

Citizen Oversight Committee – Measures M & O
San Mateo Union High School District
Meeting Minutes

Meeting Date: March 6, 2014
Place: District Office, Conference Room A
Time: 6:00 PM
Prepared By: Pam Chavez, Exec. Coordinator to the Deputy Supt. Business Services

Citizen Oversight Committee members in attendance:

Pat Griffin (PG) Julie Hoffman (JH)
Don Freeman (DF) Lee Manus-McNutt (LM)
Jonathan Ng (JN) Brian Beswick (BB)

Citizen Oversight Committee members NOT in attendance:

Mike Loy (ML)

SMUHSD Staff and Board of Trustees members in attendance:

Elizabeth McManus, Deputy Superintendent Business Services (EM)
Bob Griffin, Board Trustee (BG)
Linda Lees Dwyer, Board President (LD)
Debbie Arobio, Capital Facilities Fiscal Manager (DA)
Pam Chavez, Executive Coordinator (PC)

Others in attendance:

Adam Coll, Greystone West (AC)

NOTES:

A. Meeting was called to order at 6:10 PM

B. Update on Measures M and O

1. (AC) provided an update on Measures M and O projects
2. Work on Measure M is wrapping up. Ongoing issues with West Bay.
3. Measure O – four projects coming up
 - i. Bleacher Project at Burlingame and San Mateo High Schools. Have gotten District lawyer involved to talk to MVEI about getting timely approvals to move project along.
 - ii. Burlingame HS New Building, will bid on March 13.
 - iii. San Mateo High School Brick Building will bid in the spring.
 - iv. Hillsdale High School Building. Working on a CEQA, going to file a Negative Declaration. Schematic Design has been approved by Board.
4. Work-study on location for Peninsula Alternative High School will be on March 20
5. (DF) asked what is estimated to be left from Measure M. (DA) answered around \$3.9M.

C. Approval of Minutes

1. Corrections were made to both 12/5/13 and 1/11/14 minutes
2. 12/5/13 and 1/11/14 minutes were approved as corrected.

D. Introduction of New Member

1. New member, Brian Beswick, was introduced. He was approved by the Board on January 11, 2014.

E. Financial and Performance Audit

1. Jeff Nigro, the District's auditor, presented the Measure M and O Performance and Financial Audit. He explained that the District has complied with all regulations concerning Bond monies.
2. (DF) asked what is the relationship between the ending balance shown in the audit, and the balance the financials show now in March? There is \$1.8M more now. (EM) answered that the District has issued additional financings, and that explains the increase.
3. (PG) asked if the remaining Measure M money can be rolled into the Measure O Fund. (EM) explained that the money has to stay specific with what voters approved, and can't necessarily be rolled over. (PG) also asked how the District is going to deal with the residual money. (EM) answered that some money needs to be set aside for legal problems.

F. COC Tour of AHS, HHS, and MHS and Observations Letter

1. Board members Bob Griffin and Linda Lees Dwyer provided input into the tour. (BG) stated that it was good to see the sites in person and see what needs to be addressed. (LD) stated that the findings are substantive and need to be fixed.
2. COC reviewed memo to Board drafted by (DF) and made edits. DF will incorporate edits then email to the Board's attention.

G. Review Definition of Quorum per COC Bylaws

1. The Bylaws state "A majority of the number of Committee members shall constitute a quorum for the transaction of any business.
2. A discussion was held regarding the need for additional COC members and where to recruit them from. The COC needs members from Millbrae and Foster City.

H. Status of Ongoing Concerns

1. West Bay - (EM) updated on current status. West Bay cancelled deposition, may likely cancel the next one scheduled. District intends to set up depositions for other side.
2. Location of Peninsula Alternative High School – (EM) updated on current status. Board will look at 2 locations during work study. It's been a long discussion with no easy solution.
3. Measure O Bids – (EM) stated that Board originally approved to use Design-Build for Measure O projects being bid now, however the quality of construction firms that showed up for the Burlingame High School New Building job walk was very poor. Depending on where the bids come in price-wise, the District may pull all bids and go with a Lease/Leaseback option instead.
4. (PG) asked about the theater positions and if they have been filled. (EM) answered that the District has a great new hire, Lindsey Martin, for the Theater Manager position. She is a Hillsdale High School graduate and has lots of experience. She has four theater technicians working under her. (PG) also asked about additional custodial needs, and (EM) answered that some have been added, but may need to add some more.
5. (BB) asked, regarding Measure O Bids, if the method of selecting contractors was within the oversight of the COC. (EM) answered that the COC is only to oversee the money spent the way the bond language requires.

I. Items for Next Agenda

1. Letter to the Board will be sent to COC members and reviewed/edited via email.
2. Discuss ways to recruit new members.
3. COC members may submit any topics that they would like placed on the agenda to Pam Chavez, 650.558.2204 or pchavez@smuhdsd.org

J. Set Next Regular Meeting Date

1. Next meeting date will be Wednesday June 4, 6:00 pm.

K. Adjournment

1. Meeting was adjourned at 7:45 PM.

END OF MEETING MINUTES