CABRILLO UNIFIED SCHOOL DISTRICT

November 16, 2021

Measure M
Facilities Bond & Parcel Tax Citizens' Oversight Committee Minutes

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November 16, 2021 (6:30 PM)

Zoom Meeting Link

Please join my meeting from your computer, tablet or smartphone.
You can also dial in using your phone.
United States: 1-346-248-7799

Passcode: 64664053

Measure M Facilities Bond Oversight Committee
Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

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1. **CALL TO ORDER - 6:30 PM**

2. **ROLL CALL/QUORUM**

x Mr. Mike Alifano, Chair
___ Mr. Karl Rupilius
x Ms. Lisa Zanette, Secretary
___ Mr. Zachary Bennington
x Ms. Charmion Donegan
x Ms. Leni Liakos
___ Ms. Breanna Lafontaine
x Mr. Gary Malhiot
x Ms. Kendra Holland
x Mr. Jesus Contreras, Chief Business Official
x Mr. James Crawford, Bond Construction Consultant
Holly Lynne, and Paul Pham (Auditor) were also in attendance

3. **PLEDGE OF ALLEGIANCE**

4. **ADOPTION OF AGENDA AS PRESENTED/AMENDED**

Motion: Kendra_____Second: Charmion_____Vote: All in Favor

5. **COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT ON THIS AGENDA**

NOTICE TO THE PUBLIC ABOUT COMMENTS

Members of the audience will be given an opportunity to address the Committee at this time on matters not on the agenda. The Chairperson will recognize those members of the audience who wish to address the Committee. The Committee reserves the right to limit the time of presentations by individuals (three minutes) and to limit cumulative time (twenty minutes) when there are multiple speakers addressing the same issue. No action may be taken on matters not on the agenda.

6. **INFORMATION/DISCUSSION AND POSSIBLE ACTION ITEMS**

a. **Measure M Expenditure Reports:** July-September 2021
The following reports will be presented to the Oversight Committee.

i. Bond Financial Summary Report
ii. Bond Detail Activity Report
iii. Bond Project Expenditures Report

Updates:

- Cunha Lawsuit is ongoing.
- El Granada is slated to have new classrooms replace the current portables. Timeline includes 4-6 months for design, 4-6 months for DSA approval, then out to bid. Process has begun.
- Farallone View Phase 1 will be presented at the board meeting this week. This phase includes the office and K wing.
- Hatch preschool playground has seen delays with supply chain issues.
- Ag project at the high school will go to bid this week.
- Cunha roofing project is still in progress. Correcting water damage found during roof work. Water damage in the exercise room was completed.
- 6 buildings will have roof repairs/replacement at the high school.
- Landscape at Cunha has been completed.
- Will be updating HVAC in the E wing at Cunha, and K wing at the high school.
- Pavement projects will occur at multiple sites
- Solar project includes a parking structure at Hatch, a rack at Boys and Girls location, and replacing current panels with more powerful panels.

Q: Charmion asked about the lights at the HS football field. A: Jesus explained the staff is still training on how to properly use the system.
Q: Charmion asked about general custodial help, since she's noticed some of our facilities seem to be in disrepair. A: Jesus is actively searching for qualified custodial/maintenance staff.
Q: Kendra would like to know if there's a timeline for El Granada. A: They are working on logistics.
Q: Leni would like to know if there's an updated master plan available. A: Yes, there was a master plan presented earlier this year. Jesus and Holly will provide us with the electronic location after the meeting.
Q: Gary would like to know if there is a concern about time and costs increasing. A: Yes, this is a concern.

Also, the district needs to start thinking about how we fund technology when bond dollars are depleted.

Leni motioned to approve the report of section 6a, Charmion seconded, and all were in favor.

b. **Parcel Tax Expenditure Reports:** July-September 2021
The following reports will be presented to the Oversight Committee.

i. Parcel Tax Summary Report
ii. Parcel Tax Program Report
iii. Parcel Tax Detail Report

- Again, a clarification was needed to explain the line-item description "administration". Funds are used for site administrative personnel, NOT administrators. This description is built into the software and can't be changed.

Leni motioned to approve the report of 6b, Charmion seconded, and all were in favor.

c. Presentation of the Bond Audit by Chavan & Associates

i. Bond Audit Report 2020

- Mr. Pham reviewed the audit report. There was nothing found to be concerning in the report by any committee members in attendance.

7. **APPROVE MINUTES OF AUGUST 24, 2021 COMMITTEE MEETING**

Motion: Kendra Second: Charmion Vote: All in Favor

8. **UPCOMING MEETING DATES**
Possible meeting dates: 1/11/22, 4/05/22

9. Meetings may be scheduled, rescheduled and/or cancelled as required to conduct the business of the Oversight Committee.

- Mike will present the committee report to the governing board on December 14, 2021. Mike welcomes additional committee members to join him.

10. **ADJOURNMENT OF THE MEETING**

Time: 7:51 P.M.