

SAUGUS UNION SCHOOL DISTRICT

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

Minutes

Thursday, September 17, 2020

6:30 p.m. Public Session via ZOOM TELECONFERENCE

Saugus Union School District

24930 Avenue Stanford

Valencia, CA 91355

CALL TO ORDER

Mr. Estrada called the meeting of the Citizens Oversight Committee (COC) to order at 6:32 p.m.

Call to Order

Present:
Lisa Eichman
Patricia Conwell
John Estrada
Jason Warren Gibbs
Paul Travis
Bob Aholt
Paul Lin
Judy Umeck

Roll Call

Colleen Hawkins, Superintendent (6:42 p.m.)
Nick Heinlein, Assistant Superintendent of Business
Lori Rubenstein, Director of Project Management
Dayna Jones, Facilities Accountant II

Absent:
Collin Schoenfeld, Chairperson
Kathie Pisano, Administrative Secretary, Facilities

Absent

Visitors:
Visitors present are listed in the official visitors' record book.

Visitors

None

Mr. Estrada led the Pledge of Allegiance.

Pledge of Allegiance

APPROVAL OF AGENDA FOR SEPTEMBER 17, 2020

Motion by Mr. Gibbs, second by Ms. Eichman to approve the agenda for September 17, 2020.

Approval of Agenda for September 17, 2020
Vote: 8-0-0
Abstain: 0
Absent: 1 (Schoenfeld)

APPROVAL OF MINUTES FROM JUNE 29, 2020

Motion by Mr. Lin to approve minutes, second by Ms. Conwell to approve the minutes for June 29, 2020.

Minutes Approved for June 29, 2020
Vote: 7-0-0
Abstain: 1 (Estrada)
Absent: 1 (Schoenfeld)

HEARING SESSION

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

Advanced Written Requests to Address the Committee

PRESENTATIONS & REPORTS

Mr. Heinlein indicated we sold Series C, the remaining Measure EE Bonds. We had a lot of interest in our bond sale, over 320 million for the 102 million we were selling. Mr. Heinlein reviewed the Final Financing Summary prepared by Keygent Advisors. He explained the all-inclusive interest rate of 2.23% and net repayment ratio of 1.34 to 1. Mrs. Umeck congratulated and thanked everyone for a job well done.

Measure EE Update from District Staff

Mr. Heinlein presented the COC Financial Report:

From this point on we will be separating the previous COC Report. We will be presenting a financial report and a project update presentation. This COC Financial Report is from the new software, and has been revised to tie into the Bond Language from the Measure EE Ballot.

- Page 2 is a Budget View for the entire program.
- Page 3-40 is the Budget View by campus, followed by the Project Summary. He noted on the Project Summary, one will see completed or an estimated completion date after the project name.
- The remaining report is the detailed expenditure backup.

Mr. Aholt questioned how a project can be complete with a remaining encumbered balance? Mr. Heinlein stated the construction is completed; however, retention needs to be paid.

Mr. Heinlein added this new report ties in the Master Plan to the Bond Language. The Budget View is from the Bond language, the Project Summary is from the Master Plan.

Mr. Heinlein explained the “Other Allowable Project” are other projects listed in the Bond Language that is not listed under a school site.

Mr. Heinlein presented a photo presentation of all the projects since the last COC meeting. He also reviewed the list of contracts that went to the Board since the May 5, 2020 Board meeting as well as the Notice of Completions.

Mr. Gibbs inquired how the District awards contracts? Ms. Rubenstein reviewed Prequalification of Contractors, Request for Proposals, CUPCCAA (California Uniform Public Construction Cost Accounting Act) limits, Informal and Formal Bid procedures. Mr. Heinlein added on our website one will see our bids and current prequalified contractors.

Mr. Heinlein presented the Facilities Staff Cost Allocations Report. This report will use actual expenditures for the calculations rather than budgets as to provide more accurate accountability.

Mr. Heinlein shared an upcoming project to install Topcat speaker system in each classroom to provide a full-range audio for dynamic, media-rich classrooms. This will help everyone hear better while wearing masks. Dr. Hawkins added the teachers asked for this and are very excited. Mr. Gibbs questioned if this project was being paid by Measure EE? Mr. Heinlein said yes as there are remaining funds in the Communication/PA Project budget.

Mr. Lin inquired if sneeze guards or PPE will be provided from Measure EE? Mr. Heinlein indicated no, and stated the District has received 6 million from the State for Pandemic items.

Mr. Gibbs asked about the talks regarding the State budget deficits to provide funding to schools? Mr. Heinlein said it is challenging to the District as there are delays in when we received the funding. He noted the District cannot not borrow from Measure EE or CFD's.

Dr. Hawkins thanked the Facilities Department for all of their hard work during this time. Since the closure on March 13, 2020, this department has continued to move forward with new contracts, taking over the Board agenda.

DISCUSSION/ACTION ITEMS

None

FUTURE AGENDA ITEMS

None

ADJOURNMENT

Motion by Ms. Umeck, second by Mr. Gibbs to adjourn the meeting at 7:27 p.m.

Adjournment

Vote: 8-0-0

Abstain: 0

Absent: 1 (Schoenfeld)

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The next regular meeting of the Measure EE Citizens Oversight Committee will be held via Zoom Teleconference on Thursday, November 5, 2020 at 6:00 p.m.

Measure EE Citizens
Oversight Committee
Meeting
November 5, 2020

Approved November 5, 2020

DocuSigned by:

John Estrada

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John Estrada, Vice Chairperson

DocuSigned by:

Nick Heinlein

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Nick Heinlein, Assistant Superintendent of Business