



# SAN MATEO-FOSTER CITY SCHOOL DISTRICT

## BOND OVERSIGHT COMMITTEE MEASURE X

### November 15, 2016 - Meeting Minutes

1) Call to Order:

- a) Bond Oversight Committee (BOC) called to order at 6:05 P.M. on November 15, 2016 at the District Office, Bowditch Conference Room.

2) Roll Call:

Bond Oversight Committee Measure X Members Present:

Fred Baer, Board approved 4/21/16; 1 year term expiring 4/20/17  
Carole Groom, Board approved 4/21/16; 2 year term expiring 4/20/18  
Cormac Kissane, Board approved 4/21/16; 1 year term expiring 4/20/17  
Ryan Nobrega, Board approved 4/21/16; 2 year term expiring on 4/20/18  
Julie Scanlon, Board approved 4/21/16; 2 year term expiring on 4/20/18  
Susan Totaro, Board approved 4/21/16; 2 year term expiring 4/20/18  
William Wong, Board approved 4/21/16; 2 year term expiring 4/20/18

Bond Oversight Committee Measure X Members Present/Late Arrival:

Eric Holm, Board approved 4/21/16; 2 year term expiring 4/20/18

Bond Oversight Committee Measure X Members Absent:

Wayne Pitcher, Board approved 4/21/16; 1 year term expiring on 4/20/17

District and Facilities Staff Present

Joel Cadiz, Director of Facilities, Maintenance, Operations and Transportation  
Carolyn Chow, Chief Business Official  
Bob Price, Facilities Project Manager  
Nancy Fergoda, Facilities Financial Analyst  
Christine Kelleher, Administrative Assistant

3) Public Comment: None

4) Approval of Minutes:

- a) A quorum of BOC members was present, and the minutes from the meeting on August 23, 2016 were reviewed. No changes were recommended.
- b) Motion to approve: Fred Baer  
Second: Cormac Kissane  
In favor: All

Opposed: 0  
Action: Approved

- 5) Review of Agenda: No changes were recommended.
- 6) Review of the Financial Expenditures:
  - a) Joel Cadiz presented the Measure X Summary Report as of October 31, 2016.
    - i. Column A - total budget for Phase I Projects is \$72,400,000.
    - ii. Column A - total budget for Phase II Projects is \$75,700,000.
    - iii. Column A – difference between Total Bond of \$148,000,000 minus the approved budgets equals a minor shortfall of (\$100,000).
    - iv. Column B is the total spent to date on Phase I projects of \$301,011 (includes architects, geotech, civil, surveys of Abbott, Borel and Bayside projects); and administrative costs of \$117,457.
    - v. Column C is the total currently encumbered. Phase I projects is \$174,129 - Architects, geotech, site surveys, engineers are in process for Abbott and Borel; Phase II is \$50,400 and represents 2 years of the lease for four portables at Bowditch (the portables will be used for Measure X purposes about two years from now as interim housing or admin space). Administrative costs encumbered for the remainder of the fiscal year are \$196,336.
    - vi. Total funds available (last column) total \$147,160,667.
  - b) Joel Cadiz presented the Quarterly Expenditure Report as of October 31, 2016
    - i. Column C total expenditures to date is \$398,964. Expenditures were incurred on active Phase I projects (Abbott, Borel, Bayside Gym and Charter Square totaling \$301,011); and administrative costs of \$97,953.
    - ii. Susan Totaro asked about the expenditure to School Advisors. Joel Cadiz explained they are a branch of HMC Architects (architect on Charter Square) who are exploring possible alternative funding sources to see if some portion of Charter Square (Phase I) or the North Central School (Phase II) might be funded with new school construction money through the Office of Public School Construction (OPSC).
    - iii. Julie Scanlon asked if there is an expectation of School Advisor or some cutoff date. Joel explained Tom Cavanaugh will be at our Charter Square meeting to give us an update next week. Alternative funding is not guaranteed.
    - iv. Julie Scanlon asked if Prop 30 is helpful. Carolyn Chow explained Prop 30 appeared on the Ballot as Prop 55, but this is funding for School Districts for operational budgets (not for facility construction). Prop 51 was the State Construction Bond, and is better for us. The District submitted an application for funding availability. Cormac Kissane asked what happens to the \$148,000,000 bond money if we do receive state funding. Carolyn Chow explained that it's really hypothetical at this point. For example, the Board could decide that we take on additional projects or enhance/upgrade some of the features of the scheduled projects; or issue less bonds.
    - v. Julie Scanlon asked about the expenditure of \$175,000 for Cal-Pacific Construction. Joel explained that they have done some trenching work for utilities and fire line services in conjunction with the Bayside conversion project that will eventually be used by the Measure X new gym.

- vi. Julie Scanlon asked about BKF Engineers (this is for site survey work at Abbott and Borel); and East-West Bank (this is retention for Cal-Pacific Construction, sent to a third party Escrow Account at East West Bank).

7) Program Status Update:

- a) Joel Cadiz presented a power point presentation which included Phase I Measure X Projects:

- i. Abbott Middle School

- a) School Design Committee has been formed (current and former Principal, teachers, parents);
- b) Cody Anderson Wasney from Palo Alto was selected as the Architect;
- c) Meet and greet held on August 21;
- d) First Initial Design Meeting involving the Design Committee was held September 21; second meeting on October 12;
- e) November 2 field trip to look at other examples of gyms in the area.
- f) There will be several more design meetings and then drawings will be presented to neighbors.
- g) Joel presented a very rough draft of the Project Schedule, with the ultimate goal of occupancy in August 2019.
- h) Soil borings and site survey have been done.

- ii. Borel Middle School

- a) Borel process is a bit more complicated due to larger campus size;
- b) School Design Committee has been formed (Principal, teachers, one parent thus far);
- c) CSDA Design Group from San Francisco was selected as the Architect;
- d) Meet and greet held September 13;
- e) Design meetings held October 6 and October 19.
- f) November 2, there was a field trip to look at other examples of gyms in the area but no Borel parties were able to attend. Info from trip will be shared with them.
- g) We anticipate a few more design meetings prior to having drawings to present to neighbors for their input.
- h) Joel presented a very rough draft of the Project Schedule, with the ultimate goal of occupancy in August 2019.
- i) Placement of gym building was discussed. Julie Scanlon asked if we have legal advice regarding the rights of the neighbors with views of the Bay. We are checking on "air rights" in San Mateo and are cognizant of the potential issue. One plan is to dig down so as to position a building at a lower level that doesn't block the neighbors' view. Julie also asked if the gym will be a community facility, and Joel explained that it's too early to determine that.
- j) During the summer we did site utility survey; no borings/soil investigation yet (to be done once building placement has been determined).

- iii. Bayside STEM/STEAM

- a) QKA was selected as Architect for this project.

- b) Predesign has not yet occurred due to new Principal getting to know his community.
  - c) Trenches for power, data, phone and fire alarm for the new gym have been done in conjunction with other Bayside project currently underway.
  - d) Joel presented a very rough draft of the Project Schedule, with the ultimate goal of occupancy August 2019.
  - e) Cormac Kissane questioned if classrooms were considered part of this project and Joel confirmed that the Next Steps Committee never included classrooms in the scope.
- v. Foster City “Charter Square”
- a) Board Approved Purchase Sale Agreement at November 3, 2016 Board meeting.
  - b) Project Team Consists of: Westlake Urban; SMFC School District; HMC Architects; Placeworks (CEQA Consultants); Cornerstone (GeoTech); Lunardi Construction (Contractor).
  - c) Schedule to still be determined with August 2019 occupancy anticipated.
  - d) Ed Specifications will have 3 meetings (November 3, November 16 and November 28).
  - e) District will host three community informational meetings (November 16, November 29, November 30).

Charter Square Questions raised by BOC and Facilities staff:

- a) Julie Scanlon asked “How does this work?” Joel explained that this is a turnkey purchase from the developer, with high level of District involvement/input in design development.
- b) Fred Baer asked “When does the District take ownership of Charter Square?” Joel answered that after construction is complete, District receives full ownership. Fred also asked about zoning; by making a purchase deposit, the District becomes the owner and can develop the property as a school site.
- c) Julie Scanlon asked will your staff be part of the construction team on Charter Square? Joel confirmed that Robert Price will be on site daily inspecting the project. We will hire our own Inspector of Record. Other than the structure of the purchase itself, the design and construction of the school will be like any other school construction project.
- d) William Wong asked if the Board of Trustees will approve construction change orders on Charter Square. Joel answered yes.
- e) Julie Scanlon inquired about having a contractor already in place with no bidding process having occurred. We are purchasing land with a building on it, so no public bidding is required. Fred: does having a developer increase the cost of the whole project? Joel responded that we’ve agreed to purchase the property and school at a set price. The price won’t increase from that.
- f) Fred Baer asked “What is the final purchase price for Charter Square?” Joel answered \$61,000,000 for the entire project. Nancy explained further and said, \$42,000,000 from Measure L and \$17,000,000 from Measure X equals \$59,000,000; so there is \$2,000,000 not yet budgeted. Joel explained that we have a \$7,000,000 contingency from the Phase I projects and we can use \$2,000,000 from there.
- g) Julie Scanlon asked since Contractor is hired before design is there expectation of finishes and quality. Joel explained there are District standards included in the contract; and we will also have community meetings to further define design specs.
- h) Julie Scanlon asked how many students will the building hold. Joel answered the site capacity is from 400 up to 600 students. Carolyn Chow said portables can be put on the

property to accommodate up to 600 students; but that maximum number is not in any of the design specs. The current estimate being used is 450 students in the building.

- i) HMC has created a very basic drawing of the possible footprint of the school; subject to change after all the design meetings.
  - j) Julie asked if the preschool will stay on the site, and Joel explained that that is the developer's issue. We do not currently have a lease with the preschool, outcome to be determined. Julie commented that we may need the land currently taken up by the preschool in order to meet the state standard for play space for an elementary school.
  - k) Fred asked will this be one story or two story building. Joel explained only one story; (very expensive to have a second story, especially on FC land; also to not block neighbors).
  - l) Carolyn Chow explained this is not the final design, but confirmed that the school will have comparable facilities to other elementary schools in the district (admin, LGI, library, classrooms, special ed classrooms). Julie asked if it will have about 20 classrooms? Joel confirmed yes. Again, the current footprint is conceptual only, to ensure that the proper square footage can fit on the property. Site is 6 acres. There is the possibility to be two-story, but Joel emphasized again the costs would be higher to do so. Julie suggested that perhaps some of the parking area could be used for the building footprint.
  - m) Fred asked about the timeline, and that is still being developed. The target opening is prior to August 2019.
  - n) This is a Measure L and Measure X project. Julie asked for payment plan. Carolyn Chow explained there are separate escrow accounts. One account is for the site (i.e. land piece); one is for the improvements (i.e., construction piece). Funding schedule is different for each one. Site portion has a 20% deposit. When the construction start date is confirmed then the remaining 80% goes into the site account. Improvement piece has a deposit of about \$2.5 million; then disbursements are made by District with each regular monthly Pay Application (i.e., invoice).
  - o) Nancy Fergoda asked: Will we use Measure L money first and exhaust all of it? And then spend the Measure X funds? Carolyn Chow confirmed.
- 8) Future Meetings and Dates:
- a) Next BOC meeting will be held on February 28, 2017 at the District office, at 6:00 p.m. Facilities staff will send a meeting invitation to all attendees. [NOTE: On December 9, 2016 the meeting was rescheduled from February 28, 2017 at 6:00 p.m. to February 23, 2017 at 6:00 p.m.]
- 9) Future Agenda Items: No changes were recommended
- 10) Meeting Adjourned at 7:06