



Meeting Minutes

Planning and Operations1130 Fifth Avenue
Chula Vista, CA 91911**Project # 572-8100.00**

Tel: Fax:

SUHSD Program Management\Gilbane\SGI**Bond Oversight Committee Meeting 13**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
2/4/2010	06:00 PM	07:40 PM	5/27/2010	05:45 PM	Monica McGovern	SUHSD Program Management\Gilbane\SGI

Purpose	Location	Next Location	General Notes
---------	----------	---------------	---------------

Attended By

SUHSD Program Management\Gilbane\SGI - Jaime Ortiz
 SUHSD Program Management\Gilbane\SGI - Jeff Scogin
 Citizens' Bond Oversight Committee - Cynthia Melcher
 Citizens' Bond Oversight Committee - Rudy Gonzalez
 Citizens' Bond Oversight Committee - Jane McGill
 Citizens' Bond Oversight Committee - Yolanda Hernandez
 Citizens' Bond Oversight Committee - Lourdes Valdez
 Sweetwater Union High School District - Karl Bradley
 SUHSD Program Management\Gilbane\SGI - Alex Alon
 SUHSD Program Management\Gilbane\SGI - John Keefer
 SUHSD Program Management\Gilbane\SGI - Monica McGovern
 SUHSD Program Management\Gilbane\SGI - Bradley Johnson
 Citizens' Bond Oversight Committee - Bernardo Vasquez
 Sweetwater Union High School District - Jesus Gandara

Non-Attendees

Citizens' Bond Oversight Committee - Debra Discar-Espe
 Sweetwater Union High School District - Paul Woods

Due Date Status

- 013-001** 3. Cost roll-up report
 A. C. Melcher asked what would cause the original budget to change from the original budget to the current budget. J. Ortiz explained if we receive state funding, or if the Board had approved a certain dollar amount and that amount wasn't fully encumbered (the Board had approved a larger amount). She then asked about a decrease. J. Ortiz explained that State funding sometimes decreases - we received a letter from the State that they decreased our budget by 6% due to deflation. Every time we change the project amount total, the Board has to approve it.

 B. R. Gonzalez inquired what other funding sources are there in addition to the Prop O monies. J. Ortiz explained that we have some of the Prop BB leftover money, state money, grants, and project savings. K. Bradley informed the CBOC that money from the State has not yet been received.

- 013-002** 4. Committee comments
 A. J. McGill expressed her appreciation for the site tours.

Jaime Ortiz (GSGI)**Due Date Status**

- 003-012** 1. Project Status Reports
 A. Item 6: The Bond Issuance Process presentation was reschedule to the next meeting.

 B. Item 5: Review the Roles and Responsibilities of the Board - J. Ortiz discussed the key topics from the By-laws:

- Receive and review the annual performance audit and the annual financial audit.
- Make site visits and inspect schools to insure that the Prop O monies are being utilized according to the bond language.
- Receive and review deferred maintenance proposals from the District. Make sure the District is maximizing the Prop O revenues by implementing cost saving procedures. Make sure monies are being spent efficiently.
- Report and provide comments to the Board.
- Report on an annual basis what the Oversight Committees activities have been.

Y. Hernandez asked about past presentations to the school Board. R. Gonzalez said he has made the presentation in the past. J. Scogin said if the Committee approves the report tonight, the report can go to the next Board meeting.

B. Vasquez asked about the proper protocol regarding inspecting schools. J. Ortiz stated that the CBOC members cannot make site visits without prior written consent from the Superintendent (due to a possible Brown Act violation). Dr. Gandara told the Board that K. Bradley is his designee, and they can contact him directly if they wish to set up visits to inspect the school sites.

008-006

1. Status update on schools

A. J. Ortiz reviewed the progress to date and showed time-lapse footage of the work being done at Chula Vista High, Chula Vista Middle, Hilltop High, Mar Vista High, Montgomery High, National City Middle, Southwest High, Southwest Middle, and Sweetwater High. R. Gonzalez asked about any delays due to the recent weather. J. Ortiz replied that there are "weather" days that are incorporated into the schedules of the projects.

B. J. Ortiz went over the MOM design plans with the CBOC, and updated them on the progress to date. It was not originally a Phase 1 project, but became one after substantial structural damage was discovered (dry rot) during an inspection and the building was condemned by the inspector.

C. There was a discussion of SOM's phasing and scope revision. J. Ortiz explained to the members that we had the west side of the campus re designed and will be asking the Board for approval to bid the work at the next meeting. The scope changed from light modernization to a full modernization. DSA has accepted it as a modification to the original project, so it doesn't need to be approved as a new project, enabling the project to start right away. It could not be done as a change order to HAR, due to the 10% change order limit.

008-008

2. Accomplishments to date

A. Communications - We have Facebook, Twitter and MySpace pages. Students are updating their fellow students on what is going on at the job sites. We "greenified" our website and made it easier to navigate. J. Ortiz talked about the site surveys, developed so we can identify how we can communicate with the public the most efficient way possible.

B. Dr. Gandara and J. Ortiz are giving site tours to the Mayors and City Council members, as well as members of the Chambers of Commerce from San Diego, National City, Imperial Beach and Chula Vista.

C. We are currently at LEED gold status on every project, and may reach platinum status on some of the projects. No other school district west of the Mississippi has as many gold status projects as we do.

D. Project Safety - Every site has hardhats and safety vests requirements. There are weekly talks re: safety at the job sites. J. Ortiz explained DBO2's and the SWPPP program plans that are in place for storm water run-off.

009-001

3. 2008-2009 Annual Report

A. C. Melcher distributed a sample of the Annual Report (mock-up). She explained the structure of the pie chart and graphs.

B. J. Scogin talked about some revisions that will be made to the final copy.

C. A. Ricasa requested the addition of a completion date for the projects. We will add an "estimated completion date" by season to the report.

D. Expenditures to date will be added. R. Gonzalez proposed using the word "allocation". Staff

will revise the pie chart to reflect the change.

E. B. Lopez asked about translating the brochure into Spanish. R. Gonzalez explained that we will be publishing it in both English and Spanish. B. Vasquez asked how the brochure will be distributed in the community. R. Gonzalez stated that we wanted to have something that is easy to distribute. J. Ortiz said it will be available at the school sites, on the website, and to the Districts' mailing list. B. Vasquez suggested putting it as an insert in a local paper. R. Gonzalez cautioned to be aware of the cost factor. L. Valdez suggested "My Home Town" magazine. R. Gonzalez instructed the members to coordinate through J. Scogin with any ideas.

F. R. Gonzalez made a motion to proceed with the production of the annual report with changes. Motion was seconded and approved.

Jeff Scogin (GSGI);		Due Date	Status
---------------------	--	----------	--------

009-002

2. Annual Financial and Performance Audit

A. J. Ortiz introduced Christie White from Nigro Nigro & White, our independent bond auditors.

B. Christie White explained overall the audit went very well. For the report, they conducted interviews with staff, the construction management company, performed site walks, and looked at internal controls. She explained that the Financial audit is an audit of the bond fund. They're opinion is the financial statements are presented fairly in all respects (as of June 30, 2009). The fund currently has \$135.7M invested in County Treasury. The SD County Treasury has done an excellent job of preserving Schools' investments - no money has been lost. She mentioned the \$29.6M loan and explained that interfund borrowing is allowed by law. There is still \$163.9M still left to be spent. Earnings on investments - 2%. There was also money deposited from the State school building program in the amount of \$6.9M.

List of construction as of June 30, 2009: \$48M.

They also looked at compliance and at internal controls. Internal control is defined as who is involved in supervising to make sure that the expenditures are approved by district staff and are appropriate expenditures per the bond language, the segregation of duties, and making sure that there are budgets in place. She stated that there were no instances of non-compliance.

C. White then explained the Performance audit. The method for determining their results was sampling over 25% of all expenditures for Fiscal Year 08/09, and verified that legal bid procedures were followed. They performed site walks at CVM, HTH, & SOH. They looked at the organization and the composition of the CBOC. They determined that the District is in compliance with all requirements.

D. McGill asked about how staff are determining percentage of time spent working on Prop O. R. Gonzalez asked about time tracking. C. White explained that there was only person whose time was charged 25% to Prop O. C. White said it was something they would look at more closely for the 09/10 audit.

Monica McGovern (GSGI)		Due Date	Status
------------------------	--	----------	--------

003-001

Attendance:

Cynthia Melcher - Present

Jane McGill - Present

Debra Discar-Espe - Absent

Lourdes Valdez - Present

Rudy Gonzalez - Present

Yolanda Hernandez - Present

Bernardo Vasquez - Present

Rudy Gonzalez (CBOC)		Due Date	Status
----------------------	--	----------	--------

003-003

Minutes

The October 22, 2009 Meeting Minutes were discussed.

The Minutes of October 22, 2009 were adopted unanimously.

The Minutes of November 6, 2009 were adopted unanimously.

The Minutes of January 9, 2010 were adopted unanimously.

003-006

Public comments

No public comments.

003-008 Report from the CBOC Chair
4. Report from CBOC Chair

A. Discussion of timeliness of publishing of the meeting agenda. R. Gonzalez requested the staff publish the agenda in a more timely manner in the future. Staff agreed to comply.

B. R. Gonzalez, L. Valdez and D. Espe's terms are expiring. R. Gonzalez will not be eligible to serve another term, unless the Board chooses to waive the reappointment policy. If a member would like to be re appointed, they must submit a letter of intent. The letter goes to the Board, as well as a noticing process to the public.

003-022 Future Meeting Dates

A. The current scheduled date for the next CBOC meeting is May 6, 2010. The next site visit is April 3, 2010 at Montgomery High, Southwest High & Montgomery Middle schools.

008-010 Adjourn

Meeting adjourned 7:58pm.

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.