

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

Date: April 28, 2026

Time: 6:00 PM

Place: OUHSD District Office, Hueneme Conf. Room

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

1. Call to Order – Meeting called to order by Vice Chair Emerson at 6:03 PM.

2. Pledge of Allegiance – Vice Chair Emerson led the Pledge of Allegiance.

3. Adoption of Agenda

Upon a motion by John Demers seconded by Abel Velasquez, the Committee adopted the agenda of April 28, 2026 Regular Committee meeting as presented, all in favor.

4. Adoption of Minutes

Upon a motion by Ronald Arruejo seconded by Scott Carroll, the Committee adopted the minutes of February 3, 2026 Regular Committee meeting as presented, all in favor.

5. Audience to Address the Bond Committee

No Comments

6. Information/Possible Action

a. DSHS Certificate of Participation (COP) to Augment A Funds.

Mr. Emerson requested clarification regarding the Certificate of Participation (COP).

Mr. Urias explained that the 2018 Bond Measure was approved prior to the COVID-19 pandemic. Project budgets were developed before the pandemic; however, once campuses were closed to students, the District accelerated HVAC replacement projects across all campuses requiring upgrades. Work that was originally expected to take five or more years was completed within a couple of years.

Mr. Urias stated that the accelerated HVAC projects significantly increased project costs, which impacted the Del Sol High School (DSHS) project. The new high school had originally been budgeted at \$150 million, but construction cost increases associated with the pandemic created a funding gap. To address this shortfall, the District issued a \$50 million Certificate of Participation (COP) to bridge the difference between the original Measure A budget and the actual project costs.

Mr. Pusatere noted that the District's annual audit report includes a section on the Certificate of Participation under the "Notes to the Financial Statements." He explained that this section provides details regarding the purpose of the COP, interest rates, outstanding balance, and other related information. Mr. Pusatere reviewed the 2024–2025 audit report with the committee to demonstrate the level of detail provided in the auditors' report regarding the COP.

Mr. Arruejo asked whether the matching funds received under Measure A would be added to Measure E. The response was that the project was submitted as a single, comprehensive project, and all related funding would be deposited into one restricted fund.

7. Status Reports

a. Procurement Process –

Mr. Urias reviewed the Uniform Public Construction Cost Accounting Act (CUPCCA) Guide, which governs public works and maintenance projects. He explained the various project cost thresholds and the procurement procedures required under CUPCCA, including the appropriate bidding process based on the project amount.

Mr. Urias also noted that the District includes conflict-of-interest disclosure language in all applicable solicitations and requires vendors to disclose any potential conflicts of interest as part of the procurement process.

b. Projects Update -

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

Mr. Ketcham reported that the Del Sol High School Stadium project is progressing well and remains on schedule. Efforts are being made to expedite completion of the playing field so the campus can utilize the practice fields during the summer, with the goal of hosting games beginning in October. He explained that work on the restrooms will continue while the field is in use, allowing the remaining construction to proceed concurrently. The overall project remains on schedule for completion in August 2027.

Mr. Ketcham reported that the major pool project at Channel Islands High School (CIHS) is progressing as scheduled and remains on track for completion in February 2027.

Mr. Urias noted that the project has encountered a few unforeseen challenges due to the campus being approximately 70 years old. One of the issues identified is the need to install a new fire line to meet current requirements.

c. Financials Update –

Mr. Pusatere reviewed the financial report with the committee, including the budgeted column that was added in response to the committee's request. Mr. Arruejo referred to page 11 regarding the Capital Outlay section. Mr. Urias noted that this section represents funds set aside for the completion of projects. Mr. Arruejo requested clarification regarding pages 12 through 14.

Mr. Pusatere explained that page 14 reflects the Series A funds received, page 13 provides information related to the Bond Anticipation Note (BAN), and page 12 reflects administrative salary expenses.

Mr. Emerson commented that this was the first time he felt comfortable with the financial information presented and the responses provided to the committee's questions. He emphasized that, as an oversight committee, having clear financial reporting and adequate explanations is essential to fulfilling the committee's responsibilities.

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

June 23, 2026 at 5pm was approved. This meeting will be at Del Sol High School for a site tour.

9. Items for Future Consideration

Site Visits – schedule a meeting at Del Sol High School use that as a tour of the facility.

Mr. Britt discussed the importance of committee member participation, noting that serving on the committee is a commitment and that the committee has been struggling to achieve a quorum at recent meetings. He suggested reaching out to members who have not been attending.

Mr. Urias stated that he would contact those members to determine whether they intend to remain committed to serving on the committee or if they wish to resign from their positions.

The committee bylaws will be shared with committee members at the next meeting for review.

Mr. Hadler asked whether committee members could attend meetings remotely. The committee discussed that recent changes to the Brown Act have made remote participation more accessible. Members noted that offering a remote attendance option could help the committee achieve a quorum for future meetings.

10. Adjournment- *Upon a motion by Ronald Arruejo seconded by Abel Velasquez, the meeting was adjourned at 6:49pm.*