



# CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

## MEETING MINUTES

**Wednesday, July 8, 2020**  
**Meeting: 6:00 P.M.**

**Zoom Webinar**  
*Webinar ID: 857 4575 8431 | Password: 051179*

*The following were in attendance:*

**CBOC**

Got-Lopez, Melissa  
Hermange, Debbie  
Meadows, Abigail  
Mueller, Raymond  
Navani, Vikas

**ESUHSD**

Bright, Jeremy  
Huynh, Tom  
Jew, Chris  
Kwong, Kelly  
Lucas, Julio  
Nguyen, Cathy

**Guest(s)/Community Member(s)**

Roberts, Chris (Selected Member)  
Traynor, Patrick (Selected Member)  
General Public

**CBOC Member(s) Not Present**

Nguyen, Nhu  
Nguyen, Sandy  
Nguyen, Tu  
Phelps, Randy  
Tran, Shelby

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 6:06 p.m. by the CBOC Chair Abigail Meadows.

**2. PUBLIC COMMENT**

No comment.

**3. REVIEW AND APPROVE MINUTES FOR PRIOR MEETING**

A motion to approve May 20, 2020, Meeting Minutes was made by member Raymond Mueller and seconded by member Melissa Got-Lopez. Motion was carried (5 - 0). Aye.

**4. ITEM(S) FROM CBOC CHAIR**

**4.01** Updated Item(s) From CBOC Chair: The CBOC Selection Committee has moved forth with the recommendation of new members to join the CBOC for the 2020-2022 term. The recommendation will be submitted to the Board for review and approval at the August Board meeting.

Chair Abigail Meadows announced the names of the selected members, Jennifer Celaya (Alternate Member), Christopher Roberts (Parent of ESUHSD Student), and Patrick Traynor (Community At Large).



## CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

### MEETING MINUTES

**4.02** Review and Approve the Final Draft of the CBOC Annual Report For Fiscal Year 2018-2019. The report will be presented by the CBOC Chair at the August Board meeting and an invitation will be sent out to all members to attend.

Melissa Got-Lopez, representing the Editorial Sub-Committee (Abigail Meadows, Debbie Hermange, Melissa Got-Lopez), informed the CBOC of the changes to the last reviewed draft of the Annual Report based on the feedback provided:

- Page 1 – add caption to the main photo, highlight the good works that the District does in the collaborative quote, visually communicate (illustrate) the report data so that the community can see how their tax dollars are being spent.
- Pages 11 and 12 – move the bottom section on page 12 (Audit Result Report) to the top of page 11, bold and highlight it for visual attention. Also, provide a link to the website for the actual reports.
- Recommendations of more layout designs and other content changes to be considered for future reports:
  - provide before and after pictures and captions that include statements from students and staff.
  - create a section that includes graphics to highlight district accomplishments and awards or significant buildings.

Motion to approve the Final Draft of the CBOC Annual Report For Fiscal Year 2018-2019 was made by member Raymond Mueller and seconded by member Vikas Navani. Motion was carried (5 - 0). Aye. The motion passed unanimously.

#### **4.03** Elect Committee Vice-Chair

Member Melissa Got-Lopez was nominated for the position of Vice-Chair by members Raymond Mueller and Vikas Navani. Chair Abigail Meadows agreed with the recommendation and Melissa Got-Lopez accepted the nomination. A warm welcome was given to the new Vice-Chair, Melissa Got-Lopez.

#### **4.04** Elect Sub-Committee to review the CBOC By-laws

Raymond Mueller brought the CBOC By-laws to the Committee's attention, noting the lack of specific details on the process of reviewing the CBOC applicants and decision-making on which applicants to put forward. He also proposed that the Application Review Committee, which currently consists of two Board of Trustees members and one CBOC representative per the By-laws, should consist of two people from the CBOC and one Board of Trustees member to avoid possible conflict of interest. Raymond Mueller suggested the Committee elect a Sub-Committee (no more than three members) to go over the By-laws and bring them up to date. Board of Trustees Lorena Chavez suggested we seek guidance from legal counsel for the process of amending the By-laws. Julio Lucas thought this might be an opportunity for personalization but it would be prudent to check in with our legal counsel. Raymond Mueller stated that he was on the Committee that rewrote the By-laws for Alum Rock School District.



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## MEETING MINUTES

The Committee moved forward with the election of a Sub-Committee to review the CBOC By-laws consisting of Raymond Mueller, Vikas Navani, and Abigail Meadows. Nhu Nguyen remarked on the quorum of the current Committee members (five members) and noted that the Sub-committee to review the CBOC By-laws (three members) could only meet after the Board approved the appointment of the new members on August 20th.

**4.05 Elect Sub-Committee to prepare and review the CBOC Handbook for new members**  
Chair Abigail Meadows noted the CBOC Handbook is to provide new members with information on the history of the CBOC, the By-laws, each member's responsibilities, accomplishments, awards, purposes, and what the current CBOC members are doing for a more seamless transition. The Sub-Committee will help create a handbook or a template for the new members. Melissa Got-Lopez suggested they wait until August for more member participation. However, Abigail Meadows expressed she would like the new members to have some basic information prior to the next CBOC meeting in October. The Committee moved forward with the election of a Sub-Committee to review the CBOC Handbook consisting of Melissa Got-Lopez and Abigail Meadows.

### 5. REPORTS

**5.01 Summer 2020 Update - Information Technology** (*presented by Randy Phelps, Chief Technology Officer*)

Randy Phelps presented an update on project progress, planning, and implementation for the Information Technology Division and highlighted major sections including the Core Initiatives (Community Wireless, Sprint Grant, Munis, Safety, Software Resources, Network, Devices), Current Expenditure (Technology Measure I), Successes, Budgeting the Future (Technology Measure I - Round 3), and other Major Initiatives over the next three years.

**5.02 Capital Construction Project Updates** (*presented by Julio Lucas, Senior Manager of the Bond Program*)

Julio Lucas presented updates and status on major projects currently going on in the District. These are projects that are at or above \$5 million.

- **Andrew Hill - New Student Union**

*Anticipated Completion Date: December 2022 – Project Budget Amount: \$22,453,062.00  
Area: 23,0000 square feet – Construction Team: VPCS, DLR Groups, XL Construction DBE*

This project is in the process of planning and designing. The presentation slide showed a progress drawing of the future Student Union and its location on campus.

- **W.C. Overfelt - New Building**

*Anticipated Completion Date: February 2021 – Project Budget Amount: \$32,397,309.00  
Area: 26,000 square feet – Construction Team: VPCS, JK Architecture, Flint Construction DBE*

This project is near completion. The new building includes the Music department, the Art department, and the Administration department.



## CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

### MEETING MINUTES

- **Education Center - Adult Transition Program North**

*Anticipated Completion Date: November 2020 – Project Budget Amount: \$6,825,000.00*

*Area: 8,900 square feet – Construction Team: Dougherty Architecture, Gilbane Construction DBE*

This is the new building at the front of the Education Center. The project team continues to work through the pandemic.

- **Silver Creek - New Building**

*Anticipated Completion Dates: December 2022 – Project Budget Amount: \$23,200,000.00*

*Area: 17,810 square feet – Construction Team: Gilbane CM, JK Architecture, (Pending) DBE*

Bid walk with prospective contractors was conducted earlier today. The District is in the process of hiring a Design Build team to help with this project. Unlike the times before the pandemic, when the District would receive between two to three interested parties, the District received a total of 10 responses from interested Design Build entities pursuing this project. We have brought that down to three prime Design Build entities that are going to engage in confidential meetings.

- **Independence - New Student Union**

*Anticipated Completion Date: February 2023 – Project Budget Amount: \$26,577,792.00*

*Area: 35,000 square feet – Construction Team: Gilbane CM, DLR Group, (Pending) DBE*

This project is similar to the Student Union at Andrew Hill. These Student Union centers include a learning space that is equivalent to what we commonly refer to as the Library. The Student Union itself, which is very much a social hub, is a place of enjoyment for the students while studying and consuming their food. There will be a revamp of the Food Services prep area and serving spaces. Rather than having individual window units or pass-throughs, it will be an open concept type of setting. The Student Union will also include meeting spaces that bring overall supervision.

- **Santa Teresa - Soccer Field Turf**

*Anticipated Completion Date: January 2021 – Project Budget Amount: \$6,728,400.00*

*Area: 86,000 square feet – Construction Team: Gilbane CM, Lloyd Engineering, Bothman DBE*

This project is currently in the Division of State Architect (DSA). Once we are back from DSA, we will begin construction. We are receiving pricing that is more advantageous to us due to the pandemic.

- **Santa Teresa - New Building**

*Anticipated Completion Date: December 2022 – Project Budget Amount: \$12,477,277.00*

*Area: 9,450 and 9,654 square feet – Construction Team: Gilbane CM, BCA Architects, (Pending) DBE*

We are doing work for the Science department and planning for people to move out and move in. There is a lot of shifting but that is the usual part of the cascading effects of how projects evolve.



# CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

## MEETING MINUTES

- **Evergreen Valley - New Student Union**

*Anticipated Completion Date: November 2022 – Project Budget Amount: \$22,731,580.00*

*Area: 33,000 square feet – Construction Team: Gilbane CM, JK Architecture, Rodan Builders DBE*

The team met today on the joining of the buildings to create the Student Union at Evergreen. We talked about the relocation of the Administration, the Student Union, how food is made, served and enjoyed, the Learning Center (a more open and multi-use space), and usable ways of doing the Library.

### **5.03 Capital Program Budget Adjustment Report** *(presented by Sandy Nguyen, Construction Bond Program Controls Manager)*

Sandy Nguyen provided the Board approved Capital Program Budget Adjustment Report from April 28, 2020, through May 14, 2020. This report goes to the Board monthly for approval of augmentation to a project budget.

### **5.04 Budgets and Expenditures Report** *(presented by Sandy Nguyen, Construction Bond Program Controls Manager)*

Sandy Nguyen provided an update of the Board Approved Budgets and Expenditures on all bond measures (Measure G, E, I, I-Technology, and Z) through May 31, 2020. An updated summary of the overall budget, including the total remaining contract commitments, total expenditures, and total remaining site allocation, in the pie-chart and graph format was presented.

Motion to accept the Budgets and Expenditures Report was made by member Raymond Mueller and seconded by member Vikas Navani. Motion was carried (5 - 0). Aye. The motion passed unanimously.

### 6. CONFIRMATION OF NEXT MEETING

The Committee agreed on Wednesday, October 14, 2020, at 6:30 p.m. at W.C. Overfelt High School or via Zoom at 6:00 p.m. if the Shelter-in-Place order is not yet lifted by that time.

### 7. ADJOURNMENT

Chair Abigail Meadows adjourned the meeting at 8:00 p.m.

Minutes approved by: **Raymond Mueller**

Print Name

Signature

Oct 15, 2020

Date



# CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

## MEETING MINUTES

### Questions/Answers/Comments (Q/A/C)

#### 4. ITEM(S) FROM CBOC CHAIR

##### 4.02 Review and Approve the Final Draft of the CBOC Annual Report For Fiscal Year 2018-2019

- **Q:** Is it possible to access the Annual Report on BoardDocs? (Raymond Mueller)  
**A:** Yes, it is posted on BoardDocs. (Nhu Nguyen)

#### 5. REPORTS

##### 5.01 Summer 2020 Update - Information Technology (presented by Randy Phelps, Chief Technology Officer)

- **Q:** As a member of the James Lick neighborhood, I would like to understand the WiFi program better. We could not access it and we are one block from James Lick High School. (Raymond Mueller)  
**A:** If you can send me the address, I will have somebody drive out and take a look because occasionally, there are going to be dead spots in a neighborhood. And if we have one, I want to fix it. (Randy Phelps).  
**C:** I actually drove by James Lick, and I had WiFi and all over the area. And some of it gets almost near to my house. It covers almost that far and I live by Independence by Jackson. So it does spread. It's not 100% perfect, but it covers a huge area in both the community piece and the student piece. (Lorena Chavez)

**Q:** Is Munis the focus this year? I mentioned that because that is a huge project with a lot of capacity from a lot of staff. It is going to be amazing when it rolls out. (Lorena Chavez)

**A:** Absolutely. Yes. (Randy Phelps)

**Q:** Students take home Chromebooks to use in the evening and bring them back to school to use at school. With this capacity of usage, are we anticipating greater wear and tear? Is there any plan in place for the hardware? (Raymond Mueller)

**A:** We have enough [Chromebooks] for every site to give every student plus 4%. We have budgeted enough, spaced out the spending enough to where we should not see a major hiccup in this. We plan for what the breakage should be based on the math. (Randy Phelps)

##### 5.02 Capital Construction Project Updates (presented by Julio Lucas, Senior Manager of the Bond Program)

- **Q:** How does the pandemic impact the timeline? Does it accelerate the timeline in terms of completion? (Vikas Navani)  
**A:** Timeline-wise and process-wise, it is accelerated in the decision making part of the process. Contract-wise, it is less now than a month ago. For example, we had some products that came out of Michigan that could not be delivered to the site because there was a complete shutdown in Michigan during that time. However, our timeline is still on track. (Julio Lucas)

##### 5.03 Budgets and Expenditures Report (presented by Sandy Nguyen, Construction Bond Program Controls Manager)

- **Q:** Is the program management cost on page 27 of the report the cost we are paying the District staff to manage the bond program? (Melissa Got-Lopez)  
**A:** No, that was the service cost when we had SGI (previous Bond Program Management company). (Sandy Nguyen)
- **Q:** Has there been any conversation about the possibility that things may never really get fully back? Is there any conversation happening that maybe some of these projects are going to become irrelevant? At what point will we start looking at these numbers and thinking what is still relevant in a post-COVID world? For example, my son is trying to get into football and there is still not even a decision as to whether there will be any football this year or what is going to happen. (Raymond Mueller)  
**A:** From a Board aspect, in our last meeting, we talked about a high-level plan, what it would look like to come back to school and we adopted a plan. That is still pending negotiations with the Union. We are hoping to see a more thorough detail plan in August. In the last Board meeting, Superintendent Funk mentioned that students were going to start engaging in athletic activities in small cohorts. I don't know how much involvement of the fields those use, but that could be part of that engagement, the arrangements that each school site decides to make and giving COVID if there are certain limitations. (Lorena Chavez)






# 2020 0708 CBOC Meeting Minutes

Final Audit Report

2020-10-15

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By:	Shelby Tran (trans@esuhsd.org)
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-  Document created by Shelby Tran (trans@esuhsd.org)  
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