



Meeting Minutes

Planning and Operations
1130 Fifth Avenue
Chula Vista, CA 91911

Project # 572-8100.00 SUHSD Program Management\Gilbane\SGI
Tel: Fax:

Bond Oversight Committee Meeting 9

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
8/6/2009	06:00 PM	07:35 PM	10/22/2009	05:45 PM	Monica McGovern	SUHSD Program Management\Gilbane\SGI

Location	Next Location	General Notes
SUHSD Board Room	SUHSD Board Room	

Attended By

SUHSD Program Management\Gilbane\SGI - Jaime Ortiz
 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
 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

Non-Attendees

SUHSD Program Management\Gilbane\SGI - Jeff Scogin
 Citizens' Bond Oversight Committee - Cynthia Melcher

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

Old Business

003-001 Attendance:
 Cynthia Melcher - Absent
 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

Old Business

003-003 The February 9, 2009 and June 11, 2009 Meeting Minutes were discussed and adopted unanimously.
 Rudy Gonzalez No

Meeting Minutes
 Planning and Operations 2

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
			(CBOC)				
			Resp	Status	Due Date	Compl'd	Cls'd

3. Public Comment

Public comments

Old Business

003-006 No public comments.

Rudy Gonzalez
 (CBOC) No

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

4. Organizational Structure

Election of Chair and Vice Chair

Old Business

003-007 A. Debra Discar-Espe moved to nominate Rudy Gonzalez as the Chair person for the upcoming year. The motion was seconded and approved unanimously.

B. Jane McGill and Lourdes Valdez nominated Debra Discar-Espe to the position of Vice-Chair person for the upcoming year. The motion was seconded and unanimously approved.

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

Old Business

003-008 4. Report from CBOC Chair

A. R. Gonzalez reported on the Chula Vista Middle School Groundbreaking scheduled for 8/12/09 at 10:30am. There will be one more groundbreaking for MOH on 8/28/09 at 10:30am.

B. Jane McGill suggested the Committee meet once a month when things get busy. She said there was an inquiry re: construction at Hilltop High. She was able to go back into her notes and find the answer. Rudy explained the inquiry process to B. Vasquez.

C. D. Discar-Espe said she had spoken with Jaime re: being able to look at costs-to-date vs. projected completions (difficult to see). Jaime followed up with Debra and got her the information. She is satisfied that her questions were answered.

D. R. Gonzalez suggested that everyone on the Committee bring their calendars to the next meeting in order to coordinate meeting times.

Rudy Gonzalez
 (CBOC) No

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

5. Committee Updates

Accept 2007-2008 Audit Report

Old Business

008-003 Audit Report Subcommittee

A. Nicole Guzman introduced herself, she is the Senior Auditor for the Prop O performance audit.

B. Nicole explained explained the audit report in detail. She said the program had received the "best audit opinion you can get" ("fair")

She explained that there are 3 opinions you can get on a bond: Prop O got the best opinion on internal controls over financial reporting. It was determined that the internal controls appear to be working. The

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
	auditors also do a Facilities walk-they look at invoices, look at the actual facilities to see that work is being done. Third thing is expenditure test...verified that it is in compliance with State regulations and official ballot language. The results were all in compliance. The last thing looked at bidding procedures. Findings and recommendations: no findings, only one recommendation: auditing standards require them to take into account fraud. Not a concern but they have to ask about deterring fraudulent behavior. When they interviewed employees, they did not know where to do any reporting of fraudulent behavior. The District stance needs to be communicated to all levels of employees. If these activities are taking place, they recommend making people aware of a fraud hotline.	Rudy Gonzalez (Board member)				No

CBOC Annual report

New Business

009-002 Approval of 2007/2008 Report

A. Debra Discar-Espe spoke with Jeff Scogin re: graph size. She spoke with Jeff and is confident that it is OK the way it is. Rudy Gonzalez made a motion to approve. The motion was seconded and approved unanimously.

J. Ortiz: Would the Committee like us to go to print with this? Or available on the website?

D. Discar-Espe: The subcommittee asked that some be printed. And available on website.

Establish 2008/2009 Annual Report Subcommittee

R. Gonzalez: Debra Discar-Espe, Jane McGill and Cynthia Melcher are the members of the 2008/2009 Annual Report Subcommittee.

Jeff Scogin
(GSGI); Jaime
Ortiz (GSGI)

No

Proposition O Financial Information Item

New Business

009-001 A. Karl Bradley presented 2 hand-outs to the Board re: Construction related salaries and Series A Transfers. A portion of the District's construction related staff are compensated as they work part of the time on the Bond Program. (to varying degrees)

B. R. Gonzalez: Questioned the Senior Buyer's salary coming from Prop O.

K. Bradley stated that she generates purchase orders, attends job walks, opens bids. Majority of her work is bond related.

R. Gonzalez: Asked K. Bradley to review the percentage funded by Prop O.

K. Bradley: We will review and bring back those items at the next meeting.

C. K. Bradley explained that Series A Transfers were "a temporary transfer of bond money to another District fund during the same fiscal year. The borrowed money must be paid back with the same interest that they would accrue if money stayed in the original fund"

- Ed. Code section 42603

B. Vasquez: How often are they repaid?

K. Bradley: The transferred funds must be repaid in the same fiscal year. Unless it occurs in the last 3 months of a fiscal year, then it has to be repaid the next year.

J. McGill: Asked what is the interest rate paid on the temporary transfer?

K. Bradley: Stated that he was not sure. He will get back to her on the rate.

D. Discar-Espe: What is the minimum amount that can be left in the fund?

K. Bradley: We present the Finance Dept. with a cash flow projection on a monthly basis so that at any given time there is enough funds to compensate any expenditures needed.

P. Woods: 25% of money has to stay in fund.

Meeting Minutes
Planning and Operations 2

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
		Jaime Ortiz (GSGI)				No

6. Status Update on Bond Implementation
Accomplishments to date

Old Business

- 008-008** A. We have completed demolition of one bldg. at National City Middle school. We have installed a time-lapse camera so people can watch demolition/work being done. It will be up for the length of the project. These cameras will be up at every job site. The public can log onto our website to watch progress.
 J. McGill: When will it start?
 J. Ortiz: We are hoping to have all cameras up in 10-15 days. Just need contractors onboard to run the power to install them.
 R. Gonzalez: How is Chula Vista High working out now that the students are back in the temporary buildings?
 K. Bradley: Everyone is relocated into their interim housing. In general, very smooth. First day everyone was in new classrooms.
- B. J. Ortiz gave an update on remaining projects.
 Sweetwater High: We have located entire Administration Bldg. onto relocatables. Demolished old Admin. Bldg. Demolished old theater.
 Southwest Middle Interim Housing: completed. Abatement completed. Demolition started.
 Chula Vista Middle: Fencing has been installed. Contractor Mobilizing. Groundbreaking on 8/12/09.
 Chula Vista High: Fencing is up. Contractor is working.
 Southwest High: We have selected a contractor, Board has approved them. Logistics meeting on 8/7/09 to review mobilization.
 Hilltop High School: Relocatables completed. Contractor mobilizing on-site. Close to starting Abatement.
 Montgomery High School: NOI has gone out. Pre-construction mtg. happened. Turf Field-got bids today 8/6. \$2.6M bid won.
 R. Gonzalez: How was it determined that Montgomery High would get turf field?
 J. Ortiz: They had safety issues with the current field. We are also building a new library, as well as modernizing the Learning Center. Approximately 70% of work on academic buildings.
- Jaime Ortiz
(GSGI) No

Board Items Report

Old Business

- 008-009** A. J. Ortiz reported on the Board actions that relate to Prop O since the last CBOC Meeting.
 J. Ortiz (GSGI) No

Design Progress

Old Business

- 008-006** A. J. Ortiz: We are pretty much finished with the design for each of the 9 projects. Now we are starting the design for Montgomery Middle School. We have asked the architects to engage the students with their designs. Our goal is LEED platinum status (best LEED rating you can get). LPA, the designer for this project, is one of the best green building architects in the nation.
 J. Ortiz: (showed MMS schematic) We made clear to the architects that students should be program driver, not LEED accreditation. Jaime discussed building conceptual design.
- Jaime Ortiz
(GSGI) No

Project Status Reports

Old Business

Meeting Minutes
 Planning and Operations 2

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
003-012		Status Update on Bond Implementation: (Handouts provided) A. Project Status Report was discussed and copies passed out to members. B. J. Ortiz explained the structure of the report - what has happened to date at each of the projects, tech summary and financial summary. Roll-up report overview how much we have committed and spent to date for each project.	Jaime Ortiz (GSGI)				No

Schedules

Old Business

008-007		A. J. Ortiz explained the construction schedule, and informed the CBOC that we are almost complete with the bidding process. We had a bid 8/6/09 for the Montgomery Turf Field. There is one more Phase 1 Project left to bid, Mar Vista, which is scheduled for next week. We are in construction on all of our projects.	Jaime Ortiz (GSGI)				No
---------	--	--	-----------------------	--	--	--	----

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

8. Establish Future Meeting Dates

Future Meeting Dates

Old Business

003-022		A. The current scheduled date for the next CBOC meeting is October 22nd, the third Thursday of the month. The motion for consideration of making October 22nd the official meeting date was seconded and adopted unanimously. R. Gonzalez informed the Board that they need to bring their calendars to the next meeting in order to schedule more frequent meetings.	Rudy Gonzalez (CBOC)				No
---------	--	---	-------------------------	--	--	--	----

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

8. Other Business

CBOC Comments

New Business

009-003		A. Y. Hernandez invited everyone to San Ysidro's 100 Year Anniversary Parade this Saturday (8/8/09) at 11:00am. Also Casa Familia fundraiser in Coronado on 8/28/09. She suggested sending out Thank You letters to old members. J. Ortiz: The Board did have recognition for Robert Garcia. He was not present. J. Ortiz: Invited everyone to a Resource Fair from September 12th from 10-3 at the YMCA. The idea is to get all the subcontractors and job seekers in one location to network about job opportunities. Laborers can apply for jobs with subcontractors. We are trying to incentivize that the money stay within the South Bay community. It will be advertised in the local media. We are going to invite the local Chambers of Commerce. At the end of the day we will be able to tell the public that "X" amount of dollars went to pay local workers. K. Bradley: Our first task is to improve the educational environment, but we also have an obligation to do everything in our power to concentrate out dollars in the community. B. R. Gonzalez: suggested putting items in Board binders sequential order for next meeting.	Rudy Gonzalez (CBOC)				No
---------	--	---	-------------------------	--	--	--	----

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

9. Meeting Adjourned

Adjourn

Old Business

Meeting Minutes
Planning and Operations 2

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
008-010	Meeting adjourned 7:35pm.	Rudy Gonzalez (CBOC)				No
Cc:	Company Name	Contact Name	Copies	Notes		

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.