



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: Meeting of the Measure T Citizen's Bond Oversight Committee

Meeting Date: Tuesday, March 11, 2025, 5:30 PM

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

ORDER OF BUSINESS

- I. **Call to Order** **CBOC Chair**
5:31 PM
- II. **Roll Call** **Gina DeMartini**
- | | |
|-------------------|---------|
| Daniela Jonguitud | Present |
| Miguel A. Nava | Present |
| John R. Penna | Present |
| John Sanna | Present |
| Avin Sharma | Present |
| Soy Wong | Present |
| Vishal Patel | Present |
- III. **Pledge of Allegiance** **CBOC Chair**
- IV. **Action: Approval of September 17,2024 and December 10,2024** **CBOC Chair**
Meeting minutes.
Soy Wong motions to approve the minutes from September 17, 2024, and December 10, 2024, meetings.

Vishal Patel seconds the motion.
Motion Carried unanimously.

V. **Information: Bond Program Update**

Lori Shelton/Calvin Wong

Program Update:

Group 1:

1. Sunshine Gardens ES Modernization: The project is starting the first phase of the design process. The design process consists of three design phases (approx. 6-9 months). Next steps include the Division of State Architect and other agency reviews of which are not all required; County Health Department, California Geological Survey, Office of Public School Construction, to name a few. (approx. 9 months simultaneously). Following design, review and approval, the bid process occurs (approx. 2 months). Construction is anticipated to start summer of 2027.
 - a) The scope of work includes but is not limited to modernization of classrooms, a new Exploratorium, HVAC upgrades, security upgrades, restroom upgrades, utility infrastructure upgrades (storm, sanitary, gas, fire), electrical system upgrades, site accessibility improvements, roofing, and interim housing for swing space.

Calvin Wong

2. El Camino HS Cafeteria and Central Kitchen: Keep in mind that these are two separate DSA applications
 - a) Central Kitchen backcheck comments for the design package will be submitted March 17th and are expected to receive final DSA approval week of March 31st.
 - b) Cafeteria original design package and addendum #1 received final DSA approval.
 - c) The project will be constructed under the Lease-Leaseback alternate delivery method. The contractor identified as providing the best value through an RFQ/P process as adopted by the Board of Trustees is Alten Construction LLC.
 - I. The project received board approval on February 13th for preliminary services and early material procurement. This allows them to procure materials ahead of time, so they don't have to wait for the GMP.
 - II. The contractor is expected to provide the Guaranteed Maximum Price (GMP) and the site and facilities leases to the district during the week of April 21st.
 - III. Construction is scheduled to begin at the start of summer. Completion is expected at the end of June 2026.
 - d) During construction, the district will employ a third-party vendor for meal services.

e) The District will be constructing a temporary meal support area near the district warehouse area to assist in receiving, sorting and distribution of some components like milk and fresh fruits/vegetables. The construction period is planned for late April to late May.

John Sanna asks if there will be any crossover of costs between the central kitchen and cafeteria.

Calvin Wong explains that there should not be any cross over.

John Sanna wants to know how much the temporary meal space will cost.

Ted O offers an explanation that it went through the RFP process, and we selected Moon Chef located in South San Francisco. We are taking this to the board March 13th, and it is being funded out of General Fund or fund 40. It will not be charged to the bond. Different school staff will be helping in this effort. Please note also that all students regardless of their income can receive a free meal for breakfast and lunch.

3. Westborough MS Field and Pavement Improvement:

- a) The design package was submitted to DSA on December 10th. Backcheck comments will be submitted to DSA on March 14. Final DSA approval is expected the week of March 31st.
- b) Project is out to bid. Bid opening is scheduled for March 19th. The contract cannot be awarded until DSA approval is received.
- c) The construction project is scheduled to begin this summer. This project included pavement improvements on the lower play yard, new turf field, and ADA upgrades along the path of travel for these two areas as required by the Division of State Architect (DSA). Final completion of this project is December 2025; however, the project is phased to minimize impact to school function.

Questions:

Avin Sharma asked what the plan is for Westborough.

Calvin Wong explains the scope of work is that the whole pavement area will be redone. There will be new basketball equipment, pickle ball equipment, volleyball equipment and some ADA access for the path of travel that we need to do per DSA along with the lower field that will be a turf field.

John Sanna asked if there would be an outer track.

Calvin Wong confirms that the field is turf but there will be a track around the perimeter. Lori adds that there will be a fence that runs along Westborough Blvd

approximately 20 ft high to keep the balls contained.

Lori Shelton-

Group 2:

1. South San Francisco High School modernization: CAW and subconsultants continue the project assessment of the campus. The anticipated completion of the project assessment is late May 2025.
2. El Camino High School Modernization: Multistudio and subconsultants continue the project assessment of the campus. The anticipated completion of project assessment is late June 2025.
3. Spruce Elementary School: The design firm DSK was selected to provide design services. The bond team is evaluating the fee proposal and expects to submit it to the March 27th board meeting for approval of the Project Assessment, Part 1 scope of services.
4. Monte Verde Elementary School: The design firm SIMS Architects was selected to provide design services. The bond team is evaluating the fee proposal and expects to submit it to the March 27th board meeting for approval of the Project Assessment, Part 1 scope of services.

Questions:

Miguel Nava asked what the plan is for SSFHS

Lori Shelton explains that the assessment is still in process. Once we know what the needs are, and decisions will be made based on the budget.

John Sanna asks about the situations that are driving up the cost of materials such as the southern California fires and tariffs etc. I want to be sure the committee and public understand that the increases are out of our control. It will not be the fault of the bond.

Lori Shelton responds that we can do the best we can and try to estimate what material increases might be, but we won't know exactly. We need to be conservative with the scope of work.

Ted O adds that many of our buildings are very old. We don't fully know what the scope will be until we open the walls. Any change orders that comes up go to the board for approval, and they scrutinize all costs. Once we decide what is needed, some are going to be mandatory, some will be optional depending on how much funds we have. We might go to the board with some increase requests where we might ask to use some of the other facilities funds or interest that we have earned to cover additional items above the budget.

Avin Sharma is asking what happens if a project that was 20 mil is now 25 mil.

Ted O explains that if we realize we are going to go over budget, we go back to the site committee and discuss the options, and some items might need to be eliminated to stay within the budget.

Lori Shelton adds that we do not have control of the economic conditions of the country or the world. It is within our responsibility to manage the scope of work, and we might have to descope items on some projects.

John Sanna just wants to make sure that the public knows why this happens, and we communicate clearly. Note also that the budget was made back in 2021.

Ted O explains we have already allocated the budget per site, and we will need to stay within the budget.

OTHER:

Calvin Wong

1. HVAC Package A:

- a) All scopes of work have been completed.
- b) Final Contractor change-order anticipated for April 10th board meeting
 - I. This change order is related to the delayed start at Westborough MS and Ponderosa Elementary School, resulting from phased and postponed work scheduled to accommodate the school's request to complete most of the work during the summer.
- c) Final Commissioning change-order submitted to March 13th board meeting.
- d) Acceptance of Notice of Completion submitted to March 13th board meeting.

VI. **Information: Up-To-Date Financial Information**

Ted O

Ted O explains- Annual Financial and Performance Audit reports prepared by EideBailly for Measure J and Measure T are included in the meeting packet. These were given to the board in January. By law, we must hire annually an external auditor. On page 13, you will see the audit findings. They gave both reports an unmodified opinion, which is good. On page 12, you will see the auditors did not identify any deficiencies. For Measure J, they audited 99% of expenditures and 80% of Measure T.

John Sanna states that Measure J must be reviewed by a sitting oversight committee. That is why the measure J report is included in our packet. We have no control over it, and as Mr. O stated, only monies that are there are based on the legal back and forth from settlement litigations.

Ted O- We wanted to share with you the audit reports to show that there are no audit findings.

John Sanna asks where the left-over funds are.

Ted O explains that the funds are still there and are frozen until litigation is settled.

John Sanna explains that there is a punch list left over from measure J at several of the schools. These funds will be used to address some of the defects.

Ted O explains that once the defects are addressed, there are still funds left from Measure J, they will identify any current projects that may need additional funding. We can ask the board for approval to reallocate.

Ted O explains the current financial report covers up to February 2025. Last meeting, the committee voiced concern about paying for past DSA uncertified projects with Measure T funds. Rather than trying to determine which projects were from Measure J and which were from Facilities, we decided to transfer all expenses for the DSA closeout project out of Measure T and charge them to the Facilities account.

Vishal Patel asked about interest and bond selling.

Ted O explains that by law, we are only allowed to take out what we can use for 2-3 years and not too much more. If we earn too much interest, we may possibly have to pay back the interest.

Ted O- Our district has a very high rating, which means we will have better investors for the Bond. Based on good management and fiscal conservative spending, we have been upgraded to AAA rating. Not many districts have this high rating. Because of our high rating, we did a bond refunding on the 3rd series of Measure J because the interest rate was lower, and it saved the taxpayers \$7.2 million. This will be reflected in the homeowner's property tax bill.

John Sanna reminds everyone that at the next meeting, we need to have committee members discuss the renewal of another term. Four terms expire June 30, 2025.

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| VII. | Public Comment on Non-Agendized Items
No comments | CBOC Chair |
| VIII. | Committee Member Announcements/Reports

No Announcements/Reports | CBOC Chair/Members |
| IX. | Adjournment 6:17 PM | CBOC Chair |

Next meeting is May 13, 2025, at 5:30 pm