



CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

MEETING MINUTES

Wednesday, January 15, 2020
Tour: 6:00 P.M., Meeting: 6:30 P.M.
95148

Evergreen Valley High School, Cougar Hall
3300 Quimby Road, San Jose, CA

The following were in attendance.

CBOC

Got-Lopez, Melissa
Hermange, Debbie
LoMonaco, Bud
Meadows, Abigail
Navani, Vikas
Schimmel, Barry

CBOC Member(s) Not Present

Godbole, Rajesh
Gomez, Lety
Mueller, Raymond

ESUHSD

Huynh, Tom
Jew, Chris
Kwong, Kelly
Kleckner, Kyle
Lanford, Kathy
Lucas, Julio
Nguyen, Nhu
Nguyen, Sandy
Nguyen, Tuyen
Soto, Moises
Tran, Shelby
Unger, Janice

Guest(s)/Community Member(s)

Morrison, Alex (Gilbane)

1. CALL TO ORDER/ROLL CALL

Meeting was called to order at 6:43 p.m. by CBOC Chair Abigail Meadows.

2. PUBLIC COMMENT

No comment

3. REVIEW AND APPROVE MINUTES FOR PRIOR MEETING

A motion to approve October 9, 2019 Meeting Minutes was made by member Barry Schimmel and seconded by member Vikas Navani. Motion was carried (6 - 0). Aye.

4. UPDATED ITEM(S) FROM CBOC CHAIR

4.01 Recruitment Announcement and Planning

Chair Abigail Meadows presented the recruitment flyer and reported that the committee will start the announcement for recruitment at the beginning of February. She also reported that the committee



CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

MEETING MINUTES

has reached out to the renewing members to check if they would like to renew their membership. Those members happened to not be here today to confirm their renewal status. She encouraged the committee members to reach out to the people they know, who have a suitable background (background in business organization) to apply for the current apparent vacancy.

4.02 CBOC On-Boarding New Member Best Practice

Chair Abigail Meadows presented the CBOC On-Boarding New Member Best Practice document. She requested that the committee review the document and encouraged them to provide suggestions and feedback, or ask questions for clarification. The idea is how to best acclimate new members so that they are better prepared. Abigail Meadows stated that she plans on sending out the orientation email prior to the next meeting.

Melissa Got-Lopez presented the CBOC Member Improvement Best Practice document. She also asked the committee to review the document and reach out to Chair Abigail Meadows for any inputs, ideas, thoughts, or comments on the document.

4.03 Role and Responsibilities of a CBOC Member

Melissa Got-Lopez encouraged interested members to attend the annual conference of the California League of Bond Oversight Committees (CalBOC), a one day conference in March, in Sacramento.

5. REPORTS

5.01 Capital Construction Project Updates *(presented by Julio Lucas, Senior Manager of the Bond Program)*

Julio Lucas presented updates and status on key projects currently going on in the district.

- **Andrew Hill New Student Union**

Anticipated Completion Date: December 2022 – Project Budget Amount: \$22,453,062.00

This project is currently in the Design Build process. As of last week, we received approval from the Steering Committee to move into another level of its progress.

- **W.C. Overfelt New Building**

Anticipated Completion Date: February 2021 – Project Budget Amount: \$32,397,309.00

This project has three commitments. The first and second commitments were met in August and December; the third commitment is expected to be met in the next 10 to 11 months.

- **Education Center Adult Transition Program North**

Anticipated Completion Date: August 2020 – Project Budget Amount: \$6,825,000.00

This project has its pad final inspection today. The pad met all of its requirements for compaction and is ready to take on the slab.



CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

MEETING MINUTES

- **Silver Creek Building J & T Classroom Mod & New Building K**

Anticipated Completion Dates: May 2021 & December 2022 – Project Budget Amount: \$23,200,000.00

These projects are still in the planning and contracting stages. All teachers have moved out and sheds were added to the overhangs. We are ready to begin the demolition and build within the building team.

- **Independence New Student Union & Building E–Music Building Modernization**

Anticipated Completion Date: February 2023 – Project Budget Amount: \$26,577,792.00

This project is still in the planning phase with the site.

- **Santa Teresa Soccer Field Turf**

Anticipated Completion Date: January 2021 – Project Budget Amount: \$6,728,400.00

This is a synthetic turf soccer field. We currently have Bothman Construction's contractors lineup for this project.

- **Santa Teresa New Classroom Building**

Anticipated Completion Date: December 2022 – Project Budget Amount: \$12,477,277.00

We have a construction management team and an architect onboard for this project. This project will be a Design Bid Build, not Design Build, because of the scale of the project.

- **Evergreen Valley New Student Union**

Anticipated Completion Date: November 2022 – Project Budget Amount: \$22,731,580.00

This project is in the selection process of the Design Build group and is projected to be completed at the end of 2022.

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

Janice Unger introduced a guide on how to read the report and it was well-received by the committee.

Janice Unger provided the Capital Program Budget Adjustment Report from September 12, 2019 through November 14, 2019, that had been approved by the Board of Trustees. This is the monthly report that went to the Board for project budget approval.

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



CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

MEETING MINUTES

Janice Unger presented the Board Approved Budgets and Expenditures on all bond measures (Measure G, E, I, I-Technology, and Z) through November 30, 2019. She also provided an updated summary of the overall budget, including total remaining contract commitments, total expenditures, and total remaining site allocation in the pie-chart and graph format that has been well-received by the committee.

Barry Schimmel inquired about the \$1.5 billion total authorized Bonds for the ESUHSD Program; what amount has been issued (sold) and what amount remains unissued (unsold). From the issued amount what amount have we spent and how much is left in the bank. This is something the committee would like to know so they can anticipate when the District should go out for another bond.

Motion to accept the Budgets and Expenditures Report was made by Bud LoMonaco and seconded by Vikas Navani. Motion was carried (6-0). The motion passed unanimously.

6. CONFIRMATION OF NEXT MEETING

The Committee agreed on Wednesday, April 8, 2020, at 6:30 p.m. at Santa Teresa High School.

7. ADJOURNMENT

Chair Abigail Meadows adjourned the meeting at 9:10 p.m.

Minutes approved by: Abigail Cruz-Meadows

Abigail Cruz-Meadows
Abigail Cruz-Meadows (May 22, 2020 13:16 PDT)

Print name

Signature

May 22, 2020

Date



CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

MEETING MINUTES

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

5. REPORTS

5.01 Capital Construction Project Updates (presented by Julio Lucas, Senior Manager of the Bond Program)

Andrew Hill New Student Union

- Q: Is the kitchen getting redone or is it the same area? (Bud LoMonaco)
A: The kitchens are getting redone. (Julio Lucas)
- Q: What's the disadvantage of a design build project? (Melissa Got-Lopez)
A: It requires more trust with the contractor than they are willing to give to a contractor in sharing their data and their books. (Julio Lucas).
- C: Julio Lucas shared that in 2019, East Side Union High School District, the design build project at Yerba Buena won several awards and one of the awards was Best in Process in national and in all sectors (education, hospitals, airports, dams, Google buildings for business, universities, etc.)

Silver Creek Building J & T Classroom Mod & New Building K

- Q: When you make these buildings, how do you integrate it into what's currently there but also try to work toward the future? (Melissa Got-Lopez)
A: It is not always easy. We try to focus on the social emotional wellness of the population, not just the students, but staff and anyone who experiences the built environment we create. We try to salvage what we can from what is there and find ways to make it fit in well and not seem like an intruding element. (Julio Lucas)
- Q: Why is there a difference in the timeline for the building K? Is it because you are not as far along in your planning like the Building J & T Classroom Modernization? (Bud LoMonaco)
A: The new building will be further out because the improvements we can accomplish in a much more efficient timeline. (Julio Lucas)
C: The Silver Creek Building J & T Classroom Modernization project is a bit simpler than the two-story building, which will have an elevator and an entire process to go through the cable. (Alex Morrison)

Santa Teresa New Classroom Building

- Q: Have you narrowed down to which brand you are looking at for the flesh foundation modular building? (Bud LoMonaco)
A: We are looking at JLM Gen 7 and the Block Building. There is a chance that we might do a traditional building. (Julio Lucas)

Evergreen Valley New Student Union

- Q: What is the square footage of the new space? (Melissa Got-Lopez)
A: It is 36,800 sq ft. (Alex Morrison)
- Q: The initial date that you've given on the tour is the end of 2022. I thought you said the entire project would be a year and a half to two years. Can you speak to that, the timeline? (Bud LoMonaco)
A: Right now, we are in the selection process of the Design Build group. The design plus the time for regulatory approval, the DSA approval, will add up to be about 10 to 11 months. The build process would be about 12 to 14 months. (Julio Lucas)
C: Just as a review portion of the project, the design upgrade review, is about six months. After that, it is construction. (Alex Morrison)
C: General rule of thumb, 18 months to get the plan, design, and their approval and 18 months to build it; plus or minus 30% of that. (Barry Schimmel)

Additional items

- Q: This is regarding the potential housing project for staff on the March ballots. How do we plan on selling 60 million bonds (if it passes)? (Abigail Meadows)



CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

MEETING MINUTES

A: The board approved the idea of moving forward with the ballots. Target is 100 units. However, this is just an idea. (Julio Lucas)

C: You might be wanting to know what information is there right now. If this bond should pass, will there be an oversight requiring? Our school board will need to make that decision as to whether or not to empower the current sitting committee to that oversight or if they feel compelled to create another group of citizens to be that oversight. As far as the information, we are just in that initial stage right now. (Chris Jew)

C: If the bond (measure J) passes, I would like to see this topic (housing project for staff) presented in our April meeting. (Barry Schimmel)

C: Subject to this passing, whatever new information that's available on the bond, plans, timeline, options, anticipated costs, all the "what-if" scenarios, valuation information will be shared with this group. (Chris Jew)

C: Bud LoMonaco comments about the superintendent's welcome back email (newsletter) with mention of the new bond on the bottom of the letter but little information was provided and that the community was poorly informed about the new bond. He thinks we need to market the new bond better. (Bud LoMonaco)

5.02 Capital Program Budget Adjustment Report (presented by Janice Unger, Director of Bond Purchasing & Contracts) (8:39 pm)

- Q: Are we okay financially? (Barry Schimmel)

A: Yes, we are. (Janice Unger)

- Q: Which fund (bond measure) did we use for the projects presented by Julio Lucas earlier in section 5, Capital Construction Project Updates? (Melissa Got-Lopez)

A: Measure Z money. (Janice Unger)

- Q: The first 153 million, measure G, Z, and I, that need to be spent this year and next year, are those bonds being sold? (Bud LoMonaco)

A: This is all being sold. Those projects, those measures will be completed. (Janice Unger)

C: The projects at the beginning is primarily Z (Julio Lucas)

- Q: Is measure Z where the school Board has some flexibility? (Bud LoMonaco)

A: Yes, they have their discretionary fund. (Janice Unger)

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

- Q: Is everything in check, we are not overdoing it (overspending the budget)? (Bud LoMonaco)

A: We have stopped gaps in our system, so we cannot overspend on any purchase order or any allocation. That is why we do the budget adjustment report. If for some reasons we need more money in a project and we have to adjust, we take from another project that can possibly be taken from and add to that project, then go to the Board and get it approved. We have processes in place. (Janice Unger)

- Q: How does Randy Phelps manage his measure I Technology bond number? (Bud LoMonaco)

A: We manage Randy's number for him, keep track of it, and provide him a monthly report; he decides on his plan, technology wise projects. (Janice Unger)

- Q: What is the process to go back to the school board for approval of things? Is it each time something gets changed, something has to be adjusted, or just the projects? (Bud LoMonaco)

A: Anything (changes) under \$500,000 goes on the monthly Budget Adjustment Report. We do not move the monies until the board approves the moving of the monies. It is action, decision, act. If we go to the board and ask for some money from their discretionary for one of the big projects that is over \$500,000, there will be an actual board memo that goes to the board. (Janice Unger) (8:55 pm)

- Q: Do they (Board of Trustees) make that decision (referenced above) in a closed session or public session? (Bud LoMonaco)

A: It is in public sessions. Budget report under \$500,000 goes to the consent item. Anything over \$500,000 is an actual board item. (Janice Unger)



CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

MEETING MINUTES

- Q: Are these public reports? (Debbie Hermange)
A: Yes, they are on BoardDocs. (Janice Unger)

6. CONFIRMATION OF NEXT MEETING

- Q: Do we know what this bond (housing for staff) will be called?(Bud LoMonaco)
A: We have been assigned the letter J. It is called measure J. (Chris Jew)
- Kelly Wong announced the East Side Union High School District (ESUHSD) is recruiting applicants for one slot to serve on the Board Audit Committee. Information on the roles and responsibilities of the Audit Committee can be located on the district web site: esuhsd.org.
 - Meet 3 times per calendar year (6 hrs/year, 12 hours/2 years)
 - Main focus is on the financial statements
 - Application is due January 31, 2020
 - A two-year term
 - Volunteer basis
 - Meetings are held at the district office, typically from 6 p.m. to 8 p.m.
 - Agenda is public on BoardDocs
 - Open meetings
 - Next meeting is April 7, 2020 (Most likely will be rescheduled)






2020 0115 CBOC Meeting Minutes

Final Audit Report

2020-05-22

Created:	2020-05-21
By:	Shelby Tran (trans@esuhsd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAALiPfk2wIB5y-EMJnrwcGhwB-dMOvo5u

"2020 0115 CBOC Meeting Minutes" History

-  Document created by Shelby Tran (trans@esuhsd.org)
2020-05-21 - 8:38:58 PM GMT- IP address: 73.202.83.99
-  Document emailed to Abigail Cruz-Meadows (abigailcmeadows@gmail.com) for signature
2020-05-21 - 8:40:16 PM GMT
-  Email viewed by Abigail Cruz-Meadows (abigailcmeadows@gmail.com)
2020-05-22 - 8:15:24 PM GMT- IP address: 66.249.84.212
-  Document e-signed by Abigail Cruz-Meadows (abigailcmeadows@gmail.com)
Signature Date: 2020-05-22 - 8:16:26 PM GMT - Time Source: server- IP address: 24.130.215.24
-  Signed document emailed to Shelby Tran (trans@esuhsd.org), Abigail Cruz-Meadows (abigailcmeadows@gmail.com) and NHU NGUYEN (nguyennq@esuhsd.org)
2020-05-22 - 8:16:26 PM GMT