



Meeting Minutes

Detailed, Grouped by Topic for each Meeting and by 'Old Business' and 'New Business'

Planning and Operations **Project # 572-8100.00** **SUHSD Program Management\Gilbane\SGI**
Tel: Fax:

Bond Oversight Committee Meeting 4

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
5/8/2008	05:36 PM	07:07 PM	8/7/2008	05:45 PM	Charelle Durant	SUHSD Program Management\Gilbane\SGI

Location	Next Location	General Notes
SUHSD Board Room	SUHSD Board Room	

Attended By	Non-Attendees
SUHSD Program Management\Gilbane\SGI - Jaime Ortiz	Sweetwater Union High School District - Karl Bradley
SUHSD Program Management\Gilbane\SGI - Henry Amigable	Garcia Calderón Ruiz, LLP - Marie Mendoza
SUHSD Program Management\Gilbane\SGI - Charelle Durant	Citizens' Bond Oversight Committee - Robert Garcia
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 M. Hernandez	
Citizens' Bond Oversight Committee - Debra Discar-Espe	
Citizens' Bond Oversight Committee - Lourdes Valdez	

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

New Business

004-001	Agenda: 1) Call to Order 2) Approval of April 3, 2008 Meeting Minutes 3) Public Comment 4) Report from CBOC Chair 5) Election of the Committee Chair and Vice Chair 6) Status Update on Bond Implementation 7) 2006-2007 FY Approve Annual Report 8) Other Business 9) Adjourn					
		Rudy Gonzalez (CBOC)				No

Old Business

003-001	Attendance: Yolanda M. Hernandez - Present Cynthia Melcher - Present Jane McGill - Present Rudy Gonzalez - Present Debra Discar-Espe - Present					
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Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
	Lourdes Valdez - Present Robert Garcia - Absent					
		Charelle Durant (GSGI)				No
003-002	Introductions:					
	Yolanda M. Hernandez - Resident of San Ysidro.					
	Cynthia Melcher - Resident of Imperial Beach, has two sons attending Mar Vista High and is employed with North County Credit Union.					
	Jane McGill - Retired teacher.					
	Rudy Gonzalez - CBOC Chair and graduate of Castle Park High.					
	Debra Discar-Espe - Graduate of Bonita Vista High, employed with San Diego County Water Authority and is representing the Chula Vista Taxpayers Association on the CBOC.					
	Lourdes Valdez - President of the Chula Vista Chamber of Commerce.					
		Rudy Gonzalez (CBOC)				No

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

Old Business

003-003	April 3, 2008 meeting minutes approved unanimously.					
		Rudy Gonzalez (CBOC)				No

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

Old Business

003-006	No public comments.					
		Rudy Gonzalez (CBOC)				No

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

Old Business

003-007	There are issues regarding the expenditure of funds for Prop O and whether or not the expended items that were listed on the ballot were being billed. This is a report that I would like to present the Board of Trustees, outlining the areas of concern that came to us. The concerns were that we were not complying with the bond.					
	We looked at three different issues: 1) The ballot measure as it was written. 2) The method to determine what the priorities were going to be for construction. 3) How the scope of work would proceed with the schools. We did not find a conflict.					
		Rudy Gonzalez (CBOC)				No

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Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
003-008	We should put something in the report to make the public aware of our meetings and website.	Jane McGill (CBOC)				No
003-009	I will add a sentence into the report explaining how to access information regarding meeting dates and times on our website. We would also like to request that the Bond Program Management Team give a debriefing of these issues on the website.	Rudy Gonzalez (CBOC)				No
003-010	In your conclusion you have that the committee requests future concerns be dropped. Was there an issue with that?	Debra Discar-Espe (CBOC)				No
003-011	Yes, the issue was taken to the Board and I was at the Board meeting when that occurred. The reason for this Citizens' Bond Oversight Committee structure is so that when bonds are sold this committee is the oversight. I was surprised that the we were not notified of the issue. I did speak during Public Comment and asked that issues regarding the bond funds come through the Committee and that the Committee address them.	Rudy Gonzalez (CBOC)				No
003-012	The report from the Citizens' Bond Oversight Committee Chair addressed to the Board of Trustees is unanimously approved.	Rudy Gonzalez (CBOC)				No

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5. Election of Committee Chair and Vice Chair						

New Business

004-002	When we were first appointed to the Committee we drew straws for one and two year terms. Three got one year and four got two year. Now on an annual basis we will select chair and vice chair.	Rudy Gonzalez (CBOC)				No
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Old Business

003-013	Yolanda M. Hernandez nominates Rudy Gonzalez for Chair. There are no other nominations. Jane McGill seconds the nomination. Rudy is elected Chair unanimously.	Rudy Gonzalez (CBOC)				No
003-016	Yolanda M. Hernandez nominates herself for Vice Chair. Jane McGill seconds the nomination. There are no other nominations. Yolanda is elected Vice Chair unanimously.	Rudy Gonzalez (CBOC)				No

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6. Status Update on Bond Implementation						

Old Business

003-017	We will talk briefly about what the design process entails. The current slide shows a graphic representation along with a timeline of where we are to date. All nine projects are currently in the schematic design phase, design development phase or construction document phase.					
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	<p>First are the design committee meetings where we develop the scope that we are going to do at each site. Second, after the scope is defined, we go into the schematic design phase. Third is design development, construction documents, DSA review, go into bid and then we can start construction. Division of State Architect (DSA) is a state regulatory agency that governs all school construction.</p> <p>We had 38 site meetings, 9 of which were public. We had 4 to 5 meetings at each campus which were attended by administrators, students, parents, community members, classified and certificated staff, etc. We had site committees who gave input on what needed to be done at each campus. The architects took that input and formed the project by meeting the needs of the campus and aligned them with the budget allocated for that school. We took the results of these meetings to the Board for approval.</p>	Jaime Ortiz (GSGI)				No
003-021	<p>After we define the scope of work at each school the architects begin the schematic design process. These are very rough, conceptual drawings that establish scale and relationships between one space and another. This is where they start to talk to school staff to define what needs to go in each space. Once we have the schematic design package we go to the same site committee that was previously consulted and have them sign off on the site drawings to make sure that what we are designing is what they had actually agreed to.</p> <p>The second two steps are design development and construction documents. In these two steps we take the schematic designs which were very conceptual and we bring in the engineers (mechanical, structural, electrical, plumbing, and in all other relevant disciplines) to interact and actually start to design specifics into the schematic design documents. The coordination between all disciplines is key to eliminate conflict and as many potential change orders as possible.</p>	Jaime Ortiz (GSGI)				No
003-022	At which stage are the ADA regulations identified?	Debra Discar-Espe (CBOC)				No
003-023	Schematic design level.	Jaime Ortiz (GSGI)				No
003-024	<p>After this coordination happens the architects start to develop the project specifications which go along with the actual drawings. With both the specifications and the drawings the contractor can actually build the project. We take the completed drawings to a third party entity for a constructability review. This is to identify any errors in an effort to avoid potential change orders. After we do the constructability review we also do a full estimate of the project to make sure we are within our budget.</p> <p>When we finish with the construction documents we submit the drawings and the specifications to the Department of State Architect. DSA focuses on three main issues: 1) Review all structural components of the project. 2) Fire, life and safety issues. 3) Review ADA accessibility. The DSA phase is historically the most difficult time frame of the project to predict. It can be anywhere from 3 months to over one year. One of the first actions we took when hired was form a memorandum of understanding (MOU) with DSA. This is a very new concept that has been established by few programs. LAUSD and the Los Angeles Community College District have a similar MOU with DSA.</p> <p>In the MOU, DSA agreed that if we allowed them to review the documents at the schematic design level and give feedback and then review again at 50% construction documents and give feedback a second time before final documents are submitted, the final submitted documents would take no more than</p>					

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	10-12 weeks to review. DSA and our Superintendent both signed the MOU. We have been submitting the documents as required by the MOU in order to minimize the DSA review time as much as possible.	Jaime Ortiz (GSGI)				No
003-026	Is there a time period allocated for the first and second review of documents?	Debra Discar-Espe (CBOC)				No
003-027	The documents are reviewed during an interactive meeting we hold with DSA staff at the DSA office. DSA and architects are both very optimistic about the MOU process. The sooner we get out of DSA the sooner we can go out to bid and the more economic escalation we avoid.					
	Once we get approval from DSA we bid the project and award the project to the low bidder per the California Contract Law. We present the low bidder to the Board so that they can approve the issuance of contract. After the Board approves the contract we start construction. The preconstruction process takes a 12-16 months at best.	Jaime Ortiz (GSGI)				No
003-028	How does outreach play into the preconstruction process?	Jane McGill (CBOC)				No
003-029	We have an outreach program by which we raise awareness within the community of upcoming business opportunities with Prop O for contractors and subcontractors. We set outreach goals to gain participation from women owned and disadvantaged construction businesses for subcontracting work. We are not legally permitted to award contracts based on such criteria however we ask that the contractor puts forth a good faith effort in helping us reach these goals.	Jaime Ortiz (GSGI)				No
003-030	Do bidders need to be bonded?	Yolanda M. Hernandez (CBOC)				No
003-031	They have to provide payment and performance bonds; monies put up to ensure they complete the project.	Robert Anslow (BOWAME)				No
003-032	Is there a risk of using favoritism to give work to selected companies repetitively?	Yolanda M. Hernandez (CBOC)				No
003-033	By law we have to carry out a public bidding process for every project and we are obligated to award the project to the lowest apparent bidder. One of the things that is heavily evaluated is whether or not the company has the capacity to do the job.	Jaime Ortiz (GSGI)				No
003-034	How can project cost increases be avoided?	Yolanda M. Hernandez (CBOC)				No

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003-035	<p>We award the project on a lump sum price and the contractor is obligated to provide the work for that price. There can be change orders if the contract documents are underdeveloped or if they run into unforeseen conditions.</p> <p>One thing we can do in order to avoid change orders is to do a very efficient job in the design process so we get thorough documents that the contractors can bid on as well as be very thorough at the constructability review so that we catch as many errors in the documents as possible thereby reducing change orders. Good managers will also ensure that each presented change order by the contractors is required and fair.</p> <p>Two of our projects that are being done by one of our architects, LPA, are being done in 3-D. There is a new software that creates the project three dimensionally. The electrical engineer, the mechanical engineer and the structural engineer all work on the project at the same time and are developing the 3-D model electronically which allows conflicts to be identified immediately. This process catches many errors that could potentially result in costly change orders.</p>	Jaime Ortiz (GSGI)				No
003-036	<p>The Board passed a resolution three months ago directing us to LEED certify every new construction project that we do in Prop O. We are the only district in California to have nine LEED projects in design right now. We are working very closely with the US Green Building Counsel on establishing program wide standards on how to achieve LEED certification. We believe that in Prop O we are going to go a long way in changing the way the South Bay looks at building schools.</p> <p>Green schools use less energy, use less water and use less natural resources. There are certain studies that say because of this, because of low emitting materials and because of a better indoor atmosphere student test scores and teacher retention go up. As energy costs and water costs go down student health and test scores go up.</p> <p>The three architects are using a variety of strategies to achieve the LEED Gold certification. Normally schools have black roofs, we are converting these to green roofs. We are going to add photovoltaic cells to the roofs. We are going to have light shelves on the windows to illuminate rooms, thereby requiring less artificial light. We are going to promote recycling throughout the campuses. We are going to use certified wood on all interior casework. We are installing bike racks. There will be high efficiency bathroom water fixtures. There will be double paned windows for heat and air efficiency and increase acoustical value.</p>	Jaime Ortiz (GSGI)				No
003-037	Has the cost projection increased since starting Prop O due to green building goals?	Debra Discar-Espe (CBOC)				No
003-038	There is a green premium that we pay that comes out to about 2-4% however this is quickly recovered in utility savings and electric rebates.	Jaime Ortiz (GSGI)				No
003-040	Does the cost increase mean that all projects may not get done?	Cynthia Melcher (CBOC)				No
003-041	No, we included this in the "green premium" construction budgets. It will not increase the budget. We have one of the best green building architects in the nation, LPA. They are on the cutting edge of sustainable design technology. They say that green building does not necessarily cost more if it is					

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	designed into a project from the start.	Jaime Ortiz (GSGI)				No
003-045	SDGE has a commercial program in which they review the green building design and they assist with rebates. How would rebates from SDGE show in the budget? Is it going to come back to the Prop O budget or to the district?	Rudy Gonzalez (CBOC)				No
003-046	It may come back to the district but, it may be to the district's benefit not to put it back into the bond construction fund. The reason for that is federal tax law requires that any money in the bond construction fund is subject to the arbitrage of limitations and interest earnings. If it is put into a separate account, which could still be used for capital expenditures, the money is not subject to the arbitrage of limitations. This way you can earn more than the interest approved on the bonds.	Robert Anslow (BOWAME)				No
003-047	There was a company called Capital E that did a study on 30 schools nationwide that were LEED certified. They found that there was an average of direct energy savings of 33%, an average of indirect energy savings of 50% and an average water savings of 32%. The district's yearly utility allocation is \$5.5 million therefore, a significant reduction in utility expenses could create a larger allowance to education.	Jaime Ortiz (GSGI)				No
003-048	This bond program is designed to run approximately 10 years. If initial schools are built in a green format result in that savings, over a 10 year expenditure term we will have saved considerably more than that which has gone out on a capital basis, in terms of capital costs through 10 years.	Robert Anslow (BOWAME)				No
003-049	Are there certain sites that are excluded from being LEED certified?	Cynthia Melcher (CBOC)				No
003-050	The Board resolution directed us to get LEED certification on any new project. We currently have nine projects in design and eight will be built in the first phase. The same resolution directed that the buildings that we are modernizing or renovating have to meet CHPS (California High Performance Standard) similar to LEED standards but a bit more relaxed. It is much more difficult to get LEED certified with a modernization than it would be on a new building.	Jaime Ortiz (GSGI)				No
003-051	Are you looking at buildings that are already green?	Jane McGill (CBOC)				No
003-052	We are using lessons learned from those schools that have already been through this process.	Jaime Ortiz (GSGI)				No
003-053	My concern is that at some of the new schools you will find some of the teachers covering the windows to block sun light because of brightness causing headaches.	Jane McGill (CBOC)				No
003-054	One of the things that LEED requires us to do is be able to control the light in the rooms to save as much energy as possible. There should be ample sunlight so that the indoor lights can be turned off if					

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	possible and there are shades to block light.	Jaime Ortiz (GSGI)				No
003-055	What are you doing as far as recycling demolition and building materials?	Rudy Gonzalez (CBOC)				No
003-056	One recycling option we are considering is Chula Vista Middle where we are resurfacing an entire playground. We will possibly take the existing asphalt, grind it up and use it as base and add a thin layer of new asphalt on top. There are certain points that LEED gives us if we recycle as much content during construction as possible.					
	We get a LEED point from using our projects as a learning tool. All around the building you will see plaques describing how certain portions of the building contribute to the overall sustainability. We are going to have photovoltaic cells on the projects. The students will be able to measure how much energy the photovoltaic cells are capturing and how much energy we are saving.					
	We are using drought tolerant plants and landscaping to use less water. In some cases we are using native landscaping so that the plants do not need watering and survive solely on rainfall. Building orientation is taken into consideration; if the building is facing east/west the sun will constantly hit the building on the side where the windows are located, warming the facility and requiring more air conditioning. We are using these strategies to make the buildings as green as possible.	Jaime Ortiz (GSGI)				No

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
7. 2006-2007 FY Approve Annual Report						

Old Business

003-064 I was asked by the committee to put together an annual report for the 2006-2007 fiscal year. It is required under Prop 39 that the committee put together an annual report for the fiscal year and present the committees findings during that defined period to the Board of Trustees and the citizens of the district. The 2006-2007 fiscal year for Prop O is rather unique in that the district had just begun mobilizing just as the 2006-2007 fiscal year was closing.

In actuality, this covers about a month and a half worth of work which comes to about \$91,000 of work. These monies went directly to Prop O projects. Typically in an annual report you will have an audit, supporting document, activities of the Oversight Committee and articles on upcoming projects. However, given the low dollar amount and given the fact that this Committee did not meet during the 2006-2007 fiscal year we elected to do a simple letter from the Chair to the Board of Trustees and to the citizens of the district basically finding that the money spent during this time period was for Prop O funds.

Jeff Scogin
(GSGI)

No

003-065 We didn't have any construction fund monies in the 2006-2007 fiscal year so there really wasn't any bond funds to audit. That will not be the case for the 2007-2008 fiscal year because we closed the bonds this year. When the 2007-2008 fiscal year closes on June 30th the district will prepare two types of audits required under Prop 39. A financial audit that essentially shows the starting balance at the start of the fiscal year and how much money remained on June 30th based upon expenditures and interest earned during that period. The second audit is a performance audit, where auditors will look at the total expenditures for the interval period covered, March through June 30th of this year, and they will randomly sample those expenditures to compare it to the project list for Prop O. They may gather further details from bond program management. Based upon the sampling they will do an agreed upon

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	performance audit whereby they will render to the Board of Trustees and to the committee an audit report that says all of the samples taken were within the framework of what is authorized in Prop O and therefore give it a clean audit. If they don't find that, they will report the any unauthorized expenditures. The audit reports will be brought back to the Committee in later 2008 and they will be incorporated in the 2007-2008 annual COC report.	Robert Anslow (BOWAME)				No
003-066	The 2006/2007 annual report is unanimously approved.	Rudy Gonzalez (CBOC)				No

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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8. Other Business

Old Business

003-067	I would like to ask staff to reexamine our meeting dates and times to ensure every member has ample opportunity to attend.	Rudy Gonzalez (CBOC)				No
003-068	I suggest that the Bond Program Mangement Team create a matrix of member and staff availability to find common available dates and times.	Robert Anslow (BOWAME)				No
003-069	Our meeting for August 7th will stand and we will meet at 5:45 p.m. and according to the matrix we can make adjustments.	Rudy Gonzalez (CBOC)				No

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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9. Meeting Adjourned

Old Business

003-070	Meeting Adjourned.	Rudy Gonzalez (CBOC)				No
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Cc:	Company Name	Contact Name	Copies	Notes
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