

MINUTES – May 17, 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: Committee Members Present:</p> <ul style="list-style-type: none">• Ms. Kristin Gragnola• Ms. Cathie Thermond• Ms. Shirley Cantu• Ms. Jill Van Hoesen• Ms. Cynthia James• Ms. Michele van Zuiden <p>Committee Members Absent:</p> <ul style="list-style-type: none">• Mr. Bob France• Mr. Mark Von Kaenel• Mr. Rick Tinsley <p>A Quorum was established.</p> <p>LGSUHSD Staff Present:</p> <ul style="list-style-type: none">• Ms. Jane Marashian• Mr. Greg Medici
Approval of Agenda	<p>Motion 2/16-1: By Ms. van Zuiden seconded by Ms. James to approve the Agenda</p> <p>Motion Passed: 6-0</p>
Public Comment	There was no public comment.
Information Items	<p>Mr. Medici updated the committee regarding the acceptance by the LGSUHSD Board of Trustees of the CBOC Annual Report on March 29th.</p> <p>Noted the board agenda includes many Measure E items; any project \$10K and above is approved by the board as an action item; items under \$10K are part of the Consent Agenda; possible plans to amend threshold through an amendment to board policy. Ms. Cantu noted the Board is also approving all Change Orders.</p> <p>Mr. Medici noted Board approval of a new job description for an in-house position to oversee Measure E/ facilities projects; would be paid through Measure E and maintenance-specific revenue; this has not yet been approved. Ms. van Zuiden asked to whom the position would report? Mr. Medici responded it would be to him and the Superintendent. Mr. Medici noted it would only be viable if we could validate it would actually save the district Measure E dollars. Ms. van Zuiden asked how will it impact current project/construction management contracts? Mr. Medici</p>

noted they would co-exist currently; for future smaller projects, this position could potentially take on full management.

Ms. van Zuiden asked about prior cost overruns; Mr. Medici noted that master plan numbers were lower than final actual contracts; underground utilities/infrastructure issues increased those numbers. Mr. Medici sees potential to come into line with new numbers for smaller projects. Fields projects and large buildings have less flexibility; we could limit smaller projects scope and still provide value to the site. New reporting formatting is underway to address confusion about Master Plan/Contract Amounts/Actuals.

Mr. Medici noted SHS Building 800/900 plans underway; Ms. Cantu noted we remain in compliance if projects conform to the language of the bond.

By the fall, we are planning to sell **Series 2** in the fall (probably September) – will sell entire remaining bond issuance of \$55m.

Mr. Medici shared **financial system report**. Ms. van Zuiden noted discrepancy with the dollar amounts shown on the board report compared to the system report with respect to the front stairs; Mr. Medici noted some portions of a project may be reported elsewhere, e.g., planning. Ms. Van Hoesen shared concerns about audit – how to determine how much of “miscellaneous” is allocated to a specific project? Mr. Medici noted front page of board report includes expenses such as a CEQA report/ technology. Mr. Medici noted auditors conduct independent Prop 39 audit each year. Mr. Medici noted costs are aligned and verifiable, even if not necessarily identical. Ms. van Zuiden asked for a reporting format showing completed projects. Ms. van Zuiden noted current cost overruns = contingency funds. Mr. Medici noted a need to explore better ways to report to minimize confusion – that we wouldn’t necessarily use current contingency funds since future projects could come in lower than estimates; expressed confidence we could build everything on this list, being mindful of scope as we define future smaller projects and set expectations; noted already having conversations about expectations/needs; noted increasing construction costs due to high demand. Ms. Cantu noted ongoing value engineering undertaken for all projects.

Ms. Thermond noted public misconception about cost overruns and the impact on future projects, beyond the music buildings/classroom wing.

Mr. Medici shared Twitter feeds – a tool documenting project progress for the public.

Ms. James noted athletes enjoying new fields. Mr. Medici noted all **Summer 2015** projects completed; although not all invoices paid; noted board accepted \$7.85 million cost close-out for McGuire Hester.

Ms. Van Hoesen noted some neighbors were concerned about removing some trees. Mr. Medici noted that the site is working with neighbors to address their concerns. There are some neighbor concerns about extended use of fields; noted plans to meet with the neighbor.

	<p>Ms. James asked about timeline; that it seems longer than it should to build each building; Mr. Medici noted complex engineering needed for school buildings may make timeline seem longer.</p> <p>Ms. Cantu asked about LEED certification – Mr. Medici noted new music buildings and classroom wing will be LEED certified.</p>
Action Items	
1. Approval of Minutes	<p>Motion 2/16-2: By Ms. Thermond, seconded by Ms. James to approve the Minutes of January 21, 2016</p> <p>Motion Passed: 6-0</p>
2. Identification of Next Meeting Date	The next meeting will be September 13, 2016 at 3:30 p.m. Additional meetings will be scheduled and approved at the next meeting.
Adjournment	The meeting was adjourned at 4:49 p.m.

Respectfully submitted, Cynthia James (CBOC member attending): _____

Approved and ordered into proceedings of the District
 On September 13, 2016, Shirley Cantu (Chairperson): _____