

**HAMILTON UNIFIED SCHOOL DISTRICT  
SPECIAL BOARD MEETING  
MINUTES  
Hamilton High School Library  
Tuesday, April 17, 2018**

5:30 p.m.

Open session

**1.0 OPENING BUSINESS:**

Call to order and roll call

Gabriel Leal, President                       Rosalinda Sanchez                       Tomas Loera  
 Hubert "Wendall" Lower, Clerk                       Rod Boone

**2.0 PUBLIC SESSION/FLAG SALUTE: 5:31 p.m.**

**2.0 ADOPT THE AGENDA: (M)**

Motion for approval by Wendall Lower, seconded by Tomas Loera. Motion Carried: 5-0

Loera: Aye	Boone: Aye
Leal: Aye	Lower: Aye
Sanchez: Aye	

**4.0 DISCUSSION ITEMS:**

1. Hog Barn update and preparations (D. Holliman and M. Cannon).
  - a. *Charles Tracy, Superintendent:* Mike Cannon has worked with Hamilton Unified on several other projects that were completed at Hamilton Elementary School. The process is moving forward and scheduling timing to eliminate the old facility and prep for the new building (i.e. dirt, concrete, etc.) The grant money goes toward building the structure on top of that. We are optimistic of completion by December of 2018 if there are no road block or unexpected issues.
2. Superintendent update and further Board direction to Superintendent and legal counsel. (page 1-4)
  - a. The Superintendent was to investigate the following:
    - i. Possible locations of a future school site in or around Hamilton proper.
    - ii. Investigate the limitations to future developments that protects the school district.
    - iii. Possibility of a location north of the current High School.
  - b. Glenn County Planning Commission (met Friday, March 23, 2018). We learned the following:
    - i. Permitting processes.
    - ii. Mitigation to community services, schools, sewer and water, police, fire and other impacts.
    - iii. The California Land Conservation Act of 1965 (Known as the Williamson Act)  
<http://www.conservation.ca.gov/dlrp/lca>
    - iv. The California Environmental Quality Act (CEQA)  
<https://www.wildlife.ca.gov/Conservation/CEQA/Purpose>
    - v. FEMA flood maps-Flood plane information  
<https://msc.fema.gov/portal/search?AddressQuery=620%20canal%20street%20hamilton%20city%20ca#searchresultsanchor>
    - vi. Permitting process for new developments in most communities is approximately 24 to 36 months if all mitigations are met.
    - vii. Safety nets for schools and other community services (water, sewer, police and fire) Planning & mitigation processes.
    - viii. Elements of a Facilities Master Plan (FMP) for Expansion, New Construction & Modernization.
    - ix. Current District FMP Status
    - x. Steps to Acquiring/Expanding School Sites
    - xi. Identify Program-Appropriate Sites
    - xii. CA Dept. of Ed. School Facilities Site Requirements:

1. County Planning Department & Williamson Act Reviews
  2. California Environmental Quality Act (CEQA) Review
  3. Preliminary Environmental (Toxics) Assessment (PEA/Phase 1)
  4. Geological/Geotechnical Hazards (Traffic, Pipeline, Railway, Airport, Flooding, Liquefaction etc.)
- xiii. Preliminary Site Utilization Design
  - xiv. Board Resolutions on Site Suitability & Hazardous Substances
  - xv. How do we pay for all of this:
    1. Local Bond Funding
    2. Developer Impact Fees
    3. District General Fund Revenues
    4. State Facilities Bond Eligibility & Revenues
  - xvi. Timelines for Funding & Projects
  - xvii. Next Steps:
    1. Discussion & identification program needs and potential properties  
<http://gis.gcppwa.net/zoning/>
    2. Funding & completing projects and new facilities needs in the mean time.
    3. Additional direction from the Board as needed
- c. *Charles Tracy, Superintendent:* We (Mrs. Towne, District Executive Assistant and I) went to the Glenn County Planning Department in Willows.
    - i. Once I levee is complete the FEMA maps will change.
  - d. *Rosalinda Sanchez, Board Member:* Who went?
  - e. *Charles Tracy, Superintendent:* Jolene and I.
  - f. There are other conditions to look at that it may impact. Requirements for us as a school district.
  - g. *Mike Cannon, Educational Facilities Program Management, LLC (Project Manager):* you have sets of requirements from the State of California.
    - i. You need a current demographic – both with and without proposed development, developer fee study; shows you how many children will be generated from it. Needs to be updated every 2 years. Chico Unified School District is looking into a new elementary – they need to do the same thing (developer fee study).
    - ii. State funding eligibility study – how much state funding you are eligible for to match local funds.
    - iii. You already have a design and a layout, you need to do the others, you already identified a possible potential site.
    - iv. School permitting is done by the State of CA.
    - v. You have to do a CEQA review – you have to do a Phase I Assessment of your sight – toxicity (pesticides). How much is there and what do you do.
    - vi. Board resolutions need to be brought before the School Board and approved.
    - vii. The state will fund acquisition of school site and permit the school site – if you want to purchase, look at all of these and do these studies before you purchase land so you know you can use it.
  - h. *Wendall Lower, Board Member:* What is the cost?
  - i. *Mike Cannon, Educational Facilities Program Management, LLC (Project Manager):* \$250,000 approximately. It would take 1 year to complete all studies. Cost is worst case scenario.
  - j. By looking at it, there may be flood issues, traffic issues, prior farm land issues. You would need to prioritize the sites you want to look at.
  - k. *Wendall Lower, Board Member:* Are the studies site specific?
  - l. *Mike Cannon, Educational Facilities Program Management, LLC (Project Manager):* Yes they are.
  - m. *Charles Tracy, Superintendent:* They are stair stepped – if you get to a certain point and spent \$20,000 you can stop investigating in the studies on that piece of land.
  - n. *Mike Cannon, Educational Facilities Program Management, LLC (Project Manager):* How will you pay for all of it? Local bond, Developer impact fees, General fund revenues – small projects, State facilities bonds – modernization piece is still open for another couple years.
    - i. Timelines: another state school bonds in the next couple years.
    - ii. Site expansion – think about starting some of your drop, no drop studies; as a condition of purchasing your property. Sooner rather than later.
  - o. *Charles Tracy, Superintendent:* There are multiple properties around Hamilton City.

- p. Green – Williamson act – requires CA to have areas set aside – discount in property tax.
- q. If a landowner wants to take this out of the Williamson act – it is expensive.
- r. Exception – circumstances change if an entity such as us changes. Takes urgency out of it. Do we propose a bond? Where do we go next? Assemblyman James Gallagher will be coming to HUSD on Friday, May 11, 2018 to tour our facilities and discuss support for small schools. 10:30 to 12:30 to discuss modernization and emergency funding – we hope he supports us. We need direction, we know the survey took place but we do not know the results at this time. We need to hold a stakeholders meeting – if we propose a bond, we need people here to talk about what we would use it for. We still need to do the facilities plan and the developer fees study. The Board needs to give direction to the Superintendent and legal counsel, update facilities plan, and developer fees study (needed whichever we choose to do).
- s. *Rosalinda Sanchez, Board Member*: I just want to make sure there is a good amount of communication to the community on this; more than an auto dialer to parents.
- t. *Charles Tracy, Superintendent*: What would you suggest?
- u. *Rosalinda Sanchez, Board Member*: Mail letters – outreach during Mass?
- v. *Matt Juhl-Darlington, DWK Attorney*: You can do the mailing – hesitant to reach out at Mass. As board members, you can do that. Mailing is good and word of mouth. A lot of school districts face this problem. Your spending money but generating public discussion. You can give your Superintendent direction
- w. *Charles Tracy, Superintendent*: We will also post flyers at local businesses.
- x. *Matt Juhl-Darlington, DWK Attorney*: Post office, yes and where you post normally. As a board you can come up with other ideas.
- y. *Cris Oseguera, Hamilton High School Principal*: School stakeholders and property owners, etc.
- z. *Matt Juhl-Darlington, DWK Attorney*: Identifying different leaders within the community.
- aa. *Wendall Lower, Board Member*: Understanding who those people are – property owners.
- bb. *Mike Cannon, Educational Facilities Program Management, LLC (Project Manager)*: Williams – targeted different types of groups, property owners of all types, voter organizations, organized business communities, we want you to come talk to us about how you feel.
- cc. *Charles Tracy, Superintendent*: The office of the Superintendent will take care of posting, mailing and the auto dialers. It also requires all of us to communicate with the community. You as board members can hear what the desires of the community inviting them to attend.
- dd. *Rod Boone, Board Member*: Post flyers at the Double EE.
- ee. *Charles Tracy, Superintendent*: Yes, I agree Rod. We need to also move in the direction of we need basic planning. We have done maintenance – need to continue it in the future – but cannot just do that in the general funds. Need to get that information out and have conversations. I need direction from the Board on planning a stakeholders meeting, updating facilities plan and developers fees.
- ff. *Rosalinda Sanchez, Board Member*: Hand out info/flyers at the May Dance Festival at Hamilton Elementary School?
- gg. *Charles Tracy, Superintendent*: Yes, that is a great idea.
- hh. *Gabriel Leal, Board President*: Yes, let's move forward.
- ii. *School Board*: Yes, we agree. We should bring back by May with additional info after stakeholder meeting.

5.0 **PUBLIC COMMENT:** Public comment on any item of interest to the public that is within the Board's jurisdiction will be heard (agenda and non-agenda items). The Board may limit comments to no more than three minutes per speaker and 15 minutes per topic. Public comment will also be allowed on each specific action item prior to board action thereon.

*Gee Singh, Owner of Double EE*: Gee Zang – do we need all of the acreage north of the high school?

*Charles Tracy, Superintendent*: No, not necessarily but we do need more acreage than we have currently.

*Gee Singh, Owner of Double EE*: Whatever the school needs – have we asked the property owners?

*Charles Tracy, Superintendent*: We are not at that stage yet – if we want to negotiate it, we need the money to purchase it.

*Gee Singh, Owner of Double EE*: Yes, okay. It is definitely worth discussing with the property owner.

*Charles Tracy, Superintendent*: We only have to buy what we need.

*Gee Singh, Owner of Double EE*: You could get them on a contract under promise. They could offer them some concession if they give 50 acres to the school.

*Charles Tracy, Superintendent*: Glenn County gave us two options. The county will not negotiate as a partner but they will hold the developers accountable for mitigating with the developer. You need to bargain with a position of power, and we do not have the funding to do that.

*Gee Singh, Owner of Double EE:* Until you ask some, you do not know. I would like to see a park in Hamilton city. Kids could tell the parents, through Facebook, student council, put on social media. People do not understand as much if they don't see it. Show them pictures.

*Charles Tracy, Superintendent:* Timing is everything – happens after the community chooses how they would like to proceed with funding.

*Tom Conwell, Community Member:* Is there anyone locally you could talk to about the property?

*Charles Tracy, Superintendent:* Sacramento.

*Tom Conwell, Community Member:* Have you reached out to him?

*Charles Tracy, Superintendent:* I talked to him a year ago we began discussing facility needs. He told us we would have to domain it to get it (at that time). It is critical that we do it at the right time.

*Matt Juhl-Darlington, DWK Attorney:* We need to go talk to them – as legal counsel – there are certain things, not to hide things but strategically. If you are doing a bond – you are now representing not just HUSD but all the stakeholders we have been discussing.

**6.0 ACTION:**

1. Consultant contract between Hamilton Unified School District and Educational Facilities Program Management, LLC for Program and Project Management Services, CTE Animal Facilities Building and Infrastructure at Hamilton High School. (page 5-15)

Motion for approval by Tomas Loera, seconded by Rosalinda Sanchez.

Motion Carried: 5-0

Loera: Aye	Boone: Aye
Leal: Aye	Lower: Aye
Sanchez: Aye	

2. Consultant contract between Hamilton Unified School District and Nichols, Melburg and Rossetto, Architects & Engineers for Hamilton High School Hog Barn. (page 16-22)

*Wendall Lower, Board Member:* In regards to both of those – the process is going to get started now A-Z then go out to bid.

*Diane Holliman, CBO:* fine tune scope of work and then go out to work.

Motion for approval by Rod Boone, seconded by Wendall Lower.

Motion Carried: 5-0

Loera: Aye	Boone: Aye
Leal: Aye	Lower: Aye
Sanchez: Aye	

3. Glenn County Educators Hall of Fame. (page 23)

Motion for approval by Wendall Lower and to nominate Keith Dietle and Shelley Hutchens, seconded by Rosalinda Sanchez.


Motion Carried: 5-0

Loera: Aye	Boone: Aye
Leal: Aye	Lower: Aye
Sanchez: Aye	

**7.0 ADJOURNMENT: 6:43 p.m.**

Close in memory of Barbara Bush, Leland Sullivan, "DJ" Weber and Axel Hochkoepler.

  
 \_\_\_\_\_  
 Wendall Lower, Clerk

  
 \_\_\_\_\_  
 Charles Tracy, Superintendent