



SAN MATEO-FOSTER CITY SCHOOL DISTRICT

BOND OVERSIGHT COMMITTEE MEASURE X

February 6, 2018- Meeting Minutes

1) Call to Order:

Bond Oversight Committee (BOC) called to order at 6:15 P.M. on February 6, 2018 at the District Office, Board Conference Room.

2) Roll Call:

Bond Oversight Committee Measure X Members Present: Fred Baer, Board approved 2 year term expiring 4/20/19 Cormac Kissane, Board approved 2 year term 4/20/19
Ryan Nobrega, Board approved 2 year term expiring on 4/20/18* Wayne Pitcher, Board approved 2 year term expiring 4/20/19, Julie Scanlon, Board approved 2 year term expiring on 4/20/18*, Susan Totaro, Board approved 2 year term expiring 4/20/18*

Bond Oversight Committee Measure X Members Not Present: Carole Groom, Board approved 2 year term expiring 4/20/18 Eric Holm, Board approved 2 year term expiring 4/20/18

District and Facilities Staff Present

Carolyn Chow, Chief Business Officer

Joel Cadiz, Director of Facilities, Maintenance, Operations and Transportation

David De Sotomayor, Facilities Financial Analyst

Corey Fong, Construction Facilities Planner

Heather Rossetti, Program Secretary

Mark Sherrill, Project Manager

Bob Price, Project Manager

Alex Kristal, Project Manager

3) Public Comment: None

4) Approval of Minutes:

a) A quorum of BOC members was present, and the minutes from the meeting on November 14, 2017 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 presented the Measure X Financial Reports as of January 1, 2018, which have been produced by a new accounting software program provided by California Financial Services (“CFS”).
- i. Anytime a new school is built, three agencies need to be consulted (DSA, CDE & DTSE). Approval is required if applying for funding. Since that is quite a lengthy process, we are starting the process early with DTSE.
 - ii. School Advisors look at our eligibility for funding.
 - iii. Page three of the financial report was reviewed in detail. The cost of California Financial Services was questioned and Joel explained that we use it to meet compliance. Carolyn also explained that the program ensures integrity of the data. It is being rolled out for Measure X.
 - iv. Julie raised concern of 25k cost for California Financial Services and asked if the cost could be shared with another program. Carolyn explained that it’s specific for construction projects.
 - v. Fred suggested that maybe Measure L funds could share the cost of California Financial Services.
 - vi. Julie asked for clarification of the line item for Chavan and Assoc. Joel explained that they are the new auditors.
 - vii. Julie asked about Flyers Energy. Joel explained that they are the vendor used for gas for vehicles used for Measure X projects.
 - viii. Julie asked about the Home Depot expense. Joel explained that the line item for Home Depot was for moving boxes.
 - ix. Someone inquired about the line item for Murray’s Truck and Auto Repair. Joel explained that they are used for repair and oil change specific to Measure X vehicles.
 - x. Joel explained that lawyers are used for issues with bidding, advertising.
 - xi. A question was raised as to who the “School Advisors” were. Joel clarified that “School Advisors” are the actual business name.
 - xii. A question was asked about the line item for Cody Anderson Wasney. Joel explained they are our architects for the Abbott Gym/Classroom project and they fall under the “planning” category rather than construction.
 - xiii. Carolyn suggested that we add a code to each description going forward which would make it easier to identify.

- xiv. Julie raised concern that budget information is not captured in the reports. Carolyn responded that the information is not fully uploaded yet. She pointed out that it is a new reporting system and a lot of new staff just came on board.
 - b) Joel reviewed the cost estimate for the fourth elementary school in Foster City (page 5 of slide presentation) and various funding sources, including reducing project contingency from 10% to 7%, Annex funding one classroom and potential lease revenue. A list of funding sources is presented on page 6 of slide presentation.
 - c) Joel reviewed budget estimates of Phase I and II of the gym and classrooms on page 7 of the slide presentation. He also reviewed additional sources of funding on page 8 of the slide presentation.
 - i. Julie asked if PGE needs to move a gas line at Borel. Joel explained that the current location is not easily accessible and the PGE would like to move it to the area adjacent to Barneson Ave.
- 7) Program Status Updates: Joel presented a power point presentation with Measure X project updates:

Charter Square:

- a) Joel discussed the timeline of Charter Square. Plan specifications were presented to DSA as of November 2017. Winter and Spring will be the demolition phase.
- b) There used to be a dry cleaners on the property. Testing showed elevated levels near the dry cleaners. The Department of Toxic Substance Control requires a removal action work plan (RAW). We have submitted a draft RAW to the DTSE, but they have not approved it yet. DTSE provided comments last Friday and they were passed along to our consultants PSI.
- c) Someone asked if the dry cleaners or owner of land has any liability to pay for the clean up. Joel responded that the developer is paying for the DTSE fees and that maybe we could look at what recourse there may be.
- d) Drawings have been submitted and we are making adjustments to the schedule as needed.
- e) Late spring and summer of 2018 we will start site grading and utilities.
- f) A question was asked if we have made it through the DSA intake and Carolyn reported that we are 15% through Structural, 15% Access and 70% FireLife Safety.
- g) Summer 2018 to Fall 2019 will involve construction, punchlist, commissioning and occupancy.

Abbott Middle School:

- a) Phase I includes re-purposing the space in library to be turned into a classroom. The kitchen and storage space in the gym will be made into a RSP room. A detailed timeline is reviewed on page 12 of slide presentation.
- b) Phase II includes construction of gym, locker rooms and two classrooms. A timeline is reviewed on page 13 of slide presentation.

Borel Elementary School:

- a) There are multiple phases for the Borel gym and classrooms. Phase I involves all site work. A timeline is reviewed on page 14 of slide presentation.
- b) Phase II involves classroom buildings, pre-built classrooms, with DSA PC number (pre-approval). American Modular has been selected for pre-built classrooms. A timeline is reviewed on page 15 of slide presentation.
- c) Phase III is design and construction of the gym building. A timeline is reviewed on page 16 of slide presentation.
- d) Phase IV is minor re-purposing of the weight room/woodshop into a classroom. It is essentially finishes only. We will wait to see if there are any funds available.

Bayside Middle School

- a) Construction of gym. We are still discussing the location of the gym with the city. Closed session negotiations are going well and we are proceeding with the design. Design will be completed in March 2018. A timeline is provided on page 18 of slide presentation.

Phase II New Elementary School In North Central San Mateo:

- a) A new school will be built on an empty lot owned by the district. The lot is bordered by East Poplar Ave., North Humboldt Street, Indian Ave and the Turnbull Children’s Center. A timeline is provided on page 19 of slide presentation.
- 8) Value Engineering Exercise:
 - a) Group 1: A detailed list with costs were presented on page 22 of slide presentation with images on pages 23-35.
 - b) Group 2: Possible savings to be discussed by Board. They are not currently recommended because of impact on design, commitments to city or functionality of building. Detailed list shown on page 36 of slide presentation.
 - c) Group 3: reduce scope by not building the classroom cluster on Beach Park and/or MPR now (utility connections extended to area for future building). This is not currently recommended.
 - d) Joel and Carolyn commented that there have already been some value engineered items such as reducing classrooms and square footage.

9) Questions/Concerns:

- a) Julie would like to see the equity of the list on both sides, Foster City and San Mateo.
- b) Susan Totaro stated that there are some basic requirements that other schools have met and should hold true (i.e. lunch covers).
- c) Julie pointed out that some construction costs could save money down the road, (being able to open windows, vs energy costs).
- d) Carolyn suggested that she provide a list of value engineered items already being used for the gyms.
- e) Someone asked what is on the agenda for Thursday's board meeting? Carolyn responded that the board is new and they are having painful conversations. They saw group 1, 2 and 3 and debated all. They left it to see where we are at when bids come in. They recognize they can reduce scope by eliminating classrooms. They also know there is contingency built in to budget.
- f) Julie asked if we have "scraped every single barrel" and if School Advisors can find any additional funds. Joel responded that we are eligible for site acquisition but not guaranteed. We are also looking at funding for increased enrollment and modernization. We want to capture charter square first because that's where the most amount of money is.
- g) Someone pointed out that the state has to sell bonds in order to pay districts and the state hasn't been selling bonds. Carolyn pointed out that 2006 was the last time that the state had funds. We have to be added to an eligibility list to be considered for funding and the list is very long.

10) Future Meetings and Dates:

- a) The next BOC meeting will be held on May 8, 2018 at the district office, at 6:15p.m. Facilities staff will send a meeting invitation to all attendees.

11) Future Meetings and Dates: Agenda Items:

- a) Julie would like to review expenditures and schedules to see where we are at real time.
- b) Look ahead at Phase 2 projects and what we can move ahead in order to be cost effective.

12) Meeting Adjourned at 7:38 P.M.