

**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 11<sup>th</sup>. 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 2<sup>nd</sup> 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.*