



SAN MATEO-FOSTER CITY SCHOOL DISTRICT

BOND OVERSIGHT COMMITTEE MEASURE X

May 23, 2017 - Meeting Minutes

1) Call to Order:

- a) Bond Oversight Committee (BOC) called to order at 6:08 P.M. on May 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 4/20/18
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 4/20/18
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 4/20/18
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

District and Facilities Staff Present

Joel Cadiz, Director of Facilities, Maintenance, Operations and Transportation
Carolyn Chow, Chief Business Official
Christine Kelleher, Administrative Assistant

Guest Speaker

Kyle Montgomery, Christy White Associates (Professional Accountancy Corporation)

3) Public Comment: None

4) Approval of Minutes:

- a) A quorum of BOC members was present, and the minutes from the meeting on February 23, 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) Kyle Montgomery from Christy White Associates presented the Measure X Audit Report for the Fiscal Year Ended June 30, 2016.
 - i. The Balance Sheet for the Fiscal Year Ended June 30, 2016. The Fund balance is 74,000,000.
 - ii. The report of Statement of Revenues, Expenditures, and changes in Fund Balance for the Fiscal Year ended June 30, 2016 is as showing:
 1. Interest income 252,414
 2. Facilities acquisition and construction 19,505 Bond Issuance costs 245,000
 3. Total Expenditures 264,000
 4. Other Financial Sources
 - a. Proceeds from long-term debt 74,000,000
 - b. Net Change in Fund Balance 73,987,909
 - iii. The District notes to financial statements, continued for the Fiscal Year ended June 30, 2016. Note 6 - Measure X General Obligation Bonds. As of June 30, 2016 the principal balance outstanding on the District's Measure X (Measure X) general obligation bonds was \$74,000,000. The outstanding general obligation bond debt is as follows:
 1. Issue Date 3/10/2016
 2. Maturity Date 8/1/2044
 3. Interest Rat 2.00 – 5.00%
 4. Original Issue \$74,000,000
 - iv. Expenditures by Project, Facilities (Districtwide) 19,505 and Bond Issuance costs 245,000 bringing this to a total of \$264,505
 - v. No Findings on the Report on Internal Control over financial reporting and on compliance and other matters based on an audit of Financial statements performed in accordance with government auditing standards.
 - vi. Christy White and Associates looked at the Bond Language to assure the District was in compliance with the Bond Language and to make sure the expenditures were what was stipulated in the Bond Language. There was no discrepancy
- 7) Program Status Update:
 - a) Joel Cadiz presented a power point presentation which included Phase I Measure X Projects:
 - i A 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 five times (November 3, November 16, November 28, January 12 and March). 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. Place Works is the firm that has been engaged to prepare the CEQA report.

- c) The Design strategies is to be sensitive to adjacent neighbors by locating buildings closest to the street and away from residences. Minimize traffic impact by providing a long zone for queuing for student drop off and pick up. Providing enough parking spaces to minimize on street parking, provide a prominent entry into the campus. Provide a landscape zone as a buffer and visual transition and use current design principles that are environmentally conscious.
- d) Joel presented a Power Point with an Architectural Site Plan of Foster City Elementary School.
- e) Carol Groom inquired about the design standard for Foster City Elementary School there was no mention of safety. Joel said the play yard will be in the back with security fencing, security fencing and gates will be around the school and security cameras.
- f) Fred Baer asked on scoping of playground area. Joel explained there will be a play structure, the design of play structure will be discussed at our next Ed-Spec meeting.

- g) William Wong asked what is the patch of land to the ? of the School. Fred Baer said this is owned by the Church and is unused property. Krause asked if you have over flow of parking could you open the playground. Joel explained the playground material is not thick enough and the soil is softer and over the years this would not be advisable.
- h) Joel presented an architectural design of what the building will look like. Joel explained the architects set back the buildings to make the look more appealing than one long straight building. Joel added this site is for 600 students.
- i) Carolyn Chow explained the building alongside Beach Park Boulevard are classrooms that are going to accommodate future growth.
- j) Joel explained the proposed schedule (with Conceptual Design) DSA will approve in ?? 2018, then thirteen months of construction and occupancy in July and August.
- k) Julie Scanlon asked if we are on schedule. Joel replied, yes we always review and if we fall behind we check to see how we can make up the time.
- l) Joel announced the Charter Square Demolishing will begin in March 2018.

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; February 15, 2017 and March 1.
- (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) Potential location of the gym is on the existing blacktop below the school driveway entrance at 36th Ave.
- (d) Since all schools have a different population we will determine the amount of bleachers per one third of the population of each school.
- (e) 6 additional classrooms will be created
- (f) We will repurposing underutilized space to create 4 classrooms
- (g) 2 New Classrooms adjacent to Gym Building
- (h) New Classrooms will be close to the original Classrooms
- (i) Carolyn Chow explained the reason the Abbott Project is behind was that the budget was coming in to high. We had to revisit the project and bring the Project scope to meet the assigned budget.

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) Schedule starts with Design/Engineering November 2016 to December 2017. Construction will begin July 2018 to June 2019.

iv. Bayside STEM/STEAM:

- a) Currently one location for the Gym location requires modifying existing lease with City of San Mateo/Parks and Recreation.
- b) 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.
- c) At the Ed-Spec meeting we have decided to have the main Gym space High School size flooring space. The will be able to be divided into two for multiply activities and retractable bleachers.
- d) 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.
- e)

v. Common Amenities and Qualities of the three Gyms

- a) Main Gym Space – Sports flooring with high School size main basketball court with cross courts and various game lines. Ability to divide the main court in two for multiple activities. Ability to bring in as much natural lighting as possible. Mechanically operated retractable bleachers that can accommodate 1/3 of each school student body.
- b) Boys and Girls locker rooms with adjacent boys and girls toilet rooms. PE coach offices within locker rooms with ability to supervise locker rooms. Lobby that can be used as flexible teaching space. Toilet rooms off the lobby.
- c) Associated storage space for PE and afterschool programs.

Other questions:

- a) Carol asked if the Locker rooms will have showers. Joel answered no.
- b) Julie asked will there be any stages in the Gyms. Joel answered the Gyms will be used exclusively as a Gym.

- 8) Future Meetings and Dates:
 - a) Next BOC meeting will be held on August 1, 2017 at the District office, at 6:15 p.m. Facilities staff will send a meeting invitation to all attendees.
- 9) Future Agenda Items: Tour scheduled for Friday, July 28th at 8:30am meet at District Office.
- 10) Meeting Adjourned at 7:30