

**Oceanside Unified School District  
Proposition H Citizens' Bond Oversight Committee  
Regular Meeting - VIRTUAL  
January 27, 2021 – Minutes**

**1. Call to Order**

Chair Tracey Alexander called the meeting to order at 5:02pm.

**2. Roll Call**

The following persons were present:

**Committee Members:**

Tracey Alexander, Chair (virtual)

Larry Barry (virtual)

Kim Cino, Vice Chair (virtual)

Steve Jepsen (virtual)

**District Staff:**

Dr. Andrea Norman, Associate Superintendent of Business Services (virtual)

Mitch Maynard, Director of M&O & Facilities (virtual)

Colette Leyva, Executive Assistant (virtual)

Penny McGrew, CCM/MAAS (virtual)

Nick McGrew, CCM/MAAS (virtual)

Kyle Montgomery, Christy White Associates (virtual)

**3. Pledge of Allegiance**

Tracey Alexander led the pledge of allegiance.

**4. Approval of Agenda**

Motion was made, seconded, and carried to approve the agenda.

**5. Approval of Minutes**

Motion was made, seconded, and carried to approve the minutes from the October 28, 2020 meeting.

**6. Communication**

**a. Introduction of Guests and New Members**

Dr. Andrea Norman was introduced to the committee. She is the new Associate Superintendent of Business Services replacing Dr. Shannon Soto. Kyle Montgomery from Christy White Associates was introduced. He will be presenting the Prop H audit report.

**b. Public Comment**

There was no public comment.

**c. Chairperson Report**

There was no Chairperson Report.

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**7. Staff Report**

**a. Project Updates**

- **Gym Water Protection Paint at El Camino**  
Penny McGrew gave an update on the ECHS water protection paint on the gym. The project is almost complete. The product is very effective, especially during the last rain. There was some delay due to the weather but the project is nearing completion. The project is on budget.
- **Girls Team Room, Locker Rooms, Dance Room at El Camino**  
Penny McGrew gave an update on the ECHS girls team room, locker rooms, and dance room. The project is almost complete. It is on budget and on schedule. Lighting in the locker room made a big difference.
- **Music Building Improvements at El Camino**  
Penny McGrew gave an update on the ECHS Music Building Improvements. The project did not require lighting upgrades. The savings from the lighting will be used on the drama room roof. The Music Building is getting a new roof, HVAC, paint, and flooring. Tile carpet will be used instead of rolled carpet. The project is almost complete.
- **Gym Roof and HVAC Replacement at Oceanside High**  
Penny McGrew gave an update on the OHS gym. This project will use the same specialized paint as the ECHS gym. The project also includes new roof and HVAC. The project will begin in April. DSA has approved to move forward.
- **Modernization Update at San Luis Rey**  
Penny McGrew gave an update on SLR modernization. The schematic design is almost complete. New buildings were identified, where they should be located, and who will be housed there. Currently evaluating the storm and sewer lines. Everything is moving forward with systems design (mechanical, electrical, plumbing). Modular buildings will be used based on budget; they will be flushed to grade and will have restrooms if needed. They will also have water, sinks, etc. and will not look like traditional trailers. The estimated completion will be end of 2023.
- **Modernization at Jefferson**  
Penny McGrew gave an update on JMS modernization. The geotech evaluation is complete along with the title report. CCM/MAAS will get all surveys together for design architect approval. The kickoff meeting with the principal will take place soon. Steve Jepsen asked if the remaining funds for Prop H are going to SLR and JMS, how were the funds distributed? Penny explained the process – an architect walked both sites to give a ROM. Then, a specific architect was hired using the ROM as a starting point. Penny stated that staff is always monitoring the funds and always working the priorities first per DSA (fire/life safety, structural, ADA), then the project moves to other listings based on the educational specifications. However, projects can

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only go off of projections. Kim Cino noted that our projects should make sure they have expansion capacity as well.

**b. Asset Management Study Update**

Colette Leyva gave an update on the progress of Asset Management. OUSD is in negotiations with the City of Oceanside for Ocean Shores and Garrison. The Board of Education approved the transfer of Pioneer Cemetery to the Oceanside Historical Society. Tierra Development Advisors began the marketing of Pacifica and is generating lots of interest.

**c. Budget and Expenditure Report**

Penny McGrew reviewed the budget and expenditure reports. There is currently approximately \$59M remaining "cash on hand". This is current funds and future series. The Level 0 report shows the difference/increases in the program. Column F was changed to remove the developer fee funds that didn't have anything to do with the bond program. The budget reports are no accurate to the available funds for Prop H. Steve Jepsen thanked Penny for compiling this report in an easy to understand way.

**8. Discussion/Information/Action Items**

**a. 2019-2020 Prop H Bond Audit Report from Christy White Associates**

Kyle Montgomery from Christy White Associates presented the 2019-2020 audit report for the Prop H Bond Program. He presented the process for the audit, procedures, performance testing, and a report on performance. There are no findings with the 2019-2020 Prop H Bond Audit. Steve Jepsen asked about the journal entries on page 25 of the audit. Those were prior year findings. He also asked about the personnel expenses and if they are charged back to the bond. Kyle stated that he wasn't sure about those charges. Any charges would be on a project level, not the entire program itself.

**b. Prop H CBOC Member Solicitation**

Colette Leyva reminded the committee that there is currently 1 vacancy to fill the Oceanside Business Representative for the Prop H CBOC (H-CBOC). After June 30, 2021, there will be 2 additional vacancies to fill the roles of Member at Large and Member of a Taxpayers' Association since Tracy Alexander and Larry Barry's terms are ending. Applications from interested community members are available on the website.

**c. Measure W CBOC Member Solicitation**

On January 12, 2021, the Board of Education approved the establishment of the Measure W CBOC (W-CBOC). Applications from interested community members are available on the website.

**9. Adjournment**

The meeting adjourned at 6:20pm. The next meeting is Wednesday, June 2, 2021, at 5:00pm.

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**Additional notes:**

Steve Jepsen asked if there was a blurring of lines between deferred maintenance and capital upgrades. He asked if the district have funds for maintenances projects versus capital projects. Mitch Maynard responded that there is a budget for deferred maintenance projects. There is a 10-year plan for deferred maintenance and funds attached to those projects. However, if the funds exceed the deferred maintenance, then may need to move into the capital projects route depending on the project itself. Sometimes, big ticket projects are not preplanned but must be repaired immediately.