



# OXNARD SCHOOL DISTRICT

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## MEETING NOTES CITIZENS BOND OVERSIGHT COMMITTEE August 30, 2023 • 5:30-6:30 P.M. • Board Room

Those in attendance are indicated by a √:

√	Christopher, Gaylaird	√	McLaughlin, Charles
√	Latimer, Lisa	absent	Ray, Will Jr.
√	Maria, Alyssa		
	Staff:		
√	Mitchell, Valerie	√	Miller, Dana
√	Nunez, Patty	√	Lomeli, Patty
	Guests:		
Via Zoom	Courtney Jones, Jones Hall	Via Zoom	Emilio Flores, CFW

### **Call to Order**

Ms. Maria called the meeting to order at 5:33 p.m. and welcomed and thanked everyone for attending. Introductions were made all around, including new members, Mr. Christopher and Mr. McLaughlin. Attending virtually were Ms. Courtney Jones, Bond Counsel, Jones Hall and Mr. Emilio Flores, Caldwell Flores Winters, Inc. (CFW) CEO, Program Manager for Oxnard School District.

### **Public Comment**

None were received.

### **Additions to the Agenda**

It was decided to move agenda item #6, Citizens Oversight Overview presentation before item #5, Review of Expenditures. The change to the agenda was motioned by Ms. Maria and seconded by Ms. Latimer. All were in favor, and the change to the agenda was made.

### **Approval of October 17, 2022 Meeting Minutes**

The October 17, 2022 meeting minutes were emailed to the members on August 24, 2023 for their advanced review and a copy was placed inside their binders. Ms. Maria asked if there were any questions. Mr. McLaughlin noticed that MVE was mentioned on the minutes and inquired what MVE was. It was mentioned that MVE Institutional, Inc. was a new vendor that performed work last year at Lemonwood School. Ms. Maria asked if there were any more questions, there were none. Ms. Maria made a motion to accept the minutes as presented, seconded by Ms. Latimer. All were in favor and the minutes were approved as presented.

### **Citizens Oversight Overview Presentation**

The presentation was emailed to the members on August 24, 2023 for their advanced review, copies were provided for the members during the meeting and shared on the large screen for viewing. Ms. Jones presented a detailed overview of the Citizens Oversight member's duties and responsibilities for new members and for an overall refresher for the whole group. Mr. Christopher asked where he could find the Project List, as mentioned in the presentation. Mr. Flores explained that the project list is included in the Master Construct and Implementation Semi-Annual Report and in the measure resolutions that were distributed and placed inside their binders. Ms. Maria asked if there were any more questions, there were none. Ms. Mitchell thanked Ms. Jones for her very wonderful presentation.

### **Review of Bond Expenses to Ensure that Proceeds are Expended Only for the Purposes Set Forth in the Ballot Measure**

Expenditure reports for the period of October 1, 2022 to December 31, 2022, the period of January 1, 2023 to March 31, 2023, and the period of April 1, 2023 to June 30, 2023 were emailed to the members on August 24, 2023 for their advanced review and copies were provided in their binders during the meeting. Ms. Maria asked if anyone had any questions. Mr. Christopher asked if there were any expenditure on Measure "I" funds yet. Mr. Flores mentioned that Measure I had just begun and the reconstruction of Fremont Middle School will soon begin, which expenditure will be seen in the next couple of expenditure reports. Mr. Christopher requested assistance on reviewing the reports. Mr. Flores reviewed the reports and also explained that the school sites are listed on a separate line, account code 215 would refer to expenses for Measure I, and account code 214 refers to expenses for Measure D. Currently all expenses shown are being made for the Rose Avenue School reconstruction project. Ms. Latimer requested information on the US Bank fund transfer from account line 214 to account line 251. Ms. Nunez stated that it seems that there was an error made in which an item was charged to an incorrect account, so the transfer was made to correct that error. Mr. Flores mentioned that Fund 35 is for state grants received from the state for facilities reconstruction and modernization projects. OSD has the ability to transfer funds within the same account lines. Ms. Latimer recalled that Ms. Penanhoat, former Assistant Superintendent of Business Services, had mentioned that as grants are received, they are moved into account lines. Mr. Christopher asked what CN meant in Rose Avenue School section of the report. Ms. Mitchell stated that CN is name of a vendor, Culver Newlin. This is a company that we use to purchase furniture for reconstruction of Rose Avenue School. Ms. Maria asked if there were any more questions, there were none.

Ms. Maria asked the members for motions of approval on the three (3) expenditure reports, separately: *"Action Item: Motion to Certify that Bond Proceeds from the period of October 1, 2022 to December 31, 2022, the period of January 1, 2023 to March 31, 2023, and the period of April 1, 2023 to June 30, 2023 were Expended Only for the Purposes Set Forth in the Ballot Measure."*

Ms. Maria made a motion to certify the expenses for the period of October 1, 2022 to December 31, 2022, seconded by Ms. Latimer. All were in favor, and the expenditures were certified as presented.

Ms. Latimer made a motion to certify the expenses for the period of January 1, 2023 to March 31, 2023, seconded by Ms. Maria. All were in favor, and the expenditures were certified as presented.

Ms. Maria made a motion to certify the expenses for the period of April 1, 2023 to June 30, 2023, seconded by Ms. Latimer. All were in favor, and the expenditures were certified as presented.

### **Project Update**

Mr. Miller, Director of Facilities, gave the following overview on the district's construction projects:

Relative to Ritchen and McAuliffe Modernization projects – Both projects remain on hold pending funding.

Relative to Doris/Patterson project – This project is waiting for new building development to begin. The development of this area remains a few years away.

Relative to Seabridge project – The project continues to remain on hold until completion of negotiations with the City of Oxnard, as the City was appointed by the Coastal Commission to conclude the permitting process for approving this school site.

Relative to Rose Avenue School Reconstruction project– This update covers the time through August 21, 2023. Roughly 70% of the courtyard concrete flatwork has been poured with additional pours scheduled to occur over the next 3 weeks. The masonry wall south of the kindergarten building area is complete. District staff was able to utilize the new East parking lot upon their return from summer recess. The city required detention basin was successfully graded out and is pending installation of the permanent fencing around it. Foundations for exterior lighting southwest of the administration building are completed.

Building A is substantially complete with preliminary punch list reviews scheduled 8/28/23. Building B is undergoing final mechanical, electrical, and plumbing (MEP) details and ceiling tiles will be installed and complete by the end of the month. Commissioning of Building B has been tentatively scheduled for late August early September. The kitchen equipment is installed. Building C North stairs have been poured. Final overhead work regarding MEP and network cabling is ongoing in Building C classrooms. DSA is still reviewing revised

drawings and calculations for the Building C elevator approval and start of installation is estimated for September.

CFW is continuing to work alongside the architect and engineers to resolve the fire line and storm drain site utility conflict. The City of Oxnard has provided preliminary acceptance of redesigning the fire water and storm drain lines and new proposed elevations. Permits required to tap into the city storm water, sewer, and water systems is still have not been granted.

Ms. Maria asked if anyone had questions. Mr. Christopher asked if a school will be built at the Seabridge location. Mr. Miller answered that there is a plan for a school to be built at the site. Ms. Maria asked if there were any more questions, there were none.

### **Review of Annual Report to the Board**

The Annual Report to the Board was emailed to the members on August 24, 2023 for their advanced review and a copy was provided in their binders during the meeting. This Annual Report to the Board was presented to the Board at the June 21, 2023 Board meeting. Ms. Maria asked if anyone had questions, there were none.

### **2022 Measure D Bond Audit**

The 2022 Measure D Bond Audit report was emailed to the members on August 24, 2023 for their advanced review and a copy was provided in their binders during the meeting. Ms. Mitchell and Ms. Nunez explained that there were no findings from the auditors. Ms. Maria asked if anyone had questions, there were none.

### **June 2023 Master Construct and Implementation Program Semi-Annual Report**

The Semi-Annual Report was emailed to the members on August 24, 2023 for their advanced review and a copy was provided during the meeting. Mr. Flores mentioned that this semi-annual report is presented to the Board in December and June. He mentioned that the educational program drives the facilities program to support the needs of the schools. With the new Transitional Kindergarten (TK) state mandate, we will have 4-year-old students attending school. We received a grant for the mandated classrooms to be built at Drifill School. He continued to explain that the Doris/Patterson and Seabridge sites were obtained due to the projected enrollment to be 21,000 students but this this did not occur. Our student enrollment continues to decline. We had to put these projects on hold and concentrate on the school facilities needs. Mr. Flores mentioned that there have been delays with the re-opening of the Rose Avenue School reconstruction. Ms. Maria asked if anyone had questions. Mr. Christopher asked if the architect had been selected for the Fremont School reconstruction. Mr. Flores explained that there was a prolonged process for the goal of the educational program for the reconstruction project that included a pool of architects who provided their design proposals, a committee reviewed their proposals, soil testing, etc. Ms. Maria asked if there were any more questions, there were none.

### **Election of New Chair and New Vice Chair**

The nomination of Ms. Maria to continue as Chair, motion by Mr. McLaughlin and seconded by Mr. Christopher. All were in favor, and Ms. Maria was appointed as Chair for the coming year.

The nomination of Mr. Christopher as Vice Chair, motion by Ms. Latimer and seconded by Ms. Maria. All were in favor, and Mr. Christopher was appointed as Vice Chair for the coming year.

### **Other**

Ms. Mitchell thanked the members for attending these meetings and participating. She mentioned that Mr. John Jay resigned due to health reasons and thanked him for his services as a member of this committee. Mr. Ray was not able to attend this meeting today's meeting. It was decided to move Ms. Maria from Parent or Guardian of child enrolled in the school district member representative, since her child is now a 9<sup>th</sup> grader in high school, to the vacant Community At-Large member. We now have two (2) member representative vacancies: Business Organization and Parent or Guardian. A copy of the application for the CBOC was distributed to all and it was mentioned that it is also found on our district website. Ms. Mitchell asked if they know of anyone that may be interested in joining our committee to please contact her. We will continue to recruit for the vacancies. Ms. Latimer asked if a Labor Committee member would qualify for the vacant Business Organization member and if it was approved for members to attend virtually. Ms. Mitchell mentioned that she would get the advice from our Bond Counsel. Ms. Mitchell informed the members that due to an exposed construction area at Rose Avenue School, there is a need to hire a campus assistant to supervise the

area. The salary for this position will need to be charged to bond funds. The cost will be listed on the expenditure report at our next meeting. Members were asked if they would prefer to have the next meeting on October 11<sup>th</sup> or October 25<sup>th</sup>. After discussion, it was decided to have the meeting as it was scheduled on Monday, October 16<sup>th</sup>.

**Future Agenda Items**

The members were asked for their weekday preference for the 2024 Meeting Calendar. Members stated that meetings on Wednesdays would work best for all. The 2024 Meeting Calendar will be created and distributed at the next meeting.

**Adjournment**

The meeting adjourned at 7:09 p.m.

Respectfully Submitted, Patty Lomeli, Recorder