

**SAUGUS UNION SCHOOL DISTRICT**  
(661) 294-5300 • Fax (661) 294-3111 • E-mail [www.saugusUSD.org](http://www.saugusUSD.org)

**REGULAR MEETING OF THE MEASURE EE  
Citizens Oversight Committee**

**Minutes**

**Thursday, September 12, 2019  
6:00 p.m. Public Session  
Saugus Union School District  
24930 Avenue Stanford  
Santa Clarita, CA 91355  
Caulfield Room**

**CALL TO ORDER**

Mr. Schoenfeld called the meeting of the Citizens Oversight Committee (COC) to order at 6:02 p.m.

Call to Order

Present:

Collin Schoenfeld, Chairperson  
Patricia Conwell  
John Estrada  
Paul Travis  
Robert Aholt  
Paul Lin (arrived at 6:12pm)  
Judy Umeck

Roll Call

Colleen Hawkins, Superintendent  
Nick Heinlein, Assistant Superintendent of Business  
Magdy Abdalla, Director of Facilities, Construction and Modernization  
Lori Rubenstein, Director of Project Management  
Dayna Jones, Facilities Accountant II  
Kathie Pisano, Administrative Secretary, Facilities

Absent:

Lisa Eichman  
Jason Warren Gibbs

Absent

Visitors:

Chris Trunkey, Governing Board  
Steve Petzold

Visitors

Mr. Schoenfeld led the Pledge of Allegiance.

Pledge of Allegiance

**APPROVAL OF AGENDA FOR SEPTEMBER 12, 2019**

Motion by Ms. Conwell, second by Ms. Umeck to approve the agenda for September 12, 2019.

Approval of Agenda for  
September 12, 2019  
Vote: 6-0-0  
Abstain: 0  
Absent: 3  
(Eichman/Gibbs/Lin)

**APPROVAL OF MINUTES FROM MAY 23, 2019**

Motion by Mr. Aholt, second by Mr. Travis to approve the minutes for February 7, 2019.

Minutes Approved for  
May 23, 2019  
Vote: 5-0-0  
Abstain: 1 (Umeck, not  
present at last  
meeting)  
Absent: 3  
(Eichman/Gibbs/Lin)

**HEARING SESSION**

Mr. Schoenfeld announced that there were no advanced requests to address the Committee.

Advanced Written  
Requests to Address  
the Committee

**PRESENTATIONS & REPORTS**

None

Superintendent's  
Report

Ms. Rubenstein presented the COC Report:

- Mountainview Roof Replacement
  - Ms. Rubenstein showed pictures of the roof during construction and completed.
- Rosedell New Classroom Building
  - Ms. Rubenstein explained that there are no pictures yet as the building is still being designed.
- Rio Vista Fence
  - Ms. Rubenstein shared the pictures and said that it is an 8 foot no climb fence.
- Helmers MPR
  - Ms. Rubenstein explained that the windows were tinted and shades were added in the MPR.
- Santa Clarita Fire Alarm
  - Ms. Rubenstein said the architects are redesigning the fire alarm to bring it up to code.
- Foster Activity and Turf Areas
  - Ms. Rubenstein shared the picture of the new playground at Foster explaining that the Child Development Programs portable building was relocated from

Measure EE Update  
from District Staff

the middle of the school to the front. This was paid for through CDP, but the new playground equipment was paid for through Measure EE.

- North Park Activity and Turf Areas
  - Ms. Rubenstein explained that the playground equipment and the rubberized mat were both replaced.
    - Dr. Hawkins told the committee that all sand would be replaced at all campuses by the end of the year.
    - Mr. Aholt asked if that was school year or calendar year?
    - Dr. Hawkins clarified school year.
    - Mr. Abdalla added that it would be complete by the start of school to allow the summer for additional work.
  - Mr. Schoenfeld questioned why CDP money?
    - Ms. Rubenstein said CDP has their own money.
    - Mr. Schoenfeld asked why this was Measure EE versus CDP?
    - Dr. Hawkins points out that this was creating a single point of entry.
- Asphalt Pavement – Playcourts – Bridgeport, Helmers, Mountainview, Rio Vista, Santa Clarita
  - Ms. Rubenstein pointed out the pictures stating the slurry coat was refreshed and new games were painted.
- Asphalt Pavement – Parking Lots – Helmers, Mountainview, Rio Vista
  - Ms. Rubenstein shared that the parking lots were slurry coated and restriped.
- Flooring Projects – Bridgeport, North Park, Santa Clarita, Skyblue Mesa
  - Ms. Rubenstein showed the pictures of the floor at Santa Clarita after the demolition of the old floor.
    - Dr. Hawkins expressed her excitement for the new flooring choice stating it is soft for seating, easily fixed and no high gloss maintenance.
    - Mr. Heinlein added that the cabinets were removed, the holes were filled in the bricks and the interior was painted.
    - Dr. Hawkins also shared that the boxes around the lights will be painted to bring the colors out.
    - Ms. Umeck commented that with the cabinets removed, it probably increased the square footage of the room.
    - Dr. Hawkins stated that new lunch tables were added.
    - Mr. Heinlein said they fold into the wall.
  - Mr. Heinlein opened the Facilities Website to show more recent pictures of the Santa Clarita MPR flooring.
- Painting Projects – Maintenance and Operations, Santa Clarita, Skyblue Mesa
  - Ms. Rubenstein showed the pictures and shared that painting was done.
- Vinyl Wall Fabric Replacement – North Park
  - Ms. Rubenstein presented the picture of the new wall paper.
- Shade Structure - Bridgeport
  - Ms. Rubenstein showed pictures of the shade structure for the Quad Modernization Project at Bridgeport.
    - Mr. Heinlein showed additional pictures of the Quad Modernization Project on the Facilities website.
    - Mr. Schoenfeld commented on the new solar lights.
    - Mr. Heinlein pointed out how well the lights work.
    - Ms. Rubenstein stated they are on dusk to dawn, dim, but they get brighter when motion is detected.
    - Dr. Hawkins added that this is also an effort to try to save money since there is no human management. She stated that we are trying to use the money we receive for maximum benefit.

- Mr. Aholt confirmed that the lights are cost effective in that they save on electricity and they save the planet.
- Ms. Rubenstein agreed.
- Dr. Hawkins commented on the lights keeping the campus lit.
- Mr. Aholt asked if the shade structure was replaced.
- Ms. Rubenstein answered that the shade structure is brand new.

Mr. Heinlein presented the Quarterly Facilities Salary Allocation

- Mr. Heinlein presented materials showing the percentage allocation by fund and a list of the projects and their status and cost.
  - Mr. Aholt pointed out that the Measure EE allocation is higher now and wanted to know if the work is seasonal?
  - Mr. Trunkey followed up commenting that he believed seasonal is summer.
  - Mr. Abdalla confirmed that seasonal is summer, but sometimes at different times of the year, there is more work.
  - Mr. Heinlein added that 42 projects were completed over the summer, but they were not all Measure EE.
- Mr. Heinlein shared a matrix he created showing the bond language stating the he was hoping it would provide more clarity and the most data. He went on to say that it would not be simple to determine if a project was complete or not, for example at Santa Clarita, parts of the project are complete, but it cannot be marked complete because the entire project is not complete. Mr. Heinlein requested feedback from the committee for how they would like to see the matrix updated.
  - Mr. Aholt questioned how it was determined which box gets an X on the matrix.
    - Mr. Heinlein explained that if there is an X next to an item on the matrix, it means that the site is getting that item.
    - Mr. Abdalla added that the X means the bond language says the site will get that.
  - Mr. Heinlein further clarified that this project list is what we say we will do.
  - Mr. Aholt confirmed that not all projects on the list will be done.
  - Dr. Hawkins pointed out that this project list is until the money runs out; therefore, not every school will receive every improvement on the list and some will be in phases so they cannot be marked complete.
    - Mr. Lin suggested that each phase be indicated by a different color. He comments that as the list is continually reviewed, the committee will get used to the colors.
    - Mr. Schoenfeld confirmed that just because a project is on the list, it does not mean it will get done.
  - Ms. Umeck asked about the science classroom at Cedar creek stating there is no X designation on the matrix and wanting to know why it is in two spots?
    - Mr. Trunkey confirmed the new science lab is to be part of the new building.
    - Mr. Petzold questioned why the District plans to build a new building at Cedar creek instead of modernizing the old one?
    - Mr. Heinlein stated that an architect was consulted about upgrading the building, but the District was informed it would be more cost effective to build a new building.
    - Mr. Abdalla also pointed out that the students would have to be housed somewhere else to upgrade and modernize the old building and that it's also easier to building a new one.
    - Ms. Conwell stated that a new building is more efficient.
    - Ms. Rubenstein noted that the kitchen needed to be brought up to code as well.

- Mr. Petzold questioned the need for a kitchen.
- Dr. Hawkins responded that a kitchen is needed for warming the food.
- Mr. Petzold stated that the food is cooked offsite.
- Ms. Rubenstein replied that a refrigerator is also needed for storing perishables.
- Dr. Hawkins recalled a modernization project at Compton Unified School District that cost \$35 million.
- Mr. Aholt asked about the process in deciding to modernize versus building new and requested emails or artifacts that show the architects recommendation.
- Mr. Heinlein stated that the recommendation was given via phone call.
- Mr. Travis questioned if a proposal was submitted to show both options.
- Mr. Schoenfeld requested a cost benefit analysis.
- Mr. Travis asked if it would make sense to purchase large quantities to save money.
  - Mr. Abdalla confirms that there are times we purchase materials and then sub the work out to contractors for installation.
  - Mr. Travis questioned where we have to choose the lowest bid or if we can use a local contractor?
  - Mr. Abdalla stated that for some products we use a Piggyback or CMAS which allows us to purchase materials for a lower price.
- Mr. Schoenfeld asked if we use Santa Clarita businesses?
  - Ms. Rubenstein explained that we are a CUPCCAA District which we receive quotes from two contractors for work under \$60,000 and are to use the lower cost contractor.
  - Mr. Aholt confirmed that the contractor also has to be able to meet the set schedule.
  - Dr. Hawkins stated that the contractors who bid jobs have worked with school sites.
  - Mr. Heinlein added that for larger projects an ad is posted for contractors interested in doing business with SUSD. The District will then use the contractor who gives us the lowest price.
  - Ms. Umeck commented that all the products are the same, it's the contractor availability. Santa Clarita contractors seem to be higher in cost.
  - Mr. Abdalla added that not every local business can qualify referring to the District's prequalification requirements showing financials and previous projects.
- Mr. Schoenfeld thanked Mr. Heinlein for the reports.
- Mr. Aholt thanked Mr. Heinlein for putting the time in to create the matrix.

**DISCUSSION/ACTION ITEMS**

1. Subcommittee for Annual Report

- Mr. Aholt stated that this committee would be integral in putting the report together.
  - Mr. Gibbs was assigned to the subcommittee
  - Mr. Travis and Mr. Estrada volunteered and were selected for the subcommittee.

Discussion/Action  
Items

Motion by Mr. Aholt, second by Ms. Conwell to approve the Subcommittee for Annual Report.

Approval of  
Subcommittee for  
Annual Report

Vote: 7-0-0  
Abstain: 0  
Absent: 2  
(Eichman/Gibbs)

- 2. Attendance at California League of Bond Oversight Committees 2019 Conference
  - o Mr. Heinlein explained that the conference is in March. He shared his experience from the last time he attended that the conference was only attended by about 80 people.
  - o Mr. Aholt requested that the information be emailed out if it is not time sensitive so that it can be reviewed. He expressed that he'd like it to be brought up at the next meeting.

**FUTURE AGENDA ITEMS**

- Attendance at California League of Bond Oversight Committees 2019 Conference
- Selection of Vice Chairperson

Future Agenda Items

**ADJOURNMENT**

Motion by Ms. Conwell, second by Mr. Estrada to adjourn the meeting at 6:56 p.m.

Adjournment  
Vote: 7-0-0  
Abstain: 0  
Absent: 2  
(Eichman/Gibbs)

The next regular meeting of the Measure EE Citizens Oversight Committee will be held in the Multipurpose Room at Santa Clarita Elementary at 27177 Seco Canyon Road, Santa Clarita, CA 91350 on Thursday, November 7, 2019 at 6:00 p.m.

Measure EE Citizens Oversight Committee Meeting  
November 7, 2019

Approved

11-7-19

  
Collin Schoenfeld, Chairperson

  
Nick Heinlein, Assistant Superintendent of Business