



MEETING MINUTES

Measure J Citizens' Oversight Committee

South San Francisco Unified School District

Meeting Type: Meeting of the Citizens' Oversight Committee (Meeting No. 2)

Meeting Date: Tuesday, June 14, 2011, 7:00 pm

Location: SSFUSD Office, Board Room
398 B Street
South San Francisco, CA 94080

Notice: The meeting was audio-recorded
Camille T. Taiara from Atlas Interpreters provided Spanish interpretation services for the CBOC members via ALS.

1. ROLL CALL
 - 1.1 PRESENT: Dana Abarca, Rich Blank (Clerk), America Gutierrez, Richard Holt, Veronica Mendoza, Martin Romero, John Sanna (Vice Chair)
 - 1.2 ABSENT: Lana Anderson, Rich Ochsenhirt (Chair), Patricia Turpo Ames
2. PRELIMINARY – Call to Order 7:22 pm
 - 2.1 IBL, Eugene Sim, welcomed CBOC members and thanked them for attending this meeting. A roll call was performed.
 - 2.2 Other attendees:
 - Jonathan Barth, SSFUSD (District)
 - Robert Collins, Program Manager (SMC)
 - David Baldwin, CES
 - Courtney Jenkins, CES
 - Eugene Sim, Interim Bond Liaison (IBL)
 - Maria Vassileva, Interim Bond Liaison (IBL)
 - Julia Lopez
3. MESSAGE FROM CHAIRPERSON RICH OCHSENHIRT
 - 3.1 Vice-Chair John Sanna read a message from Rick Ochsenhirt, Chair, who was not present due to family obligations.
4. UPDATE ON FINANCIAL DISCLOSURE form 700 BY CBOC MEMBERS
 - 4.1 V. Mendoza requested a new Form 700. IBL will e-mail her the form.
 - 4.2 A. Gutierrez submitted her completed form.
 - 4.3 J. Barth said that no other forms have been submitted.
 - 4.4 J. Barth explained that a new potential member needs to be approved by the Board of Trustees.

5. IBL announced that the meeting is recorded and that there is simultaneous interpretation In Spanish. IBL requested that all speak slowly and clearly.
6. UPDATE ON BOND PROJECTS – Brief Overview on Chevron Energy Solution (CES) projects.
 - 6.1 Courtney Jenkins from CES reported that construction at Spruce ES and SSFHS has started last week. David Baldwin and Courtney Jenkins gave a presentation on the CES projects.
 - 6.2 M. Romero asked how the construction is funded. IBL responded that the projects are 100% funded with Bond money.
 - 6.3 M. Romero inquired if the cost should be reviewed before the actual expenses are made. Vice-chair John Sanna replied that expenses are reviewed after they were made. IBL proposed a review of the Bylaws to clarify the responsibilities of the CBOC.
 - 6.4 Martin Romero asked about the maintenance of the PVs. Jonathan Barth replied that the PVs are maintained for the duration of the warranty by CES. J. Barth clarified that the warranty is for 25 years. J. Barth explained that deferred maintenance fund is used to supplement the general fund expenses.
 - 6.5 America Gutierrez inquired about the roof replacements. IBL clarified that the decision which roofs to be replaced was based on available existing warranties and general state of the examined roofs.
 - 6.6 Martin Romero asked about the cost of the CES projects. Jonathan Barth replied that the contract for all CES projects is \$24 M. He explained that this is energy services contract and the net savings are guaranteed. Jonathan Barth clarified that the contract includes management, design, and construction. He further explained that the carport, ground, or roof locations were selected after considering a number of factors – current energy consumption, need for DSA approval, available parking lot areas, future Bond projects.
 - 6.7 Vice-chair John Sanna clarified that DSA is the agency, which reviews and approves all school projects.
 - 6.8 Martin Romero inquired about the firm selection process. Jonathan Barth replied that there were 4 firms and through RFP process one of them was selected.
7. OVERVIEW OF BOND STRUCTURE AND PROCESS – PRESENTATION
 - 7.1 IBL introduced Robert Collins with Swinerton Management Company, Program Manager for Measure J
 - 7.2 IBL gave a presentation on Bond structure and Facilities Planning Process.
 - 7.3 Martin Romero asked when the Ed Specs and District Standards are going to be available. IBL replied that they will be completed by the end of October. Jonathan Barth provided a CD with the previous Master Plan to Martin Romero.
 - 7.4 Vice-chair John Sanna requested initial project budgets and schedules.
8. OTHER ITEMS
 - 8.1 Rich Blank inquired about the CBOC web site. Jonathan Barth replied that the site is being developed and will be available soon. The following documents will be available on the web site: agenda, meeting minutes, Master Plan. Rich Blank asked if any of these documents would be available in Spanish. Jonathan Barth replied that there is no capacity at this time. He added that the District web site will have a link to the CBOC web site
 - 8.2 Martin Romero inquired why out of the 9 elementary schools, only two are on the Bond list. Vice-chair John Sanna explained that each school was reviewed and prioritized. The five schools on the Bond Measure are priority level #1. These schools have the biggest incursions in their day-to-day operations. He added that all schools will benefit from the current Bond Measure. IBL mentioned that the previous bond measure tried to cover all school sites at once, but this approach did not allow for substantial impact. This time the District's goal is to significantly upgrade each school. Vice-chair John Sanna added that the priority list was determined through the Blue Ribbon Committee.

- 8.3 America Gutierrez inquired about the DSA close out process. IBL explained that the close out process involves submission of DSA-required documents, which were previously not filed. Once all documents are submitted the project will be certified by DSA. IBL noted that there should be sufficient amount of time for non-certified projects to be properly certified, before the new projects require DSA approval.
- 8.4 IBL suggested the Program Manager to provide DSA close-out status at future CBOC meetings.
- 8.5 Martin Romero requested Expenditure Report to be provided for the next meeting. Jonathan Barth noted that certain expenditures were made, for example Bond election and legal expenses.
- 8.6 Martin Romero requested expenditures per school site from previous Bond measure. IBL clarified that the previous bond measure is beyond the scope of CBOC.
- 8.7 Vice-chair John Sanna requested the available information about the Bond. Martin Romero requested future materials to be provided on Friday, before the meeting, to allow the members to become familiar with the information.
- 8.8 America Gutierrez asked about project budgets for the next meeting. Jonathan Barth explained that there are no budgets determined at this time – it is too early.
- 8.9 Vice-chair John Sanna suggested that the committee should review real-time information.
- 8.10 IBL explained that the Facilities Subcommittee recommends Bond projects to the Board of Trustees. BOT approves or does not approve the recommended scope. CBOC has the right to inform, review, report, and advise.

9. DISCUSSION ON NEXT CBOC MEETING

- 9.1 The CBOC members decided that they would like to meet every month and agreed on second Tuesday at 7:00 pm.

10. SUMMARY of ACTION ITEMS:

- 10.1 Current Bond Measure financial information to be provided.
- 10.2 Form 700 to be e-mailed to Veronica Mendoza
- 10.3 Prior Bond information to be provided for information only.
- 10.4 General Fund budget information was requested
- 10.5 Program Manager to provide report of DSA close out progress.
- 10.6 Prior Meeting Minutes were requested for approval
- 10.7 Jonathan Barth will add new CBOC members to Board of Trustees meeting agenda

11. COMMENTS FROM THE FLOOR – None

12. ADJOURNMENT – 9:08 pm

Please advise the District within 48 hours if there are any errors in the meeting minutes. Provide questions and comments in a written form and address all discrepancies to Jonathan Barth, Assistant Superintendent, and South San Francisco Unified School District.