



OXNARD SCHOOL DISTRICT

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MEETING NOTES - CITIZENS BOND OVERSIGHT COMMITTEE June 11, 2025_5:30-7:00 P.M._Business Office

Those in attendance are indicated by a ✓:

	<i>CBOC Members:</i>		
✓	Gaylaird Christopher		Will Ray Jr.
✓	Lisa Latimer		Carlos Sepulveda
✓	Charles McLaughlin		
	<i>OSD Administrators:</i>		
✓	Patty Núñez, Fiscal Services Director	✓	Mark Bennett, Facilities Director
✓	David Hubbard, Chief Information Officer		
	<i>Guests:</i>		
zoom	Courtney Jones, Bond Counsel	zoom	Emilio Flores, CFW Chief Exec. Officer

Call to Order. Mr. Christopher called the meeting to order at 5:43 p.m. Attending were Mr. Emilio Flores, Chief Executive Officer for Caldwell Flores Winters, Inc., Oxnard School District’s construction program management, and Ms. Courtney Jones, Bond Counsel, virtually. Mr. David Hubbard and Mr. Mark Bennett were introduced.

Public Comment. Mr. Christopher asked if there were any comments from the public. None were received.

Changes to the Agenda. Mr. Christopher asked if there were any recommended changes to the agenda. None were made.

Approval of February 28, 2024 Meeting Minutes. The 2/28/24 meeting minutes were emailed to the members for their advanced review, and a copy was distributed at the meeting. Mr. Christopher asked if there was a motion for the approval of the 2/28/24 minutes. Mr. McLaughlin made a motion to accept the minutes as presented, seconded by Ms. Latimer. All were in favor, and the minutes were approved as presented.

Overview of School Bond Citizen Oversight Presentation. Mr. Christopher introduced Ms. Courtney Jones from Jones Hall LLC. She provided a virtual presentation regarding the Overview of School Bond Citizen Oversight. The presentation was emailed to the members for their advanced review, and a copy was distributed at the meeting. Mr. Christopher inquired about changing the term “to report” to “to review” during the action section of the meeting. Ms. Jones stated that the committee could modify the term if it wished to do so. Mr. Flores inquired about how the district should proceed with the auditing of Measure D funds since the funds have already been expended. Ms. Jones stated that there are several legal regulations to follow due to bond expenditures.

June & December 2024 Master Construct and Implementation Program Semi-Annual Report Mr. Christopher introduced Mr. Emilio Flores from Caldwell, Flores, Winters, Inc., who provided a presentation regarding an update on the Master Construct and Implementation Program Semi-Annual Reports. The June and December 2024 Semi-Annual Reports were emailed to the members for their advanced review, and a copy was distributed at the meeting. Mr. Flores mentioned that the June 2025 Master Construct and Implementation Program Semi-Annual Report will be presented to the Board at the next Board meeting. He mentioned that the overall plan will be to remodel Fremont and Lopez Schools, as well as the reopening of Rose Avenue School, this next school year. The Rose Avenue School project will soon be closing, due to the City’s 14-month review. This school should be fully operational next month and reopen next school year. He also mentioned that Transitional Kindergarten (TK), Kindergarten (K), and Preschool (PreK) classrooms are being added to Driffill School. Mr. Christopher asked if it is a requirement to have Transitional Kindergarten classes. Mr. Flores stated that the term is Universal Transitional Kindergarten. It is a requirement to offer TK to all 4-year-olds, and

ADA revenue is counted for TK students, not preschool students. Mr. Christopher asked the number of families that are taking advantage of TK classes. Ms. Nunez mentioned that there are about 400 TK students enrolled. Mr. Flores explained that the District has received approximately \$49.6 million in State aid grants for modernizations of school sites, of which \$14.6 million is for preschool projects. Currently, the district is not eligible for additional grants due to declining enrollment and specific site conditions. Ms. Nunez mentioned that the decline trend is about 300 to 400 students each year. Mr. Flores mentioned that the Teal Club Development in the area of Doris and Patterson has been approved by the City. The District will soon be collecting developer fees for this area.

Review of Bond Expenses to Ensure that Proceeds are Expended Only for the Purposes Set Forth in the Ballot Measure. The Measure I Expenditure reports for the periods of 1/1/24 to 3/31/24, 4/1/24 to 6/30/24, 7/1/24 to 9/30/24, 10/1/24 to 12/31/24, and 1/1/25 to 3/31/25 were emailed to the members for their advanced review, and a copy was distributed at the meeting. Mr. Christopher asked if anyone had questions regarding the expenditure reports. He asked the members for a motion to review the expenditure reports: *“Action Item: Motion to Review that Bond Proceeds for the periods of 1/1/24 to 3/31/24, 4/1/24 to 6/30/24, 7/1/24 to 9/30/24, 10/1/24 to 12/31/24, and 1/1/25 to 3/31/25, were Expended Only for the Purposes Set Forth in the Ballot Measure.”*

Ms. Latimer made a motion to review the expenses for the period of 1/1/24 to 3/31/24, seconded by Mr. Christopher. All were in favor, and the expenditures were reviewed as presented.

Ms. Latimer inquired about the security services listed under Rose Avenue School. Mr. Flores mentioned that there was a need to have these services during the construction, as it was an incidental cost, and these services were accounted for. Mr. McLaughlin inquired regarding a newspaper charge. Mr. Flores stated that it is necessary to advertise contractor requirements and Request for Proposals (RFP) in the newspaper. Mr. McLaughlin made a motion to review the expenses for the period of 4/1/24 to 6/30/24, seconded by Ms. Latimer. All were in favor, and the expenditures were reviewed as presented.

Mr. McLaughlin asked about the services provided by Tetra Tech, Inc. Mr. Flores explained that environmental testing is required to obtain soil reports. Ms. Latimer made a motion to review the expenses for the period of 7/1/24 to 9/30/24, seconded by Mr. McLaughlin. All were in favor, and the expenditures were reviewed as presented.

Mr. Christopher asked about the services provided by Perkins Eastman. Mr. Flores explained that they are providing the architectural design for Lopez School. It was formerly Dougherty & Dougherty Architects. Mr. McLaughlin made a motion to review the expenses for the period of 10/1/24 to 12/31/24, seconded by Mr. Christopher. All were in favor, and the expenditures were reviewed as presented.

Ms. Latimer asked about the Seabridge project. Mr. Flores stated that they have received complaints from the Homeowners Association (HOA) regarding the condition of the site. The District is maintaining the area, but young adults are using a small section of the developer's property for skating. We will assess the cost of installing fencing to protect the District's property. Ms. Latimer made a motion to review the expenses for the period of 1/1/25 to 3/31/25, seconded by Mr. McLaughlin. All were in favor, and the expenditures were reviewed as presented.

2023 & 2024 Annual Reports to the Board. Ms. Núñez mentioned that Ms. Latimer presented the 2023 Annual Report to the Board at the 5/15/24 Board meeting, and Mr. Christopher presented the 2024 Annual Report to the Board at the 5/4/25 Board meeting. The 2023 and 2024 Annual Reports were emailed to the members for their advanced review, and a copy was distributed at the meeting. Mr. Christopher stated that the Board was very appreciative of and responsive to the report.

2023 & 2024 Bond Audit Reports. Ms. Núñez mentioned that the 2023 Measure D Bond Audit Report was presented & approved by the Board at the 5/15/24 Board meeting. The 2024 Measure D & Measure I Bond

Audit Reports were presented & approved by the Board at the 2/5/25 Board meeting. The 2023 and 2024 Bond Audit Reports were emailed to the members for their advanced review, and a copy was distributed at the meeting. Ms. Núñez stated that there were no significant findings on all the audit reports. The auditors typically request samples of documents and audit the expenditures. Mr. Flores stated that the audit reports have shown no findings for the last 10 years.

2025 Meeting Calendar. Ms. Núñez mentioned that our 2025 meetings were scheduled on Wednesdays: 2/26/25, 6/11/25 & 10/22/25 at 5:30 pm. She asked the members if the meetings could be moved to Tuesdays instead of Wednesdays, since Board Meetings are held on Wednesday, and we may not be able to use the Board Room. The members agreed, but requested that the meeting on 10/22/25 be rescheduled. The rescheduled meeting date will be sent.

Annual Filing of Form 700 Statement of Economic Interests. Ms. Núñez mentioned that Form 700 is due by April 1st, annually. The form is also completed when designated staff assumes the designated position, leaves the designated position, and annually by April 1st of each year. Thanked those who had already submitted their Annual Form 700.

Election of Chair. The nomination of Mr. Christopher as Chair was motioned by Ms. Latimer and seconded by Mr. McLaughlin. All members were in favor, and Mr. Christopher was appointed as Chair once again.

Election of Vice Chair. The nomination of Mr. McLaughlin as Vice Chair was motioned by Ms. Latimer and seconded by Mr. Christopher. All were in favor, and Mr. McLaughlin was appointed Vice Chair once again.

Other. Ms. Núñez mentioned that there is a vacancy for a representative in the Business Organization and Community at Large. If you have any recommendations, please let us know. Mr. Christopher made a suggestion for the administration to reach out to the Rio School District's superintendent, as they have a strong community involvement. Ms. Latimer suggested that the administration contact the school site committees to invite them to join this committee.

Future Agenda Items. Ms. Núñez mentioned that the 2025 CFW Semi-Annual Report and 2026 Meeting Calendar are scheduled for our next meeting.

Adjournment. The meeting adjourned at 7:04 p.m.
Respectfully Submitted, Patty Lomeli, Recorder