

# Meeting Minutes

**Planning and Operations**

1130 Fifth Avenue  
Chula Vista, CA 91911

**Project # 572-8100.00**

Tel: Fax:

**SUHSD Program Management\SGI**

**Bond Oversight Committee Meeting 28**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
11/9/2011	05:50 PM	06:55 PM	10/8/2011	09:00 AM	Monica McGovern	SUHSD Program Management\SGI

Location	Next Location	General Notes
National City Middle School	National City Middle School	

Attended By	Non-Attendees
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Citizens' Bond Oversight Committee - Lourdes Valdez  
 Sweetwater Union High School District - Paul Woods  
 SUHSD Program Management\SGI - Monica McGovern  
 SUHSD Program Management\SGI - Bradley Johnson  
 Citizens' Bond Oversight Committee - Bernardo Vasquez  
 SUHSD Program Management\SGI - Justin Devers  
 SUHSD Program Management\SGI - Devonna Almagro  
 SUHSD Program Management\SGI - Jaime Ortiz  
 SUHSD Program Management\SGI - Justin Devers  
 SUHSD Program Management\SGI - Rafael Parra  
 Citizens' Bond Oversight Committee - Dency Souval  
 Citizens' Bond Oversight Committee - David Butler  
 Citizens' Bond Oversight Committee - Guillermo Camarena

SUHSD Program Management\SGI - Jeff Scogin  
 Citizens' Bond Oversight Committee - Debra Discar-Espe  
 SUHSD Program Management\SGI - Bryan Ehm  
 Citizens' Bond Oversight Committee - Maria Arroya

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>1. Call to Order</b>							

**003-001**

Attendance:

Debra Discar-Espe - Absent  
 Lourdes Valdez - Absent  
 Dency Souval - Present  
 Bernardo Vasquez - Present  
 David Butler - Present  
 Maria G. Arroyo - Absent  
 Guillermo Camarena - Present

Monica McGovern (GSGI) No

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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**2. Approval of Meeting Minutes**

**Minutes**

**003-003** A. The Committee received the meeting minutes of September 14, 2011 and October 9, 2011. Dency Souval noted that she was marked absent at the September 14 meeting when she was present. Bernardo Vasquez noted that on the September 14 minutes on Page 2 in the CBOC Chair

**Meeting Minutes**

Planning and Operations 2

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
		section, he would like the word "annual report" changed to "monthly report".					
		The Minutes were adopted unanimously pending the changes noted above.					
			Bernardo Vasquez (CBOC)				No

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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**3. Public Comment**

**Public comments**

<b>003-006</b>	A.	Bernardo Vasquez asked if there were any public comments. There were none.					
			Bernardo Vasquez (CBOC)				No

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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**4. Report from CBOC Chair**

**Report from the CBOC Chair**

<b>003-008</b>	4.	Report from CBOC Chair					
	A.	Bernardo Vasquez informed the CBOC that he did not attend the Board of Trustees meeting on October 17th.					
	B.	B.V. inquired as to the status of the audit. Jaime Ortiz informed him that at the last Board of Trustees meeting Eric Hall & Associates were approved as the auditing company. J.O. told him that the auditors are currently in the process of interviewing both District and SGI employees. They have several other interviews planned. A draft of the report is scheduled for December.					
	C.	B.V. asked if we had a hard date for the joint meeting of the CBOC/BOT. J.O. informed him that the date was Tuesday, November 29th at Chula Vista High School. J.O. said that we would send out an email confirming the date and time.					
	D.	B.V. asked J.O. to examine the CBOC by-laws for the section concerning the Member commitment schedule. David Butler asked if the absent members had corresponded with J.O. stating they would be absent. J.O. told him they had not for this meeting; although they had in the past. B.V. said they would address this issue at the next meeting. B.V. asked J.O. if there had been any more interest in the remaining open positions on the CBOC. J.O. told him there had not been but we would re-advertise the position and we will keep them open until filled.					
			Bernardo Vasquez (CBOC)				No

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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**5. Committee Updates**

**Status on the usage of funding from Prop O savings**

<b>024-001</b>	A.	Jaime Ortiz explained that there is a list of projects recommended by staff to utilize the savings from the first round of projects. J.O. listed the projects : Chula Vista High overcrowding relief grant relocatable removal, Chula Vista Middle renovation of relocatables, Sweetwater High ORG relocatable removal project, Montgomery Middle School, Southwest High cafeteria, and fire alarm upgrades at various sites. High priority projects: Sweetwater High field, Special Ed project at Mar Vista High, update the Long Range Facilities Master Plan, some funding for District staff Planning and Operations, a couple of Title 9 projects, and partial funding for the Power Purchase agreement. Dency					
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Meeting Minutes

Planning and Operations 2

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
	Souval asked for clarification of the Title 9 projects; are they for upgrades to women's sports? J.O. explained that it is to provide parity within sports facilities. David Butler asked if the next buildings planned for National City Middle were to come out of this fund? J.O. told him that is correct. B.V. asked J.O. to explain the process used to prioritize this list. J.O. stated that it was based on projects that were ready to begin construction; other projects were put on the list to avoid potential litigation. D.B asked if this list would take up the entire amount of savings? J.O. told him it would make up the majority of it; there is also interest generated from the bond funds. There is almost \$4M that has been approved by the State but was unfunded. The State recently sold some bonds and we are waiting to hear if they will allocate the allotted monies. That makes up an extra \$10-11M.	Jaime Ortiz				No

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>6. Status Update on Bond Implementation</b>						
<b>1. Project Status Reports</b>						

**003-012** A. Jaime Ortiz stated that David Butler had previously asked for a different report for the Cost to complete line item and we were continuing to work on this report. He explained the way we calculate that figure - current budget minus committed costs give you the cost to complete. David asked for J.O. to put the report in a simple summary format. J.O. told him the net savings will not be identifiable until the end of the project.

B. J.O. then gave brief updates on the individual projects. Chula Vista High, Chula Vista Middle, Hilltop High, Mar Vista High, Montgomery High, National City Middle, and Sweetwater High are all currently in the close-out process. Southwest High and Southwest Middle have received proposals from their Sureties and the District is evaluating them. Guillermo Camarena asked if by "retention" we are withholding 10%. J.O. told him that it varies by project; for most projects we are withholding 5%. G.C. asked if there is a certain timeframe we have to close out with DSA? J.O. told him we haven't filed a Notice of Completion yet; and for the projects where we have filed it we have already released the retention.

C. For the Montgomery Middle school project, we continue to have meetings with the architects re: value engineering (Balfour Beatty) and are reviewing the numbers. G.C. asked how close we are to agreeing on a number? J.O. stated that the cost per square foot is around \$300, which is an average figure for all the projects. G.C. asked what are some of the value engineering items we are analyzing? J.O. stated one option being considered is the structural steel.

D. J.O. told the CBOC that the solar power project is estimated to be complete in August 2012, and the remainder of the project will be completed later that same year. The PPA (SunPower) is in the final stages of securing financing.

E. B.V. asked if we have resolved everything with the previous contractor at Montgomery High school. J.O. told him that we have. B.V. then asked if at the next CBOC meeting the District staff could give the members an update on the legal costs. J.O. pointed out that the last page of the Project Status Update section had a summary of the legal fees. B.V. had no further questions.

F. David Butler asked J.O. if there was a summary of the miscellaneous administrative fees and services. J.O. explained that those fees are all for District staff that are working on Prop O projects. We presented an organizational chart of the District employees that are charged to Prop O at a previous meeting. B.V. asked J.O. if he could present that information again, since we have 3 new members on the Committee.

Jaime Ortiz  
(GSGI)

No

**2. Board Items report**

**Meeting Minutes**

Planning and Operations 2

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
016-003	A.	A list of the items that the Board of Trustees have approved since the last meeting was presented. There were no questions.	Jaime Ortiz (GSGI)				No

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>7. Committee Member Reports</b>							
<b>Committee Member Reports</b>							

019-001	A.	Bernardo Vasquez asked if there were any Committee member reports. There were no reports.	CBOC Members				No
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Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>8. Establish Future Meeting Dates</b>							
<b>Establish Joint CBOC and Board of Trustees Meeting date</b>							

026-003	A.	Bernardo Vasquez asked if the Committee was ready to move forward with establishing the joint CBOC/BOT subcommittee. David Butler asked the reason for the subcommittee. B.V. explained that he thought it would be a good idea to think about forming a subcommittee to track expenses, understanding what they are for, and if the subcommittee feels they aren't appropriate, to bring those to the attention of the BOT. D.B. said he would like to have the joint meeting with the BOT before they form a subcommittee to see how they view the CBOC; because if they were coming up with questionable expenses, they would come to the CBOC for feedback before they approve them. B.V. asked Jaime to refresh their memory as to how the expenses work. J.O. stated that one of the main purposes of the CBOC is to make sure the bond money is being spent according to the bond language; the change orders (that go before the BOT) are expenses to projects that have been approved. B.V. clarified that the expenses are already approved by the time the CBOC looks at them; they have no determination whether or not the work moves forward. Their role is to provide the BOT feedback and to ask questions. Guillermo Camarena asked if there was a question about forming a subcommittee? J.O. told him that it is in the CBOC's purview to form a subcommittee. The motion was tabled until the full CBOC is in attendance to vote on the matter.	Jaime Ortiz				No
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Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>9. Meeting Adjourned</b>							
<b>Adjourn</b>							

008-010		Meeting adjourned at 6:40pm.	Bernardo Vasquez (CBOC)				No
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Cc:	Company Name	Contact Name	Copies	Notes
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End Comments

The minutes written above represent our understanding of all items discussed in the meeting. These minutes shall stand as the correct and complete record of the meeting unless corrections, discrepancies or additional items are brought to the attention of the writer within 48 hours of receiving these minutes.