



# CITIZENS' BOND OVERSIGHT COMMITTEE

## MEETING MINUTES

**Wednesday, April 10, 2019**  
**Tour: 6:00 PM, Meeting: 6:30 PM**

**Silver Creek High School, Room K2 (Building K)**  
*3434 Silver Creek Rd, San Jose, CA 95121*

*The following were in attendance.*

### **CBOC**

Godbole, Rajesh  
Got-Lopez, Melissa  
LoMonaco, Bud  
Martinez, Ramon  
Meadows, Abigail  
Mueller, Raymond  
Schimmel, Barry

### **ESUHSD**

Jew, Chris  
Kwong, Kelly  
Lucas, Julio  
Nguyen, Nhu  
Nguyen, Sandy  
Nguyen, Tu  
Tran, Shelby  
Unger, Janice

### **Guest(s)**

Peters, Joyce (VTD Partner)  
Morrison, Alex (Gilbane)  
Diffenderfer, John (Aedis)

### **CBOC Member(s) Not Present**

Cruz, Andrea  
Navani, Vikas

### **Board of Trustees**

Chavez, Lorena

#### 1. CALL TO ORDER/ROLL CALL

Meeting was called to order at 6:46 PM by Chair Abigail Meadows.

#### 2. PUBLIC COMMENT

None

#### 3. REVIEW AND APPROVE MINUTES FOR PRIOR MEETING

##### **3.01 January 16, 2019 Meeting**

A motion to approve January 16, 2019 meeting minutes was made by member Ramon Martinez and seconded by Rajesh Godbole. Raymond Mueller abstained from voting noting that he could not vote for something he did not know. Melissa Got-Lopez arrived at a later time and was not present for the vote. Motion was carried (5-0). The motion passed unanimously.

##### **3.02 October 10, 2018 Meeting (Amended Minutes)**

The Amended Minutes of October 10, 2018 meeting was reviewed and approved by the Committee.

#### 4. UPDATED ITEM(S) FROM CBOC CHAIR

##### **4.01 Updated Item(s) From CBOC Chair**

Chair Abigail Meadows presented member Ramon Martinez with a Certificate of Recognition to honor his services to the Committee. Ramon Martinez emphasized the importance of the CBOC group and



# CITIZENS' BOND OVERSIGHT COMMITTEE

## MEETING MINUTES

---

their civic duties. He urged the Committee to continue to find ways to overcome challenges and improve the work of the CBOC.

### **4.02 Review Draft of CBOC Annual Report For Fiscal Year 2017-2018**

Collecting a new quote for the CBOC Annual Report and timeline to submit the quote to Nhu Nguyen for the July CBOC Meeting were discussed. The Committee suggested that they should work together to come up with a quote as a group instead of it coming from one person. Member Raymond Mueller voiced that it should be the leadership that comes up with the quote and that Chair can reach out to the members for suggestions if needed.

**ACTION ITEM: Committee to provide Nhu Nguyen, Bond Communications & Document Controller, the new quote by early June 2019 so that she may update the final version of the CBOC Annual Report.**

Nhu and Julio informed the Committee of the district's current methods of making the CBOC Annual Report available to the community:

- Post on East Side Union High School District website
- Post on BoardDocs as an attachment and in the minutes of the Board Meeting
- Distribute hard copies to the sites, in the front office to hand out to parents/people that stop by

More ways of making the CBOC Annual Report available to the community were also discussed and suggested by the Committee:

- The web site should list the annual report and a link to a full report
- Social media, public group

Improvements to be made to the future Annual Reports were also discussed and suggested:

- Vote on creating a sub-committee with better marketing
- More pictures and fewer words
- Template or context of the reports can be changed or replaced by pictures if there is a desire
- Make sure the reports meet all By-Laws requirements
- The Committee reviews the draft of the Annual Reports and gives inputs

**ACTION ITEM: Nhu Nguyen to present the final draft of the Annual Report to the Committee at the July CBOC meeting prior to bringing it to the Board for the August Board meeting.**

### **4.03 Appointment of Member to the Selection Committee for new CBOC Members**

The chair informed that the Committee is looking into the selection of new members. The Selection Committee of new CBOC members requires two (2) Board of Trustees members and one (1) CBOC member. Member LoMonaco stated that, in the past, the Selection Committee received the applications, reviewed, and recommended a member; no interviews were done. Nhu Nguyen reported one (1) renewal and no new applications were received at this time.

Suggestions to improve the New Member Recruitment Process were discussed:

- Provide a link to the application to the Committee to share with the community
- Send a link through SchoolLoop to parents



# CITIZENS' BOND OVERSIGHT COMMITTEE

## MEETING MINUTES

- 
- Post on District's Facebook
  - Request District Outreach person to post the information on the District's LinkedIn
  - Julio, Senior Manager of the Bond Program, will also broadcast it in his personal LinkedIn
  - Member Mueller volunteered to assist with recruitment
  - Member LoMonaco volunteered to sit on the Selection Committee

**ACTION ITEM: Nhu Nguyen to email member Raymond a link to the New Member Application.**

### 5. REPORTS

#### **5.01 VTD 5 BOND AUDIT REPORTS** *(presented by Joyce Peters, VTD Partner)*

Joyce Peters presented the Fiscal Year ending 2017-2018 Annual Audit Report for the five (5) bonds completed by VTD Partner. Auditing processes were discussed:

- Invoices are pulled and reviewed
- Make sure expenses are spent according to their bond language
- Financial and performance audits were performed
- Make sure expenditures match with the District's plan

Auditors looked for abnormalities and patterns when auditing and no significant findings were found.

#### **5.02 Overview on Education Center Adult Transition Program** *(presented by Julio Lucas, Senior Manager of the Bond Program)*

Julio Lucas presented on the overview of Education Center Adult Transition Program North new building at 830 North Capitol Avenue, San Jose, CA 95133. He provided different views of the current Education Center building and briefed on the design and views of the new building. Nhu Nguyen showed a video and drawings of the future new building. The video was well-received by the Committee.

#### **5.03 Updates on New Capital Construction Projects** *(presented by Julio Lucas, Senior Manager of the Bond Program)*

##### ANDREW HILL

- New Field Concession and Restroom Building (in Design – finalizing location)
- Student Union Building with Performance Arts Classroom (in Planning)

##### EVERGREEN VALLEY

- Building A and Building B Wall Removal (test wall in Construction – Spring Break)
- Building G Locker Upgrades (in Planning)
- Cougar Hall, Library, and Valley Modernization (in Planning – 2<sup>nd</sup> meeting with Steering Committee)

##### INDEPENDENCE

- Building A1-Student Union/Building E Music Modernization (in Planning – finalizing agreement with the Bridging Architect)
- New Field Concession and Restroom Building (in Design – finalizing location)
- Restroom Buildings A & D Modernization (in Planning)

##### MT. PLEASANT



## CITIZENS' BOND OVERSIGHT COMMITTEE

### MEETING MINUTES

---

- Supplemental Campus Improvements – adding new entry gate at Rocky Mountain Drive, upgrading the drinking fountains, and improving the custodial areas (in Planning – Architect selected)

#### PIEDMONT HILL

- New Field Concession and Restroom Building (in Design – finalizing location)

#### SILVER CREEK

- Classroom Buildings J and T Modernization (in Planning)
- New Classroom Building K (in Planning)

#### SANTA TERESA

- New Classroom Building (in Planning)
- Soccer Field Conversion to Synthetic Turf (in Planning)

#### W.C. OVERFELT

- New Field Concession and Restroom Building (in Design – finalizing location). Will walk around and leave door hangers in both Spanish and English explaining what the project is about. The first shovel, first fencing will be put down this May (2019).

#### **5.04 James Lick Update - Food Service** *(presented by Julio Lucas, Senior Manager of the Bond Program)*

Julio Lucas presented a video of James Lick High School on their opening day of the Student Union Center with Food Service Staff preparing food and utilizing the new kitchen equipment. A slide show was also presented with pictures of staff and students on the opening day with decoration, balloons, and food. We could see students smiling and enjoying the newly renovated space. Julio also identified three important components for this project that will be applied to future buildings as well:

1. A place where the food is made
2. A place where the food is distributed
3. A place where people enjoy the food

#### **5.05 Capital Program Budget Adjustment Report** *(presented by Janice Unger, Director of Bond Purchasing & Contracts)*

Janice Unger provided the Capital Program Budget Adjustment Reports that were approved by the Board of Trustees through February 28, 2019.

#### **5.06 Budgets and Expenditures Report** *(presented by Janice Unger, Director of Bond Purchasing & Contracts)*

Janice Unger presented the Budgets and Expenditures on all bond measures through February 28, 2019. She provided updates and the budget summary in a graph format. The new format was well-received by the Committee.

Motion to accept the CBOC Reports was made by Rajesh Godbole and seconded by Raymond Mueller. Motion was carried (7-0). The motion passed unanimously.

#### 6. CONFIRMATION OF NEXT MEETING

The Committee agreed on Wednesday, July 10, 2019, at Piedmont Hill High School at 6:30 PM.



## CITIZENS' BOND OVERSIGHT COMMITTEE

### MEETING MINUTES

---

#### 7. ADJOURNMENT

Chair Abigail Meadows adjourned the meeting at 9:25 PM.

Minutes approved by:

Bud LOMONACO  
Print name

Bud Lomonaco  
Signature

7/10/19  
Date



# CITIZENS' BOND OVERSIGHT COMMITTEE

## MEETING MINUTES

---

### Questions/Answers/Comments (Q/A/C)

#### Item 4.02

- Q: Nhu, is this the one (CBOC Annual Report 1st draft) where we want to collect the quote? (Abigail Meadows)  
A: Yes. We talked about how the committee will come up with a quote as a whole instead of one person. If the committee can work together to come up with the quote, we can update on our final version.

#### Item 5.02

- Q: Is the EC Adult Transition Program North run school hours? (Melissa Got-Lopez)  
A: Yes, from 8:50 AM to 2:15 PM.
- Q: How easy is it to add another building to the current building? (Lorena Chavez)  
A: Adult Transition Program North building at Capitol Avenue is a traditional building with wood frame and the possibility of adding to it. We want to replicate what's going at Calero.
- Q: How many kids can you foresee now and future? (Chris Jew)  
A: About 60 students. There would be a possibility of adding to the 4 classrooms to meet the needs. It should be the needs going forward.
- Q: Is the 15X4X2 (No of students/Classroom/shifts) for current needs only? (Bud LoMonaco)  
A: We anticipate future needs as well.
- Q: What's the square footage? (Bud LoMonaco)  
A: Approximately 10,000 square foot.
- Q: What's the timeline to that (EC Adult Transition Program North)?  
A: We are still in the design phase, hoping to submit to the DSA on June 2nd, 2019, and that they get back in four (4) months. We hope to have it open in 2021, 3 years from now.

#### Item 5.03

- Q: Who will build the new wall at Evergreen Valley High School? (Bud LoMonaco)  
A: We have a contractor (TSI Builders).
- Q: What's the timeline for the Hooper Hall completion? (Rajesh Godbole)  
A: 18 months (opened August 2018).
- C: W.C. Overfelt High School is so far from Kings Rd and surrounded by a lot of homes. The idea of adding the 3rd language, Vietnamese, (to the door hanger) is a good idea. It's a great idea to leave the door hanger to let people know about the upcoming construction project. (Melissa Got-Lopez)
- C: We will have a community meeting at the Church across the school in addition to the door hangers. (Julio Lucas)

#### Item 5.05

- Q: When submitting the project name changes for Board approval, are they grouped together or presented as individuals? (Bud LoMonaco)  
A: They were grouped together on the January 17, 2019 Board meeting (Budget Adjustment Report).
- Q: Was the Project Saving Funds promised to one site or a number of sites? (Bud LoMonaco)  
A: It was leftover from a finished or closed out project. We put it back to the bucket and spend it another way.
- Q: Is the keyless entry project an electronic device?  
A: Yes.
- Q: Where will the keyless entry project be started?  
A: It will start at the Education Center and then the new building at W.C. Overfelt High School.