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MEETING MINUTES

We welcome you to this meeting of the LGSUHSD Citizens Bond Oversight Committee (CBOC). The public may make comments relevant to agenda items at the time so designated on the agenda. Public comment will not be heard outside of the designated time. **You may provide public comment by using the Raise your Hand** feature, once you have logged in and registered using the posted Zoom link. The host will be notified that you have done so. Once you are recognized by the host, you may be asked to unmute your speaker. You will have a maximum of three minutes to speak (with a maximum of twenty minutes for one topic). While not required, we would appreciate it if you would identify yourself with your name and address when addressing the CBOC. Any individual requiring disability-related accommodations or modifications including auxiliary aids and services in order to participate in the CBOC meeting should contact the Superintendent's office in writing.

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the Secretary or Clerk of the Board. (Education Code 49073.2)

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Attendance

Voting Members
William Becker, CBOC - **Absent**
Mike Buncic

Rita Cao
Kathy Granger, CBOC
Carol Musser
Denise Ramon Herrera
Michele van Zuiden

I. Call to Order

The meeting was called to order at 3:30 p.m.

A. Roll Call - Establishment of a Quorum

II. Approval of the Agenda

Approve the CBOC agenda

Motion made by: Rita Cao
Motion seconded by: Denise Ramon Herrera

> ***Voting results:***
> Yes: Mike Buncic
> Yes: Rita Cao
> Yes: Kathy Granger
> Yes: Carol Musser
> Yes: Denise Ramon Herrera
> Not Present: Michele van Zuiden

III. Public Comment - Report/Discussion Items

There was no public comment regarding agendized / report discussion items.

IV. Report/Discussion Items

A. Needs Assessment

Mr. Todd Lee, Greystone West (GSW), presented a summary of the recent Needs Assessment.

Ms. van Zuiden asked if the listed maintenance items would be covered by deferred maintenance funds; why would Measure E funding be used? asked if we will be paying project management fees for general maintenance projects?

CBO Perley noted State of California used to require a 3% allocation for routine restricted maintenance and includes staffing; State also used to match a 5 year deferred maintenance budget - which is now no longer available but is rolled into the LCFF model and, as a community-funded district, we don't get as much of that.

CBO Perley noted that, usually a program manager would do this needs assessment at the beginning of a Bond program; noted that since it was done later in the program, some of the items listed may be designated for a possible future bond; noted some of the smaller projects are being handled in house and not going through GSW; noted that some of them, e.g., HVAC/Roofing, are large and need to be coordinated by GSW and we then get financial savings by virtue of doing these larger projects as a package; noted that the broad categories in the original bond language, e.g., Roofing/HVAC so some of the listed projects will be covered by the bond even though they're also listed in the needs analysis.

Ms. Musser shares some of the same concerns.

CBO Perley noted there is no sunset on spending of bond funds; noted there are limits on arbitrage, i.e., we can't earn interest beyond a certain cap; bond funds must be spent in a reasonable time to avoid arbitrage.

Ms. Marashian clarified that the original bond language does provide for HVAC and roofing and essential repairs.

B. Measure E Budget Overview

CBO Perley provided a budget overview, including information about the $2.4M in unallocated interest which could be used for some of the identified projects from the needs assessment.

Ms. van Zuiden noted immediate needs have been included in the bond overview; does this mean the Board has approved the use of bond funds for these projects.

CBO Perley noted it means that the Board has been made aware of the needs and that the dollars needed to complete those projects have been added; the Board still needs to determine exactly how they'll be funded, e.g., possibly using the unallocated interest; the Board needed to be aware of these needs as they review other projects that have been on the list; noted some of the items on the list have already been addressed or budgeted through the small site improvements.

Ms. van Zuiden asked about the $4.37M allocated in a reserve fund for HVAC while there are no immediate needs identified.

CBO Perley noted most of our units are 15-20 years old; noted, as we transitioned back to in person learning, the ventilation requirements increased due to Covid and our units are now being asked more of; noted this could result in greater unit failure, meaning we will need to replace them on a staggered basis, probably 20% of units beginning in the fall 2021.

Ms. van Zuiden asked about state and federal funds that could cover this? CBO Perley noted it has not yet been allocated. Ms. van Zuiden asked for more information about the HVAC reserve fund - will it mean that the Bond will remain open to address ongoing HVAC needs, assuming other needs have already been met\. CBO Perley noted it will ultimately be a Board decision; noted many of the planned projects have never had funds allocated; noted

we could use any available state funds; could consider going out for another bond.

C. Upcoming Measure E Projects

CBO Perley and Mr. Lee provided an overview of the completed and upcoming projects at both sites.

Los Gatos High Update:

Ms. van Zuiden asked if some of the improvements in the LGHS library have been done, e.g., carpet and counters? CBO Perley noted some have been but the scope needs to be better defined before we turn the project over to GSW; need to determine if the budgeted amount will be sufficient to cover the defined scope once defined; the SBC plans to address immediate needs and then look at how much is available; noted this will be revisited with the Board.

Ms. van Zuiden asked how the recent SBC discussions impacted the prioritization of projects; noted she doesn't recall them including maintenance items.

Mr. Lee noted a needs assessment identifies high dollar needs that can't be funded by the routine maintenance funds; noted that it's important to make sure that, as you head towards the end of the bond, it's important not to have large budget needs that are not addressed; reiterated that the board will ultimately make the decision; noted that the board is looking for prioritization input comes from the Site Bond Committees.

Ms. Musser asks who has a voice in these decisions; asks specifically about the cafeteria improvements? CBO Perley noted that input is provided by the Site Bond Committees, relevant site and district staff; noted the ultimate budget decision is made by the Board of Trustees.

CBO Perley noted the equipment to replicate the LGHS program has been installed at SHS; noted the same food service consultant is being used to implement the program at SHS; noted the LGHS cafeteria had been upgraded in the 2019/20 school year.

Saratoga High Update:

Mr. Ferranti (GSW) reviewed the project listing; noted the roofing is included in the design for the individual projects; noted many of the projects are wrapped up; there are some final components of some projects that need to be wrapped up.

CBO Perley noted that we continue to allocate funds for projects that are complete given that some expenses/invoices come in later, e.g., looking at the listed expenses for the 900 wing.

Ms. van Zuiden asked about budget allocations for the 900 wing roof? CBO Perley noted that the roof for that wing does need additional work so will package re-roofing it with the HVAC project, due to the required penetrations into the roof after the initial patching; noted that, initially, the roof was deemed to have a life expectancy of 5 years so was patched. Mr.

Lee noted that, later, it was determined more work was needed so it was packaged with the other roofing projects so take advantage economies of scale.

Ms. Ramon Herrera asked for future updates about any significant change orders.

CBO Perley noted change orders don't necessarily change the overall budget since contingencies are built in, unless the contingency budget is not sufficient or the original budget is changed; noted many of the numbers presented at the next meeting will be updated.

Mr. Lee noted that IR EB4 has just been repealed; it would have put a huge financial burden on the district for remaining projects, e.g., an additional $600K for the SHS Engineering project.

CBO Perley said that, based on Mr. Lee's update, we will be able to continue to prioritize and define scope for remaining projects; noted that other committees establish priorities; the CBOC is responsible for determining, after the fact, if the funds were spent appropriately and in accordance with the language of the ballot measure.

Ms. Ramon Herrera asked if the three new positions on the last Board agenda will be funded by the bond?

CBO Perley noted the Director - Facilities position is more a maintenance and operations/transportation function; this position will now be funded by the general fund; noted no internal staff are funded by the bond moving forward; noted GSW funding does come from the bond based on the specific project amount - it is about 4-5% of the project budget and is based on the OPSC (Office of Public School Construction) fee schedule; is built into the construction budget; is listed on the board item when approved; fees are paid on a monthly basis based on the monthly work flow.

D. CBOC Membership/Terms

Ms. Marashian presented information about CBOC membership terms; noted that 3 members of the CBOC have terms expiring in fall 2021 and that the district will be reaching out the local press, parent groups and the community to solicit membership applications; noted that CBOC members who have already served two terms are ineligible to reapply at this time, per the CBOC bylaws.

V. Public Comment - Report/Discussion Items

There was no public comment.

VI. Public Comment - Action Items

There was no public comment.

VII. Action Items

A. CBOC Minutes - April 12, 2021

Approve the Minutes, April 12, 2021, amending the signature line to read CBOC Chair instead of Superintendent.

Motion made by: Kathy Granger
Motion seconded by: Denise Ramon Herrera

> ***Voting results:***
> Yes: Mike Buncic
> Yes: Rita Cao
> Yes: Kathy Granger
> Yes: Carol Musser
> Yes: Denise Ramon Herrera
> Not Present: Michele van Zuiden

B. Minutes - February 4, 2021

Approve the Minutes, February 4, 2021 amending the signature line.

Motion made by: Rita Cao
Motion seconded by: Kathy Granger

> ***Voting results:***
> Yes: Mike Buncic
> Yes: Rita Cao
> Yes: Kathy Granger
> Yes: Carol Musser
> Yes: Denise Ramon Herrera
> Not Present: Michele van Zuiden

VIII. Committee Member Comments

Ms. Ramon Herrera thanked Ms. Musser for her leadership, CBO Perley for her expertise, Ms. Marashian for organizing the meetings.

IX. Adjournment

The meeting was adjourned at 5:31 p.m.