Meeting Minutes

Planning and Operations
1130 Fifth Avenue
Chula Vista, CA 91911

Project # 572-8100.00
Tel: Fax:

SUHSD Program Management\Gilbane\SGI

Bond Oversight Committee Meeting 10

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
10/22/2009	06:00 PM	07:58 PM	11/6/2009	09:00 AM	Monica McGovern	SUHSD Program Management\Gilbane\SGI

Location	Next Location	General Notes
SUHSD Board Room	Chula Vista Middle School Site Tour	

Attended By	Non-Attendees
SUHSD Program Management\Gilbane\SGI - Jaime Ortiz	SUHSD Program Management\Gilbane\SGI - Jeff Scogin
Citizens' Bond Oversight Committee - Rudy Gonzalez	Citizens' Bond Oversight Committee - Cynthia Melcher
Citizens' Bond Oversight Committee - Jane McGill	
Citizens' Bond Oversight Committee - Yolanda Hernandez	
Citizens' Bond Oversight Committee - Debra Discar-Espe	
Citizens' Bond Oversight Committee - Lourdes Valdez	
Sweetwater Union High School District - Paul Woods	
Sweetwater Union High School District - Karl Bradley	
SUHSD Program Management\Gilbane\SGI - Alex Alon	
SUHSD Program Management\Gilbane\SGI - Bob Bush	
SUHSD Program Management\Gilbane\SGI - John Keefer	
SUHSD Program Management\Gilbane\SGI - Monica McGovern	

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
1. Call to Order						
003-001	Attendance: Cynthia Melcher - Present Jane McGill - Present Debra Discar-Espe - Present Lourdes Valdez - Present Rudy Gonzalez - Present Yolanda Hernandez - Present Bernardo Vasquez - Present	Monica McGovern (GSGI)				No

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

Minutes

003-003   The August 6, 2009 Meeting Minutes were discussed.

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
	The Minutes of August 6, 2009 were adopted unanimously.					
		Rudy Gonzalez (CBOC)				No

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

Public comments

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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						

Report from the CBOC Chair

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
003-008	4. Report from CBOC Chair A. R. Gonzalez asked the Committee to think about what does the Board see their role as being, and how do they see staff supporting their role? What is the measurement they have of the staff? So they have an understanding of what their expectations are. B. R. Gonzales inquired re: Montgomery High School, how did staff make a determination between grass and turf? J. Ortiz - It was the decision of the site committee. It was an issue of safety and parity. Paul Woods stated that the District will be moving toward artificial turf for other schools. They are proven just as safe as grass. There is longer playing time during the year with a turf field. A discussion ensued as to the expenditures according to the bond language and the process of approval of the use of funds. The Committee discussed their role and what is the staff's responsibility toward the Committee. J. Ortiz explained that one of their main roles was to insure that expenditures adhere to the bond language. B. RG encouraged Committee members to tour school sites. C. Debra D-E requested for a future item that Jaime Ortiz present a "Bond 101" tutorial. Discuss what happens with bonds in general, how it affects construction, when you decide to go to market. Explain the process from issuance to implementation. D. Jeff Scogin set up email accounts for all the Board members. He also set up a Group calendar. Jeff will reach out to each committee member and give a tutorial. They can be forwarded to their regular email accounts. 7 days prior to the Board meeting, the meeting documents can be downloaded. Debra asked that the site committee meetings held at other schools be included on the calendar. Also the Board of Trustees meetings at SUHSD. Possible joint meeting between Board of Trustees and CBOC in the near future.					
		Rudy Gonzalez (CBOC)				No

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

Proposition O Financial Information Item

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
009-001	A. The Committee members discussed construction related salaries. They inquired what will happen to staff once the bond program is over. Paul said they will be re-absorbed into the District.					
		Jaime Ortiz (GSGI)				No

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd

Subcommittee Annual Report

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
009-002	A. Jeff Scogin and Jaime Ortiz met with the Annual Report Subcommittee members. The plan is to keep the same format, update the content, and update the financial information. We are aiming for a January/February 2010 time frame for distribution. B. Under the Committee members, under the 2008-2009 fiscal year, Robert is listed on this report. Bernardo will be listed on the next report.	Jeff Scogin (GSGI);				No

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
6. Status Update on Bond Implementation						

Accomplishments to date

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
008-008	A. J. Ortiz showed a time lapse video of the work in progress at Chula Vista High, Chula Vista Middle, Hilltop High, Mar Vista High, Montgomery High, National City Middle, Southwest High, Southwest Middle, and Sweetwater High. B. RG asked if staff could provide the Members with a copy of the Accomplishments to Date in the next Board book. JO said we would provide it in the book. Debra D-E requested that we print the meeting materials on 2 sided paper. C. Bernardo asked if we had construction contingency money. Paul explained that we have a legal limit of 10%. In a worst case, if the necessary work exceeds contingencies, what happens? There are still project savings that could be used, or the project could be re-bid. D. We now have Facebook, Twitter and MySpace pages. Students are updating their fellow students on what is going on at the job sites.	Jaime Ortiz (GSGI)				No

Consideration of Future Meeting Dates

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
008-009	A. RG requested to set up a calendar incorporating site tours on Saturdays at 9:00am. If we do not have a quorum, that's OK. Regular CBOC meetings will remain on Thursdays (quarterly). The proposed calendar was accepted unanimously.	J. Ortiz (GSGI)				No

Design Progress

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
008-006	A. J. Ortiz outlined the design progress at Montgomery Middle School, and pointed out the plans on the schematic. Our goal for this building is to achieve LEED platinum status, the highest level you can get. It will include a library, counseling center, cafeteria, and a xeroscape garden. It will also include a "Hall of Heroism" depicting various leaders. The 200 & 300 bldg. are closed. The Board has funded design, but it was not one of the first nine projects. The construction phase of this project is currently unfunded.	Jaime Ortiz (GSGI)				No

Discuss and review the improvements proposed for Southwest Middle School

New Business

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
010-001	A. Yolanda Hernandez discussed the progress at Southwest Middle School. JO explained that we start a project with a fixed budget; then we design to that budget. Not every building was to be					

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modernized; classrooms got modernized first. The decision lies with the site committee and the school as to which buildings are prioritized. We are also completing some of the work that remained from Prop BB.

B. Debra D-E asked when the decision to spend any savings comes back to the Oversight Committee? JO explained that the CBOC does not have spending authority. RG asked at what time does the Committee have the oversight; prior to expenditure or after the expenditure? The Committee usually reviews after the expenditure or while in the planning process.

Jaime Ortiz
(GSGI)

No

Project Cost Roll-up report

New Business

010-002   A. Jaime Ortiz explained that this is a report we present to the Board of Trustees on a monthly basis. It reflects what the budget is, what the commitments to date are, and what we've spent on the project level.

B. Debra D-E asked if we were overcommitted at CVM. JO explained that CVM has to be more than one project rolled up in that figure.

C. Rudy asked if we are going to provide this report on a regular basis? JO stated that yes, they would be, in response to an earlier request from the Members to provide a summary at the program level.

Jaime Ortiz
(GSGI)

No

Project Status Reports

003-012   Project Status Reports were passed out to the CBOC members.

A. J. Ortiz explained the structure of the report and asked if anyone had any questions.

B.. Cynthia Melcher asked Staff to review The Key Milestones planned vs. actual for each project and to verify that these coincide with original dates.

C. Debra D-E asked On Section 6, in the Financial section- Would there be a specific reason why the budgets would be adjusted? JO-Yes the budgets change as we move money from project contingency. Debra D-E stated wouldn't we, as a Committee, want to see the original budgeted figures so we could see where we're coming in over budget? JO stated that the more important number, in terms of the District, is the total budget at the bottom. Our accounting software doesn't allow us to spend more than we have budgeted. The bottom line budget cannot be exceeded. Debra D-E - I think it would be important for us to see where we are spending more and where we are coming out less. The budget costs-to-date reflect progress on the project. JO explained how we formulated the original budgets for each project.

D. Yolanda Hernandez questioned why the Program Management Co. is getting paid more than the construction progress. JO explained that there is a tremendous amount of planning work that goes on before the construction ever starts, therefor we will always be slightly ahead of construction, but finish at the same time. Yolanda stated that we are paying too much for the Project Management. Bernardo inquired is the fee for Project Management locked in at 5%? JO stated that it is.

E. Bernardo Vasquez requested that the financial be listed all on one page.

Jaime Ortiz
(GSGI)

No

Schedules

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
008-007	A. J. Ortiz explained that we are in construction on all of our projects. He then went over all the acronyms at the request of RG.					
		Jaime Ortiz (GSGI)				No

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
8. Establish Future Meeting Dates						

Future Meeting Dates

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
003-022	A. The current scheduled date for the next CBOC meeting is December 3, 2009.					
		Rudy Gonzalez (CBOC)				No

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

Adjourn

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
008-010	Meeting adjourned 7:58pm.					
		Rudy Gonzalez (CBOC)				No

Cc:	Company Name	Contact Name	Copies	Notes