

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

Date: February 3, 2026

Time: 6:00 PM

Place: OUHSD District Office, Hueneme Conf. Room

Members Present	Members Absent	Staff Present	Guests
Amanda Adams, Chairperson	Doug Emerson, Vice	Richard Urias	
John Demers, Secretary	Chairperson	Sylvia Abu-Aita	
Ronald Arruejo	EP Hadler	Zack Pusatere	
Butch Britt -via phone conference	Steven Auclair	James Ketcham	
Scott Carroll	Arturo Torres		
Jordan Roberts	Abel Velasquez		
Elizabeth Ortega			

1. Call to Order – Meeting called to order by Chair Adams at 6:05 PM.

2. Pledge of Allegiance – Mr. John Demers led the Pledge of Allegiance.

3. Adoption of Agenda

Upon a motion by John Demers seconded by Ronald Arruejo, the Committee adopted the agenda of February 3, 2026 Regular Committee meeting with an amendment to table Item Number 7 a. for a future meeting as presented, all in favor.

4. Adoption of Minutes

Upon a motion by Scott Carroll seconded by John Demers, the Committee adopted the minutes of December 9, 2025 Regular Committee meeting as presented, all in favor.

5. Audience to Address the Bond Committee

No Comments

6. Information/Possible Action

a. Annual Report –

Zack Pusatere presented a draft of the Annual Report. He noted that a Measure E audit for 2024–2025 is not available at this time, as independent audits are required for expenditures related to bond series issuances rather than Bond Anticipation Notes (BANs). However, BAN-related expenditures were included in the District’s annual external audit, and there are currently no findings to report. This audit is available on the District’s website.

The Committee recommended minor revisions to the report, including adjustments to font size and correction of a committee member’s name. Committee member Elizabeth Ortega suggested possibly sharing the report or more important accomplishments more broadly with parents and the community, such as through publication in a newspaper like Vida newspaper, emphasizing the value of highlighting ongoing progress. Chair Adams supported the idea and suggested promoting major events, such as groundbreaking ceremonies, through community outreach and local publications.

The Committee recommended adding language at the conclusion of the Annual Report stating that the CBOC confirms alignment among expenditures, bond measure language, and the approved project list.

Mr. Urias reported that the Annual Report will be presented to the Oxnard Union High School District Board of Trustees on February 11, 2026, for acceptance. He requested that a committee member attend the meeting to present the report. Mr. John Demers was recommended to serve as the presenter on that date.

Upon a motion made by John Demers and seconded by Ronald Arruejo, the Committee approved the Annual Report as presented, subject to administrative edits. The motion carried unanimously.

7. Status Reports

a. Procurement Process – Tabled to next meeting

b. Projects Update -

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

Mr. Ketcham discussed the next steps for Del Sol High School, which include installation of bleachers, artificial turf and track surfacing, press box and lighting installation, final electrical work and site finishes, and construction of multiple surrounding support buildings.

Mr. Urias reported that Del Sol High School currently must travel off-site for all practices and athletic activities due to the lack of completed on-campus facilities. He noted that this is not an ideal situation, and efforts are underway to complete the school's stadium so it can support multiple sports programs. He added that the school is scheduled to hold its first graduation at the end of the next academic year, and expressed the goal of having the ceremony take place in its own stadium, consistent with other high schools in the District

Mr. Ketcham reported on the status of the Aquatic Center at Channel Islands High School (CIHS). He outlined the next steps, which include dewatering and excavation, mechanical and equipment installation, finish work and deck paving, final pool plastering and filling, and commissioning and inspections.

Chair Adams asked whether ongoing pumping would be required once the pool is installed, noting that Channel Islands High School is located in an area with a high-water table. It was explained that once the pool is filled, it is expected to remain stable. A pumping system will be in place to support maintenance activities or any situation requiring the pool to be drained.

Mr. Ketcham reviewed the HVAC modernization program, noting that Channel Islands High School is the final campus requiring retrofit work, which is anticipated to be completed by the summer, including remaining work in Building J (Music Room) and Building H. He also reported that project closeout activities are currently underway at Camarillo High School, Hueneme High School, Rio Mesa High School, and Pacifica High School, where construction has been completed.

Mr. Urias reported on the exterior painting project, noting that each building has been clearly labeled with large, highly visible letters to enhance safety and emergency response. He also provided an update on Proposition 28, passed approximately three years ago, highlighting efforts to engage students in painting murals on select buildings. This initiative encourages student participation and fosters pride in maintaining an attractive campus environment.

c. Financials Update –

Mr. Pusatere also provided a financial overview for 2025–2026, including available cash flow, and presented a status update on projects categorized as completed, in progress, future, and tentative. In response to an inquiry from Mr. Arruejo regarding project deadlines, Mr. Ketcham confirmed that all projects are on schedule. Updates on smaller projects included new theater seating in classrooms at OHS, boys' and girls' lockers at the RMHS aquatic center, and a new roof and underlayment for the transportation warehouse.

As of First Interim, the Fiscal Year 2025–2026 beginning fund balance is \$32,408,270. Estimated incoming revenue is \$75,000,000, with projected expenditures totaling \$44,977,855. The estimated ending fund balance for Fiscal Year 2025–2026 is \$62,430,415, which includes funds encumbered for Fiscal Year 2026–2027 related to current construction contracts.

Additionally, Mr. Pusatere reviewed updates on the stadium and playfields, noting an estimated stadium completion date of August 2026, with overall project completion anticipated by August 2027.

Committee reviewed the financials.

8. Future Meeting - The committee approved the following meeting date: *April 28, 2026*
All meetings at 6:00 PM. Location at 1800 Solar Drive, Oxnard Hueneme Conference Room 2nd floor.

9. Items for Future Consideration –
Site Visits

10. Adjournment- *Meeting adjourned at 7:03 PM.*