



# OXNARD SCHOOL DISTRICT

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## MEETING NOTES MEASURE D BOND OVERSIGHT COMMITTEE

March 13, 2017

5:00-6:00 P.M.

PTC

Those in attendance are indicated by a√:

√	Belcher, William	√	Latimer, Lisa
√	Chavez, Pedro		Ray, Will Jr.
√	Jay, John	√	Vasquez, Doris
√	Larios, Michelle		
	Staff:		
√	Morales, Cesar	√	Cline, Lisa
	Guests:		

### **Call to Order**

Ms. Cline called the meeting to order at 5:05 p.m. Dr. Morales welcomed and thanked the group for their service and time. He provided a brief overview regarding the Bond projects.

### **Public Comment**

None.

### **Welcome & Introductions**

Ms. Cline again welcomed the group and thanked everyone for their willingness to serve.

### **Election of Chair**

Ms. Cline asked if anyone in the group was interested in chairing the committee. Mr. Chavez volunteered to serve in that capacity.

Mr. Belcher made the motion to appoint Mr. Chavez as Chair, seconded by Mrs. Latimer. All were in favor and the motion carried.

### **Election of Vice- Chair**

Ms. Cline asked if anyone in the group was interested in serving as Vice-Chair. Mrs. Latimer volunteered to serve in that capacity.

Mr. Belcher made the motion to appoint Mrs. Latimer as Vice-Chair, seconded by Mr. Chavez. All were in favor and the motion carried.

### **By-Laws Discussion and Action**

Ms. Cline reviewed the by-laws with the group and asked that everyone read through them.

There was discussion regarding the Ethics Policy Form and Conflict of Interest Forms 700 that need to be completed by the members. Ms. Cline asked that members take both documents home for review, and return them with signatures at the next meeting.

The group drew numbers to determine the two members that would start out with initial one-year terms, as per Section 5.4 of the by-laws. Mrs. Doris Vasquez and Mr. John Jay each drew one-year terms. The remainder of the Committee will have initial two-year terms.

Ms. Cline explained that the group should receive meeting agendas via email by end of day on the Thursday prior to the Monday meeting. Any questions regarding the agenda should be emailed to Lydia.

### **Discuss Measure D Bond Resolution #15-42**

Ms. Cline reviewed Resolution #15-42 ordering the Bond election, including the list of projects approved in the Bond language, and explained that the first project coming up is the rebuilding of the existing McKinna School. She added that necessary approvals from the Department of the State Architect (DSA) can take anywhere from 10 months to two years. There was discussion regarding the McKinna project being approved by the Board in advance of this meeting. Ms. Cline explained that the purview of this Committee is to certify that Bond funds were expended in a manner consistent with the purposes and uses set forth in the Bond language. The School Board sets the priorities for projects and approves contracts with consultants as needed. The process for visiting school sites was discussed.

### **Discuss Facilities Implementation Program**

Ms. Cline stated that hard copies of the Board-approved facilities implementation plan will be mailed to all members, and added that it is also available for viewing on the district's website. Measure D will eventually have its own website. The sample expenditure report was reviewed. It was asked whether all projects will be lease/leaseback, and Ms. Cline responded in the affirmative. It was also asked if the Committee would receive budget figures. Ms. Cline will provide those at the next meeting. Clarification regarding the lease/leaseback process was requested, and Ms. Cline explained that the process involves the land being leased to the contractor for the duration of the project, for \$1 a month, and they deliver the project under a guaranteed maximum price. This enables the district to take someone other than the lowest responsive bidder and saves funds throughout the duration of the project. As an example, the Soria School was built without using the lease/leaseback model. The original budget was \$32M, but with change orders the cost ended up being about \$60M. Under the lease/leaseback model, the Harrington reconstruction project came in about \$900,000 under budget.

### **2016-17 Annual Notification of the Uniform Complaint Procedures (UCP)**

Ms. Cline shared the Uniform Complaint Procedures with the group, in keeping with the annual requirement to provide information to all district committees.

### **Date/Time of Future Meetings**

The next meeting was scheduled for Monday, June 19, 2017 at 5:30 p.m., location to be determined.

### **Future Agenda Items**

Ms. Cline asked that any future agenda items be forwarded to Lydia between now and the June meeting. It was requested that the Conflict of Interest Form 700 be forwarded to the Committee electronically.

**Adjournment**

The meeting adjourned at 6:15 p.m.

Respectfully Submitted,  
Lydia Garcia, Recorder