

MINUTES – November 9, 2016

LOS GATOS – SARATOGA UNION HIGH SCHOOL DISTRICT

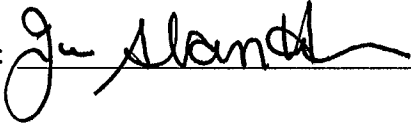
MEASURE E CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

Call to Order	The CBOC was called to order by Chairperson, Ms. Shirley Cantu at 3:30 p.m.
Roll Call	<p>Ms. Cantu conducted the following roll call:</p> <p>Committee Members Present:</p> <ul style="list-style-type: none">• Ms. Shirley Cantu• Mr. Rick Tinsley• Ms. Jill Van Hoesen• Ms. Michele van Zuiden• Ms. Parul Samdarshi• Ms. Cynthia James• Ms. Denise Ramon Herrera• Mr. Mike Buncic <p>Committee Members Absent:</p> <ul style="list-style-type: none">• Mr. Victor Zhang• Mr. Tim DuClos <p>A Quorum was established.</p> <p>LGSUHSD Staff/Project Management Present:</p> <ul style="list-style-type: none">• Ms. Jane Marashian• Mr. Greg Medici• Mr. Philip English
Approval of Agenda	<p>Motion 4/16-1: By Ms. Van Hoesen seconded by Ms. van Zuiden to approve the Agenda</p> <p>Motion Passed: 8-0</p>
Public Comment	There was no public comment.
Information Items	
Role of the CBOC	<p>Chairperson, Ms. Shirley Cantu shared information, based on legal requirements and CBOC Bylaws, regarding the role of the committee, specifically:</p> <ol style="list-style-type: none">1. The committee is not the Board of Trustees. Their role is oversight, not making contract specific decisions.2. The committee is required to inform the public.3. The committee is required to insure that bond proceeds are spend in accordance with the ballot language of Measure E, and for no other purposes.

<p>Measure E Update</p>	<p>Mr. Medici noted we have been very fortunate in the timing of our selling; resulting in savings of approximately \$1.7 million. We are paying back through current interest bonds, which is principal plus interest; we did not pursue a CAB (Capital Appreciation Bond); also noted the district has a AAA rating.</p> <p>Mr. Buncic asked about lowering the rate to the public as a result of our savings. Mr. Medici reported that we have and the rate being charged the public is approximately \$17.00/\$100,000 of assessed valuation – lower than the initially projected \$18/\$100,000 of assessed valuation.</p> <p>Mr. Medici noted a great job being done by Swenson Construction at Saratoga High; the building, based on DSA (Division of State Architect) standards for school construction is going to be incredibly safe; noted the new square footage opened up at SHS as Music moves to its building will be renovated for other purposes, including providing additional space for drama. Mr. Medici noted the cafeteria renovations, including restroom, electrical upgrades, ventilation, ADA access and a facelift for the staff lounge, have been completed.</p> <p>At Los Gatos High, the multi-use field now being used; noted initial drainage issues – but they were resolved in time for the hockey season. The DSA approvals for the marquee project are now back and a resolution for pre-qualification of contractors is being presented to the Board for approval on November 15th; the project is anticipated to take 18 months with completion during the summer of 2018, in time for the 2018/19 school year.</p> <p>Mr. Buncic asked about DSA delays, since this took 14 months. Mr. Medici noted that DSA does not impose delays but they do have a backlog and we did initiate a change in location for the project; noted the location of a multi-use room is to be determined.</p> <p>Mr. Medici noted the existing relocatables and architect-redesigned space created capacity this year that meant we could avoid the cost of bringing in and installing new relocatables, saving money for needed projects; noted existing relocatables will ultimately be removed since we want to maximize space for parking.</p>
<p>Expenditure Report</p>	<p>Ms. Samdarshi asked about the use of contingencies since some projects appear to be over budget. Ms. Ramon Herrera asked about the size of the contingency – 4% per Mr. Medici.</p> <p>Mr. Medici noted the presentation utilizes the board approved template. Mr. English noted that, as part of Measure E, \$4million in tech bonds were sold separately and were at a shorter term since technology does not last as long as buildings; these will be paid off in seven years.</p>

	<p>Mr. Medici shared the alignment between the presentation and the expenditure report, generated by the financial system, pointing out where specific numbers in the presentation were derived from.</p> <p>Mr. Medici and Mr. English clarified that “Scheduled projects” equal the “totals” listed; however “Planned projects” are projects that are on the list but there are no specific plans, nor have any contracts been awarded – they were part of the Master Plan document. Ms. James and other committee members suggest annotating the headers to clarify this for the public. Mr. Medici noted this format was the result of the CBOC request and that the board approved template is being used at board meetings. Mr. Medici noted the Project Budget column is based on Master Plan numbers; once a contract is awarded, these numbers become more real and higher.</p> <p>Mr. Buncic asked about increased costs for the football field at LGHS; Mr. English noted unanticipated underground issues.</p> <p>Mr. English noted that the Los Gatos High baseball field cost less than the Saratoga High field due to the scope of the different projects, i.e., renovation vs. significant seismic upgrades.</p> <p>Ms. Samdarshi asked about reports from her student about classroom roof leaks; Mr. Medici noted that, on a case by case basis, maintenance budgets can also be used; noted that HVAC and roofing projects often go together since HVAC units are on the roofs.</p>
<p>Change Orders</p>	<p>There is a board subcommittee, comprised of Trustees Rossi and Tseng, who review all change orders prior to a board meeting. Mr. Medici noted that the district is still working to address one significant change order specific to the lower fields drainage – totally approximately \$130,000.</p>
<p>Capital Projects Director Position</p>	<p>The application window for the position closes on November 13th and the district is hoping to bring a hiring recommendation to the Board of Trustees on December 13th. The person hired will attend CBOC meetings and will work on other facility projects, in addition to Measure E projects; the position will be funded with a combination of Measure E and Maintenance and Operations revenues. Ultimately, hiring an in-house person will result in cost savings for the district and Measure E projects.</p>
<p>Action Items</p>	
<p>Approval of Minutes</p>	<p>Motion 4/16-2: By Ms. van Zuiden, seconded by Ms. Van Hoesen to approve the Minutes of September 13, 2016</p> <p>Motion Passed: 4-0 Mr. Buncic, Ms. Ramon Herrera, Ms. James and Ms. Samdarshi abstained – they were not present at the September 13, 2016 meeting</p>

Appointment of Officers	<p>Motion 4/16-3: By Ms. Van Hoesen, seconded by Ms. van Zuiden to approve the following appointments:</p> <ol style="list-style-type: none">1. Chairperson – Mr. Tinsley2. Vice Chairperson – Ms. van Zuiden3. Clerk – Ms. Van Hoesen4. Annual Report Subcommittee – Mr. Tinsley, Ms. Ramon Herrera, Ms. Van Hoesen <p>Motion Passed: 8-0</p> <p>Ms. Cantu was recognized for her service as CBOC Chairperson, for her leadership and support during the formation of the committee.</p>
Adjournment	The meeting was adjourned at 4:46 p.m.

Respectfully submitted, Jill Van Hoesen (Clerk): 

Approved and ordered into proceedings of the District
On March 6, 2017, Rick Tinsley (Chairperson): 