Public Comments

Chair Nunan invited the public to comment. Hearing none, the Chair moved on to the next agenda item.

6. Staff Comments/Requests

- A. SCO Staff Update
- B. Form 700
- C. Appointment & Reappointment Updates

SCO Staff provided updates for the three topics listed.

7. Reports of Officers

A. Chair

The Chair made his report, discussing how the upcoming appointments & reappointments will affect two-thirds of the leadership of the commission.

B. Vice-Chair

The Vice-Chair made her report, discussing how she has provided various information to inquiring agencies on how to navigate the CUCCAC webpage as well as where to find resources.

She discussed the various meetings, conference, and zoom discussions where she highlighted CUCCAC.

C. Secretary

The Secretary made his report, discussing his time spent with the commission as well as his recent retirement. He spoke on the need to have training for participating school district agencies.

8. Committee Reports

A. Frequently Asked Questions (FAQs)

i. Review and Discuss Proposed Changes

SCO staff provided an overview of proposed changes made to the FAQs document. Commissioners discussed the potential need to review the FAQs as a whole for improvement.

ii. Motion and Vote to Approve

Commissioner Errotabere motioned to approve the proposed changes. Commissioner Holt seconded the motion. SCO staff conducted a roll call vote.

The motion passed unanimously 8-0 with no abstentions.

D. Cost Accounting Policies and Procedures Manual

i. Review and Discuss proposed changes to Sections 1.05 – 1.08 (List of Construction Trade Journals)

SCO staff provided an overview of proposed changes made to the Cost Accounting Policies and Procedures Manual Sections 1.05 – 1.08 (List of Construction Trade Journals). Commissioners discussed the potential need to review the List of Construction Trade Journals as a whole for improvement.

ii. Motion and Vote to Approve

Commissioner Wakeman motioned to approve the proposed changes. Commissioner Errotabere seconded the motion. SCO staff conducted a roll call vote.

The motion passed unanimously 8-0 with no abstentions.

9. Commissioner Comments/Requests

Commissioners requested SCO staff to contact each Construction Trade Journal listed in the Cost Accounting Policies and Procedures Manual so that SCO staff may present information to the Commission.

10. Next Meeting

The Commission scheduled the next meeting for:

Friday, November 7, 2025
10:00 a.m. – 12:00 p.m.
California State Controller's Office
Buckeye Meeting Room
3301 C Street, Suite 750
Sacramento, CA 95816

11. Adjournment

Chair Nunan adjourned the meeting at 10:56 a.m.

To request additional information concerning this meeting, please use the following contact information:

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