

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Citizens' Bond Oversight Committee

October 16, 2019

FINAL MINUTES – Approved January 29, 2020

A meeting of the independent Citizens' Bond Oversight Committee of the Los Alamitos Unified School District was held on Wednesday October 16, 2019 in the District Office Board Room located at 10293 Bloomfield Street, Los Alamitos, California.

I. CALL TO ORDER

The meeting was called to order at 6:31 p.m. by Chair Janet Murphy. A quorum of members was present and the meeting, having been duly convened, was ready to proceed with business.

II. PLEDGE OF ALLEGIANCE

Trini Jimenez led the committee and staff members in reciting the Pledge of Allegiance.

III. ATTENDANCE

Members Present

Trini Jimenez
Brett Lorber
Brady Metcalfe
Janet Murphy
Marilynn Poe
Chad Stuart

Staff Present

Dr. Andrew Pulver
Dr. Nancy Nien
C.J. Knowland
Mayra Gonzalez
Shoshana Dornblaser

Members Absent

Jeff Barke
Craig Cartozian
Keith Crafton
Alexandra Ito
Lorraine Navarro

IV. WELCOME/INTRODUCTIONS

Chair Janet Murphy welcomed the committee members and staff.

V. APPROVAL OF MINUTES

Marilynn Poe moved to approve the *May 9, 2019* meeting minutes. Brett Lorber seconded, the committee unanimously adopted, and the motion was carried. Marilyn Poe moved to

approve the *September 10, 2019* meeting minutes. Brett Lorber seconded, the committee unanimously adopted, and the motion was carried.

VI. COMMUNITY/STAFF PARTICIPATION ON NON-AGENDA ITEMS

None.

VII. FOLLOW-UP ITEMS FROM THE MAY 9, 2019 MEETING

An email was sent to the committee members on October 10, 2019 addressing follow-up items from the last meeting. It stated that the 2015 CBOC annual report prepared by the previous committee covers fiscal year 2015-2016. The Director of Fiscal Services confirmed that all bond funds were spent in FY 2015-2016 and that there were no expenditures to report that were not already reported in the 2015 CBOC annual report, in FY 2016-2017 or beyond. Also, the District's attorney confirmed that the Brown Act does apply to the committee and that the campus tour can be called as a Special Meeting.

VIII. DISCUSSION OF THE NEED FOR PERFORMANCE/AUDITING TRAINING

A partner from the audit firm will attend the next meeting on January 29, 2020. The committee agreed that after the presentation, if the committee feels they need more training, a special meeting can be called for whomever is interested.

IX. ANNUAL REPORT

The last annual report format from the prior committee was emailed to the current committee to review. Dr. Nien asked the group if they would like to use the same format. A suggestion was made to add a brief narrative summarizing each portion of the report. A draft audit report will be brought to the Citizens' Bond Oversight Committee for review. The committee will present the annual report to the Board of Education April 2020.

X. COMMITTEE TERM EXPIRATION

Dr. Nien shared that there are five committee members whose terms expire at the end of January. The District will solicit applications in the same manner as last year. In November the openings will be advertised. Interviews will take place in January with appointments occurring in February. Members whose terms are expiring may reapply for another term. The interview panel will include C.J. Knowland, the Executive Director from ABC Unified and representatives from several other districts. The School Board has the discretion to increase or reduce the number of members on the committee. The question was raised whether committee members could play a role in the selection of the new committee members. Dr. Nien will consult with the District's attorney.

XI. UPDATE ON MEASURE K AND MEASURE G PROJECTS

C.J. Knowland presented the Facilities and Measure G Update. The pool project is progressing with 324 concrete piers completed. Excavation is complete and the shotcrete will be applied shortly. Material finish selections have also begun for choosing the shade canopy structure and the canopy fabric.

The varsity baseball scoreboard was recently installed. The District is looking at painting the backside and planting trees so the scoreboard will blend in with the surrounding environment. Interim housing portable units have been installed for eight classrooms that are displaced by the construction of the multistory building.

A draft of the California Environmental Quality Act (CEQA) study has been made available for public comment. This document addresses processes related to any environmental problems or concerns that may arise during the project including issues with soils, endangered animals, hazardous materials, traffic, etc. The document was sent to local homeowners associations, regional agencies, Native American tribes, utility agencies, libraries and the County Clerk's Office. The document will be taken to the Board of Education on October 29, 2019 and concerns will be addressed by the District's environmental consultant.

The playground replacement project continues with play structures being chosen that maximize shade.

The District is moving forward with the restroom projects at Hopkinson and Los Alamitos Elementary. Instead of modernizing existing spaces, it was determined to be more economical and beneficial to the sites to add permanent modular structures. These structures will be built on concrete foundations with concrete subflooring under ceramic tile. They will be flush with grade so they will blend in with the existing facilities. The finishes will match the existing campus. The new restrooms will include two single occupancy staff restrooms, a boys restroom and a girls restroom. The architectural services contract is in place while the modular manufacturer is in the process of being selected. Site surveys have begun and the soils engineer has been contracted.

The estimated cost for the new restrooms is \$800,000 per school site. The buildings will be identical at each site with the exception of the finishes. The locations of the new restrooms were determined based on the current locations of utilities.

Proposals for a second gym are currently being submitted by architects with interviews occurring in November.

XII. FINANCIAL REPORT

Mayra Gonzalez presented the Project Budget Summary as of June 30, 2019. A suggestion was made to include explanations for expenditures that exceed the budgeted amount. C.J. explained that there is a modifications log which tracks items that are modified after the original budgets are set. There are also change orders which can be referenced.

Dr. Pulver explained that should the District receive State matching funds, it may be possible to add some additional projects such as renovating the high school performing arts center, installing solar or constructing a mini-auditorium near LAE and others. The process of receiving matching funds is lengthy. The District applies for funds with each facilities project and funds may or may not be available for matching. The State has strict oversight guidelines for the matching funds. Matching funds are not guaranteed as they are funded by

State bonds. The School Board has passed a resolution that enables Los Alamitos USD to expedite the process for applying for matching funds.

XIII. COMMITTEE COMMENTS

Trini Jimenez suggested that the Project Summary be posted on the website.

Janet Murphy asked the committee if Brown Act training is needed and the committee indicated that it is not necessary and they have been able to easily research procedural questions.

Chad Stuart inquired as to noise mitigation at the high school during major testing events such as AP testing, finals, PSAT, etc. C.J. Knowland explained that while the construction is scheduled in such a way to limit noise to specific decibel levels during school hours, they also work closely with the high school staff to accommodate any special testing or other events where noise may be an issue.

XIV. PROPOSED FUTURE AGENDA ITEMS FROM COMMITTEE MEMBERS

The next meeting will be held on January 29, 2020 with the following items on the agenda:

- Discussion of the need for performance auditing training

XV. ADJOURNMENT

A motion to adjourn the meeting was made by Marilyn Poe with a second from Brett Lorber. The meeting was adjourned at 7:39 p.m. The next meeting will be held on Wednesday, January 29, 2019, at 6:30 p.m. in the District Office Board Room.

Brady Metcalfe motioned to reopen the meeting at 7:52 p.m. which was seconded by Marilyn Poe.

Recent media coverage revolving around the Director of Facilities, Maintenance, Operations and Transportation and his father's inspection business was brought up. Dr. Pulver explained the recruitment process for the position and the steps that have been taken to ensure that there is no conflict of interest involving the selection of inspection firms that are contracted to work on the various construction projects undertaken by the District. While C.J. Knowland manages workflow, he is not involved in the interviewing, selection, hiring, compensation or managing of change orders as they pertain to inspection services companies. Legal counsel was consulted and determined that no conflict of interest exists with regards to the District's contracts with Knowland Construction Services.

Marilyn Poe motioned to adjourn the meeting with a second from Brett Lorber. The meeting was adjourned at 7:55 pm.