**CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC) MEETING MINUTES**

Hillsborough City School District
December 15, 2025 @ 12:30 PM
**District Office Collaboration Center: In-Person**

## I. OPENING ITEMS

A. Call to Order

The meeting was called to order by CBOC Chair Clement Chen and second by Shelby van Doren

B. Roll Call

**CBOC Members:**
Clement Chen
Bonnie Feldman
Sara Heston
Shelby van Doren
Deb Kelly
Lori Williams

**HCSD Staff Members:**
Ron Russo
Joyce Shen
Michelle Yau
Larry Raffo

**HCSD Board Members:**
An Chen

**Van Pelt Construction Services:**
Eric Van Pelt
Louann Carlomagno
Merry Te
Yashraj Shah

## II. REPORTS DISCUSSION AND POSSIBLE ACTION

A. Approval of September 15, 2025 Meeting Minutes: Linked here

1. President Clement Chen motioned to approve the meeting minutes; Bonnie Feldman seconded the motion. Minutes unanimously approved.

B. Meeting Focus: Ensuring all CBOC members have basic literacy about our mission
    1. Understanding your role as CBOC members (Education Code Section 15278 and The Brown Act)
        a) Description of the responsibilities of the Citizen Bond Oversight Committee (CBOC): Paragraph (b) of California Education Code Section 15278
            - President Clement Chen discusses that CBOC members provide a service to make sure the bond money is being spent on the facilities and provide oversight.
            - Louann discussed The Brown Act - All discussions of the CBOC need to be in public. Members may not group together outside of the meeting including discussing matters within emails or text messages.
    2. Measure H Project Overview
        a) Construction Update presented to the HCSD Board of Trustee (September 2025)
        b) Summer 2025 Projects
            - *District Wide Security Camera Upgrades* - All sites, including the district office have new security cameras along with a program called ActiveNet, to assist First Responders in case of emergencies.
            - *South Roofing, HVAC & Fire Alarm* - New shingled roofs, new fire alarm system, and new HVAC units have been installed. The library basement holds an HVAC unit the size of a small car that services the main pod. Fire alarm systems include new wiring, lights, bells and sensors.
            - *Crocker Town Waterline Relocation, Roofing and HVAC & Culinary Arts* - The town had a waterline going through the campus, which the contractors assisted with relocating it due to future construction. The site received new roofing and HVAC systems, along with a new Culinary Arts space which was previously the staff work room.
            - *West MPR, Waterline & Sewerline Replacement, and New Staff Restrooms* - For the MPR, the contractors are working on the building footings and the steel structure. For the waterline project, Larry clarified to the members that the water line is being routed through the classrooms, instead of beneath the ground, to prevent the need to go through the concrete and to save money. The domestic sewer pump station was upgraded. The staff restrooms have been newly renovated as well.
    3. Review of Project Evaluation and Selection Process

a) Understanding how Measure H projects are evaluated and selected
    - The facilities team meets at least once a month and will discuss project priorities.
        (a) The funds allocated for the West Library Modernization project were repurposed to cover the West underground utility upgrades.

4. Measure H Overview: Financial and Project Update
    - Eric Van Pelt explains the money is not all accessible at once, the bonds need to be sold in tranches. The timing of the sales is important because the district will need a plan to spend 85% of the bond dollars within 3 years of the sale. If the district has the money, they usually space out the sales to avoid arbitrage. Accessed property values - Bond sales must be staggered, as the full amount cannot be sold concurrently. This is necessary to ensure that bond funds are available as needed for the subsequent phases of projects.
5. Quarterly Financial Report -
    a) Quarterly Board Report - breaks down the expenses by project
    b) Manual R071 Data From Fiscal53-LM - breaks down expenditures for each project by vendor or contractor
6. Annual Audit Report
    a) Presentation of the report by the auditors will take place in February 2026

**III. STAFF REPORTS**

A. There were no staff reports.

**IV. COMMITTEE MEMBER REPORTS**

A. There were no committee member reports.

**V. PUBLIC COMMENTS FROM THE COMMUNITY**

A. There were no comments from the public.

**VI. CLOSING ITEMS**

A. Next meeting: February 2, 2026 - Audit Report Review and Prep Annual Report

B. CBOC Chair Clement Chen called the meeting to order.

1. Bonnie Feldman Seconded to adjourn the meeting