Sequoia Union High School District
Citizens' Bond Oversight Committee (Measure W)

Unapproved Meeting Minutes
March 5th, 2026 District
Office
480 James Avenue, Redwood City, CA 94062
4:00 p.m.

The agenda is available for review at the District's website: www.seq.org. A recording is made of each meeting to help with the minutes and kept only for 30 days.

For in-person attendance:
Sequoia Union High School
District Birch Conference Room
480 James Avenue
Redwood City, CA 94062

1. **Call to Order and Roll Call** — CBOC Chair
   a. Chair Alan Sarver called the meeting to order at 4:01 p.m.

2. **Welcome New CBOC Member, Peter Baran** — CBOC Chair
   a. The Committee welcomes new CBOC member Peter Baran

3. **Public Comment on Non-Agendized Items** — CBOC Chair
   Public comments on issues not on the agenda are limited to a maximum of three minutes per individual unless the Chair elects to limit or extend the amount of per-speaker time.
   a. Speaks on CBOC email
   b. Janea Marking, CBO, provides 2 e-mails received at the CBOC email
      i. E-mail from Chris Robell
      ii. Second e-mail from Chris Robell
   c. Chair Alan Sarver speaks on how to handle receipt of emails to the CBOC email
      i. Victor Torreano agrees with receiving the emails during the CBOC meeting in public
      ii. Mr. Shank seconds
      iii. Mr. Nuanez thirds
      iv. Mr. Baran fourths
   d. Chair Alan Sarver would like to have emails as an agenda packet so they can see it a couple of days before the meeting
   e. Chair Alan Sarver would like to share the CABOC information and get members familiar with it

4. **Action: Approval of Minutes from December 11, 2025 (Roll Call)** — All Members
   a. Mr. Torreano makes a motion to accept, Mr. Shank accepts
   b. **Action:** The minutes of December 11, 2025, were approved by roll call vote(5–0).

5. **Information: Measure W Audit Report for the Fiscal Year Ended June 30, 2025** — CBOC Chair
   a. Ms. Marking presents the audit report from Chavan & Associates, LLP
      i. Audit came back clean
   b. Mr. Torreano asks how long the district has been partnered with Chavan & Associates, LLP
   c. Mr. Torreano asked questions regarding issuance costs; Ms. Marking addressed them
   d. Mr. Torreano asks about the bond issuance cost and if we can do a trend analysis

6. **Action: Approval of 2024-2025 Annual Report** — All Members
   a. Mr. Torreano and Chair Sarver are interested in posting the annual report in the newspaper
   b. **Action:** Mr. Baran motions to approve, Mr. Nuanes seconds, unanimous approval

7. **Information: Financial Quarterly Update** — Asst. Supt., Admin. Services
   a. Ms. Marking presents the financial quarterly update

8. **Information: Progress Report on Measure W Projects** — Chief Facilities Officer
   a. Chief Facilities Officer Naidu goes over the project report
   b. Mr. Torreano would like to see how we stand today against the master schedule that was presented to the CBOC at the beginning of the bond
   c. Ms. Marking reminds the CBOC that they are always welcome to request a site visit to the construction sites

9. **Committee Member Announcements/Reports** — CBOC Chair/Members
   a. Mr. Torreano wants to remind us to add the calendar to the agenda, just to remind us of what is coming up

10. **Adjournment** — CBOC Chair
   a. The meeting was adjourned at 5:34 p.m. on a motion by Mr. Torreano, seconded by Mr. Cadiz.

Notice: Pursuant to Government Code 54954.2, Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, should contact Janea Marking at least three working days prior to the meeting at jmarking@seq.org. Notification in advance of this meeting will enable the District to make reasonable arrangements to ensure accessibility.