



# OXNARD SCHOOL DISTRICT

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## MEASURE R BOND OVERSIGHT COMMITTEE

April 23, 2018

5:00 P.M.

PROFESSIONAL TRAINING CENTER (PTC)

Those in attendance are indicated by a√:

|   |                     |   |                    |
|---|---------------------|---|--------------------|
|   | Hill Scott, Karen   | √ | Padilla, Jeannette |
| √ | Lindholm, Nancy     | √ | Vargas, Jessica    |
| √ | Maria, Alyssa       | √ | Ward, Crittenden   |
| √ | McLaughlin, Charles |   |                    |
|   | Staff:              |   |                    |
| √ | Fatch, David        |   | Morales, Cesar     |
| √ | Garcia, Lydia       | √ | Penanhoat, Janet   |
|   | Guests:             |   |                    |
|   |                     |   |                    |

### Call to Order & Welcome

Mrs. Vargas called the meeting to order at 5:10 p.m.

### Public Comment

None.

### Approval of January 22, 2018 Meeting Minutes

Ms. Lindholm made a motion to accept the minutes, seconded by Mr. Ward. All were in favor and the minutes were unanimously approved as presented.

Mr. Ward asked regarding the issue discovered at the last meeting where the Marshall School project was \$2M over budget. Mrs. Penanhoat replied that it was because the budgets had not yet been updated, but that has since been fixed. She will e-mail out the updated budgets. She added that there would be a switch from the existing DOS-based program to a new online software.

### 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 and gave a brief update on the projects. It was noted that the reports erroneously included Brekke, Marshall, McAuliffe, and Ramona, all of which are Measure D Projects. The only ones that should be on there are those for Elm, Lemonwood, and Harrington ECDC. Mr. Ward wanted to confirm that soft costs were not part of the lease-leaseback, only the hard construction costs. Mrs. Penanhoat replied that that was correct.

Mrs. Penanhoat stated that the Current Project 1 was fully finished, and Mr. Ward wondered if the monies were not fully expended, because the reports only show it spent to 92%. Mrs. Penanhoat explained that there were two different types of software being used for these reports but that there will be a switch over to an online version (Account-ability) in the near future. This should provide better reports that give more accurate information – not that these are not accurate, but they are not adjustable. Budget status reports are continuous (cumulative). Ms. Lindholm asked for clarification regarding Committed vs. Expended on the first page of the Harrington report. Mrs. Penanhoat explained that the project was finished and that we came out \$83K on the good side of the budget. Ms. Lindholm wondered about how to get that outstanding money out of there if it is committed and will not be needed/spent. Mrs. Penanhoat will check on that with Account-ability. It was pointed out that there were a couple of entries under Elm that said 214 but should be 213; Mrs. Penanhoat will fix those. It was asked why there would be two funds (213/214) for the same project? Shouldn't it all be together? Mrs. Penanhoat explained that it was done to tie up encumbrances and not allow for PO's to be issued out of that fund, so they are moved and then moved back. It was also asked why 251 (developer fees) was on there. Mr. Fateh responded that it was likely related to the CDI contract – temporary housing for ECDC partners. That would be part of the project but paid out of developer fees, so not under this BOC's approval jurisdiction.

Motion to certify the expenses by Ms. Lindholm, seconded by Mrs. Vargas. All were in favor and the expenditures were certified as presented.

### **Project Update**

Relative to the Lemonwood project, Mr. Fateh reported that the MPR and main classroom building (Phase I) have been completed and occupied. Phase II is 10% complete; demolition is almost completed. Anticipated project completion date is January/February 2019. Overall completion for all phases is approximately 80%.

Relative to the Elm project, Mr. Fateh reported that framing and exterior stucco work were taking place on four buildings. The schedule is still in good shape in spite of some delays due to issues with DSA, and with contractors due to framing. Overall project completion is at approximately 55%. The anticipated completion of Phase I of the project is December 2018. Phase II is for demo of existing buildings and construction of new field; that will be completed a few months past the December deadline. It was asked whether the students would be able to move into the new building in December. Mr. Fateh responded that that was being reviewed to see when the best date would be for that move. Mr. Ward commented that at the last Board meeting, he heard several complaints about the new facility at Lemonwood due to overcrowding and moving desks. Do we look at that for future projects? Mr. Fateh stated that Board-approved district standards were used and that buildings were constructed as per code.

Relative to the Marshall additional classroom building, Mr. Fateh reported that framing had started and was in progress. The new playground has been completed pending certification. Approximate overall completion is 30%. There were some delays regarding design adjustments that had to be submitted to DSA. Anticipated completion date is fall 2018.

Relative to the Harrington ECDC project, Mr. Fateh reported that working was in process toward finishing framing and interior finishes. The project consists of two phases. Phase I is the modernization of the existing building; Phase II is demolition and new fields. Anticipated completion date is June/July 2018; approximate project completion is 60%.

### **Update re: Term Limits Waiver**

Mrs. Penanhoat stated that CDE granted a waiver for Mrs. Vargas to be able to serve an additional two-year term on the BOC. The waiver submission was approved 5-0 by our Board of Trustees. Mrs. Penanhoat thanked Mrs. Vargas for her commitment to the Committee.

### **2017-18 Annual Notification of the Uniform Complaint Procedures**

Mrs. Penanhoat stated that this was the annual form that had to be shared with all groups every year.

### **Future Agenda Items**

Ms. Lindholm asked for a recap of the Bond Fund - what was issued, how much was spent, and how much is left. Mrs. Penanhoat explained that it was almost \$100% encumbered; she thought there might be \$180K left. She will bring a report on that to a future meeting.

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

The next meeting was scheduled for Monday, July 23, 2018 at 5:00 p.m. in the Board Room.

### **Adjournment**

The meeting adjourned at 5:54 p.m.

Respectfully Submitted,

Lydia Garcia, Recorder