



Measure J Citizens' Oversight Committee

South San Francisco Unified School District

Meeting Type: Meeting of the Citizens' Oversight Committee (Meeting No. 19)

Meeting Date: Tuesday, January 14, 2014, 6:00 pm

Location: South San Francisco Unified School District Office Board Room
398 B Street
South San Francisco, CA 94080

Notice: Jackie Cabanas provided Spanish interpretation services for the CBOC members. **At 6:40 p.m., America Gutierrez and Jackie Cabanas left for EALAC meeting.**

1. Preliminary

1.1 CALL TO ORDER – 6:05 pm

1.2 ROLL CALL

1.2.1 PRESENT: Rich Blank (Clerk)
Rick Ochsenhirt (Chair)
Richard Holt
Martin Romero
Dana Abarca – arrived at 6:12 p.m.
America Gutierrez– arrived at 6:11 p.m.
John Sanna
Patricia Turpo-Ames– arrived at 6:10 p.m.

1.2.2 ABSENT: Julia Lopez

1.2.3 OTHER: Alejandro Hogan, SSFUSD (AH)
Patricia Ernsberger, SSFUSD (PE)
Larry Scott, SSFUSD (LS)
Salom Samad, SSFUSD (SS)
Amy Bueno, SSFUSD (AB)
Donna Fentanes, SSFUSD (DF)
Jackie Cabanas
Heather Dowd – Christy White Assoc.

1.2.4 DF performed a roll call. Five (5) out of nine (9) members were present which resulted in a quorum. Patricia Turpo-Ames arrived at 6:10 p.m., America Gutierrez arrived at 6:11 p.m. and Dana Abarca arrived at 6:12 p.m. Julia Lopez was absent.

2. Approval of Agenda – Approved by Rick Ochsenhirt. Acceptance of Audit Report was added as action item 4a.

3. Approval of Meeting Minutes No. 18 – RO clarified that it was he, not AH, that informed CBOC of letter; clarification noted. Meeting Minutes approved by all.

4. Audit Review

- 4.1 LS passed out Audit Report. Introduced Heather Dowd from Christy White Associates. HD went over Audit Report page by page.
- 4.2 Key points; pg. 3 – The financials here are acceptable. Most important part of report in 3rd paragraph, we agree with numbers. MR asked where money was coming from? HD answered from selling bonds, fund balance (including interest) is only used for Bond projects.
- 4.3 HD continued to review Audit Report. \$253K earned in interest last year.
- 4.4 HD continued to explain internal control procedures over report, explained that the report would indicate non-compliance. RO asked if there were tests of non-compliance. HD responded that District does have internal controls procedures in place.
- 4.5 HD also added from Audit Report that expenditures were in compliance. Change order rate very low, RO credited that to LS. HD concluded that there were no findings – means you're following the rules.
- 4.6 HD fielded questions: MR asked about solar panels, savings, did you audit them? HD said no. PE wants actual savings and rebates combined in construction year. MR asked about series E & F on pg. 13 of AR, PE explained BANS & Bonds; of we raise tax rate \$17/100K we could pay off BANS. RO asked if that would have to go to voters, PE said no, Prop 39 allows us to go to \$60/100K. PE & AH to hold neighborhood meetings to get info out. PE also said BOT mailings to go out to all people. PE mentioned that JS to present AR to Board Thurs. 1/16.

4a. Approval of Audit Report

- 4a.1 RO asked committee for approval of Audit Report. MR said he couldn't vote on something he just got. RB motioned to accept Audit Report; five pass, one oppose. Motion passed.

5. Measure J Update

- 5.1 Board to close out Phase One Modular, Phase Two have been in DSA every week since before Christmas. Some bldgs. not in DSA, i.e. MPR @ Parkway and Buri Buri. Interim housing @SSFHS to start project ASAP. Changes at Parkway, interim housing to start.
- 5.2 Poured concrete at ECHS Science before break – 2 story system, 1st floor walls to 2nd floor. Moving fast, done by March. Made some changes, single crane stays whole time, save \$ all around. Walls on site, making sure everything is in place. Colors are chosen. Same building to be used at SSFHS and possible Parkway.
- 5.3 This coming Board meeting: close out of Path of Travel and Phase 1 modulares, EC Field to Board after PG&E work, started SSFHS field, some soil issues
- 5.4 Change Orders for first round of projects: 3. Two for playgrounds, one for Path of Travel. LS extended invitation to CBOC members to attend weekly project meetings.

- 5.5 LS said we are going to Board regarding particular issues at Parkway. We have a 16K sf bldg. that may not happen, had to reduce some of the monies, I was able to save some of our scopes of work. Board has to decide – might be a change at Parkway.
 - 5.6 Spruce Ramp moving good. This weekend steel will be going up, elevator tower and stairway. Contractor taking advantage of long weekend. RO commented job was taking sometime, LS said the elevator takes time, we're three weeks off schedule, but contractor said they'll catch up.
6. Review of Measure J Bond Financial Reports
- 6.1 Not much new, some more activity under SSFHS Athletic Field.
 - 6.2 RO asked if Phase 1 modulars complete. LS responded yes, but some things still need to be done. RO asked about Path of Travel. LS – yes, two bollards installed at MV. LS mentioned that District projects were featured in Architectural Record, six pages on District.
 - 6.3 MR asked if El Camino Athletic Field was complete. LS said waiting for PG&E to tie in and change gate height. RO asked about Crestwood side, LS said all secure now (LS showed CBOC pics). MR asked if students have full access yet. LS & JS said 3 more weeks. RB asked about gate at basketball court, been installed since beginning of project. PE mentioned there have been issues about fencing, gates & locks. RB said he could go play basketball, now have to park and go upstairs. LS said not our project.
7. Newsletter & Messaging to the Public
- 7.1 LS handed out Bond newsletter. PE trying to determine how to get Bond info to property owners.
8. Attendance Report Review
- 8.1 RO very happy, only missing one tonight.
9. Meeting Schedule
- 9.1 LS informed CBOC that in sometime in March he'll be down for about 30 days following knee replacement surgery. Next meeting is scheduled for Tuesday, March 11, 2014 at 6:00 p.m.
10. Public Comment - NONE
11. Adjournment
- 11.1 Rick Ochsenhirt asked for adjournment and the meeting was adjourned at 7:09 p.m.

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 the Bond Program Director and South San Francisco Unified School District.