

**LOS GATOS – SARATOGA UNION HIGH SCHOOL DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)**

MINUTES

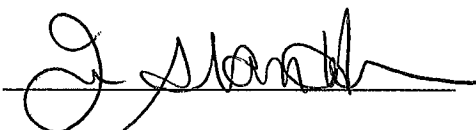
**September 5, 2017
17421 Farley Road, Los Gatos, CA 95030**

<p>Call to Order – 3:30 p.m.</p>	<p>Roll Call – Establishment of a Quorum:</p> <ul style="list-style-type: none"> ● Mr. Rick Tinsley ● Ms. Michele van Zuiden ● Mr. Victor Zhang ● Ms. Denise Ramon Herrera ● Mr. Mike Buncic ● Mr. Tim Duclos <p>District Staff Attending:</p> <ul style="list-style-type: none"> ● Mr. Philip English - Director of Facilities ● Ms. Jane Marashian - Superintendent's Office ● Ms. Rosemarie Pottage - Interim Chief Business Officer
<p>Approval of the Agenda</p>	<p>Motion 1/17-1: By Ms. van Zuiden, seconded by Ms. Ramon Herrera to approve the Agenda</p> <p>Motion Passed: 6-0</p>
<p>Public Comment</p>	<p>Mr. Darrell Miller spoke regarding the use of Bond funds to purchase technology, specifically chromebooks.</p>
<p>Information Items</p>	
<p>Measure E Update/ Expenditure Report</p>	<p>Mr. English reported the completion of the SHS music building and the lower fields projects at LGHS, including the restroom complex; noted the new LGHS music and classroom buildings have a target completion date in time for the opening of school in 2018, however there have been some delays; working to recover time; noted the SHS admin and 800 building renovations and LGHS theater space conversion from music to drama are in the design phase. Ms. van Zuiden noted the September 12th opening ceremony/ribbon cutting for the SHs music building. All members of the CBOC are invited. Mr. English confirmed that we anticipate that final expenditures for the completed projects will come in at +/- 10% of currently reported numbers, as of today. Mr. Tinsley asked about parking at LGHS. Mr. English noted the district was responsible for 1/3 of the High School Court project/ the Town of LG the remaining 2/3. The Town has now zoned High School Court an "Olive Zone." We are currently in negotiations with the Town to mitigate Olive Zone costs since this impacts staff parking. Noted not every campus space seems to be full this year. Mr. English noted work on New York Avenue included providing handicapped accessibility; noted 35 parking spaces have been added behind the tennis court and a paved access road provided for field hockey and lacrosse fields.</p>

	<p>It was noted that Pleasant Street parking will ultimately restore 36 spaces. Mr. Buncic also asked about the change in procedures for public use of LGHS fields. Mr. English noted CEQA action, requiring the district to limit use because of the impact on the neighbors, e.g. limiting hours of use in the evening; noted board policy regarding rates and use prioritization; noted pool and track use still more open, i.e., small running groups and early morning public swimming.</p>
Expenditure Report	<p>Ms. van Zuiden asked about program expenses. We had originally budgeted \$2M however, with the hiring of Mr. English, we have seen a reduction and transferred some funds out of this line item; noted we may transfer more funds as projects progress. We have also seen a drop in the cost of issuance of \$600K and we may see more savings moving forward.</p> <p>Mr. Zhang asked about lessons learned from the SHS music building project. Mr. English noted the Master Plan numbers were not based on a concrete design and therefore unrealistic; noted the change in scope from the Master Plan were based on a consensus decision amongst the SHS stakeholders. Mr. Zhang asked how schedule impacted costs? Mr. English noted current construction market has resulted in high demand and, therefore, increased costs for work. Mr. Zhang asked if, by not setting hard deadlines for project completion, we could contain costs? Ms. van Zuiden noted deadlines are often driven by the start of the school year.</p> <p>Mr. Buncic asked about reducing the scope of some future projects, given the status of the budget? Mr. English noted we may need to do some work with stakeholders to realign budget priorities, e.g., multi use buildings may be moved lower on the lists.</p> <p>Ms. van Zuiden asked about real property acquisition? Mr. English noted owners of New York avenue property are standing firm on price; the district is discussing the Venue property with the Town. Mr. Tinsley questioned the value of the Venue property if just for parking.</p>
Appointment of New Members	<p>A posting has been placed in the local papers and on the district website. Applications are due by October 17, 2017.</p>
Action Items	
Approval of Minutes	<p>Motion 1/17-2: By Mr. Buncic, seconded by Ms. van Zuiden to approve the Minutes, May 3, 2017 Motion Passed: 6-0</p>
Approval Meeting Schedule, 2017-18	<p>Motion 1/17-: By Mr. Zhang, seconded by Mr. Buncic to approve the CBOC meeting schedule, 2017-2018</p> <ul style="list-style-type: none"> ● CBOC Meeting - November 7, 2017 – meeting/identify sub committee to prepare Annual Report ● Sub committee work to draft Annual Report ● CBOC Meeting - February 6, 2018 – approve Annual Report

	<ul style="list-style-type: none"> • Board Presentation of Annual Report – March 6, 2018 • CBOC Meeting - May 1, 2018 – summer projects <p>Motion Passed: 6-0</p>
Committee Member Comments	Mr. Tinsley noted technology is a legitimate use of Bond funds and that this issue has been addressed; Mr. Zhang would like to discuss it further. Mr. English noted the technology portion of the bond has a four-year maturity. A short report will be presented at the next CBOC meeting.
Adjournment – 5:00 p.m.	The meeting was adjourned at 4:26 p.m.

Respectfully submitted, Jill Van Hoesen (Clerk):



Approved and ordered into proceedings of the District
On November 9, 2017, Rick Tinsley (Chairperson):

