



## MEETING MINUTES

### Measure J Citizens' Oversight Committee

South San Francisco Unified School District

Meeting Type: Meeting of the Citizens' Oversight Committee (Meeting No. 3)

Meeting Date: Tuesday, July 12, 2011, 7:00 pm

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

Notice: The meeting was audio-recorded

Armando Ortiz from Atlas Interpreters provided Spanish interpretation services for the CBOC members via ALS.

Member D. Gallagher received his Orientation materials binder. Member A. Gutierrez offered to deliver J. Lopez's Orientation Materials binder to her and received the binder on her behalf.

#### 1. PRELIMINARY

1.1 CALL TO ORDER – 7:06 pm

1.2 ROLL CALL

1.2.1 PRESENT: Rich Blank (Clerk)  
David Gallagher  
America Gutierrez  
Richard Holt  
Veronica Mendoza  
Rich Ochsenhirt (Chair)  
Martin Romero  
John Sanna (Vice Chair)

1.2.2 ABSENT: Dana Abarca  
Lana Anderson  
Julia Lopez  
Patricia Turpo Ames

1.2.3 OTHER: Jonathan Barth, SSFUSD (District)  
Robert Collins, Program Manager (SMC)  
Eugene Sim, Interim Bond Liaison (IBL)  
Iku Joki, Interim Bond Liaison (IBL)  
Cindy Alger

- 1.2.4 IBL, Eugene Sim, welcomed CBOC members and thanked them for attending this meeting. IBL performed a roll call and confirmed an establishment of a quorum.
2. APPROVAL OF MEETING MINUTES NO. 2
  - 2.1 Chair Ochsenhirt asked members to confirm receipt and review of meeting minutes and asked if any members have corrections or comments. There were no objections and the minutes to Meeting No. 2 of CBOC were approved.
3. INTRODUCTION OF TWO NEW CBOC MEMBERS
  - 3.1 D. Gallagher gave a brief introduction of himself. J. Lopez was not present for an introduction.
  - 3.2 Chair Ochsenhirt requested new members be brought up to speed with the proper materials and access to training materials specific to duties, responsibilities and roles of a CBOC member.
4. UPDATE ON FINANCIAL DISCLOSURE FORM 700 BY CBOC MEMBERS
  - 4.1 J. Barth confirmed receipt of V. Mendoza's form. The two new members will need to submit their forms.
5. CES PROJECTS
  - 5.1 IBL stated that per request from previous meeting, information on CES projects and detailed layouts for each individual site were emailed to CBOC members for their review and information. There were no questions or comments from members at this time.
6. CURRENT BOND MEASURE FINANCIAL INFORMATION
  - 6.1 J. Barth discussed the spreadsheet document reflecting current bond measure financial information which shows reimbursements and expenditures related to Measure J. He stated this would be the format used to communicate to CBOC members and should a member require additional detail, he would be able to provide further detail to the entire group.
  - 6.2 R. Holt requested an explanation on Standards & Poors line item. J. Barth stated they are the financial controls consultant assisting the accounting staff at the District with bond security. He also stated that the District's bond rating fell from an AA to AA- rating.
  - 6.3 M. Romero inquired whether GOBDE Research (Parcel Tax Survey) line item of \$29k and TBWB Strategies (Flat Fee, Consulting) line items are paid double to SMC with any potential overlap of work by SMC. J. Barth clarified that GOBDE Research and TBWB Strategies both reflect bond election expenditures from two previous fiscal years. **J. Barth confirmed that he will provide requested reimbursement documentation on bond election expenses.**

- 6.4 M. Romero inquired an explanation on SIM Architects (Interim Bond Liaison) line item and how the District legitimizes IBL fees. J. Barth confirmed that SIM Architects provides detailed invoices separating various duties including facilitation of CBOC and Facilities Sub-Committee (FSC). M. Romero stated that any work done unrelated to Measure J should be expensed to the District and not as reimbursable to bond measure monies.
- 6.5 M. Romero inquired an explanation on Dell Computers line item. J. Barth stated that six (6) laptops were purchased for use by SMC bond team which shall be used primarily on-site and will remain the sole property of the District. The reason for these new purchases are based on security purposes, in order to keep information internal and control full access to networking of computers.

## 7. PRIOR BOND INFORMATION FOR INFORMATION & REFERENCE

- 7.1 IBL stated that per request from previous meeting, information on prior bond information was emailed to CBOC members for their reference.
- 7.2 M. Romero requested information on what projects occurred at each location that made up the prior bond funds in order to confirm that there is no duplication of efforts in the current bond projects. **J. Barth confirmed that he will provide a summary of projects by site from the prior bond.**
- 7.3 Having been a part of the previous bond measure CBOC, Chair Ochsenhirt briefly described his knowledge on prior bond projects. The bond was approximately \$90 million with concurrent projects at 17 District sites. Although unlikely that there would be duplication of work, Chair Ochsenhirt agreed that it would be beneficial to know prior bond project information.
- 7.4 Vice Chair Sanna inquired whether the CES projects include recurring roof work to install solar panels, in relation to last bond or recent maintenance projects. SMC confirmed recurring work does occur in some cases due to recent code changes since the last bond projects. He cited recent revisions in ADA codes as an example, which requires recurring work. IBL stated that code revisions are in the general interest of student life safety.

## 8. GENERAL FUND BUDGET INFORMATION

- 8.1 IBL stated that per request from previous meeting, information on general fund budget information was emailed to CBOC members for their reference.
- 8.2 Chair Ochsenhirt stated that CBOC member do not need to know these expenditures since it is unrelated to bond projects.
- 8.3 M. Romero requested confirmation that bond funds are not used for facility maintenance or operating expenses, in relation to CES solar panel projects. Article 13A and 16A were quoted which states that the District cannot use bond monies for operating cost and expenses, including administrative salaries. J. Barth clarified that CES projects enable savings and rebates to the District which allow a reduction in operating expenses. An example would be that bond funds cannot be used directly to pay electric bills, however can be used to install and invest in solar panels to improve schools, environment and alleviate future budgets. **J. Barth confirmed that he will request bond counsel to be present at the next meeting to discuss this issue further.**

- 8.4 Vice Chair Sanna inquired if once a project is completed, it falls under deferred maintenance. J. Barth confirmed this to be true.

## 9. DSA CLOSE OUT PROGRESS

- 9.1 SMC stated that the District initially had about 70 projects without DSA certification and currently there are only 20 projects remaining without certification. SMC also stated that El Camino High School no longer has pertinent close-out issues which allow CES projects to proceed.
- 9.2 M. Romero inquired why there were many DSA close-out issues from the previous bond. J. Barth stated that not all are bond-related projects. SMC stated that majority of the issues arise from missing paperwork.
- 9.3 M. Romero inquired whether fees related to DSA close-out are paid by bond funds. J. Barth confirmed that expenses regarding fees paid to DSA are taken from the general fund. Expenses regarding fees for CES and SMC to mobilize bond projects are paid by bond funds.
- 9.4 Chair Ochsenhirt requested confirmation that the remaining 20 projects without DSA certification do not hinder the progress of CES projects. SMC confirmed this to be true.
- 9.5 IBL confirmed that the new process will be to provide proper DSA close-out certification on all bond projects before final payment, which is included in the contract language for CES and SMC.

## 10. OTHERS

- 10.1 Orientation and training materials will be posted on the CBOC web site. J. Barth stated that the District's main web site will be linked to the Measure J site next week and the link information will be emailed.

## 11. COMMENTS FROM THE FLOOR

- 11.1 Cindy Alger stated that the last bond program wasted funds and strongly feels that expenditures were signed off inappropriately. She stressed the importance of community support and establishing priority items for the current Measure J bond projects.

## 12. ADJOURNMENT – 8:17 pm

- 12.1 Next CBOC meeting no. 4 will be held on August 9, 2011, 7:00pm at SSFUSD Office, Board Room.

*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.*