



Meeting Minutes

Measure J Citizens' Oversight Committee **South San Francisco Unified School District**

Meeting Type: Meeting of the Citizens' Oversight Committee (Meeting No. 7)

Meeting Date: Tuesday, January 17, 2012, 7:00 pm

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

Notice: Armando Ortiz from Atlas Interpreters was available to provide Spanish interpretation services for the CBOC members.

1. Preliminary

1.1 CALL TO ORDER – 7:15 pm

1.2 ROLL CALL

1.2.1 PRESENT: Dana Abarca
Lana Anderson
David Gallagher
Richard Holt
Rick Ochsenhirt (Chair)
John Sanna (Vice Chair)

1.2.2 ABSENT: Rich Blank (Clerk)
America Gutierrez
Julia Lopez
Veronica Mendoza
Martin Romero
Patricia Turpo Ames

1.2.3 OTHER: Sandra Lepley, SSFUSD (SL)
Eugene Sim, Interim Bond Liaison (IBL)
Iku Joki, Interim Bond Liaison (IBL)
Dale Molyneux, Program Manager (DM)

1.2.4 IBL performed a roll call and confirmed a lack of quorum. Only six (6) of twelve (12) members were present.

1.2.5 Chair Ochsenhirt stated that since there is no quorum, the committee is unable to perform any action items. He requested staff present certain discussion items for informational purposes such as discussion items #4, 8 and 9.

2. Approval of Meeting Minutes No. 5 – **Deferred to next meeting.**
3. Review of Measure J Bond Financial Report – **Deferred to next meeting.**
4. Program Manager Implementation Plan – Informational purposes only. (See attached)
 - 4.1 SL introduced Dale Molyneux of Swinerton Management and Consulting who will assist staff with the summary presentation by Program Manager from the November 17th Board of Trustees meeting.
 - 4.2 SL stated that the bond team meetings included key District personnel including the Facilities Director, Jeff Bonner and IT Director Robert Ferrentino. Their involvement was important in order to maintain standards, understand construction methodology at the facilities and assess technology upgrades.
 - 4.3 Vice Chair Sanna clarified that the presentation is a summary of the Program Manager's Implementation Plan. SL and DM confirmed that the presentation is a condensed version of the information in the implementation plan.
 - 4.4 SL stated that the timeline presented to the Board shows completion of bond projects by 2014-2015 school year.
 - 4.5 SL stated that the cost summary includes the bond amount and \$2.1 million in anticipated state funds.
 - 4.5.1 SL stated that the Board of Trustees approved the document with an additional request to explore Parkway Heights Middle School (PHMS) as a new campus. DM stated that the original scope at PHMS included a science classroom, library relocation, and miscellaneous upgrades. This proposal is not reflected in the cost summary. SL informed the committee of a recent event at PHMS where Congresswoman Jackie Speier, an alum of PHMS, pledged her support to improve technology, discipline and facilities at PHMS.
 - 4.5.2 SL explained that the PM manages all components in the cost summary except Chevron's scope of work. The cogeneration project is also included in the Chevron line item of \$25,650,000, however the return on savings versus the cost of financing over the life of the bond is being considered for cost effectiveness.
 - 4.6 DM presented the campus plans for the five major bond projects.
 - 4.6.1 Buri Buri Elementary School: the proposed plan shows a new campus construction at the existing playfields. Once the new campus is constructed, the existing buildings can be demolished, avoiding the need for swing space.
 - 4.6.2 Martin Elementary School: the proposed plan is similar concept to Buri Buri, using the existing playfield as the new campus area.
 - 4.6.3 Alta Loma Middle School: the proposed plan shows replacement of 5 portable buildings with a new building, science classroom renovation and ADA upgrades.
 - 4.6.4 Parkway Height Middle School: the proposed plan shows the original scope of work from the Facilities Master Plan (FMP) of various renovation/modernization work and upgrades. The new direction from

the BOT to explore a new campus is not yet reflected in this slide presentation.

- 4.6.5 South San Francisco High School: the proposed plan shows a new 2-story building, which may potentially move to a new location. Also included in the scope are seismic work and science classroom renovation to increase size.

- 4.7 DM explained other essential projects at various school sites including modular replacement, science classroom renovation, ADA and seismic upgrades. For seismic upgrades, both the DSA's AB300 list and Facilities Master Plan (FMP, 2009) FEMA study were considered and buildings were prioritized.

- 4.7.1 Regarding science classrooms, Chair Ochsenhirt inquired whether the science labs at El Camino High School renovated during 2001-2002 are still in use. DM confirmed that the science staff are very pleased with those labs and are to remain in use.

- 4.7.2 Regarding replacing the existing wood/metal shop room at PHMS with a new science classroom, D. Gallagher inquired where they will relocate the wood/metal shop program. DM stated that the existing room is used as storage and the wood/metal shop curriculum is no longer offered.

- 4.7.3 DM stated that the elevator at Spruce Elementary School need to be replaced since the current configuration does not work with the ramp and usage times for the school. It will be relocated to serve different access needs and areas for the staff and students.

- 4.7.4 Regarding seismic upgrades, Vice Chair Sanna stated that Buri Buri was placed on the bond list as priority due to the seismic review results of the multi-purpose room.

- 4.8 SL stated that the AOR interviews were conducted over two days where the architectural firms were asked the same questions and short listed. The RFP process shall take place following the short list for the specific projects.

- 4.9 SL updated the committee on other consultants pursued for the bond projects such as geotechnical engineering, funding, and historic preservation consultants.

- 4.10 SL stated that the next BOT will be a study session and she has scheduled a meeting with a consultant to understand the legal aspects of lease-lease back. Members inquired whether the AOR firms have any design-bid-build and design-build experience. SL confirmed that all have design-bid-build while some had design-build experience. J. Sanna inquired whether these firms are design arms of contractor companies. SL stated that the AOR firms are all architectural design firms.

5. Annual Audit & Open Bid Selection for Next Year – **Deferred to next meeting.**

6. Newsletter & Messaging to the Public – **Deferred to next meeting.**

7. Open Topics from Previous Meetings

- 7.1 Prior Bond Information for Reference - **Deferred to next meeting.**

- 7.2 General Fund Budget Information - **Deferred to next meeting.**

8. Discussion on Attendance Report – Informational purposes only. (See attached)

- 8.1 Chair Ochsenhirt presented the attendance report which was prepared by IBL at the request of the Chair. He cited two sections from the CBOC Bylaws section 5.5 and the Proposition 39 Rules & Regulations section 9(b). He requested members to call, email or notify CBOC and staff in advance with a legitimate reason to be excused from a meeting. The Chair directed staff/IBL to send an email correspondence to all members on the procedure of how to notify absence, if a member is aware they cannot attend a meeting. He further requested that the correspondence include the two sections mentioned from the Bylaws and Prop 39. The Chair also stated that he is not looking to remove anyone and would like everyone to participate in the committee, however wanted to call attention to the topic.
- 8.2 Vice Chair Sanna agreed that members who cannot attend should notify staff in advance.
- 8.3 L. Anderson stated that she is not available during the summer months as she takes a trip with her family. She also stated that the meeting calendar has changed which may attribute to less participation.
- 8.4 R. Holt stated he agrees that members should let others know in advance if they cannot attend a meeting.
- 8.5 D. Abarca would like to clarify that she did notify staff of her absence for meeting #3. Staff noted.
- 8.6 D. Gallagher stated that since they are meeting less often, it is even more critical that these meetings have enough participation by the committee in order to make actions and decisions, and be productive as a committee.

9. Current Calendar & Meeting Schedule – Informational purposes only.

- 9.1 Keeping with the current meeting schedule of meeting every two (2) months, the next meeting is scheduled for the second Tuesday of March.

10. Public Comments – No comments.

11. Adjournment – 8:02 pm

- 11.1 Next CBOC meeting no. 8 will be held on **March 13th, 2012, 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 Interim Bond Liaison and South San Francisco Unified School District.