**MUSD Measure E**

**Citizens Bond Oversight Committee**

**MINUTES**

October 12, 2015

Curtner Elementary, Learning Center

275 Redwood Avenue, Milpitas

**CALL MEETING TO ORDER**

 Nancy Mendizabal called official meeting to order at 6:01 p.m.

1. **ROLL CALL**

Present: Dr. Pono Aiona, George Q. Baker, Margaret Hoyt, W. Dan Manassau, Nancy Mendizabal, Joseph Weinstein, Thomas Valore \*

Absent: ~~Thomas Valore \*~~

Also Present: Cary Matsuoka (Superintendent), Wendy Zhang (Assistant Superintendent Business Services), Joe Flatley (Facilities Modernization Director), Brian Shreve (Director Maintenance Operations and Transportation), Kelly Ng (Purchasing/Contracts/Bond Budget Manager), Deana Harn (Bond Data Secretary)

1. **COMMENTS FROM THE PUBLIC**

None

1. **INTRODUCTION TO THE CURTNER SCHOOL, LEARNING CENTER**

Joe introduced the committee to the Curtner Elementary School Learning Center. Centrally located, the learning center was; the computer lab, library and a classroom. Most walls and barn doors have writable surfaces. Behind the barn doors you will find additional storage space. The space is very successful, with heavy use of the room and is part of their curriculum.

**Cary** – The sliding glass doors make it possible for this area to become a conference room large enough to fit a whole classroom. It is very rewarding to see students have a discussion and facilitate. The principal, Jackie Vo Felbinger, describes it as Starbucks meets Candyland.

**George Baker-** A 4th grader I know loves it here. She’s here almost every day.

1. **APPROVAL OF AGENDA**
* Agenda on last page of QPR should be removed, it was an error
* Concerns were addressed regarding changes made on the bylaws; section 3.1 and 5.4 without a courtesy notification extended to the board. A copy of the General Report will be sent to the board members and notification of all changes in future.

Motion: Approve the October 12, 2015 CBOC agenda

M/S Weinstein/ Valore Vote: 5-0

1. **APPROVAL OF MINUTES**

Motion: Approve the July 20, 2015 CBOC meeting minutes

 M/S Weinstein/Hoyt Vote: 6-0

**Margaret-** The lighting at MHS and use of prop 39 funds for it was a question from last meeting, do we have a response yet? Also the swimming lessons do we have the analysis yet?

**Wendy-** We are scheduling a meeting with the prop 39 person to find out a plan since we need to hit an energy saving threshold, so it is still pending. We have not yet received anything back on the swimming pool and lessons data.

1. **CBOC TERMS**

**Wendy-** Our council recommended that we advertise the position in the paper. We will be accepting applications for the position, for the existing committee members we will accept their original applications.

George and Dr. Pono will need to interview with the board along with other applicants. Application deadline will be October 30th.

1. **SCHEDULING**

CBOC bylaws state that the committee shall meet at least once a year and no more than quarterly. We will need to have a vote on the meetings for the future.

**Joseph**- motion to have meetings every 6 months - **Thomas**- second the motion

Discussion

* Dan- We are the oversight committee, once every 6 months is not oversight. There is still quite a bit of money left, even if we met for only 15 minutes every 3 months to cover expenditures.
* Nancy- If switched to semi-annual we could still change back to quarterly if it was needed.

Vote- 3/Aye 4/No

We will revisit the schedule at the next meeting.

1. **QUARTERLY PROGRESS REPORT OVERVIEW**

**Joe-** Contracts for summer projects had been approved. Zanker’s construction was able to begin in May, considering the location wasn’t heavily used. District will be giving a new delivery system a try with LLB (Lease Lease-Back). A benefit of LLB is less bidding, more negotiating than a bid.

**Joseph W-** How long was the lease for?

**Joe-** When construction was complete the lease ended.

**Joseph W**- When using LLB, will the committee need to stay together until the lease is finished?

**Cary**- The committee must stay together until all money is spent.

**Nancy**- What was done at Zanker over the summer? And MHS?

**Joe**- Zanker had HVAC, carpet, new learning center and ADA improvements. MHS was ready for the beginning of school except for a few clean up items. The lockers were opened a few days after school started.

**Pono**- The lockers are great. It is a nice upgrade. Now when other teams come, it looks like high school lockers instead of 30 year old beat up lockers.

**Joe**- Opened up the floor plan with ¼ of it seating and white board.

**Pono**- It is great for pre-game and PE is using it as well.

**Joe-** The bond measure is basically done. We would like to take some of the remaining monies to go back and do some clean up and refining on some areas. We have a 3rd party commissioning agent, to help us figure out the HVAC system.

**Thomas**-What is LLB? How is it used?

**Joe**- It is a state approved system for a public agency to select a contractor on price and qualifications, along with references and experience. It protects the district from awarding the lowest bidder, whom has problems with working at a slow pace or poor quality work.

**Joseph**- Contractor pays for the job, while the public agency leases the property from the contractor.

**Nancy**- MHS flooding?

**Joe**- Flooding two times in the boy’s and once in the girl’s shower. Cameras in the pipes went to edge of building outside. Roots caused the clogs from the Redwood trees. We will use left over money to dig up the pipe and hopefully save the trees.

**Brian**- There is some areas that are on yearly scheduled maintenance that does get cleaned out.

1. **FINANCIALS**

**Wendy-** Phase III is the last phase of the Bond projects. For Phase I, the budget has been fully spent. All contracts have been paid in full. Phase II and III still have some outstanding balances. The funds allocated for the New Elementary will be spent on the land. After we pay off Phase III and purchase the land, we’ll have a clearer picture of the savings. The plan is to use the savings on small projects over the 2016 summer.

**Dan-** Reduction at bottom of the financial summary, what is that?

**Wendy-** Reduction of savings.

**Dan-** New budget to old budget what is that?

**Kelly-** We had additional interest that was finalized this quarter

**Wendy-** Due to the increase in revenue, the savings had an increase in budget

**Dan-** I would like to see the reconciliation.

**Nancy –** Will there be more interest, because this is only up to June 30, 2015?

**Wendy-** This interest revenue can change, it can go up.

1. **SUPERINTENDENT’S COMMENTS/UPDATE ON NEW ELEMENTARY**

**New Elementary**

**Cary-** CEQA (California Environmental Quality Act) consultant is drafting the EIR (environmental impact report) to go to the board. Hoping for October but now looking at November. We are to the detail stages of design. The district is working with the city on the co-design of the city park adjacent to school site. We would like the park and school to feel like one piece and used by the community. Project is on track for August 2018 opening.

**Margaret-** Are we still waiting on the clean bill of health on the land?

**Cary-** We have a consultant company that will manage that and will work with DTSC (Department of Toxic Substance Control). Once the DTSC likes the remediation plan, they will send us approval to go ahead. Biggest thing is the bioremediation of the PCBs. That will be an expensive process, but cheaper than hauling. The city is committed to helping. The cost of the remediation will be deducted from the cost of the land.

**Evergreen**

**Cary-** The design is complete. Ground breaking ceremony scheduled for Tuesday, November 17th. The joint use facility has been labeled as the Milpitas College Center. Construction will take approximately 12 to 13 months. We’re looking forward to be able to start using it mid-year, as we’ll be placing some of our teachers over there.

**Future Planning**

**Cary-** Regarding the population of schools, up to 25 years into the future. Planning for more schools needs to begin now for the cities growing population. We have a task force collaborating, starting to make sense of the long term future. There has been one meeting so far. Most of the collaboration has been about additional elementary, middle, and high schools. Discussion regarding it will be at the Town hall meeting next Monday.

1. **DETERMINE DATE OF NEXT MEETING**

February 1, 2016 at Rose Elementary

1. **ADJOURNMENT**
* Send committee copy of CBOC bylaws board agenda report.
* Send committee a copy of the reconciliation financial report.
* Next meeting update on the Prop 39 for MHS lighting.
* Next meeting update on the clogged pipes at MHS.
* Add acronyms to glossary: CEQA, LLB, PEA, and RAW.

Meeting was adjourned at 7:34 p.m.