

Meeting Minutes

Planning and Operations
 1130 Fifth Avenue
 Chula Vista, CA 91911

Project # 572-8100.00
 Tel: Fax:

SUHSD Program Management

Bond Oversight Committee Meeting 32

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
5/12/2012	09:00 AM	10:53 AM	6/9/2012	09:00 AM	Alina Cruz	Sweetwater Union High School District

Location	Next Location	General Notes
Montgomery Middle School Construction Trailer in South Parking Lot 1051 Picador Blvd. San Diego, CA 92154	SUHSD Board Room 1130 Fifth Avenue Chula Vista, CA 91911	

Attended By	Non-Attendees
Sweetwater Union High School District - Paul Woods Citizens' Bond Oversight Committee - Bernardo Vasquez Citizens' Bond Oversight Committee - David Butler Citizens' Bond Oversight Committee - Guillermo Camarena Citizens' Bond Oversight Committee - Kevin O'Neill Citizens' Bond Oversight Committee - Nick Marinovich Eric Hall and Associates - Eric Hall Sweetwater Union High School District - Karl Bradley	Sweetwater Union High School District - Dianne Russo

Item	Meeting Item Description	Resp	Status	Due Date	Comp'l'd	Cls'd
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1. Call to Order

Call to Order

003-001	Meeting called to order at 9:00 a.m. Roll Call: David Butler - Present Guillermo Camarena - Present Bernardo Vasquez - Present Nick Marinovich - Present Kevin O'Neill - Present	Bernardo Vasquez (CBOC)				No
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1. General

Introductions

032-001	CBOC members, SUHSD staff and Eric Hall and Associates representatives introduced themselves.	Paul Woods (SUHSD)				No
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2. Approval of Meeting Minutes

Minutes

003-003 Minutes for April 12, 2012, were unanimously approved.

Meeting Minutes

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		Bernardo Vasquez (CBOC)				No

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3. Public Comment

Public comments

003-006 There was no public comment.

Bernardo Vasquez(CBOC) No

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4. Other Issues and Information

Prop O Performance Audit

New Business

032-002 Eric Hall told committee members about his background and presented the audit report. Bernardo Vasquez opened the floor to questions on the report.

The management performance portion was covered first. Mr. Hall clarified that although he recommended a forensic audit, there were no abnormalities when the invoices were spot checked. The selection process for consultants was questioned and Mr. Hall indicated that he recommended a board policy should be established for selection process and selection committees. He did not recommend having a superintendent or board member on the committee, but rather having a selection committee make a recommendation to the superintendent and then to the board. Mr. Vasquez made clear that for Phase 2 of Prop O, the committee would like the district and board members to know that they expect the district to follow the audit's recommendations and establish a sound policies and practices program for this next phase. A motion to have the CBOC chairman go to the next board meeting and request a joint meeting/workshop to discuss the implementation of the Prop O audit was unanimously approved. At the committee's request, staff clarified the new Chief Facilities Executive position. Design-build vs. lease-leaseback project costs, as shown in the report, were discussed.

The cost performance portion of the report was then covered. A/E errors and omissions and who covers this cost were discussed. The committee members were concerned about excessive costs to the district that they saw in the report. Mr. Vasquez reiterated that a report like the SGI Monthly report to the committee, with change order rates and details of the change orders, would provide this type of information to the committee in a timely manner.

Eric Hall (Eric Hall & Associates) No

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4. Report from CBOC Chair

Report from the CBOC Chair

003-008 Bernardo Vasquez reminded staff that they have been waiting for various reports for the last five months. They would like to see the following by the next meeting: 1) an updated financing/ budgeting report; 2) a detailed organization chart with names/projects/percentage of time working on Prop O/percentage being charged to Prop O; 3) the approval process for the program; 4) project status on a project by project basis, including a timeline of what was projected and what is actual, as well as something reflecting financials for each project; and 5) the district's response to the audit and their intent going forward. CBOC members recommended that staff use SGI's formats for CBOC reports, which they felt were clear and detailed.

Bernardo No

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		Vasquez(CBOC)				

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6. Status of Prop O

Construction Update

008-010 Retention rates, construction defects, and warranty periods were discussed. Rusting of the HTH lockers and NCM paint defects were specifically addressed. The committee was concerned with the lack of a process to make sure that defect items are looked at within a 1-year warranty period. Staff assured them that there is already a process in place and that the district is currently gathering information before the warranty periods expire. Staff was asked to keep the committee informed on major defect items like the lockers. Mr. Vasquez once again mentioned the need for reports like SGI's former reports and suggested that he and another member meet with Paul Woods and Karl Bradley to review prior SGI reports so that they could indicate what the committee is looking for.

Paul Woods
(SUHSD) No

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8. Other Business

Administrative Updates

030-002 a. CBOC membership update
The four at-large positions have been filled. The committee is still missing a senior citizen organization member, a PTA member, a member of a taxpayer group, and a member of a business organization. The deadline for submission of applications to SUHSD Human Resources department is Friday, May 18th.

Paul Woods
(SUHSD) No

Next Meeting Date

031-001 The next CBOC meeting is scheduled on Saturday, June 9th at 9:00 a.m. at SOM.

Bernardo
Vasquez(CBOC)
; Paul Woods
(SUHSD) No

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9. Meeting Adjourned

Adjourned

032-003 The meeting was adjourned to site tour at 10:53 a.m.

Bernardo
Vasquez(CBOC) No

Cc:	Company Name	Contact Name	Copies	Notes
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End Comments