

**MENLO PARK CITY SCHOOL DISTRICT**  
**CITIZENS' BOND OVERSIGHT COMMITTEE - REGULAR MEETING**

**MINUTES**

Wednesday October 8, 2014  
4:00-5:00 p.m.  
District Office  
181 Encinal Ave, Atherton, CA

**I. CALL TO ORDER AND ROLL CALL**

The Citizen's Bond Oversight Committee was called to order at 4:03pm by Committee Chair member Rutsky. Committee member Brahama, Director of Facility Planning and Construction Sheikholeslami and CBO White were also present.

**II. REVIEW AND AMEND THE AGENDA**

There were no amendments made to the agenda.

**III. COMMENTS FROM THE AUDIENCE**

There were no comments from the audience.

**IV. CONSENT AGENDA**

Approval of Items on the Consent Agenda

A. Approval of Bond Oversight Committee Meeting Minutes – June 4<sup>th</sup> 2014.

The minutes were approved under the consent agenda, along with one change. Under section C. Sales of School Bonds, it should read: "The District received an AAA rating from Standard and Moody's."

**V. REPORTS/DISCUSSION ITEMS**

Director Sheikholeslami checked with Tim Fox and reported that 3 members are needed in order to obtain quorum.

A. Bond Program Planning and Design Update

1. Laurel ES Upper Campus

On 9/9/14 the Negative Declaration and Laurel project was approved by the Board. We have 30 days to file the Notice of Determination with the County. There is also a \$2000 fee for Fish and Game. There was an Initial Study which went to the State Clearinghouse as well.

A PEA (preliminary endangerment assessment) is being drafted for DTSC. Termiticide was found, but only house cleanings are necessary. There is no need to prepare a Removal Action Work plan. Base rock was found to have low levels of naturally occurring asbestos. But with training and control from the construction crew it won't be an issue. It sometimes exists in natural occurring rock.

Director Sheikholeslami met with the City regarding Safe Routes to School. Discussion was made regarding the sidewalks along O'Connor St., parking control, and joint use with the County. Crossing at Willow and Coleman is busy and an area of concern.

The Fire Department approved the plans. Submission to DSA occurred on 9/11/14 and is on schedule. The State through the DSA makes the final approval of the plans. The County is consulted for the kitchen, and the City regarding drainage and encroachments.

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The District is making efforts to minimize energy use. Thermal comfort is important so design measures that accomplish the goal are being incorporated into the design.

- B. Contractor Selection Process for Laurel ES Upper Campus  
The District has chosen the Lease Leaseback method for the selection of the contractor. A contractor is chosen based on qualifications and negotiations. The contractor becomes the developer and the District buys off the lease with payments to the contractor at the end of the project. This process allows for more flexibility and the ability to get the best price through a selection process with RFQs. Preconstruction services will happen first. The preliminary work is guaranteed at maximum GMP pricing. Pricing includes square footage and amenities are estimated to be about 19M plus contingency. There was a interview of potential contractors which former Board member Mark Box, current Board member Jeff Childs, Director Sheikholeslami, CBO White, architect Erwin Lee and construction management Ralph Caputo attended as a committee.
- C. Budget Review  
The District will be conducting an annual review of the 2013-2014 budget in October. There are development fees and school impact fees which are looked at. For example, \$700K-1M was earned from those fees plus Measure M. 1.5M will be moved from project savings, an estimated \$350K from development fees, \$167K planning costs, and Audio Visual costs might be separated. The CBOC's responsibility will be to oversee the 23M from the Bond's funds. The annual audit's results will be shared with the Committee in January.
- D. Review/Discuss Expenditures Report to date

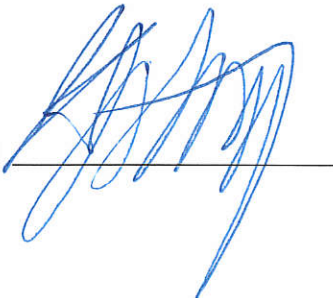
**VI. ACTION ITEMS**

- A. Schedule next meeting  
The next meeting may be in January on a Wednesday. KG to schedule.

**VII. ADJOURNMENT**

The meeting adjourned at 4:49pm.

Signature of Approval



Date

01/28/15