



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: October 23, 2019

1. Call to Order

2. Roll Call

Julie Scanlon – Present

Fred Baer – Present

Randy Raphael – Present

Eric Holm – Present

James Sells – Present

Annanth Kadambi – Present

Charlie Royce – Not Present

Albert DiMatteo – Not Present

Ryan Nobrega – Present

Wayne Pitcher – Not Present

Patrick Gaffney - Present

Joel Cadiz - Present

Bob Price - Present

Mark Sherrill - Present

Kevin Sanders - Present

Emma Oh - Present

Corey Fong - Present

3. Review of Agenda

a. 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. Wayne Pitcher made motion to approve mins. Fred Baer 2nd motion. Meeting mins approved

6. Selection of CBOC Officers

a. CBOC Chair - Julie Scanlon volunteered to be Chair.

CBOC Vice Chair - Fred Baer volunteered to be Vice Chair.

7. Review of Financial Expenditures

a. Patrick Gaffney made introduction to data being presented to bond committee

i. The update report on Measure X was generated with the help of the software company that generates the reports.

ii. The report that was provided shows expenditures for the period of July through the Sept of current fiscal year.

iii. Patrick Gaffney gave the floor to Emma Oh to go over the Measure L expenditure reports.

b. Measure L

- i. Emma Oh advised she sent detailed reports last week prior to meeting of detailed expenditure reports.
- ii. Joel Cadiz advised, there is a list of vendors and explanation of what service they provide included with the financial report.
- iii. Patrick Gaffney explained, how the financial report was structured:
 - a) Aggregate Summary on the first page, remaining encumbrances related to expenditures to the New Foster City School Project, Residual balance of Measure L funds within excess of \$2M, with a lot of detail expenditure by category on following pages in the report.

c. Patrick Gaffney proceeded to open the floor for any questions the Bond Committee members may have had on the Measure L expenditure report.

- i. Julie Scanlon asked for clarification on deep cleaning line item on the George Hall Shade Structure and Abbott Roofing project.
 - a) Joel Cadiz explained, "During those 2 projects, we closed both sites to school staff for safety reasons. We hired an external vendor to deep clean each campus after each project was completed"
- ii. Ananth asked, "Can you describe what goes into administration costs?"
 - a) Emma Oh explained, "Admin costs are broken down for each project, but there are some items, for example gas charges. We create a blanket PO for gas and then allocate the entire expenditure to each projects at the end of the year."
 - Joel Cadiz added, "Admin costs can also include general items to run the general bond such as office supplies, equipment, etc."

d. Measure X

- i. Patrick Gaffney explained,
 - a) Currently, the report that is generated out of our accounting system is not modifiable from our system. However, in the future we will export to excel and create more simplified and easier to understand report with different headings for next meeting.
 - b) Patrick Gaffney went onto explain how the current expenditure report that was submitted to the bond oversight committee is laid out.
 - c) The reports capture what's going on with each of the different projects in detail and the District will continue to provide this information throughout the year. Also later this year there will be an audit and we will provide the auditor's report to the committee.
 - Julie Scanlon asked, "Will we be in danger of underfunding these projects?"
 - Joel Cadiz responded, "Tomorrow there is a board study session to review phase II projects and the current status of the budgets."
 - Joel Cadiz continued, "Phase I we had to contribute additional funds from various sources to make up the difference, which we reviewed during the last bond committee meeting"
 - Phase II projects, the dollars are still intact for Bowditch, George Hall, North Central, and Sunnybrae, since their scope are the same with additional classrooms and new MPR rooms.
 - Although we haven't begun scoping the projects yet, the District anticipates we will select our architects by spring and meeting with each school site to discuss project roll out.
 - Julie Scanlon asked, are we still on track on what was initially promised with the next steps committee?
 - Joel Cadiz responded, The District will review what was promised to the schools, but will also need to take into account what our Demographers are projecting in each area. That evaluation will happen between the board meeting tomorrow and next spring, when we start these projects.

- d) Julie Scanlon expressed budget concerns for the current gym projects.
 - Joel Cadiz replied “We are still on budget for gym projects and have contingencies and escalations built into the budget”
 - Mark Sherrill added, On the Abbott Gym project we are between 2% - 3%.
 - Kevin Sanders added, We are at 0.5% contingency for the Bayside Gym”
 - Bob Price added, On Increment 1 & 2 we are at 1% - 1.5%. On increment 3 we are at 0%.
 - Kevin Sanders added, On the New Foster City Elementary School, we are at .001%.
 - Joel Cadiz continued, A lot of the unknowns happen when you start digging the footings and foundations which has happened already on all of the gyms and we are hoping that the change orders that are still to come will be smaller amounts.

8. Measure L & X Program Status Update - Facilities Project Managers

a. Measure X

- i. Joel Cadiz, “Presented the list of projects and project managers”
 - a) San Mateo Park Fencing
 - Bob Price, “Bob Price went on to present pictures and status of project.”
 - Punch list include minor items.
 - b) Borel Fencing
 - Bob Price went on to present pictures and status of project.
 - Wheel chair area: “galvanized handrails have been installed.”
 - Hope to have wheel chair lift installed during winter.
 - Julie Scanlon asked if there was any anti-vandalism measures
 - Bob Price responded, “The lift can only be operated by key”
 - c) Abbott Roofing
 - Mark Sherrill, “almost completed. Just need to complete the down spouts on the columns”
 - Mark Sherrill went on to present pictures and status of project.
 - d) Abbott Shade Structure
 - Status: Mark Sherrill, “Being shipped in first half of November and hopefully be installed by Spring Break. ADA is now completed.”
 - Mark Sherrill went on to present pictures and status of project.
 - e) George hall shade structure
 - Status: Joel Cadiz, “Largest shade structure in the District.”
 - Joel Cadiz went on to present pictures and status of project.
 - Eric Holm asked whether the lunch structure is PC approved by DSA. Joel Cadiz responded “Yes.”
 - f) George hall roofing
 - Status: Joel Cadiz, “job complete. Plywood in good shape.”
 - Joel Cadiz went on to present pictures and status of project.
 - g) New Foster City Elementary School
 - Kevin Sanders status, “Footings get in before rainy season.”
 - Kevin Sanders, “Kevin Sanders went on to present pictures and status of project.”
 - h) Bayside Academy
 - Kevin Sanders Status, “Right on schedule.”
 - Kevin Sanders went on to present pictures and status of project.
 - i) Abbott New Gym
 - Mark Sherrill went on to present pictures and status of project.
 - Wayne Pitcher asked, “Does any of the locker room have showers?”
 - Mark Sherrill, “no”

- Joel Cadiz added “none of the District’s middle schools currently have showers in the locker rooms.”
- j) Borel Gym Inc I & II
 - Bob Price went on to present pictures and status of project.
 - Julie Scanlon asked, “Why does Borel have modulares and not at Abbott?”
 - Mark Sherrill , “Modulars wouldn’t have worked at Abbot due to space constraints.”
- k) Borel Gym Inc III
 - Bob Price went on to present pictures and status of project.
 - Fred Baer asked, “What are completion dates?”
- l) Questions
 - Julie Scanlon, “Are we endanger of overbuilding at Borel and Abbott?”
 - Joel Cadiz responded, No, I don’t think we are in danger of over building. There are teachers that do not have their own classrooms. And depending on population we may be short in a few years.
 - Randy commented, Hillsdale High school is looking to expand in the next few years.

9. Next Meeting and Tentative Future Meeting Schedule

- a. Patrick Gaffney suggested December / January for the next meeting so that auditors can present their independent report to the committee. However the District would need to contact the auditors to find out when their report will be complete.
- b. A tentative date of 01/08/20 was agreed upon and potentially be adjusted based on audit report date.

10. Future Agenda Items

- a. No future Agenda items were put fourth

11. Adjourn

- a. Adjourned @ 6:26pm

Attachments

- A. Measure L Financial Reports as of 30 September 2019
- B. Measure X Financial Reports as of 30 September 2019