



MEETING MINUTES BOND OVERSIGHT COMMITTEE MEASURE X

(with oversight on remaining Measure L Projects)

**PLACE: SAN MATEO-FOSTER CITY SCHOOL DISTRICT
1170 CHESS DRIVE, FOSTER CITY, CA 94404
BOARD ROOM**

DATE: January 14, 2020

1. Call to Order

2. Roll Call

Bond Committee Members

Julie Scanlon (End of Term 8/23/20)	– Present
Fred Baer (End of Term 8/23/20)	– Present
Randy Raphael (End of Term 8/23/20)	– Present
Eric Holm (End of Term 8/23/20)	– Present
James Sells (End of Term 3/01/20)	– Present
Annanth Kadambi (End of Term 3/01/20)	– Present
Charlie Royce (End of Term 3/01/20)	– Present
Albert DiMatteo (End of Term 3/01/20)	– Not Present
Ryan Nobrega (End of Term 8/23/20)	– Not Present
Wayne Pitcher (End of Term 8/23/20)	– Present

SMFCSD Facilities Staff

Patrick Gaffney	– Present
Joel Cadiz	– Present
Bob Price	– Present
Kevin Sanders	– Present
Corey Fong	– Not Present
Mark Sherrill	– Present
Emma Oh	– Not Present

3. Review of Agenda

- a. Joel Cadiz reminded the board members, “Anything that is not agendized can not be discussed.”
- b. No Comment on Agenda items

4. Public Comment – Anyone wishing to address the CBOC may do so at this time.

- a. No Public Comment

5. Approval of Meeting Minutes from May 9, 2019 and July 31, 2019

- a. Joel Cadiz called motion to approve meeting mins. James Sell made motion to approve mins. Wayne Pitcher 2nd motion. Meeting mins approved

6. Bond Audit Presentation - Measure L & X, for 2018-2019 Fiscal Year

a. Chavan & Associates – Paul from Chavan & Associates proceeded to go over the Bond Audit for Measure L & X:

- i. “It was clean audit so we didn't have any modifications or exceptions noted to the audit opinion we didn't have any material adjustments or any passed on adjustments noted so it was a it was a good audit so the district's doing a good job of managing the funds...”
- ii. “...just wanted to highlight a couple items in financial highlights in terms of results:
 - a) “The district spent out of measure L just under \$30M dollars with a ending balance remaining in the measure of \$13.5 million dollars.”
 - b) Paul went onto further state, “...Measure X was also a clean audit and no modifications were needed in our opinion....For the fiscal year ending June 30, 2019 the Measure X spent \$9.8M with an ending fund balance of \$62.5M.”
- iii. Paul concluded his presentation and the Bond Committee had no questions for him.

b. Review & Approval of CBOC Report of Activities & Conclusions

- i. Joel provided the Report of Activities & Conclusions for the CBOC members to pass around and sign. Joel, explained, “...essentially what this paper stipulates is that you have fulfilled your obligation as CBOC members reviewing the financial audit.”

c. Review of Measures L & X Second Quarter FY 19-20 Financial Expenditures

- i. Joel called attention to expenditure reports for Measure L and X, along with quarterly expenses.
 - a) Julie asked about the publication charges for \$140k.
 - a. Joel explained, “Every time we advertise, print plans, etc, it falls under publication charges. For this fiscal year we only spent \$106.”
 - b) Ananth Kadambi asked about Misc Expenses. Joel explained, “Misc costs are items that came up during the project that were not initially planned for.”
 - c) Julie asked about a remaining negative balance line item on the New School in Foster City project. Patrick went onto explain the accounting, encumbrances, and calculations shown on the report. Patrick also stated, the team will go back reconcile the project budgets to ensure the projects are not overcommitted.
 - d) Fred asked if we are on track with costs and change order not exceeding the total budget. Kevin responded, “We are looking really good and only tracking less than 1% over the initial estimated costs with less than a year to go.”
 - e) Julie was confused about \$400K Publication charges and outside printing charges. Also Julie pointed out there might be an issue with the labeling on the line items and the costs were most likely accurate. Julie was confused on a lot of cost labeling to the expenditures and commented that it is tough to oversee expenditures if the labeling on each line item cost uses generic labels like “Publication Charges.”
 - f) Wayne asked if the costs could be broken out to more defined categories to help the Bond Committee understand allocations to those specific categories.
 - a. Joel responded, the facilities team will revisit the way the categories are being presented that is more simplified.
 - g) Julie asked about Tish Bushelle’s expenditures. Joel explained, Tish consults on all the projects and is a facilitator for on-going and continuing community meetings.
 - h) Julie asked, Are we still on budget for all projects. “Mark Sherrill answered Abbott Gym project is about 3%, Kevin responded Bayside is on track.”

- i) Julie asked about Phase II projects. Joel advised, "We have begun some work on Phase II projects and currently the District has not yet scoped out the entirety of Phase II projects. We are committed to the new school in San Mateo.
 - j) Fred asked where we are in terms of obtaining additional funds. Joel explained, the District is not qualified for major additional funding due to loss of enrollment.
- d. **Measure L & X Program Status Update**
- a) Joel introduced Robert Price to provide an update on his projects.
 - a. San Mateo Park fencing is finishing up with some punch list items.
 - b. Borel Fencing there were some additional lights that were installed for the handicap ramp over Christmas break. Anticipating close out with DSA in the next couple of months. Bob went on to show progress pictures.
 - c. Mark Sherrill presented status report on Shade Structures. Shade structure has been delivered and currently stored at Knoles campus.
 - b) Kevin Sanders took over to present status report of New School in Foster City. Started back half of pod and MP room. Asphalt work has started and all foundations have been put in. 2nd Pod being worked on.
 - c) Kevin went on to present status report and pictures of Bayside Gym project.
 - d) Mark Sherrill went on to present the status report and pictures on Abbott Gym and Classroom project.
 - e) Robert Price went on to present status report and pictures on Borel Gym and classroom project.

7. Next Meeting and Tentative Future Meeting Schedule

- a. A tentative date of 04/28/20 was agreed upon.

8. Future Agenda Items

- a. No future Agenda items were put fourth

9. Adjourn

- a. Adjourned @ 6:48pm

Attachments

- A. Measure L FY2019 Audit
- B. Measure X FY2019 Audit