

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

Meeting Date: May 15, 2013
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)
Mike Loy (ML) Mark Jones (MJ)
Jonathan Ng (JN)

not in attendance:

John Doyle (JD) Don Freeman (DF) Lee Manus-McNutt (LM)

SMUHSD Staff and Board of Trustees members in attendance:

Elizabeth McManus, Deputy Superintendent Business Services (EM)
Debbie Arobio, Capital Facilities Fiscal Manager (DA)
Pam Chavez, Executive Coordinator

Others in attendance:

Adam Coll, Greystone West (AC)

NOTES:

- A. Meeting was called to order at 6:00 PM**
- B. Approval of Minutes**
1. There was not a quorum at the time of this agenda item, so minutes approval was moved to next meeting.
- C. Measure M and O Audit Findings**
1. Peter Glen from Nigro & Nigro, the District's auditors, gave an overview of the Measures M & O 12/13 Audit. Audit is based on test numbers, not all of the information for the whole year. An auditor's opinion is the cleanest opinion you can get. The audit covers financials and internal controls. Auditors found no deficiencies in the internal controls. The Performance part of the Audit Report looked at expenditures through sampling and compared the expenses to the bond language for validity. \$41m in bond fund invoices were tested. Nigro & Nigro tests 40 – 60%, which is higher than the standard.
- D. Solar Project Update**
1. Tom Willard from Sage Renewables, the District's solar consultant, discussed the District's solar project. In 2009, Sage evaluated all campuses and utility usage. Determined project should be 3.72 megawatts total for all campuses. SunPower completed Phase 1 and Cupertino Electric completed Phase 2. Systems are now performing 3.7% better than what was originally modeled. Actual savings is lower than expected because PG&E costs have not risen as much as was anticipated.
- E. Review Budget and Actuals to Date**
1. (DA) reviewed budgets for all Measure M & O capital projects.

2. \$340,000 more is needed for the SMHA Greenhouse project. Bond funds have the money, and it will be moved from the contingency budget. Approval needs to go to the Board.
3. HHS theater has gone over budget because of soil issues. Money has to be transferred from the top-side contingency or another project. Board also needs to approve transfer.

F. Measure O Update

1. Next projects for Measure O are the District Office, Peninsula Alternative School and a 4th Building at Hillsdale High School. Building at HHS is needed because Bay Meadows is being built out and will increase enrollment at HHS. HHS has enough room for growth.
2. Discussion of CABs issuance. Some Districts have been irresponsible with CABs. Board is going to have a work-study regarding the issuance of CABs.

G. Potential Litigation

1. West Bay (CHS). District met with West Bay, they want a couple of million dollars from the District. The District has liquidated damages against West Bay to counter this claim. The District has made an offer to settle for \$0, West Bay has not accepted this and may file a claim against the District.
2. Jeff Luchetti (CHS) wants a time extension for water that was fund under the theater and a problem with their sub. They are trying to bring in the District for the sub problem, but this is clearly not the District's problem. This issue needs to be resolved before the project can be closed.

H. Projects Update

1. (AC) reviewed the Capital Facilities Report that was presented to the Board of Trustees on May 9, 2013.

I. Spring Tour

1. The spring tour will be held on Saturday June 8. The COC recommended that other local politicians be invited to participate in future tours.

J. Items for Next Agenda

1. COC members may submit any topics that they would like placed on the agenda to Pam Chavez, 650.558.2204 or pchavez@smuhsd.org

K. Set Next Regular Meeting Date

1. Tour and meeting to review yearly COC report will be on Saturday June 8, 2013.

L. Adjournment

1. Meeting was adjourned at 8:06 PM.

END OF MEETING MINUTES