



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, December 9, 2025, 5:30 PM

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

I. Call to Order:
5:30 PM

CBOC Chair

II. Roll Call:

Gina DeMartini

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

III. Pledge of Allegiance:

CBOC Chair

IV. Action: Approval of 9/16/2025 Meeting Minutes:

CBOC Chair

John Penna motions to approve the meeting minutes from the September 16, 2025, meeting.
Soy Wong seconds the motion.
Motion carried unanimously.

V. Information: Bond Program Updates:

Lori Shelton/Calvin Wong

Group 1 – Projects in Design:

Lori Shelton

1. Sunshine Gardens ES Modernization:

- a) The project has moved into the Design Development phase where the design and cost estimate will continue to be refined. The team reviewed the current scope with the site committee this afternoon and discussed how it changed from the project assessment phase. The team is working to schedule a meeting with our Facilities Director and Maintenance and Operations departments.

- b) The team is targeting October 2026 to submit the design package to the Division of State Architect (DSA). Construction is anticipated to start summer of 2027. Depending on the scope of work and phasing, this period could last 18-24 months.

2. Los Cerritos ES Modernization:

- a) The bond team and HED will be reviewing the recently presented options with the staff and community of LCES. The bond team will also need to work with HED to amend the agreement for additional services for items requested by the board. The board has not yet determined what direction the modernization project will move in.
- b) The initial scope request was 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 on the LCES site.

Group 2 – Projects in Construction:

Calvin Wong

1. El Camino HS Cafeteria and Central Kitchen:

- a) Work at the cafeteria
 - i. Construction for the cafeteria is nearing student occupancy. Recently, we encountered unforeseen issues with the existing transformer that serves the cafeteria, as well as deviations in existing site conditions. Addressing these items requires electrical design modifications related to the transformer and corresponding adjustments to the concrete flatwork design along the cafeteria frontage. The project team has implemented resolutions for both issues. We were able to pour the concrete and as of yesterday, we powered up the transformer.
 - ii. Finish flooring has now been completed, and the remaining interior finishes and serving line are in progress.
 - iii. The next major activities include starting up the heating and ventilations systems and performing fire alarm testing required for occupancy.
 - iv. We anticipate scheduling a preliminary cafeteria Health Department inspection next week, followed by the final health inspection prior to students returning from winter break.
 - v. The storefront systems were submitted to the Division of State Architect (DSA) as a deferred submittal, and approval was received too late to allow fabrication and installation during the winter break. As a result, the storefront work on both ends of the cafeteria will be deferred to a later date, likely during spring break, however, will need to work out the logistics with the school site.
 - vi. The student restrooms are slated for completion early 2026.
 - vii. Completion of the cafeteria for occupancy is expected January 7, 2026, when students return from winter break.
 - **John Sanna** is asking if the January 7th date is realistic.

Calvin Wong explains that the current unknown is the temporary seal of the two passthrough windows from the kitchen to the cafeteria. They are working on the plan now. If everything passes the health department inspection, the January 7th date is realistic.

- **John Penna** asks if there is heating and air conditioning.

Calvin Wong explains they are working on testing the heating and ventilation units now.

- b) Work at the Central Kitchen
 - i. Structural Steel and Rebar/Concrete foundation related to seismic upgrades for both the central kitchen and cafeteria are complete.
 - ii. The exterior Walk-in Freezer and Cooler foundations are complete. The framing has started for the walk-in freezer and cooler.
 - iii. Interior underground electrical and plumbing work are nearing completion and concrete patching of the trenches has begun.
 - iv. Completion of the Central Kitchen is expected at the end of June 2026.

2. Westborough MS Field and Pavement Improvement:

- a) CBOC members who joined us for the HVAC Package A site work had the opportunity to look at the progress of the Westborough MS project.
- b) The ADA work and yard work is now complete, less the striping at the front half of the yard, slated to take place at the beginning of summer 2026. This is a three-week process.
- c) Students and staff have access to the entire yard space.
- d) For the lower field, work is ongoing for the stairs and ADA switchback ramp on the hillside. The contractor is currently working around the perimeter of the field and will be able to complete the subgrade work at the lower hillside once the ADA ramp is complete.
- e) The storm drain repair work has been completed.
- f) Completion of this project is Spring 2026.

Group 2 – Project Assessment:

Lori Shelton

1. El Camino HS Modernization, South San Francisco HS Modernization, Monte Verde ES Modernization, and Spruce ES Modernization:

- a) Architect teams finalized project assessment reports with the exception of CAW for South SF HS which will be delivered by end of week. Bond team finalizes scopes of work and cost estimates to move forward into the design phase. For all projects, the architect teams and bond team are working on finalizing the Part 2 agreement to take the project through design and construction. The bond team is targeting the January and February 2026 Board meetings to get approval for these contract amendments.

Other Projects:

1. HVAC Package A:

- a) Sites: Monte Verde ES, Ponderosa ES, Sunshine Gardens ES, Westborough MS, and El Camino HS
- b) Sites with heating and cooling: Monte Verde ES, Ponderosa ES, and Sunshine Gardens ES in Administration building/area only.
- c) We have received certified close from confirmation letters for all five sites from Division of State Architect (DSA).
- d) Final retention has been released.

- e) Site walk with the CBOC members occurred today, December 9th.

VI. Information: Up-To-Date Financial Information Ted O

Ted O explains the attached Financial Information is through 11/30/2025

- **John Sanna** asked if all costs were within budget.

Ted O will review and send an email with comparison.

VII. Information: Update on Measure J Case Settlement Ted O

Ted O explains that USS Cal Builders, who provided program management services for the Measure J Bond, filed litigations against the district regarding disputes over payments related to 16 school facility modernization projects that began in 2013. The litigation began 8 years ago and involved over 60 parties, numerous motions, and multiple mediation sessions, attended by Dr. Moore and Ted O. The case is now settled. In the pretrial motions, the district successfully defeated USS Cal Builders' affirmative action claims for additional compensation. The district then reached a settlement with all parties resulting in a financial recovery to assist in remediating modernization work defects. The district is pleased to have concluded this dispute and the litigation and looks forward to managing its current and future school facility upgrade projects. This information was shared at the last board meeting. What this means is that the district may now start using approximately \$5 million plus dollars remaining from Measure J. Additionally, we applied for state matching funds for some Measure J projects and received another \$5-\$6 million dollars. We have 10 million plus available. Staff will be bringing their recommendations to the board at a future meeting for discussion on the use of Measure J funds. The district has been tracking the two pots of bond funds separately. We must do this in order for our external auditors to audit the expenditures and prepare separate audit reports for each bond, which I have provided to you in the past

Ted O spoke to our attorney about Measure J citizen's bond oversight committee (CBOC) and was advised that we do not need two separate committees. Moving forward, we will provide individual financial reports for Measure J and Measure T for members to review. Our auditors just completed the audit report for 2024-25. They will be presenting them to the Board of Trustees at the January 22nd board meeting, and I will be providing a copy to you at the next CBOC meeting. The only expenditure currently charged to Measure J is the bank fees associated with the bond.

- **John Penna** asked what the funds will be used for & **John Sanna** asked if the funds will be used for projects that did not get done during the Measure J Bond.

Ted O responded that there are items that need to be repaired from the Measure J projects. The board will need to approve how the funds will be used based on staff recommendations. He explains that the Facilities Department paid for toilet pods at a cost of almost one million dollars. Those funds will need to be replaced. Ted might ask if some of the funds could be used to help pay for items such as dual-pane windows for Sunshine Gardens.

- **John Penna** asked who paid legal fees.

Ted O responded that the district paid for attorney fees.

- **Soy Wong** Asked if these funds could be used to pay for DSA fees for legacy projects.

Ted O explains that the Facilities Department is paying for the legacy project fees, not the Bond Department.

VIII. Public comment on Non-Agendized Items: CBOC Chair

Megan Connery is wondering why SSFHS has twice the budget that El Camino HS has and most of the budget goes to the central kitchen and cafeteria and not the school. El Camino is wondering what they are getting. Megan was concerned that the little theater would not be touched.

Lori Shelton explains that the kitchen is a separate budget from the high school modernization. The cafeteria was a priority from the school before the bond team was put in place to manage the project. Lori addresses Megan's concern about the little theater by explaining that the budget needed to renovate the little theater far exceeds the budget we have.

Ted O comments that the amount of the allocated funds was based on the items that were identified as priority in the master plan.

IX. Committee Member Announcements/reports: CBOC Chair

Avin Sharma thanked the Bond Team for the HVAC tour

John Sanna requested a tour and ribbon cutting of the El Camino Cafeteria and Central Kitchen once completed.

X. Adjournment: CBOC Chair

Meeting adjourned at 6:06 PM

Next meeting is March 17, 2026