



SAN MATEO-FOSTER CITY SCHOOL DISTRICT

BOND OVERSIGHT COMMITTEE MEASURE X – DRAFT

May 10, 2016 - Meeting Minutes

1) Call to Order:

- a) Bond Oversight Committee (BOC) called to order at 6:30 P.M. on May 10, 2016 at the District Office, Board 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
Eric Holm, 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
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
William Wong, Board approved 4/21/16; 2 year term expiring on 4/20/18

Bond Oversight Committee Measure X Members Absent:

Carole Groom, Board approved 4/21/16; 2 year term expiring 4/20/18
Susan Totaro, Board approved 4/21/16; 2 year term expiring 4/20/18

[Note: Lengths of term reflect outcome from item number 5 below.]

3) Public Comment: None

4) Introduction of Facilities Staff:

- a) Joel Cadiz introduced the following District and Facilities Staff Members present:
- i. Carolyn Chow – Chief Business Official
 - ii. Alex Kristal – Facilities Senior Project Manager
 - iii. Bob Price – Facilities Project Manager
 - iv. Mark Sherrill – Facilities Project Manager
 - v. Bridget Biggins – Facilities Project Engineer
 - vi. Nancy Fergoda – Facilities Financial Analyst
 - vii. Christine Kelleher – Administrative Assistant (absent from meeting)

5) Determination of Term of Office:

- a) Joel Cadiz explained that the initial terms of members will be staggered. Three members will be assigned a 1-year term and 6 members will be assigned a 2-year term. Numbers were drawn randomly and the following terms were assigned:

- i. One-year term assigned to: Fred Baer, Cormac Kissane and Wayne Pitcher;
- ii. Two-year Term assigned to: Carole Groom, Eric Holm, Ryan Nobrega, Julie Scanlon, Susan Totaro, William Wong
- iii. As a point of clarification, at the end of a one-year assignment a member can request to be approved for a second term that is two years in duration.
- iv. No member may serve more than 3 consecutive terms.

6) Appointment of Chair Person:

- a) Julie Scanlon volunteered to hold this position

7) Review of Measure X Bylaws:

- a) Joel Cadiz showed a powerpoint presentation that outlined the role of the Citizens' Bond Oversight Committee:
 - i. Responsibilities relating to Measure X funding:
 - i. Inform the public
 - ii. Review expenditures to ensure compliance with wording of Measure X; and to ensure funds not used for teacher or administrative salaries and other operating expenses
 - iii. Present annual report to Board of Trustees
 - ii. Responsibilities do not include:
 - i. Overseeing projects funded from other sources, e.g., Developer Fees
 - ii. Establishing construction priorities
 - iii. Selection of architects and other design professionals
 - iv. Design of each project
 - v. Selection of audit firms
 - vi. Approval of annual budget
 - vii. Appointment or re-appointment of CBOC members
 - iii. Committee authorized activities include:
 - i. Receive copies of annual bond performance and financial audits
 - ii. Inspect project sites where Measure X construction work is occurring
 - iii. Review district Deferred Maintenance plans
 - iv. Review district cost savings measures with respect to construction
 - v. Receive Board of Trustees findings with respect to Audits

8) Implementation of Measure X:

- a) Joel presented steps that have been taken thus far:
 - i. Pool of design professionals has been selected (architects, civil engineers, geo tech and CEQA);
 - ii. Hazmat consultants and Inspectors of Records are still pending;
 - iii. Charter Square (new elementary school in Foster City) is in the middle of negotiations;
 - iv. Abbott and Borel school communities are in the process of selecting architects;
 - v. Bayside gym project will get started slightly later due to administrative changes at the school while new principal becomes familiar with school community.
 - vi. At the end of the meeting Ryan Nobrega asked exactly where we are thus far with Measure X projects and Joel provided this update:
 - i. Bond was approved in November 2015;
 - ii. We are in process of creating pools of consultants;
 - iii. Presentation by 3 architects will take place on 5/11/16 at Abbott (gym and classrooms);
 - iv. Presentation by 3 architects taking place week of 5/9-5/13/16 at Borel (gym and classrooms);

- v. For each project, selected architect will do schematic design to determine building placement based on school community input;
- vi. CGS (California Geologic Survey) reviews will take place summer/fall;
- vii. Possible schedule - DSA review take place in March 2017; approval by February 2018;
- viii. Goal is for construction to begin during 2018.
- ix. Targeted occupation fall of 2019.
- x. Fred Baer asked about Charter Square and what that process might be. Assuming the deal is finalized, we will provide further information with respect to process/community involvement and project schedule.
- xi. Joel explained overall phasing:
 - (a) Phase I includes Charter Square; Borel gym/classrooms; Abbott gym/classrooms; Bayside gym;
 - (b) Phase II includes new school in North Central San Mateo; George Hall LGI/classrooms; Sunnybrae LGI/classrooms; Bowditch admin/music/classrooms

9) Next Meeting and Tentative Future Meetings Schedule:

- a) Next BOC meeting will be held on August 23, 2016 at the District office, at 6:30 p.m. Facilities staff will send a meeting invitation to all attendees. Late fall quarterly meeting date will be set via email, probably October or November date.

10) Future agenda items:

- a) Phasing of projects as approved by Board of Trustees (we will email this out)
- b) Next Steps document (we will email this out)
- c) Measure X Bond language (we will email this out)
- d) Access to Facilities Master Plan (requested by Eric Holm, we will find a way to set up access)
- e) Copy of Attorney General Opinion 04-110 issued on November 9, 2004 (requested by William Wong)

11) Meeting adjourned at 7:02 p.m.