
MEASURE E BOND OVERSIGHT COMMITTEE REGULAR MEETING

DATE: February 3, 2026
TIME: **6:00 pm- Open Session**
PLACE: District Office
Hueneme Conference Room 2nd floor
1800 Solar Drive
Oxnard, CA 93030

The regular meeting of the Bond Committee will begin at 6:00 pm in the District Office Hueneme Conference Room located at 1800 Solar Drive, California. Pursuant to Government Code § 54956, no business other than what is set forth in this regular meeting agenda may be considered by the "Committee". In accordance with Government Code § 54954.3.

In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Assistant Superintendent of Business Services' office at least two days before the meeting date.

A complete agenda packet is available at the District Office, 1800 Solar Drive, Oxnard, CA 93030, and 72 hours prior to a regular meeting. Bond Committee agendas and minutes are available on the District's website at www.oxnardunion.org.

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPTION OF AGENDA
4. ADOPTION OF MINUTES OF Regular Meeting December 9, 2025
5. AUDIENCE TO ADDRESS THE BOND COMMITTEE
 - a. Those persons wishing to address the Bond Committee may do so at this time. Individual presentations are limited to three (3) minutes each, or in the case of a group of people speaking on a specific item, ten (10) minutes will be permitted
6. INFORMATION/POSSIBLE ACTION
 - a. Annual Report
7. STATUS REPORTS
 - a. Procurement Process
 - b. Projects Update
 - c. Financials Update
8. FUTURE MEETINGS
9. ITEMS FOR FUTURE CONSIDERATION
10. ADJOURNMENT

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

Date: December 9, 2025

Time: 6:00 PM

Place: Teleconference

Members Present

Amanda Adams, Chairperson
Doug Emerson, Vice Chairperson
John Demers, Secretary
Ronald Arruejo
Steven Auclair
Butch Britt
EP Hadler
Elizabeth Ortega
Abel Velasquez

Members Absent

Scott Carroll
Jordan Roberts
Arturo Torres

Staff Present

Richard Urias
Sylvia Abu-Aita
Zachary Pusatere
James Ketcham

Guests

1. Call to Order – Meeting called to order by Chair Adams at 6:02PM.

2. Pledge of Allegiance – Mr. Urias led the Pledge of Allegiance.

3. Adoption of Agenda

Upon a motion by Butch Britt seconded by Ronald Arruejo, the Committee adopted the agenda of December 9, 2025 Regular Committee meeting as presented, all in favor. Committee members Doug Emerson and Steven Auclair were not present for the vote.

4. Adoption of Minutes

Upon a motion by Ronald Arruejo seconded by John Demers, the Committee adopted the minutes of June 11, 2025 Regular Committee meeting as presented, all in favor. Committee members Doug Emerson and Steven Auclair were not present for the vote.

5. Audience to Address the Bond Committee

No Comments

6. Status Reports

a. Measure E Projects Update -

James Ketcham, Director of Bond Projects, reviewed the handout Measure E Projects, which categorizes projects as Completed, In Progress, Design Phase, Future Projects, and Tentative Projects.

Mr. Ketcham went over the list of In Progress projects, which include:

- *DSHS Stadium*
- *CIHS Aquatics Center and HVAC*
- *RMHS Aquatics Locker Rooms*
- *OHS New Seating*
- *RCCHS Pedestrian Walkway*
- *ACHS Dust Collector and Warehouse Roofing*
- *Transportation Roofing*

Chair Adams asked whether a starting date has been set for the Future Projects. Mr. Ketcham responded that there is no confirmed start date yet, only tentative dates, and the District is working with advisors on scheduling. Mr. Urias added that the tentative projects have been listed in priority order.

Mr. Urias noted that the District is focusing on one large project at a time, with current work on the CIHS pool. Other major projects include the three-year Del Sol project. The District plans to pivot to the Pacifica High School pool in the 2026–2027 school year, with all project timelines dependent on available funding.

Mr. Urias reported that matching funds from the State for Del Sol and all modernizations projects are expected to arrive. Additionally, funds for the offsite improvements at Maulhardt related to a development project for which the District previously paid the City are also anticipated. Maulhardt will reimburse the District for half of that cost. Discussion followed regarding the procedure for State reimbursements for school projects.

Mr. Pusatere reported that he is closely monitoring the Measure E fund and associated projects. Once the fund balance reaches approximately \$1.8 million, project activity will pause until additional funds are available. He also noted that the issuance and Sale of General Obligation Bonds has gone to the board and should generate around 75million.

Committee members asked whether softball fields are included in Measure E projects. Mr. Urias and Mr. Ketcham discussed that this is currently under review and may include projects such as fencing, scoreboards, dugouts, backstops, and seating for spectators.

b. Measure E Financials Update –

Mr. Pusatere reviewed the Measure E Cash Flow for Fiscal Year 2025–26. The chart shows everything expense from July 1, 2025 to December 5, 2025.

Mr. Ketcham discussed that the district selected the company with greatest maximum price ensuring that the District will not pay more than that amount incorporated for the Del Sol School and the pool project.

Chair Adams confirmed that the committee's question was whether the district has a budgeted amount for each project compared to the actual expenditures. Mr. Pusatere reported that he does not have the exact budgeted amounts for past projects but can create a spreadsheet for current and future projects.

He discussed the painting projects, noting a budget of \$500 thousand for each school, HHS, CIHS, and RMHS. The actual costs were \$180K for RMHS and \$250K each for CIHS and HHS, all coming in under budget. Mr. Pusatere emphasized that the district ensures three quotes are obtained for each project and selects the best value, not just the lowest bid.

Committee reviewed the financials.

7. Information –

a. **Annual Report** – Mr. Urias reported that a group called the District Advocate Group (DAG) can assist with producing the annual report. The committee will need to provide guidance on what content should be included, and DAG can generate the report accordingly. Mr. Urias reviewed a sample Measure A Annual Report, noting that it is very detailed, and asked committee members to review the sample. DAG can use the same format as the sample report. Once the report is generated, the committee will review it at a meeting prior to its presentation to the Board on February 11, 2025. Chair Adams and Committee Member Arruejo will not be available on February 11. The Committee selected February 3rd at 6pm to review the Annual Report. Committee Secretary John Demers, will be presenting the Annual Report to the District Board Meeting on February 11th. Mr. Britt asked when the audit would be available for the committee to review. Mr. Urias will follow up and report back.

8. Future Meeting - The committee approved the following meeting dates:

February 3, 2025

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

9. Items for Future Consideration –

- *Committee member Abel Velasquez requested to have the attorney attend the next bond oversight committee meeting to address a vendor concern. Mr. Urias requested additional information and clarification to determine if the attorney needs to be involved.*
- *Site Visits*

10. *Adjournment- Meeting adjourned at 7:06 PM.*



Measure E: Annual Report

February 11, 2026

Presented by: Citizen Bond Oversight Committee

PURPOSE: Why are we here?

What a CBOC does

- Reviews expenditures and project progress at a high level (often through staff reports, audits, and project lists).
- Confirms alignment between spending and the bond measure language and project list.
- Communicates to the community through public meetings and periodic reports.
- Flags concerns or recommendations to the board and district leadership

What a CBOC does not

- It is not a decision-making body for selecting contractors, changing project scope, or directing staff.
- It does not replace the Board of Education's fiduciary responsibility or the district's internal controls and external audits.



Education Code Requirement

Annual reporting is required by law:

The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The citizen's oversight committee shall actively review and report on the proper expenditure of taxpayers' money for school construction. The citizens' oversight committee shall advise the public as to whether a school district or community college district is in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 Article XIII A of the California Constitution.

Ref: Education Code §15278(b)

CBOC Members | Measure E

<u>Member</u>	<u>Role</u>
Amanda Adams Chairperson	Parent
Doug Emerson Vice Chairperson	Member-at-Large
James Demers Secretary	Member-at-Large
Ronald Arruejo	Member-at-Large
Steven Auclair	Member-at-Large
Butch Britt	Senior Citizens Committee

<u>Member</u>	<u>Role</u>
Scott Carroll	Parent
E.P. Hadler	Parent and PTO
Elizabeth Ortega	Parent
Jordan Roberts	Member-at-Large
Arturo Torres	Business Community and Parent
Abel Velazquez	Taxpayer Association

Bond Program at a Glance

Measure E (November 2024)

New Construction, modernization, equity & security



Measure A vs. Measure E

	<u>Measure A (2018)</u>	<u>Measure E (2024)</u>
<u><i>Voter Authorized Dollars:</i></u>	\$350M	\$285M
<u><i>Primary Focus:</i></u>	New construction & modernization	New construction, modernization, equity & security
<u><i>Challenges Faced:</i></u>	COVID impacts & schedule delays	Funding timing & cost escalation
<u><i>Lessons Learned:</i></u>	Communication, planning & oversight	Planning, oversight & budget accuracy
<u><i>Expectations:</i></u>	Strong fiscal & project oversight	Budget discipline & equity outcomes

Transparency & Reporting

CBOC Meetings

Quarterly meetings with staff & open to the public

Bond Sales

District staff communicates with CBOC on BAN & Series sales

Audit

Independent audits are only required on expenditures related to Series sales not BANs. The BAN expenditures were still audited in the districts annual external audit. At his time there are no findings to report. This audit can be found on the district website.

Public Access

All meetings are open to the public. All minutes & agendas are posted on the Measure E website

Financials

CBOC & Staff are collaborating on standardized templates for project cost reviews

Financial Snapshot

As of First Interim

Beginning Balance Fiscal Year 2025-26

- \$32,408,270

Estimated Incoming Revenue

- \$75,000,000

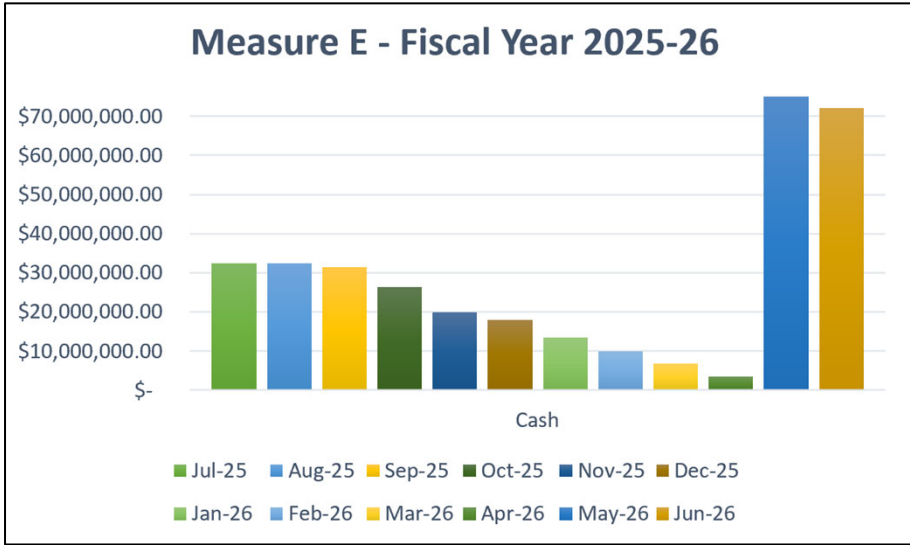
Estimated Expenditures

- \$44,977,855

Estimated Ending Balance Fiscal Year 2025-26

(Dollars encumbered in Fiscal Year 2026-27 for current construction contracts)

- \$62,430,415



Project Status Overview

OHS - New Seating G109	Complete	OHS - Exterior Paint	In Progress	CIHS - CTE Culinary	Design Phase	OHS - Performing Arts Center Refresh	Tentative
ACHS - Warehouse Roofing	Complete	ACHS - Exterior Paint	In Progress	RGHS - Pedestrian Walkway	Design Phase	ACHS - Performing Arts Center	Tentative
ACHS - Bus Barn	Complete	ACHS - Dust Collector	In Progress	All Sites - Library Refresh	Future	HHS - Performing Arts Center	Tentative
HHS - Exterior Paint	Complete	ACHS - Admin Building Roof	In Progress	All Sites - Baseball/Softball Upgrades	Future	HHS - Classroom Furniture	Tentative
RMHS - Aquatic Lockers	Complete	HHS - Portable Removal	In Progress	ACHS - Beach VB Courts	Future	RMHS - Classroom Furniture	Tentative
RMHS - Exterior Paint	Complete	PHS - Exterior Paint	In Progress	HHS - Beach VB Courts	Future	RMHS - Performing Arts Center	Tentative
CIHS - Exterior Paint	Complete	CIHS - Aquatic Center	In Progress	CIHS - Greenscape	Future	RMHS - Traffic Study	Tentative
PHS - Portable Removal	Complete	CIHS - HVAC	In Progress	CIHS - Exterior Fencing	Future	CIHS - Performing Arts Center	Tentative
Transportation - Roofing	Complete	DSHS - Stadium & Playfields	In Progress	PHS - Aquatic Center	Future	PHS - Performing Arts Center Refresh	Tentative
		RMHS - Greenscape	Value Engineer Phase	PHS - Portable Roofing	Future	RGHS - Small Gym/Soccer/EWH Plan	Tentative
		OHS - Greenscape	Value Engineer Phase	PHS - Interior Painting	Future		
				PHS - Tennis Court Resurfacing	Future		

Small Project Highlights

Oxnard High School

- New Theater Seating in Classroom G109
- Project Cost: \$34,819

Before



After



Rio Mesa High School

- New Boys' & Girls' lockers in the Aquatic Center
- Project Cost: \$53,035

Before



After



Transportation Warehouse

- New 30-year roof and underlayment on the warehouse
- Project Cost: \$127,270

Before



After



Stadium & Playfields

Del Sol High School

Financial Summary

Expenditures in 2025: \$18,968,253

Schedule

Stadium expected completion: August 2026

Overall project expected completion: August 2027

Next Steps

Bleacher installation, Artificial turf and track surfacing,
Press box and lighting installation, Final electrical and site
finishes, Multiple surrounding support buildings



Aquatic Centers

Channel Islands High School

Financial Summary

Expenditures in 2025: \$182,700

Schedule

Final completion February 2027

Next Steps

Dewatering and excavation, Mechanical/equipment installation, Finish work and deck paving, Final pool plastering and fill, Commissioning and inspections

Pacifica High School

Financial Summary

Expenditures in 2025: \$102,150

Schedule

Preparing documents to start Bid Process
Estimated construction start March 2027

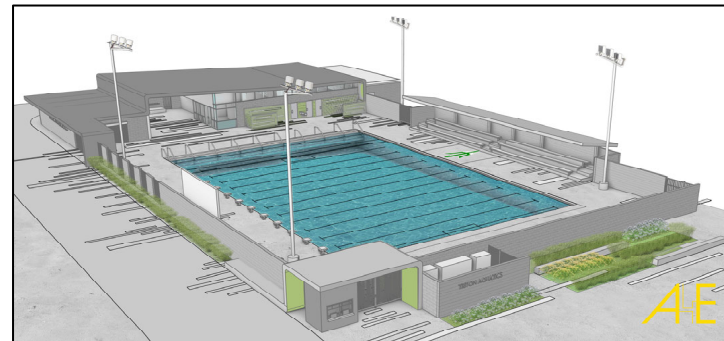
Next Steps

Review and interview documents submitted through the Bid process

Channel Islands High School Aquatic Center



Pacifica High School Aquatic Center



HVAC Modernization

Channel Islands High School

Financial Summary

Expenditures in 2025: \$4,358,200

Schedule

Final completion Summer 2026

HVAC Project Closeout

- Adolfo Camarillo High School
- Hueneme High School
- Rio Mesa High School
- Pacifica High School

Next Steps

Complete Building J, Transition into Building H for final project completion



Exterior Painting

Completed Exterior Painting Project

Hueneme High School

- Project Cost: \$282,963

Rio Mesa High School

- Project Cost: \$182,426

Channel Islands High School

- Project Cost: \$257,020

Upcoming Sites

- Oxnard High School
- Adolfo Camarillo High School
- Pacifica High School



Thank You

Measure E is advancing according to plan, maintaining fiscal discipline, and delivering on voter expectations while building transparency into every phase of implementation.

Your oversight strengthens this work.

We welcome your feedback and look forward to continued partnership.

OUHSD CUPCCA Guide

Use Only for Public Works and Maintenance Projects

Not Applicable for Purchases of Equipment, Materials, Supplies, or Services

\$74,999 or Less	\$75,000 - \$220,000	\$200,000 or More
<p>Obtain informal quotes (3)</p> <p>Work at \$25,000+ Requires Payment and Performance Bonds Before Start of Work</p> <p>Project Value \$1-\$24,999</p> <ul style="list-style-type: none"> ● Submit Requisition ● Attach 3 Quotes <p>Project Value \$25,000 - \$74,999</p> <ul style="list-style-type: none"> ● Submit Requisition ● Attach 3 Quotes ● Submit to DIR <p>For All Work:</p> <ul style="list-style-type: none"> → Issue Contract Template → Obtain COI → Change Orders Cannot Exceed 10% → Bid Bond/Security Not Required → Do Not Bid Split → Agreements now required 	<p>Informal Bid Process</p> <p>FMO provides scope, timelines, plans, drawings, estimated project value, license requirements, etc.</p> <ol style="list-style-type: none"> 1. Purchasing issues Notice of Bid through Quality Bidders/Colbi to CUPCCA approved Contractors (at least 10 calendar days prior to bid deadline) 2. Perform Job Walk 3. Answer RFI's 4. Bid Bond is optional but preferred 5. Receive electronic bids 6. Check Contractor is on CUPCCA list and Bid Docs are responsive 7. Board approval for lowest, responsive bidder 8. Issue Notice of Intent to Award 9. Obtain board approval 10. Issue Notice of Award 11. Receive agreement, payment bond, performance bond, signed work documents, COI 12. If all req'd docs received, OUHSD signs agreement 13. Issue Notice to Proceed w/executed Agreement 14. Submit requisition 15. Issue PO to Contractor 16. Submit to DIR & Obtain DIR # for Project 	<p>Formal Bid Process</p> <p>FMO provides scope, timelines, plans, drawings, estimated project value, license requirements, etc.</p> <ol style="list-style-type: none"> 1. Purchasing issues Notice of Bid in Newspaper & Website (at least 14 days prior to bid deadline) 2. Purchasing sends notice to 4 trade journals (at least 15 calendar days prior to bid deadline) 3. Purchasing sends notice through Quality Bidders to all contractors holding required license(s) 4. Perform Job Walk 5. Answer RFI's 6. Bid Bond required 7. Receive electronic bids 8. Check that Docs are responsive 9. Board approval for lowest, responsive bidder 10. Issue Notice of Intent to Award 11. Obtain board approval 12. Issue Notice of Award 13. Receive agreement, payment bond, performance bond, signed work documents, COI 14. If all req'd docs received, OUHSD signs agreement 15. Issue Notice to Proceed w/ execute agreement 16. Submit requisition 17. Issue PO to Contractor 18. Submit to DIR & Obtain DIR # for Project

Notes: A Change Order Cannot Exceed 10% of Original Contract Amount & Requires Board Approval

Notice of Completion Required on Projects

If labor is not incidental, public works rules above apply

7.15.24 DR rev 6.27.25