



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

398 B St. South San Francisco, CA 94080

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Dr. Shawnterra Moore, Superintendent

Meeting Minutes

Meeting Type: Facilities Sub-Committee

Meeting Date: Thursday, August 21, 2025, 4:00 PM

Location: South San Francisco Unified School District Office Board Room
398 B Street
South San Francisco, CA 94080

Sub-Committee Members: Board Vice President Patricia Murray, Trustee Dr. Chialin Hsieh, Dr. Shawnterra Moore (Superintendent), Ted O (Assistant Superintendent, Business Services), Lori Shelton (Director of Bond Program), and Wazi Chowdhury (Director of Facilities and Safety)

ORDER OF BUSINESS

I. Call to Order

Ted O

II. Roll Call

Gina DeMartini

Patricia Murray, Board Vice President	Present
Dr. Chialin Hsieh	Present
Dr. Shawnterra Moore, Superintendent	Present
Ted O, Assistant Superintendent, Business Services	Present
Lori Shelton, Director of Bond Program	Present
Wazi Chowdhury, Director of Facilities and Safety	Present

- III. **Action: Approval of April 17, 2025, Meeting minutes** **Committee**
- Patricia Murray motions to approve the meeting minutes for the April 17, 2025, meeting.
 - Dr. Shawnterra Moore seconds the Motion.
 - Motion Carried unanimously.

- IV. **Information: Bond Program Update** **Lori Shelton**

GROUP 1- PROJECTS IN DESIGN

1. Sunshine Gardens ES Modernization:

- a) The project is finalizing the first phase of the design process which we call schematic design. The team just completed reconciling the two cost estimates for the proposed scope and is in the process of value-engineering the scope to align with the budget. Unfortunately, we must reduce scope significantly (approximately \$9M). Once this is completed, the revised scopes of work and budget will move forward into the next phase of design. The reality is that there will be buildings we cannot touch.
- b) The current scope of work for modernization of some classroom buildings with voluntary seismic upgrades and windows, HVAC upgrades, security upgrades, restroom upgrades, utility infrastructure upgrades (storm, sanitary, gas, fire alarm), electrical system upgrades and the equity piece is a new Exploratorium. As we all know, the need is high, and the budget is limited so we are trying to make it fit. Once we finish this phase. we will move into the next design phase which will detail the scope a lot further and we may do another round of value engineering to align with the budget. Site accessibility improvements, roofing, and interim housing for swing space.
- c) Construction is anticipated to start summer of 2027. We will need to get the design through the DSA approval process.
- d) The bond team has engaged a CEQA specialist to ensure that there are no issues to address due to the proposed new building or modernization work. The CEQA Consultant, Sertior, is finalizing their findings and recommendations. Based on the preliminary information, there are no concerns identified.
- e) Upcoming board action needed for Sunshine Gardens ES:
 - i. New contract for Geotechnical Services.
 - ii. New Contract for Lease-leaseback General Contractor Preliminary Services.

2. Los Cerritos ES Modernization:

- a) HED has been engaged to assist the district in assessing the Board-requested options for off-site interim housing and addressing the impact of play structure and parking restrictions to the LCES site. HED has provided options on ways to modify the LCES campus to incorporate the play structure on to district property as well as the parking and solar panels. We have a couple of designs we are looking at and unfortunately at this point we cannot accommodate parking on this site, but we do have options and changes that we need to make so that we can have a viable playground with a play structure. The two options include a new Exploratorium-Library buildings. The work is a high-level estimate of between 20-27 million dollars. This does not include interim housing. We just had a meeting today to continue talking about interim housing. We are looking at Baden campus and SGES campus. We are going to have to put some high-level costs associated with moving partial campus to either one of those sites. It will be about 14-15 interim housing units that will have to go to one or the other campuses. There are site improvements such as sewage and plumbing. We are getting costs associated with that which we will want to discuss with the board about when we would be able to do that presentation. Please let us know when that can happen.

GROUP 2- PROJECTS IN CONSTRUCTION

1. El Camino HS Cafeteria and Central Kitchen:

- a) The board is aware of a water main line that was accidentally punctured during work at the ADA ramp which required water to be shut down for the campus. Because the domestic water line and the fire water line are a combined system, the campus had to be maintained under a fire watch until the fire system was restored. The main water line has since been repaired; the domestic water line has been restored, sterilized, and cleared for consumption before school started. The fire hydrants and fire sprinkler systems throughout the campus have been flushed and verified by the inspector.
 - i. The water line costs for repair, fire-watch services, system flushing/sanitizing/testing, etc. will come to approx. \$90K-\$120K for GC; and \$25K for AOR added services.
- b) Work at the Central Kitchen and Cafeteria:
 - i. Structural Steel and Rebar/Concrete Foundation work are ongoing in the cafeteria.
 - ii. Underground rough in is complete at the student restrooms. Rebar installation is in progress in preparation for the slab on grade pour.
 - iii. Construction on the ADA ramp was delayed due to the water line repair; however, construction is now complete and will open as originally scheduled. Both the main entrance stairs and ADA ramp will reopen September 2nd.

- iv. Exterior Walk-in Freezer and Cooler Foundation demo are complete. Currently grading and new footings are in progress.
 - v. They are doing the concrete work in the Kitchen for structural footing work and related Mechanical, Electrical, and Plumbing scopes.
 - vi. Sitework grading is ongoing between the cafeteria and quad.
 - vii. Additional costs to the project include addressing unforeseen conditions in the kitchen ceiling and missing ceiling structure supports. The project includes allowances for some unforeseen conditions so not all of these issues will result in an increase in cost to the project.
- c) Upcoming Board action needed for Central Kitchen and Cafeteria project.
- i. CONTRACT AMENDMENT with Protech for industrial hygienist services, 9/11/25

2. Westborough MS Field and Pavement Improvement:

- a) Construction began in the first week of June. Scope includes pavement improvements on the lower play yard, new turf field, and ADA ramp and pavement upgrades at the administration building as well as other access improvements as required by the Division of State Architect (DSA).
- b) During demolition at the incline between the play yard and the lower field, major erosion was discovered that hampered the continuation of construction in both areas. It was determined that the storm drain system on these two levels of campus has blockage causing the erosion as water bypassed the system entirely. The storm line on the play yard is currently being replaced as per the recommendation of the design team. Additional storm line replacement is currently underway in the field, as these lines serve as the primary route for directing water to the city system. There is no way around this. The damage has been going on for a long time. We will need to look, as a district, and not as part of this project, at the upper-level storm drains.
 - i. The estimated cost of the storm drain replacement will be approx. \$575K - \$650K for the new system on both tiers. This will be a cost increase to this project.
 - ii. The storm drain replacement caused delays to the paving at the play yard (scheduled for August 26th & 27th) and to the construction of the switchback ramp.
 - iii. Yard striping is expected to occur in mid-September.
- c) The work at the administration building encountered some unforeseen conditions such as the underground storm drain that had to be relocated. There will be added costs coming for that.

GROUP 2 – PROJECT ASSESSMENT:

1. We have 4 projects that are in the project assessment phase. They are each in the final stages. We have a significant scope that we are trying to reduce so we can have a scope and a budget that will allow us to move into phase two, which is the design phase.
 - a) The two high schools, El Camino and South San Francisco are the most complicated because there is a significant amount of scope that we will not be able to do. We are trying to figure out what we can afford to do, which is challenging. We are getting close.
 - b) Spruce and Monte Verde are on a similar path. We are finalizing the scope, so we can move forward with the budget we have. There are some other things that we will need to see if the costs can come out of a deferred maintenance budget or some other funds.

OTHER ITEMS:

1. **HVAC Package A** (Monte Verde ES, Ponderosa ES, Sunshine Gardens ES, Westborough MS, El Camino HS) five sites total.
 - a) We have received DSA certified close letters for four of the five sites.
 - b) We received the final invoice from DSA for the fifth site on August 15th and are in the process of obtaining a check for payment.
2. **Past Uncertified DSA Projects:** 23 Uncertified Projects in total.
 - a) 14 projects have been closed as certified as compared to the previously reported of 8 projects.
 - b) 9 projects will require more intensive research, evaluation, and plan of action to obtain certification. We are in the process of preparing an amendment with the consultant, Project Support Services (PSS), to undertake this next step.

DISCUSSION/QUESTIONS:

- **Ted O** adds that the amount of money that has been allocated to each of the sites is less than half of the needs. Very likely, we will need to contribute some money either from Measure J, deferred maintenance fund or other funds to cover. The example is that for Sunshine Gardens, the amount we have covers only half of the cost of the dual pane windows. It does not make sense to replace only half of the windows in the school, so we would want to use some other funds to finish the other half. We will be coming to the board in the future with any requests.
- **Dr. Chialin Hsieh** asks if we anticipate this for all the sites.
- **Ted O** responds Yes and that is why I wanted to bring it up now and explain. There will be some things that we *want* to do and some things we *must* do.
- **Dr. Shawnterra Moore** states that we might need to make some hard decisions on some things we cannot do.

- **Lori Shelton** explains that there are a lot of infrastructure needs that are much greater than what was anticipated in the master plan. If Westborough is an indicator of some of that, it is a significant budget line item that we cannot project until we get into each of the sites.
- **Dr. Chialin Hsieh** asks if we are prioritizing safety first.
- **Ted O** confirms that safety and infrastructure are priority. For example, underground systems, ADA access and any other items that are required by DSA such as electrical and plumbing. These are items that we do not “see” but we must address.
- **Wazi Chowdhury** adds priority are safety and operations. Everyone saw the example we had the week before school opened where the water was shut down at SSF High School. These are 60 to 70 year old systems and have not been touched since. We had to act immediately, or it would have had to be done during school sessions causing us to close the school for a day or two. It was a last-minute decision, and the administrative staff had the option to work from home. Bottom line is that Lori Shelton is faced with what I have dealt with ever since I came. Example is Alta Loma had a sewer line back up on a Friday. The board was very understanding and allowed us to move forward with repairs over the weekend on Saturday and Sunday and school was able to resume on Monday morning. These are VCP (Vitreous Clay Pipes) which are stronger, but they are 70 years old. We just don’t have the money allocated from the Bond to take care of this. Lori Shelton is faced with these problems at every school site, so we are going to have to use some deferred maintenance funds.
- **Pat Murray** adds that when she campaigned, she stated that we are going to work on the necessary but not the pretty. The infrastructure has not been addressed in many years.
- **Pat Murray** asks about group two when bond is finalizing scope, Spruce is in one of our Title I schools, so she wants to know if it is given some sort of priority.
- **Lori Shelton** confirms that it has been given priority, and the need is high. Spruce Elementary Building B, which is an old high school and houses the cafeteria and kitchen, is one of those buildings that if you touch it, the requirement from DSA is going to be expansive, so we are trying to figure out how we do a minimum touch because we cannot afford a new building.
- **Wazi Chowdhury** states that this is one of the oldest buildings in the district other than Martin.

- **Lori Shelton** explains that these are the things we are faced with trying to balance. If we touch it, how much are we required to do and can we afford to do that.
- **Pat Murray** asks if Spruce got anything in measure J. It was confirmed by Ted, Lori and Wazi that they received all the new frog buildings. Half of the campus is new and half is old.
- **Ted O** adds that most of these buildings have not been touched so when you open the floors and open the walls, we might find unforeseen problems.

V. Facilities Project Updates

Wazi Chowdhury

1. **El Camino, room 63 Alterations:**

Has garnered beneficial occupancy, where students have been able to occupy the converted space of two classrooms and a “Life Skills” room with a new unisex bathroom.

2. **Spruce Elementary Main Entrance Fencing and Gate:**

The invasive work of installing foundations, bollards and trenches to carry the Audio Video (AV) system’s conduit was completed before the school year started. Currently, the Contractor is waiting for the rolling gate to arrive. Most likely the work will have to be done over the Thanksgiving break.

- **Ted O** adds that the security gate at Spruce is a pilot program. If this works well, we might look at installing similar systems at other sites to secure the campus. Buri Buri has a similar gate for pedestrians.

3. **District office Accessibility Ramp:**

The Project experienced some delays due to discovery of soft soil (an unforeseen condition) that also included chromium that had to be disposed of at a special landfill. DSA required us to import competent soil and proper compaction. The first concrete pour of footings was completed two weeks ago. The current plan is to have the final concrete pour within another week, after which the backfill sitework, landscaping and finish work will commence. The hope is that the front entry can be opened by the second week of September 2025.

4. **District Office Annex (Modular Building next to Facilities Building):**

The Board approved the Contract with Silver Creek Industries for the Modular building on September 11. This is to provide additional workstations for staff. We are working on the final plans to be submitted to DSA. The plan is to have final approval from DSA by mid-October 2025, and the building will most likely be ready to ship by mid-November 2025 if all goes well.

The latter is contingent upon the district issuing a second contract for the site work and utilities. Since that process itself will take a month and a half for selection of a contractor and another month and a half for completion, the building should be ready

for occupancy around mid-February 2026 if all goes well. It will house 12-14 workstations.

5. ECHS Football Stadium Restroom:

This project is to replace the porta potties by the football field. Facilities has launched this project and is soliciting a fee proposal from the Architect. The good news is we found a city sewer line by the back gate. It will be a permanent restroom with a custodial room.

6. Additional TK Classrooms:

Facilities is also soliciting proposals from Architects to design TK Classrooms. The Bond has already selected an architect for the modernization of Monte Verde, so it makes sense to use the same architect for this. A site-walk is scheduled for Monte Verde for Wednesday, August 20th. The Plan is also to see if a TK building can be designed for the Junipero Serra Site. These are the only two sites without a TK class.

7. Parkway Heights MS Bldg. D- Heat Mitigation Project:

This pilot project addresses the classrooms that get too warm during hot days. It uses natural air to cool the classrooms instead of using air conditioning. The project had beneficial occupancy achieved prior to the start of school year, and students were able to occupy their classrooms. The only thing pending are the outside sunshades, which are scheduled to arrive on August 27th. The hope is that all the work shall be completed by September 5, 2025. If it is a huge success, staff will be doing this for SSFHS next.

- **Lori Shelton** adds that solving this passively does not put the added burden of having to increase our energy capability, which is also something that as we are doing the assessments we are trying to understand because having to upgrade our electrical system is extremely expensive and time-consuming. I have had projects where the modernization is finished, and then new equipment requires additional mechanical solutions.

VI. Information: Up-To-Date Financial Information

Ted O

Ted O explains that the included copy of the financial report is what was presented to the CBOC at the August 5th meeting. The report is through June 30th, 2025. Once the final numbers are confirmed, the revised report will be issued to the CBOC. The committee will be presenting their annual report at the October 9th board meeting.

No questions.

VII. Future Meeting Dates:

Ted O

November 6, 2025, 4pm
February 19, 2026, 4pm
April 16, 2026, 4pm

- Dr. Chialin Hsieh motions to approve future meeting dates.
- Dr. Shawnterra Moore seconds the motion.
- Meeting dates and time are confirmed.

VIII. Public Comments:
No Public Comments

Meeting adjourned at 4:48 PM
Next meeting is November 6, 2025