

April 17, 2018 – Citizens Bond Oversight Committee Minutes

- Chair Melinda Bradford called the meeting to order at 6:07 p.m.
- Committee Members Present: Melinda Bradford, Tom Eppenberger Jr., Chike C. Udemzue Ph.D, Rob Rich, Tony Breslin, Xouhoa Bowen,
- Jonas Mok joined the meeting via telephone from Washington D.C. (not listed on agenda - non-voting)
- Staff Present: Dr. Kevin Collins, Aaron Kerrigan, Renee Robles
- RGM Staff Present: Ridge Greene

Legal Statement

- Legal statement was read by Chair Melinda Bradford.

Welcome and Introductions & Bylaw Review (Information)

- All members present introduced themselves
- Bylaws were reviewed

Meeting Minutes – November 1, 2018 (Action)

- Motion was made to approve the November 1, 2018 minutes by Rob Rich and seconded by Tom Eppenberger Jr.. Motion passed 6-0

Bond Project Update April 2018

- Aaron Kerrigan, Director of Facilities & Operations, gave a presentation in the form of a slidedeck on the progress of the bond.
 - Backflow Preventers 1st Phase Complete – Sites completed were: John Muir, Woodrow Wilson, Roosevelt, Washington & Monroe. 2nd Phase is being determined.
 - Hydration Stations – A grant was received from Kaiser to use for “purchase” of Hydration Stations to install into each of the School Sites.
 - The Middle Schools and High School Campuses have been completed.
 - The District is working on a proposal to install at each of the Elementary Schools next.
 - Jefferson Fencing Project –
 - Last Bond majority of fencing was replaced and Jefferson was reviewed, but the fencing area in the back of the site near the play yard was missed. A parent raised concerned over the height being only 4'. It was recently raised to 8' with new gates replaced.
 - Libraries
 - District Wide Library Renovations have been underway and are almost all completed.
 - All elementary schools are completed at this time outside of Washington and Madison which are being researched and proposed.
 - Makerspaces, Paint, Flooring, and Furniture were all included in the renovations.
 - Bancroft Garbage Enclosure
 - Issues with safety and sanitary concerns were brought forth since the garbage units were on the play yard.
 - A new enclosure was built and secured for the containers to remain in
 - San Leandro High School Cafeteria Refresh
 - Flooring, Paint, a new mural and furniture were all upgraded.
 - The furniture came from Cafeteria Funds while the rest was from Bond.
 - McKinley HVAC Replacement
 - In part of the District Wide HVAC Replacement Project McKinley has been completed which was started in the last Bond.
 - Washington Elementary School is in process of beginning

- Wilson and Monroe are being proposed to begin thereafter
- Jefferson Portables
 - Portables were purchased and installed at Jefferson Elementary for interim housing.
 - Once the Modulares are done, we will move these portables to other sites to use again for interim where needed.
- Madison Parking Lot Restriping
 - The City of San Leandro assisted the District with a Traffic Study as it was found the parking lot was becoming very congested and unsafe.
 - The District was able to reverse the pathway of traffic and restripe the spaces to make parking areas clear and safe.
 - The district will be working with the city to look at other sites and will start with Monroe.
- Madison Modernization
 - It was found more of a cost savings to modernize the building which used to house district personnel instead of adding or replacing modular or portables.
 - The site will be gaining space as well through this modernization
- Projects in the Pipeline will include:
 - Washington HVAC Replacement
 - District wide HVAC Replacement
 - Electrical Upgrades
 - Having 2 circuits per classroom and also to have capacity for the new HVAC systems
 - Modular Installation at Elementary Sites

Review of Project Timeline and Preliminary DRAFT Budget

- Kevin Collins reviewed the Timeline and Preliminary DRAFT Budget. He explained this is a rather aggressive Timeline but that the District is aware of cost escalation and is trying to save in costs by making sure projects are not delayed.
 - Tony Breslin inquired the budget and the subject of deferred maintenance. Kevin Collins explained that when the Bond was approved, there was a list of over \$350 Million Dollars' worth of work and we only had close to \$104 Million Dollars to use. Kevin Collins responded that the State no longer allocates money for deferred maintenance to districts.
 - Kevin Collins suggested that staff present on the topic of Deferred Maintenance at the next CBOC meeting.
 - Melinda Bradford read aloud the Section 2 of Bylaws 2nd Paragraph as a reminder.
 - Tom Eppenberger Jr. had a question regarding if the Signage Budget will include the electronic signs outside of the schools. Aaron Kerrigan explained that the signage budget is being used more for Path of Travel distinction, doors, and ADA Compliance along with safety, but there may be funding for electronic signs.

Review of Expenditures and Encumbrances through April 12, 2018

- Kevin Collins reviewed the Pivot Table and explained it was divided by Location, Fund and what has been spent and or encumbered so far.
- Rob Rich appreciated the format and asked if it could be used for the Budget. Kevin Collins and Aaron Kerrigan informed they will look into it.

Formulation of the CBOC Annual Report Committee

- Kevin Collins explained the District is looking for a Committee Member to work with our Public Relations Committee to advertise what is being done through the Bond to present to the Board
- Kevin suggested Melinda Bradford be a part of this committee.
- Chike C. Udemezue suggested either Melinda Bradford or Tony Breslin be part of the committee

- Kevin Collins explained he will discuss and reach out to members to confirm

CBOC Membership Review

- Kevin Collins explained currently Jonas Mok, Tony Breslin and Xouhoa Bowen are currently coming up for expiration of membership next month. Kevin Collins asked that everyone send him an email to inform of interest to continue membership or if they would like to be removed from the Committee.

Member Comments

- Members of the Committee stated the following:
 - Chike C. Udemezue requested using an explanation of terms at the next meeting when in reference to acronyms being used.

Staff Comments

- Kevin Collins thanked everyone for attending and being part of the committee.

Topics for Future Meetings

- Deferred Maintenance
- New Budget Sheet
- Project Update
- Timeline Updated
- Discussion on how or when the committee will be able to see some of the projects completed
- Explanation of terms used in presentations

Future Meeting Date

- It was suggested by Rob Rich that we the committee meet more often and sooner than the proposed October 11th, 2018 date.
- It was decided the next meeting will be held on October 4, 2018. The location will be determined as it was suggested to be at a site where the committee can see a completed project.
- It was also decided after October 11, 2018 the committee will try to meet every four months instead of six.

Adjournment

- Meeting was adjourned at 7:38 p.m.
 - Motion was made to adjourn the meeting by Chike C. Udemezue and seconded by Xouhoa Bowen. Motion was passed 6-0