



OXNARD SCHOOL DISTRICT

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MEETING NOTES MEASURE D BOND OVERSIGHT COMMITTEE

January 29, 2018

5:30-6:30 P.M.

BOARD ROOM

Those in attendance are indicated by a√:

√	Belcher, William	√	Latimer, Lisa
	Chavez, Pedro	√	Ray, Will Jr.
√	Jay, John		Vasquez, Doris
√	Larios, Michelle		
	Staff:		
√	Fateh, David	√	Penanhoat, Janet
	Morales, Cesar	√	Garcia, Lydia
	Guests:		

Call to Order

Mrs. Latimer called the meeting to order at 5:45 p.m.

Public Comment

None.

Additions to the Agenda

None.

Approval of September 18, 2017 Meeting Minutes

It was noted that the minutes contained an incorrect spelling for the name of the architectural firm under Project Update. The correct spelling is "Dougherty".

Mrs. Latimer made a motion to accept the minutes contingent on correction, seconded by Mr. Ray. All were in favor and the minutes were approved.

(Revised 9/18/17 minutes attached herewith)

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

Mrs. Penanhoat reviewed the expenditure report for the period since the last meeting through December 31, 2017. Mr. Jay asked whether Marshall was Measure R or D. Mrs. Penanhoat replied that it is Master Construct, so where Measure R is running out, Measure D will pick up. She added that the Doris Patterson budget would be approximately \$50M for building the middle and elementary school; the district is in escrow at this time. The McKinna project is still in the planning phase; only some soil testing and architect work have been performed so far. She explained that the budget is only reflecting the current fiscal year. For the Elm ECDC project, a budget has been entered but there are no expenses yet, and that will probably be put off until the Elm school reconstruction is complete. Most of those expenditures have come out of Measure R. The Rose Avenue project is in the planning stages; only doing soil testing and architect work have been performed so far. Project 8A is the Doris Patterson school piece of the project and has no expenditures yet. The Seabridge project only shows expenditures for soil testing and design fees. The Fremont gym project is budgeted but has been pushed back on the priority list, so it may not show on next year's budget; it has been pushed out beyond what Measure D can pay for. Mr. Ray asked regarding overruns in costs - engineering and estimating is not done by district staff? Mr. Fateh explained that those services are not something that are needed all the time, so it doesn't make sense to keep someone on staff full time for that. It is more practical to contract it out as needed. Mrs. Penanhoat added that some of the changes are also due to design changes that have been requested by the Board due to some unforeseen conditions, etc. Mrs. Larios expressed concern that the Fremont gym project would not be done. Mrs. Penanhoat stated that it was still on the list, just postponed until the funds become available. The Kinder Flex Classroom project consists of the construction of four classrooms at each of four sites: Ritchen, McAuliffe, Ramona and Brekke, to be used as either Special Ed or Kindergarten classrooms. Mrs. Penanhoat will work on fixing the report, since the budget for the kinder flex projects is not showing. It should be reflected as approximately \$5M.

Mrs. Penanhoat added that, so far, about \$6.4M of measure D proceeds has been spent, most of them being in 2017/18. Mr. Jay asked for clarification regarding what "Other Locations" means under "Description". Mrs. Penanhoat explained that "Other" refers to the four "0's" in the account code; "Location" refers to the project. As an example, 5800 refers to "Construction". This was all included in binder distributed to committee members at their first meeting.

Mr. Belcher made a motion to certify the unapproved expenses, seconded by Mr. Ray. All were in favor, and the expenditures were certified as presented.

Project Update

Relative to the McKinna reconstruction project, Mr. Fateh explained that it was at DSA for plan review. Once approved, which is anticipated to happen in March or April, the architect will go for a back check and then prepare a GMP. Once the district approves that, the Notice to Proceed will be issued, possibly in May. Dougherty is the architectural firm.

Relative to the Rose Avenue project, Mr. Fateh stated that the architectural firm is IBI. The project is anticipated to be submitted to DSA in April.

Relative to the Seabridge project, Mr. Fateh stated that it is under design. There is an appointment scheduled for the middle of February for DSA review, along with CDE review in approval. The architectural firm is Flewelling and Moody.

Relative to the Kinder flex projects at four sites, Mr. Fateh stated that they have been submitted to DSA. The district is waiting on an appointment for a second review. The architectural firm is Flewelling & Moody.

Relative to the Doris Patterson project, Mr. Fateh stated that it is under LAFCO review. The CEQA process is ongoing, and the district is finalizing negotiations with the landowners. The district completed a public comment period for the DEIR on January 17, 2018, and received various public comments. Ms. Penanhoat added that the Doris Patterson escrow is expected to close on March 1st. She reiterated that there are some expenditure overruns from Measure R Projects that will be paid from Measure D, as all the projects are covered under the Master Construct and Implementation Program.

Relative to the Lemonwood project, Mr. Fateh stated that construction of the classroom bldg. is 99% complete. The move is in transition, and it is the plan to completely occupy on February 26. Demolition of the old building will start on March 1st. Occupancy/completion of the overall project is anticipated for Jan/Feb 2019, and the project is 77% complete.

Relative to the Elm project, Mr. Fateh stated that completion is expected for fall/winter of 2018, and the project is at 70% overall completion.

Relative to the Harrington preschool project, Mr. Fateh stated that expected completion is in the fall of 2018, and that the project is currently at 20% completion.

Mr. Ray asked regarding lease/leaseback – are repairs for roofs etc., just done as a traditional low bid process? Mr. Fateh responded that was correct; the larger projects are lease/leaseback. Mr. Belcher asked when it was anticipated that Measure R money would be expended. Mrs. Penanhoat responded that would happen with the completion of the Lemonwood project. That project only has about \$200,000 that remains unencumbered.

Draft Annual Report to the Board

Mrs. Penanhoat reviewed the Annual Report and explained that it was part of the responsibility of the BOC. Not hearing any questions or changes, she explained that she would finalize the report as presented. She added that she would ask Mr. Chavez to present the report to the Board at one of their March meetings, and agreed to email that date to the BOC once Mr. Chavez responds. She encouraged any members that could attend the Board meeting to do so in support of the report.

Mr. Belcher made a motion to certify the unapproved expenses, seconded by Mrs. Latimer. All were in favor, and the motion passed.

Measure D Bond Audit

Mrs. Penanhoat explained that this was the annual audit of the Fund 214 and that there were no findings. As of June 30, 2017, there was an ending fund balance of \$80,523,283. Mr. Jay asked for clarification regarding why the audit only goes through June 30. Mrs. Penanhoat explained that the district operates on a July/June fiscal year.

Membership

Mrs. Penanhoat informed the group that Ms. Doris Vasquez resigned from the Committee. The district will go back to the other three Senior Representative applicants to ask if any of them are still willing to serve.

Discussion re: Terms of Chair and Vice-Chair

Mrs. Penanhoat asked the group if they preferred for the Chair and Vice-Chair to serve one- or two-year terms.

Mr. Jay made a motion to have them serve two-year terms, seconded by Mr. Belcher. All were in favor, and the motion passed.

Future Agenda Items

Mr. Jay distributed a handout regarding what other BOC's are doing, published by CALBOC. CALBOC offers BOC training on the website, which contains a lot of information and outlines problems occurring in some districts around the state. They also put out a monthly newsletter. He feels this training would be a good idea for all. Mrs. Penanhoat reiterated that she believes the Committee is doing what it should be doing. Mrs. Larios commented that she felt it had been a learning experience, and very interesting. Discussion ensued regarding the guidelines of the BOC and the importance of fluidity to be able to cover changes. Mr. Jay complimented everyone and stated that he appreciated the work being done to keep the information flowing to the Committee. Mr. Jay asked about when committee members would be able to view the projects that will be covered by Measure D. Mrs. Penanhoat responded that he could schedule that through Mr. Fateh.

Date/Time of Future Meetings

The next meeting was scheduled for April 30, 2018 at 5:30 p.m. in the Board Room. Mrs. Penanhoat informed the group that the Measure R committee had agreed meet on a quarterly basis, after the end of the fiscal quarter, and that she would like to be able to do the same with Measure D. It was agreed that future meetings would be in April, July, and January.

Adjournment

The meeting adjourned at 6:36 p.m.

Respectfully Submitted,
Lydia Garcia, Recorder