



# Meeting Minutes

Grouped by Topic

<b>Planning and Operations</b>	<b>Project # 572-8100.00</b>	<b>SUHSD Program Management\Gilbane\SGI</b>
	Tel: Fax:	

## Bond Oversight Committee Meeting 6

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
10/22/2008	05:45 PM	07:10 PM	12/4/2008	05:45 PM	Faith Ortiz	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	SUHSD Program Management\Gilbane\SGI - Jeff Scogin
SUHSD Program Management\Gilbane\SGI - Henry Amigable	Garcia Calderón Ruiz, LLP - Marie Mendoza
SUHSD Program Management\Gilbane\SGI - Charelle Durant	
Citizens' Bond Oversight Committee - Cynthia Melcher	
Citizens' Bond Oversight Committee - Rudy Gonzalez	
Citizens' Bond Oversight Committee - Jane McGill	
Citizens' Bond Oversight Committee - Robert Garcia	
Citizens' Bond Oversight Committee - Yolanda M. Hernandez	
Citizens' Bond Oversight Committee - Debra Discar-Espe	
Citizens' Bond Oversight Committee - Lourdes Valdez	
SUHSD Program Management\Gilbane\SGI - Myrna Marston	
Sweetwater Union High School District - Paul Woods	
Sweetwater Union High School District - Karl Bradley	

Item	Meeting Item Description	Originated	Resp	Status	Due Date	Compl'd	Cls'd
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### General Business

#### New Business

003-056	Performance Audit: A. RG stated that we are required to do an annual report and that we have chosen to deliver it in a promotional piece. He asked if it was going to be paid for out of Prop O funds. JO mentioned that at the last subcommittee meeting, the subcommittee decided that this should not be a Prop. O expense. B. JO stated that the predecessor to the annual report is the performance audit which has been pushed back to the beginning of next year. C. RG requested that the report be prefaced with an "as of" date. D. The subcommittee will meet before the next meeting to review a Mock up of the report.		Jaime Ortiz (GSGI)				No
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#### 1. Call to Order

#### Old Business

Item	Meeting Item Description	Originated	Resp	Status	Due Date	Compl'd	Cls'd
003-001	Attendance: Cynthia Melcher - Present Jane McGill - Present Debra Discar-Espe - Present Lourdes Valdez - Present Rudy Gonzalez - Present Yolanda Hernandez - Present Robert Garcia - Present		Charelle Durant (GSGI)				No

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

### Old Business

003-003	August 7, 2008 meeting minutes approved unanimously.		Rudy Gonzalez (CBOC)				No
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Item	Meeting Item Description	Originated	Resp	Status	Due Date	Compl'd	Cls'd
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## 3. Public Comment

### Old Business

003-006	No public comments.		Rudy Gonzalez (CBOC)				No
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## 4. Report from CBOC Chair

### Old Business

003-007	Outreach efforts: A. RG expressed concern of the use of Bond funds for promotional efforts. He asked what outreach efforts have been made to date and asked the committee members for their opinion on what efforts are required. B. HA commented that if we get the word out to contractors that we have projects going to bid, the greater the number of bidders will be. This in turn will produce more competitive bids and ultimately lower prices for our projects. It also a good message to communicate that we are very interested in working with local companies. C. DE mentioned that the target audience of each event should be consistent with the groups we are interested in reaching. D. LV mentioned that it means a lot at this point in the economy to advertise and work with local companies. E. JM mentioned that it was important that we keep in line with the bond language. F. RG requested that a subcommittee be formed to establish guidelines for the use for Bond funds for public informational purposes. The committee generally agreed that Bonds funds should not be used for promotional efforts. Subcommittee formed by DE, LV and Robert Garcia. RG requested that the subcommittee meet before the next meeting in order to provide direction for the Bond Program Team. G. JO summarized that the guidelines should outline and define activities which maybe informational or promotional in nature.		Rudy Gonzalez (CBOC)				No
003-008	Informational item only. Material and Testing Lab issue: A. RG received a phone call from a Material and Testing Lab that was not selected to provide services for Prop. O. They felt that the process was not fair and that they should get the work due to their previous		Rudy Gonzalez (CBOC)				No

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	<p>experience with the district.</p> <p>B. KB explained that since this is a consultant and not a contractor, we are not restricted to award the contract to the lowest bidder. We can select consultants based on qualifications.</p> <p>C. RG believes this is an administrative issue and not one that pertains to the CBOC purview. It was mentioned only as an informational item.</p>						
003-009	The joint Board of Trustees and CBOC meeting has been postponed due to the fact that the joint meeting was so close to the election. A new date will be forwarded to the committee for consideration once staff is able to coordinate with the Board.		Jaime Ortiz (GSGI)				No

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**5. Status Update on Bond Implementation**

**Old Business**

003-012	<p>Status Update on Bond Implementation:</p> <p>A. Per the committee's request, every meeting will include an update on the board items that have been approved by the board since our CBOC meeting. JO reviewed this list with the committee.</p> <p>B. RG requested that this list, along with any other information for review, be forwarded to the committee 72 hours in advance along with the minutes and agenda for the committee's review.</p> <p>C. JO reviewed the progress of design on the 9 projects with the committee.</p> <p>D. JM asked if something was not done properly under Prop BB, will it be corrected by Prop O? JO responded that Prop O would pick it up as long as it was not under warranty by the contractor that originally installed the work. An example would be if there was an unused utility pole in the middle of the campus that BB did not remove, then we could remove it with O funds.</p> <p>E. CM asked if the CBOC should get information on those types of scopes which are included in the projects. JO answered that Prop O projects are touching a great deal of the campuses. Staff can prepare a report to identify every single item of scope in the projects, but it would be a very detailed report. We can provide if the committee would like.</p> <p>F. DE and RG requested a progress to date report with financial information. RG stated that we would like to save paper, however as we move further along and we are better informed, we will be refining and expanding the information we would like to see.</p> <p>G. JO explained the bid schedule for the upcoming projects (slide).</p> <p>H. JO reviewed the outreach efforts to date. RG requested that the outreach slides in the presentation be forwarded to the Outreach Expenditure Subcommittee for discussion during their meeting.</p> <p>I. CM mentioned that as a member of the Imperial Beach Chamber of Commerce she did not receive information for the outreach event held in October. Staff is to find out who received the flyer at the IB Chamber and inform CM.</p> <p>J. CBOC requested to be included in mailing lists for any upcoming events.</p>		Jaime Ortiz (GSGI)				No
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**8. Establish Future Meeting Dates**

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**Old Business**

003-022	Future meeting dates have been established to be the first Thursday of every two months. Meetings were established as follows: A. December 4, 2008 B. February 5, 2009 C. April 2, 2009 D. June 4, 2009 E. August 6, 2009 F. October 8, 2009 G. December 3, 2009		Rudy Gonzalez (CBOC)				No
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Cc:	Company Name	Contact Name	Copies	Notes
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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.