



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org

Dr. Shawnterra Moore, Superintendent

Meeting Minutes

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

Meeting Date: Tuesday, July 16, 2024, 6:30 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

6:30 PM

II. **Roll Call:** Gina DeMartini

Daniela Jonguitud	Absent
Miguel A. Nava	Present
John R. Penna	Present
John Sanna	Present
Avin Sharma	Present
Soy Wong	Present
Vishal Patel	Absent

III. **Pledge of Allegiance** CBOC Chair

IV. **Action: Approval of 5/14/24 Meeting Minutes** CBOC Chair

Miguel Nava motions to approve the minutes from May 14, 2024 meeting.
John Penna seconds the motion.
Motion carried unanimously.

V. **Information: CBOC Members Terms**

Ted O

Ted informed the committee that on June 6, 2024, the Board of Trustees re-appointed three current CBOC members to another term, which is from July 1, 2024 to June 30, 2026. He wants to thank Daniela Jonguitud, Miguel Nava and Vishal Patel for supporting our district by being part of the committee for a second term.

VI. **Information: Bond Program Update**

Calvin Wong

Calvin Wong provides updates:

HVAC Package A Project- Most of this is wrapping up, and we expect it to be completed next month. Monte Verde and Ponderosa started over the summer and will continue into September.

The El Camino Central Kitchen is now in the design phase, and we anticipate going to DSA in the latter part of the year.

Sunshine Gardens and Los Cerritos - The project assessment drafts have been received and are being reviewed now to help make the hard scoping decisions. Once the scopes are identified, the project will move to Part 2 for design and construction.

SSF High School Modernization – We are in negotiations for the project assessment phase and hope to get an Architect agreement to the board for approval in August.

El Camino High School Modernization- We are in the negotiations for the project assessment phase and hope to get an Architect to the board for approval in August.

Westborough Middle School Field- This is In design, and we have finalized the concept options. We are moving forward with the design.

John Sanna asks if we have stakeholder's input on this.

Calvin replies that we did and that we talked with the school sites and met with the site teams. We included their input before deciding.

Education Specifications - We are currently reviewing the elementary draft report. Middle school and high school drafts are expected to be received by September.

District Standards - The district standards are in progress and will be for a bit of time.

VII. **Information: Bond Program Staffing Update**

Calvin Wong

Calvin Wong informed the committee on the newly hired Bond Accounting Technician, Mee Kyoung Kim. She joined us on June 13th and will be supporting Don Kyu.

John Penna asked if she is qualified, and Calvin Wong and Ted O explained the hiring process that she had to apply for the position, take a written test specifically for this

position, had a panel interview and finally a final interviewed with Lori Shelton, the Bond Director and Don Kyu, the Bond Accounting Manager.

VIII. Information: CBOC Annual Report

Ted O

Ted O explains that the CBOC annual report format is provided by KeyAnalytics, the project accounting software company the Bond program uses. They have included the financial information as of June 30, 2024. Staff in the bond program have provided some pictures to KeyAnalytics to include in the draft annual report.

John Sanna is asking if there will be updates to the actual expenditures of what the district has spent on each project? For example, here is the cost of this project but what has been spent to date and what is left to be spent. We have 160 million dollars in the bank; we have 4 million in interest but what have we spent? Soy Wong suggests including the expenditure report in the annual report.

The committee is also requesting updated pictures of current projects and would like a completion timeline of the HVAC projects included in the Annual Report.

John Sanna is requesting that the back page contain an updated picture of the current committee and a “thank you” message.

Ted O will send an updated draft of the annual report to the committee by September 2nd with final financial numbers for 2023-24 and updated pictures. Each committee member will individually review and send comments back to Ted O via email by September 9th. Ted O will summarize and send it back to the committee prior to the next CBOC meeting.

The next meeting will be September 17th at 5:30, an hour early as requested by the members. The committee can finalize and approve the report at this meeting, and Ted O will take the report to the October 10th board meeting where someone from the CBOC committee will present the report to the board.

IX. Information: Up-To-Date Financial Information

Ted O

Ted O explains that the financial report is the same report we issue to the committee at each meeting. He shared that the information in the report is through June 30, 2024, the end of the 2023-24 fiscal year. However, the amounts are not final yet because we are still closing the books. Ted asks if there are any questions.

John Sanna is requesting either a po listing or a listing of checks issued.

Soy Wong is asking for an addition to the report columns to include a comparison of expenditures. i.e. what is the difference in expenditure from the last report to current report. He would like to see what has been spent since the last report.

Ted O will check with Don Kyu to see if KeyAnalytics could modify the report so that it will show what was spent as of the last report and what is spent in the current report.

The committee is looking for a way to review project expenses and to understand the expenses as they compare them to the timelines of the project.

The Committee is asking about retention. Calvin Wong explains that we hold 5% and the funds are not released until the project is completed. John Penna is asking where the 5% retention is shown. Calvin Wong explains that it is written into the contract.

Avin Sharma is asking all to refer to the "Expenditure" report and the "Encumbrance" report. Why are we getting expenditures for 5/1/2024-6/30/2024 and the encumbrances report for a full year of 7/1/2023-6/30/2024? Two different time frames. Ted O is going to review with Don Kyu, and he will also ask that the report is sent out to the committee earlier before each meeting, so they have more time to review.

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| X. | Public Comment on Non-Agendized Items | CBOC Chair |
| | No public comment | |
| XI. | Committee Member Announcements/Reports
Chair/Members | CBOC |
| XII. | Adjournment | CBOC Chair |

Meeting adjourned at 7:30 PM

Next meeting date: September 17th 5:30PM (a hour early).