



## **CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC) MEETING**

Hillsborough City School District

June 10, 2024

Meeting held via Zoom

### **I. OPENING ITEMS**

#### **A. Call to Order**

The meeting was called to order by CBOC Chair Alan Rittenberg and second by Bonnie Feldman

#### **B. Roll Call**

##### **CBOC Members:**

Alan Rittenberg  
Bonnie Feldman  
Sara Heston  
Clement Chen  
Kirsten Patel  
Mairin Macaluso

##### **HCSD Staff Members:**

Michelle Yau  
Joyce Shen  
Larry Raffo  
Ron Russo

##### **HCSD Board Members:**

An Chen

##### **Van Pelt Construction Services:**

Eric Van Pelt  
Merry Te

#### **C. Welcome and introductions**

### **II. REPORTS DISCUSSION AND POSSIBLE ACTION**

#### **A. Approve Meeting Minutes from June 10, 2024**

1. CBOC Chair Alan Rittenberg called to vote
2. The committee voted unanimously to approve the minutes

3. CBOC Chair Alan Rittenberg motioned to approve the meeting minutes; Bonnie Feldman seconded the motion.

B. Review Progress Updates and Communication Plan

1. MPR Updates at West

- a) Design development is wrapping up at West
- b) The Next Major Milestone is DSA submission in the fall
- c) Construction planning for a start in the summer of 2025
- d) Floor plans and exterior are locked in. Construction details are being produced
- e) Final board approval of the design is scheduled for May 1, 2024
- f) Due to the location of the site work and location of the water connections, the underground improvements to the West will be as one project

Questions and Concerns for West

- Bonnie asked if there is a budget for shade for the patio area. Eric confirmed that we're reviewing a couple of options at this time.
- Clement asked for a summary of how these updates relate to the bond. Eric presented the Bond Budget Tracker and explained the new West MPR is on the master plan and is in phase one of the Measure H bond. This project was allotted \$17 million. Current costs have been used for architect fees, initial planning, initial testing, management fees, etc. As of now we remain on budget.

2. MPR Updates at Crocker

- a) The site committee for Crocker has made the final selection of the layout
- b) Pending final BOT approval
- c) The project now includes the construction of a new administrative building space.
- d) The F&C team, along with the site committee, will meet over the next month to finalize the MPR's layout and amenities.
- e) Eric mentioned that this project initially was for the MPR only. The Facilities and Construction team felt that the administrative building was necessary for this project. The revised design and budget were added to the June board meeting, and the updated budget of \$31 million will be added to the next CBOC financial reports.
- f) Eric mentioned Crocker MPR is a couple of months behind the West MPR due to the complexity of the design, but we are still on track for groundbreaking in Summer 2025

Questions and Concerns for Crocker

- Clement mentioned that Eric mentioned previously bonds were being sold in two tranches. He asked if we would be in budget with the new revised budgets. Eric confirmed that we received great news from the financial advisors, stating that we needed to increase the sales of the bonds tremendously. Before, we had a large gap between each tranche, but now it has decreased, and we will have a better cash flow.

- Bonnie reviewed the slides and stated that Eric referenced West's MPR design when discussing Crocker's MPR. Eric noted that it was in error and said he would send out another link to show a virtual design presented at the board meeting recently.
  - Bonnie mentioned concerns about the Crocker pick-up and drop-off at the front of the school and eliminating the blacktop. Traffic will also affect North School. Eric confirmed that the design groups are working on a solution, and traffic studies will be done, along with getting feedback from parents, staff, and students.
3. Marquee Signs
- a) The design is completed, and the team is bidding on the project.
  - b) Each school will receive an updated marquee "paper white" sign with the school logo.
  - c) The board will be able to be updated digitally
  - d) Construction will be completed in the fall of 2024
  - e) Funds will be from the Technology Fund

Questions and Concerns

- Sara asked if the marquee funds were already encumbered. Eric mentioned that it looks like we are overspending, but we are working on getting E-rate funding that is separate from the bond, which will offset the amount that we overspent.
4. HVAC and Roofing at North and West
- a) An RFP for a contractor was issued, and the District selected Blach Construction, which has a positive reputation in the district and the state for school construction.
  - b) Project to start mid-June 2024 with completion in the Fall
  - c) Blach Construction will perform pre-construction services until the start of construction
  - d) These projects will be from the HVAC Replacements and Improvements and the Roofing Improvements funds for budgeting.
  - e) Projects are being completed simultaneously as they are in the same area.
5. Emergency Power and Fire Alarms
- a) Planning has begun for the Fire Alarm and backup power for the following summer projects.
  - b) Backup power will consist of installing connections for generators at each site.
  - c) Fire Alarm replacement projects will replace each site's fire alarm system.
  - d) The team is currently soliciting proposals for the design of these two projects.
- Questions and concerns
- Clement asked if these projects are under the contingency line within the budgets. Eric stated that these projects have no expenditures but will have their budget line item.

6. Layered Communication
- a) Site committee meetings

- b) Board meeting communications
- c) Newsletters
- d) Public Meeting (Major Projects)
- e) Posting for all meetings and updates will be on the District's website
- f) Mailers will be sent for public meetings
- g) New Financial Software
  - Questions and concerns
    - Mairin asked about the mailing list and if there is a listserv to opt into updates, suggesting using a QR code to sign up.
      - Eric stated that the initial public meetings and mailers would have a QR code with more information.
      - Mairin stated that we need to reach out to the broader community, as not everyone will be joining the meetings to access the QR codes.
      - She stated they are actively working on the communication, as she is also on the town newsletter committee. They have agreed to include the two renderings and QR codes in the quarter three town newsletter.
      - Bonnie suggested putting the QR code on the town message board as well.
      - She stated she would ask and suggested putting it on a town meeting agenda.

#### C. Review Financial Reports

1. Clement asked for a total added to the financial reports. Eric confirmed he would add it.
2. Clement asked for clarification about the last page of the report regarding VPCS fees. Eric stated that the VPCS fees have been running cumulative for the past two years.
3. Alan asked about the financial software used and whether it would be the school's or VPCS's program. Alan also asked about the integration time frame. Eric confirmed the software is called BMET by the A Kennedy Group, and a kick-off meeting will occur soon between VPCS, the district, and BMET. Eric stated the integration time frame will be about four weeks. The fees will be from Van Pelt with no out-of-pocket to the district.

### III. STAFF REPORTS

- A. There were no staff reports.

### IV. COMMITTEE MEMBER REPORTS

- A. There were no committee member reports.

### V. PUBLIC COMMENTS FROM THE COMMUNITY

- A. There were no comments from the public.

### VI. CLOSING ITEMS

- A. Next meeting: August 21, 2024

B. CBOC Chair Alan Rittenberg Bonnie Feldman's Second adjourned the meeting