

MINUTES OF THE CBOC MEETING:	March 23, 2005 135 Van Ness Avenue, Room 209	
Facilitator:	Hydra Mendoza, Vice Chair	
Committee Members Present:	Patricia Crawford Georgia Lee Hydra Mendoza, Vice Chair	Nick Driver, Secretary Nan McGuire Wade Randlett
Interested Parties Present:	Toks Ajike David Goldin Sylvia Kwan Paul Zarefsky	Neil Gendel Bruce Hart Leonard Tom

Hydra presided over the meeting.

Minutes of 1/26/05 approved.

Program status report:

Committee members' availability on CBOC meetings. By-laws – at least 7 members.
 Members are appointed by School Board. Original appointees: 11 members.
 Suggestions on getting a quorum: 1) Reduce committee size to reasonable size;
 2) Meet every other month with 1 teleconference in between meetings.
 Drop-out members: Juno and Sophie (official)/Monique (unofficial)
 Labor & Board of Supervisor slots – not required on by-laws
 By-laws – created by committee members, can probably make amendments.
 Next meeting's agenda – 1) amend by-laws, 2) effectiveness of CBOC meeting, no. of quorum members, 3) public comments before conclusion of an item.

Ethics & Governance Committee:

Next meeting's agenda – will report on Standards pertaining to Contracts

Facilities Inspection Committee:

None

Chief of Facilities:

1997 Bond Issue – hired an outside CPA to investigate \$19M miscellaneous expense.
 Meeting tomorrow at Warren Hellman's Office to discuss 1997 Bond.

Board Resolutions on:

- 1) Proprietary products to be used districtwide.
- 2) Allow Chief Facilities Officer and CFO to sign on change orders of up to 10% of total original contract value. Board approval currently needed on all change orders.
- 3) Closed session with DPW – (awarded 3 projects) issue of no professional liability insurance provided. Board unanimous decision not to proceed with DPW. Different standards for DPW? W. Randlett asks why the closed session? Local 21 commented on getting more contracts, 3 projects awarded to DPW with total value of \$10M. All contractors are required to have indemnification. City is willing to give school district the indemnification. Closed session discussion of contract used by Local 21 in relation to Sacco agreement to get more engineering and architect work to DPW.

Bond Manager – Leonard Tom:

Highlights:

33 projects in the program. Completed site visits to all 31 sites. Number of projects in each round remains the same. 9 projects have been submitted to Lopez case as part of stipulation – copies of construction documents 30 days prior to submission to DSA. 9 of 12 projects submitted, comments from plaintiff experts of 6 projects-no major concerns, architects could make minor adjustments. CDE applications for 6 schools in review. 18 projects out of total 33 projects will apply for Prop 55.

Seven (7) road show meetings are part of community outreach – description of phasing of school to principal, faculty staff, parents, community. Will carry on for 4-5 months, getting good comments. To date: Industrial Hygiene consultant is on board who follows along architects, take documents and review what areas are going to be worked on, taking samples from areas and determine any hazardous materials present. Take on this information and convert it to hazardous materials for mediation plan based on budget point which is a critical part of total construction contract package. IOR – person or firm at the site everyday, making sure contractors are doing everything according to plan. 4 proposals received. CM – put out requests for proposals. Responsible for keeping contractors to accomplishing work as quickly and efficiently. Good response. 20-24 firms showed at pre-bid conference. Current budget – not changed, update to financial report 1/31/05. Binders handed out before were at parameters of 12/31/04. Monthly update handouts during monthly meeting or electronically sent. Summary page – first 2 pages of spreadsheet, general feel for any big expenses. By the end of January, 2005, about \$2M expended. Update of Feb, 2005, expenses at \$3.2M, primarily architects, surveyors, permit fees. Intending to put out bids to contractors in April for Bryant and Bret Harte. 3rd project will go out in May for Thurgood Marshall HS. Pushing for another 3-5 projects soon. Staffing – on board, 1 Project Manager, 1 Admin Asst, PM interview – 2 good candidates, will offer by end of week. Conducted interviews for Financial Mgr, had problems with HR. Interview for Asst Financial Mgr by next week, and Sr. Construction Mgr. Due to short staffing, Kwan Henmi will provide an interim PM, front-end documentation, and Construction Management expertise. To submit next Board meeting a resolution for Kwan Henmi not to exceed \$266,000 this will provide capacity to bring in additional staff to June, 2005.

Greening Projects: 17 schools, long periods of time. 2nd tier architects to meet with Sharon Danks. Main concern is no maintenance staff.

Community Outreach Meetings:

Sylvia Kwan spoke of outreach to the contracting community. The rule of thumb is we need at least 5 bidders. Response from a lot of contractors and sub-contractors was disappointing. Set the track record by paying bills promptly. April 21st-orientation of national contractors, 2nd round of outreach-site council. Other concern include moving-time frame for packing and unpacking – RFQ for movers. Mainly no complaint, top priority is accessibility. Public comment issue can impact cost.

Add to Agenda for next meeting:

- 1) Submit names for consideration for new members.
- 2) Procedures during meetings. Communication between members . E-mail procedures for the program. Website – publish guidelines for program, also districtwide. Report – program budgets and expenditure tracking.
- 3) By-laws – to talk of frequency of meetings
- 4) Propose standards for contracting related to bond.
- 5) Resolutions to have change orders signed by Chief Facilities Officer and CFO

Next meeting: Wednesday, April 27, 2005.

Person or phone meeting: Person meeting
Need advance notice for meeting, accessibility –notice 72 hours in advance

Meeting is adjourned.