

Measure “C” Citizens’ Bond Oversight Committee

ANNUAL REPORT

For the Period from April 21, 2010 to April 12, 2011

Submitted to the Board of Trustees
Belmont-Redwood Shores School District

June 2, 2011

Carole Wong (Chair)
Andrew Eliopoulos
Robin Carlier
Lee Fernandez (Vice Chair)
John Hall
Amitabh Passi
Rick Raybin

Statement of Compliance

This Annual Report is submitted to the Board of Trustees by the School District Measure "C" Citizens Bond Oversight Committee ('Committee').

The Committee advises that, to the best of its knowledge, the Belmont-Redwood Shores School District is in compliance with the requirements in Article XIII A, Section 1(b)(3) of the California Constitution. In particular, bond revenue has been expended only for the purposes so described in Measure "C".

Respectfully Submitted:

Carole Wong

Carole Wong, Chairperson
Measure "C" Citizens' Bond Oversight Committee

April 13, 2011

Date

Summary of the Committee's Proceedings and Activities for 2010-2011

April 21, 2010 to April 12, 2011

Committee Membership:

- Business representative : Larry Pon served two consecutive terms (ending January 31, 2011), the maximum permitted under law. This created a vacancy for a representative of a business organization operating in Redwood Shores. Rick Raybin was appointed in February, 2011.
- Bona fide taxpayers' association representative: Robin Carlier, a representative of the Silicon Valley Taxpayers' Association, continues to serve a second term (ending in January, 2012).
- Parent/Parent Organization: Andrew Eliopoulos was reappointed to a second term (ending January, 2013).
- Parent: John Hall was reappointed to a second term (ending January, 2013).
- Senior Organization representative: Lee Fernandez continues to serve her first term (ending January, 2012).
- At-Large: Carole Wong continues to serve a second term (ending January, 2012). Amitabh Passi continues to serve his first term (ending January, 2012).

Meetings of the Measure "C" Citizens Bond Oversight Committee

The Committee met on the following dates (for approved minutes, see link to District website <http://brssd.org/oversightcommittees.html>):

- August 16, 2010
- October 25, 2010
- January 18, 2011
- April 12, 2011 (No approved minutes; see Exhibit A for meeting highlights)

In preparation for each meeting (generally once per calendar quarter), several members of the Committee independently reviewed financial activity related to the Measure "C" Bond Fund – revenue (e.g., interest income) and expenditures (including accounting system reports, invoices, and expenditure summary) and reports from the Independent Inspector of Record. [Note: All of these records are kept in binders and are available to the public for inspection at the District offices at 2960 Hallmark Drive, Belmont, CA 94002 by appointment during business hours.] Questions were forwarded to District staff and typically clarifications or additional information were returned in advance of each committee meeting.

At every committee meeting, District staff (Assistant Superintendent Nellie Hungerford and/or new school Principal Cherie Ho) were on hand to provide reports on all aspects of construction, updates on transition activities, and other issues impacting the new school. Details of bond fund expenditures and Inspector of Record reports were reviewed along with a regular report on the San Mateo County Investment Pool (where bond funds are held for investment until needed).

In January, 2011, the Committee also reviewed the independent audited financial statements for the Measure "C" Bond Fund (for period ending June 30, 2010) as well as the independent annual performance audits for periods ending June 30, 2010.

Notes:

- A. Exhibit B contains "Building Fund 21 Redwood Shores Elementary School – Summary of Expenditures" as of March 31, 2011. This report is the latest date available and is posted on the District's website.
- B. Funds Due to Capital Facilities Fund 25 is the result of the bond Fund 21 receiving contribution from other funds to cover future expenses for completion of the new Redwood Shores Elementary School.

The amount owed to Fund 25 (\$300,000 as of June 30, 2010) consists of: \$181,968.06 which the Board approved to supplement the bond fund for the construction of the day care facility; and, additional funds to cover a shortfall of estimated interest (\$215,225 for Fiscal Year 2009-2010) while leaving the bond Fund 21 with a positive cash balance (including encumbered funds and open purchase orders) at fiscal year end. The District transferred \$300,000 to bond Fund 21 on August 3, 2010. When the District receives State matching funds in the future, the \$300,000 contribution will be reimbursed to the Lending Fund 25.

Site Tours

During the period covered by this report, the Citizens Bond Oversight Committee conducted its final on-site tour with assistance from the construction team (Mitch Rhodes and Kristen McLean of Blach Construction, Peter Adragna of SKW Architects, Mark Meehleis of Meehleis Modular, District staff, and the new school Principal, Cherie Ho) on August 6, 2010. Highlights of site tours were published in August, 2010, issue of The Pilot (see below).

Communication to the Public At-Large

The primary duty of the Citizens' Bond Oversight Committee is to report its findings to the taxpaying public at large. The primary tools to do this are the Committee's annual report to the BRSSD Board of Trustees and reports published in The Pilot, the monthly newsletter of the Redwood Shores Community Association ('RSCA') which targets those who live and/or work in Redwood Shores. Since construction was completed and nearly all of the Measure C monies were expended during the period of this report, only one article was published in August, 2010.

Full text of archived articles may be found at RSCA's website (www.rsca.org) "Back Issues" (<http://rsca.org/?cat=19>).

Exhibit A
Meeting Highlights April 12, 2011

April 12, 2011 Meeting Highlights

- New committee member (Rick Raybin) was introduced.
- Minutes of January 18, 2011 meeting were approved as amended.
- New School Update – Nellie Hungerford (Assistant Superintendent, Business Operations) reported on recent and anticipated equipment purchases.
- The Committee’s Annual Report to the Board of Trustees was approved as amended.
- The meeting was adjourned at 7:49 PM.
- Next meeting is October 11, 2011.

Exhibit B -- Summary of Bond Expenditures Report

Building Fund 21
As of:
March 31, 2011

Redwood Shores Elementary School

REVENUE	
Proceeds from Sale of Bond	\$25,024,810.00
Interest as of June 30, 2008	\$835,985.17
Gain/Loss in Investments	(\$1,179,710.18)
Interest as of June 30, 2009	\$411,350.91
Interest as of June 30, 2010**	\$44,142.25
Estimated Interest for Fiscal Year 2010-11	\$3,000.00
Interfund Transfer in from Fund 25 (reflected on Fund Update dated 3/2/09)	\$0.00
Due To/From from Fund 25 to Fund 21 as of 06/30/10****	\$300,000.00

TOTAL REVENUE (fund 21)
\$25,439,578.15

Service Provider	1	2	3	4	5
	Original Estimated Costs	Projected Variance	(1+2) Revised Budget/Total Projected Costs	Accrued & Received/Expended TO DATE	(3-4) Project Cost to Complete
Expenditures as of June 30, 2008				\$1,323,122.09	
Expenditures as of June 30, 2009				\$10,643,616.71	
Expenditures as of June 30, 2010				\$13,129,616.45	
Alameda Newspaper	\$164.18		\$164.18	\$164.18	\$0.00
Blach Construction Company - Pre Construction	\$ 138,476.82	\$4,968.00	\$143,444.82	\$143,444.82	\$0.00
California Dept of Education	\$350.00		\$350.00	\$350.00	\$0.00
Candis Company	\$647.43		\$647.43	\$647.43	\$0.00
CB Richard Ellis, Inc	\$2,462.50		\$2,462.50	\$2,462.50	\$0.00
City of Redwood City	\$0.00		\$0.00	\$0.00	\$0.00
County of San Mateo	\$21,700.00	\$10,236.60	\$31,936.60	\$31,936.60	\$0.00
Cupertino Electric - Fire Alarm Design	\$6,000.00		\$6,000.00	\$6,000.00	\$0.00
Diane Masetti (\$1,200 per month average)	\$23,800.00	\$332.70	\$24,132.70	\$24,132.70	\$0.00
Division of Toxic Substances Control	\$10,399.95		\$10,399.95	\$10,399.95	\$0.00
DSA IOR (Inspector of Record) IN PLANT (Acrell Inspection Svcs)	\$40,040.00	(\$3,640.00)	\$36,400.00	\$36,400.00	\$0.00
DSA IOR (Inspector of Record) IN PLANT (Acrell Inspection Svcs) Day Care	\$3,150.00		\$3,150.00	\$3,150.00	\$0.00
DSA IOR (Inspector of Record) ON SITE (CIS INC)	\$112,200.00		\$112,200.00	\$112,200.00	\$0.00
DSA Plan Check Fees	\$78,250.00	\$10,150.00	\$88,400.00	\$88,400.00	\$0.00
FedEx Kinkos/Mail Services	\$145.00	\$21.00	\$166.00	\$166.00	\$0.00
Haley Appraisal	\$5,500.00		\$5,500.00	\$5,500.00	\$0.00
Joseph Di Geronimo	\$32,000.00	(\$30.50)	\$31,969.50	\$31,969.50	\$0.00
Karen Cutter	\$41.80		\$41.80	\$41.80	\$0.00
Kleinfelder	\$57,950.00		\$57,950.00	\$57,950.00	\$0.00
Krintin Lowel, Inc	\$5,375.00		\$5,375.00	\$5,375.00	\$0.00
Marshall's Lunchbox	\$742.25		\$742.25	\$742.25	\$0.00
Meehleis Modular - Pre Construction/Design	\$50,000.00		\$50,000.00	\$50,000.00	\$0.00
Mountain Mike's Pizza	\$116.50		\$116.50	\$116.50	\$0.00
Nellie Hungerford	\$151.09		\$151.09	\$151.09	\$0.00
Owens-Hill	\$21,987.75		\$21,987.75	\$21,987.75	\$0.00
Redwood Shores Owner's Association (Abatement Fee for CC&R's)	\$27,500.00		\$27,500.00	\$27,500.00	\$0.00
Reeves PH.D.	\$12,500.00		\$12,500.00	\$12,500.00	\$0.00
School Facility Consultants	\$5,772.50		\$5,772.50	\$5,772.50	\$0.00
School Site Solution	\$19,500.00	(\$21.68)	\$19,478.32	\$19,478.32	\$0.00
Smith-Emery SF Geotechnical Engr Services	\$66,200.00	\$24,663.00	\$90,863.00	\$90,863.00	\$0.00
Smith-Emery SF Geotechnical Engr Services (New Day Care Building)	\$14,035.00	(\$3,975.23)	\$10,059.77	\$10,059.77	\$0.00
Playground Inspection - Edgin Construction Services	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
The Bank of New York	\$400.00	\$250.00	\$650.00	\$650.00	\$0.00
Treadwell & Rollo	\$50,100.00	\$5,311.11	\$55,411.11	\$55,411.11	\$0.00
Turner Construction	\$1,000.00		\$1,000.00	\$1,000.00	\$0.00
Keys (Original Amount with \$7,500)		\$0.00	\$0.00	\$0.00	\$0.00
Bay City Locks		\$24,276.49	\$24,276.49	\$24,276.49	\$0.00
Aeco System (Fire Alarm)		\$210.00	\$210.00	\$210.00	\$0.00
Miscellaneous Permits (BUDGET)	\$10,000.00	(\$10,000.00)	\$0.00	\$0.00	\$0.00
Utility-Connection & other Fees - City of RWC (ALLOWANCE)	\$100,000.00	(\$87,400.00)	\$12,600.00	\$12,600.00	\$0.00
Utility-Connection Fees - PG&E Electric (ALLOWANCE)	\$50,000.00	(\$38,109.81)	\$11,890.19	\$11,890.19	\$0.00
Utility-AT&T (ALLOWANCE)	\$10,000.00	(\$10,000.00)	\$0.00	\$0.00	\$0.00
Utility- Comcast (ALLOWANCE)	\$10,000.00	(\$6,618.00)	\$3,382.00	\$3,382.00	\$0.00
Contingency - Recycled Water per City Requirements (Allowance)*	\$62,000.00	(\$62,000.00)	\$0.00	\$0.00	\$0.00
Sub Total Soft Costs	\$1,050,657.77	(\$140,376.32)	\$910,281.45	\$910,281.45	\$0.00
Land Purchase					
Keach Properties	\$9,200,000.00	(\$698,870.52)	\$8,501,129.48	\$8,501,129.48	\$0.00
Architectural Services					
Stafford King Wiese Architects	\$1,160,923.96	\$3,199.42	\$1,164,123.38	\$1,164,123.38	\$0.00
Stafford King Wiese Architects (Day Care - Not To Exceed Fee)	\$20,000.00		\$20,000.00	\$20,000.00	\$0.00
Blach Construction Company *					
Construction (Includes \$36,154 Recycle Water)	\$4,486,533.00	(\$100,000.00)	\$4,386,533.00	\$4,386,533.00	\$0.00
Before and After School Day Care Building	\$141,870.00		\$141,870.00	\$123,337.90	\$18,532.10
Additional Contingency Savings Returned to District		(\$18,532.00)	(\$18,532.00)		(\$18,532.00)
Meehleis Modular*					
Construction (includes \$20,985 Recycle Water)	\$9,003,391.00	(\$900,339.10)	\$8,103,051.90	\$8,103,051.90	\$0.00
4th Kindergarten	\$345,000.00		\$345,000.00	\$310,500.00	\$34,500.00
Before and After School day Care Building	\$612,480.00	(\$62,302.23)	\$550,177.77	\$550,177.77	\$0.00
Overhang Change Order #4	\$9,000.00	(\$900.00)	\$8,100.00	\$8,100.00	\$0.00
Bank of Agriculture (10% Retention)***		\$996,870.33	\$996,870.33	\$996,870.33	\$0.00
Furniture Fixture and Equipment	\$490,000.00	(\$130,710.00)	\$359,290.00	\$303,703.20	\$55,586.80
GRAND TOTAL - CONSTRUCTION COSTS	\$26,519,855.73	(\$1,086,460.42)	\$25,433,395.31	\$25,377,808.41	\$55,586.90
REQUIRED RESERVE (FUND 51)	\$24,809.20		\$ 24,809.20	\$ 24,809.20	\$ -
TOTAL NEW SCHOOL CONSTRUCTION FUNDS	\$26,544,664.93	(\$1,086,460.42)	\$25,458,204.51	\$25,402,617.61	\$55,586.90

UNALLOCATED FUNDS
(\$18,626.36)

* Recycle water included in the contract of Blach Construction and Meehleis Modular contingencies.
 ** Interest originally projected at \$258,225, total interest posted as of the Third Quarter on April 2010, with \$42,131.66
 *** The District already authorized the bank to release the retention to Meehleis Modular.
 **** The District transferred \$300,000 from the Capital Facilities Fund to the Bond Fund.