

**Oxnard Union High School District
Measure A Bond Oversight Committee
Minutes of the Meeting**

Date: April 3, 2025

Time: 6:00 PM

Place: Teleconference

Members Present

Amanda Adams
Steven Auclair
Butch Britt
Scott Carroll
John Demers
Doug Emerson
EP Hadler
Elizabeth Ortega
Jordan Roberts
Arturo Torres
Abel Velasquez

Members Absent

Ronald Arruejo

Staff Present

Richard Urias
Sylvia Abu-Aita

Guests

Courtney Jones,
Esq. Jones Hall

1. Call to Order – Meeting called to order by Mr. Richard Urias at 6:02PM.
2. Pledge of Allegiance – Mr. Urias led the Pledge of Allegiance.
3. Audience to Address the Bond Committee
No Comments
4. Introduction and Sign-In Sheet
Introduction of all Committee members and the members gave a shorts bios. Attorney Jones introduced herself as a legal counsel for the district in connection with the bond program and the recent Measure E and this oversight committee.
5. Role of Oversight Committee – Attorney Jones presented the role of oversight.
The Citizen Oversight Committee (COC) shall consist of at least seven members fitting certain criteria, and appointed by the District as follows:
 - Active in a business organization
 - Active in a senior citizens' organization
 - Active in a bona fide taxpayers' organization
 - A parent or guardian of child enrolled in the school district
 - A parent or guardian of a child enrolled in the school district and active in the PTA or school council
 - Two Members of Community At Large

Bond Oversight Committee's main responsibility is under EDUCATION CODE SECTION 15728: *The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The citizens' oversight committee shall actively review and report on the proper expenditures of taxpayers' money for school construction.*

Meetings of the COC are:

- Require a Quorum
- Open to the public and follow an agenda facilitated by the Chair or Vice Chair.
- Minutes must be prepared. When approved by the committee at the next meeting, minutes are posted on District website for the public to view.
- The Law requires to meet at least one time per year
- Recommendation: Frequent enough such that the members feel they can discharge their duty of reviewing and reporting, and at times when there is sufficient bond project progress so that District staff have a meaningful spending report to provide. District staff can provide guidance on identifying meeting dates.

This Committee is a post-expenditure review of bond money spending, comparing expenditures to the voter-approved Project List to ensure spending aligns with voter approvals. The COC is not a decision-making committee or board. The District Board is vested with the power to make decisions about bond projects and the bonds as directed during District Board meetings.

District staff will attend meetings and report on bond spending.

Expenditures must be for purposes permitted under Proposition 39 and align within the scope of the Project List.

Construction projects generate many types of costs that would not occur 'but for' the construction project, including materials, equipment, architectural, engineering design work, construction work, building permits, bond issuance costs, permits, EIRs, project management and administration, etc. Costs which are incidental but directly related to construction are proper bond expenditures.

Attorney Hall's full slide presentation available online under OUHSD Measure E webpage.

6. Oversight Committee Organization and Meeting Procedures

- a. Review of Bylaws – Attorney Jones Bylaws were distributed in the agenda packet and the members were asked to review and comment and Role of Oversight Committee.
- b. Term of Office - Each member shall serve a term of three years, commencing on the date of the first meeting of the Committee. No member may serve more than three consecutive terms. This limitation shall not prevent a former Committee member whose term has expired from serving again following at least a six-month period from such expiration. Notwithstanding the foregoing, the Board may provide for any members that are appointed by it to have an initial term of less than three years in order to provide for staggered terms.

7. Election of Officers:

- a. Chairperson – After a vote Amanda Adams was appointed as Chairperson
- b. Vice Chairperson – After a vote Doug Emerson was appointed as Vice Chairperson
- c. Secretary – After a vote John Demers was appointed as Secretary

- d. Regular meeting dates and times - at least one meeting a year but no more than four meetings a year. The committee approved the following meeting dates:
 - June 11, 2025
 - September 10, 2025

All meetings at 6:00 PM. Location at 1800 Solar Drive, Oxnard Hueneme Conference Room 2nd floor.

- 8. Election Resolution and Project List – Included in the packet.
- 9. Project Labor Agreement (PLA) – Similar to the Board approved agreement for Measure A funds, Measure E construction projects necessitate oversight through a Project Labor Agreement (PLA). This pre-hire collective bargaining agreement is formed between construction project owners and labor unions, establishing the terms and conditions of employment for all skilled workers involved in the project per California Labor code sections 1720-1861. The goal is to promote an efficient and harmonious completion of the project with local labor and that vendors meet the 51% goal of local labor. The PLA stipulates that workers in the trade must be referred through union hiring halls, and that contractors must adhere to union regulations regarding pensions, working conditions, and conflict resolution.

- 10. Sample Annual Report –
The Committee must issue one report per year summarizing its activities and conclusions. A model report is provided in the packet.

Typically, the COC Report is prepared after the COC has received and reviewed the annual bond financial and performance audits. Copies of these audits will be provided to the COC by March 31 of each year, with respect to the fiscal year which ended the previous June 30.

When the COC approves its annual report, it will be summarized to the District Board at a public meeting by the COC Chair and posted on District web site.
Additional reports may be prepared if COC deems necessary to inform the public regarding bond fund spending.

- 11. Bond Measure Ballot Information – Information is in the packet.
- 12. Items for Future Consideration – none at this time
- 13. Adjournment- Meeting adjourned at 7:26 PM.