



# SAN MATEO-FOSTER CITY SCHOOL DISTRICT

## BOND OVERSIGHT COMMITTEE MEASURE X

### February 23, 2017 - Meeting Minutes

1) Call to Order:

- a) Bond Oversight Committee (BOC) called to order at 6:05 P.M. on February 23, 2017 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  
Ryan Nobrega, Board approved 4/21/16; 2 year term expiring on 4/20/18  
Wayne Pitcher, Board approved 4/21/16; 1 year term expiring on 4/20/17  
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

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:

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  
William Wong, Board approved 4/21/16; 2 year term expiring 4/20/18

District and Facilities Staff Present

Joel Cadiz, Director of Facilities, Maintenance, Operations and Transportation  
Carolyn Chow, Chief Business Official  
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 November 15, 2016 were reviewed. No changes were recommended.
- b) Motion to approve: Fred Baer  
Second: Wayne Pitcher  
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 January 31, 2017.

- 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 \$405,754 (includes architects, geotech, civil, surveys of Abbott, Borel and Bayside projects); and administrative costs of \$206,152.
- v. Column C is the total currently encumbered. Phase I projects is \$140,432 - 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 \$142,550.
- vi. Total funds available (last column) total \$147,054,713.
- vii. Pages 2 and 3 show further detail of each project and the budgets as approved on 1/21/16.

b) Joel Cadiz presented the Quarterly Expenditure Report as of January 31, 2017

- i. Column D total expenditures to date is \$611,906. Expenditures during the quarter were incurred on active Phase I projects (Abbott, Borel, Bayside Gym and Charter Square totaling \$104,743); and administrative costs of \$88,695. The second page of the report shows the quarterly expenditures by vendor including engineers, architects, CEQA consultants etc.
- ii. Julie Scanlon asked about the payment(s) to CSDA which are triple the amount(s) paid to Cody Anderson. Joel explained Cody Anderson has only submitted invoice(s) totaling \$18,000.00. The contract amounts are in line with each other, the report reflects the timing of when each firm has submitted invoices for payment.
- iii. Susan Totaro asked to clarify the Phase II “North Central” project; Joel explained that this is for the neighborhood school to be located in the lot behind Turnbull Child Development Center.
- iv. Julie Scanlon asked about the \$250,000 of interest income that we’ve earned on Measure X cash, and wondered when we can use that to offset the \$100,000 shortfall in the original budget. We need to report the interest as a separate line item, outside of the \$148,000,000 approved bond total; the interest income funds are available for future use.

7) Program Status Update:

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

i All three gyms projects:

- a) Field Trip was scheduled in late November to look at example of Gyms – Carlmont High School, Ralston Middle School, Terra Linda Middle School and St. Matthew’s School.

- b) Joel presented a hard copy of the Gym Specs & Design Guidelines and emphasized it is a living document and still in discussion (not finalized).
- c) Each Gym building is to cost approximately the same at each school site; but costs due to site adaptability may vary among the three sites.
- d) We are in the process of developing Education Specs and Design Guidelines to ensure that all schools that are getting gyms will have parity in terms of overall quality and amenities (e.g., same flooring, lobby for ticket sales, size of gym, wall finishes, projectors, restrooms off the lobby, etc.). Attendees include school staff/coaches/administration.
- e) Discussion ensued regarding wood floor and pluses and minuses of that surface; and whether the gyms will be used for non-athletic purposes (i.e., graduation, inclement weather, etc.). The use of the gym will need to be a discussion with each school site. It is the desire to have the gyms be competition-level gyms with wood floors. Julie emphasized the reality that the gym spaces will be used for non-athletic purposes such as lunch and rainy day use. Julie inquired if the gyms will have stages; answer is there are stages elsewhere in each school. It will be up to the Principal to ensure that the space is used appropriately. Julie emphasized that the District will need to pay close attention.
- f) Fred inquired if we are limited to a particular width due to site limitations. Joel explained that we need to find the balance between school population, site limitations, and budget limitations.
- g) Exterior finishes have not yet been discussed.

ii. Abbott Middle School:

- (a) First Initial Design Meetings involving the Design Committee was held September 21, 2016. Other meetings held on October 12, 2016; December 7, 2016; and February 15, 2017.
- (b) Continuing to work Project scope, locate Buildings, and align with assigned budget. These are schemes and concepts at this point in the process.
- (c) Community meeting scheduled for March 1, 2017 at 7:00 pm.
- (d) Potential location of the gym is on the existing blacktop below the school driveway entrance at 36<sup>th</sup> Ave.

iii. Borel Middle School

- a) Borel process is a bit more complicated due to larger campus size with more options for building location.
- b) Meetings held in 2016: September 13; October 6; October 19; December 13. In 2017: February 14 (informational meeting was held with Fire Dept. and Parks & Rec.). Need to coordinate with those City Departments (they will be building a Fire Station and park in the adjacent property.)
- c) Continuing to work Project scope, locate Buildings, and align with assigned budget.
- d) Placement of gym building was discussed; one idea is along Shafter Ave.
- e) Community meeting will probably be in April 2017.

iv. Bayside STEM/STEAM:

a) Currently we are in the very initial stages of the project, though programmatically, the Gym Building is being defined in conjunction with the overall specs being developed as discussed above.

v. Foster City “Charter Square”

a) The District continues to meet to develop the “education specifications” for the new elementary school. In total, the District has met four times (November 3, November 16, November 28 and January 12). The Education Specs committee consists of principals, teachers, parents, District Administration, Facilities, and M&O staff (about 23 people).

b) California Environmental Quality Act (CEQA) process is started. Placeworks is the firm that has been engaged to prepare the CEQA report.

c) Phase I and II site Environmental Assessments have been prepared. Phase I was submitted to the California Department of Toxic Substance Control (“DTSC”). (When acquiring a site for a new school, there is a search for toxic substances and whatever remediation is necessary in order to have children attend school on the site.) We are waiting for comments back.

d) Office of Public School Construction (OPSC) informational meeting was held in January in Sacramento was attended by Carolyn Chow, Chief Business Official.

e) Susan Totaro inquired about the law suit brought by resident of City of Foster City (filed on January 3, 2017). The District has met with OPSC and is following appropriate protocol for the building of a new school. Julie mentioned that the City of FC has also established an ad hoc committee regarding the Charter Square project; and asked if we are on schedule. Joel will confirm the schedule at the next CBOC Meeting and will bring a schedule. Joel also assured the CBOC members that everyone on the team is working diligently. Joel confirmed that the developer is working with the existing tenants on their relocation. Julie requested that the BOC see a schedule at the next meeting, stating that the District’s costs would be impacted if the schedule isn’t met by the developer. Carolyn confirmed that we continue to meet regularly with the architect and developer to keep the project moving along.

g) Community meetings were held on November 16, November 29, and November 30 of 2016. District personnel were actively involved in the meetings. Additional meetings will be held in the future as project details unfold.

h) Fred Baer inquired if two stories are now a possibility, Joel said nothing is off the table at this point.

Other questions:

a) Susan Totaro inquired about the North Central project, projected to open in 2024 or 2025. Joel said that there will be some soils investigation and other underground investigation, but we won’t start on the project until the second round of Bond funding is available in three years.

b) Julie mentioned that communication with the North Central neighborhood will be important over time.

c) Fred inquired about the possible use of Prop 51 state bond funds to free up Measure X funding; Carolyn Chow explained that we have submitted our baseline eligibility paperwork with the State. Julie inquired about the timing of state funding. Carolyn said that it is

- difficult to estimate as other Districts are already in line; and the state OPSC is very underemployed at this time.
- d) Eric inquired about the \$7,000,000 set aside for inflation and temp housing and what rate that assumes. Joel will double check, as inflation rates are also included in the base budgets.
  - e) Julie asked if each Middle School will have the same number of new classrooms. Joel answered no, and the budgets will be tweaked as the site specific questions are answered.
- 8) Future Meetings and Dates:
- a) Next BOC meeting will be held on May 23, 2017 at the District office, at 6:00 p.m. Facilities staff will send a meeting invitation to all attendees.
- 9) Future Agenda Items: Schedule for Charter Square.
- 10) Meeting Adjourned at 7:05