



STUDIO W  
ARCHITECTS

## MEETING MINUTES

Huntington Beach City School District (HBCSD)

Measure Q Citizens' Bond Oversight Committee (CBOC) Meeting

Date: October 25, 2023

Location: Seacliff Elementary School – Library

### 1.0 Preliminary (Jenny Delgado)

#### 1.1 Call to Order

Meeting called to order at 5:27 pm.

#### 1.2 Roll Call for CBOC Members

Andrew McEachin – absent

Mike Mann – absent

Jennifer Jahnke – present

Jeff Flory – present

Nick Schwab – present

Senior Citizen Group – vacant

OC Taxpayer Representative – vacant

#### 1.3 Others in Attendance

##### Huntington Beach City School District

Leisa Winston, Superintendent

Jenny Delgado, Chief Business Official

Mark Manstof, Director of Facilities, Maintenance, Operations & Transportation

Jolene Miller, Administrative Assistant

##### Studio W Architects

Tony Pacheco-Taylor, Client Leader

Michael Henning, Associate Principal

##### Parker and Covert

Douglas N. Yeoman, Partner

### 2.0 Pledge of Allegiance (Jenny Delgado, HBCSD)

### 3.0 Comments from the Floor (Jenny Delgado, HBCSD)

- 3.1 Brief Introductions for new members and the HBCSD, Studio W and Parker and Covert members

### 4.0 Adoption of the Agenda (Jeff Flory, CBOC Member)

- 4.1 Motioned to approve by Jeff Flory. Seconded by Jennifer Jahnke. Unanimously approved (3-0).

### **5.0 Approval of the Minutes for July 26, 2023 (Jeff Flory, CBOC Member)**

- 5.1 Motioned to approve by Jeff Flory. Seconded by Jennifer Jahnke. Unanimously approved (3-0).

### **6.0 Election of Chair and Vice Chair (Jeff Flory, CBOC Member)**

- 6.1 Election of Chair – Jeff Flory motion to nominate Andrew McEachin, Jennifer Jahnke second. Unanimously approved (3-0).
- 6.2 Election of Vice Chair – Jeff Flory motion to nominate himself, Jennifer Jahnke second. Unanimously approved (3-0).

### **7.0 Bylaws – Terms and Membership (Doug Yeoman, Parker and Covert)**

- 7.1 Mr. Yeoman reviewed the purpose of the committee.
- 7.2 CBOC must meet at least annually and provide an annual report of fiduciary activity.
- 7.3 Five members ratified. Still have two vacancies to fill for representatives of a senior citizens' group and a taxpayers' association.
- 7.4 The Brown Act must be followed for CBOC meetings, similar to Board of Education meetings.
  - 7.4.1 The meeting agenda and any supporting Information must be posted to the Measure Q website a minimum of three days prior to the meeting date.
  - 7.4.2 Committee members cannot meet, deliberate, and make decisions outside of a formal, scheduled meeting with a quorum present.
- 7.5 Committee automatically disbands 180 days after all Measure Q funds have been expended.
- 7.7 Bylaws and ethics policy statement were provided.

### **8.0 Proposed Calendar of Meetings (Jenny Delgado, HBCSD)**

- 8.1 Proposed dates – 01/24/24; 04/24/24; 07/24/24; 10/24/24
- 8.2 Motion to approve calendar Jennifer Jahnke, second Nick Schwab

### **9.0 Measure Q Update (Tony Pacheco-Taylor, Studio W Architects)**

- 9.1 Recap of Bond Issuance Schedule
  - 9.1.1 Bonds are sold in chunks known as 'series'. It was originally planned to sell the bonds over four series. However, due to a favorable property tax base, the District was able to sell them sooner and in three sales (rather than four), allowing them to get projects underway more quickly and avoid costly construction escalation.
- 9.2 Series A Project Recap – Photographs of completed projects presented to provide general overview.
- 9.3 Series B Project Recap – Photographs of completed projects presented to provide general overview.
- 9.4 Series C Project Recap – Photographs of completed projects presented to provide general overview.
- 9.5 Sowers MS Update
  - 9.5.1 Construction phase project updates including completion of the installation of Phase 1 underground utility infrastructure, tie in at public utilities ongoing.
  - 9.5.2 Building 100 update: framing and sheathing complete, plaster finish in progress
  - 9.5.3 Building 900 update: ongoing steel erection, framing of exterior shear panels ongoing



9.5.4 AMS building update: All buildings are set and interior improvements are ongoing

9.5.5 Site grading and paving around AMS buildings, including seat walls, is in progress.

9.5.6 Overview of schedule provided, anticipated Phase 1 substantial completion tracking early February.

9.5.7 Overall Bond Expenditures – Series A and B complete and funds adjusted to zero out those phases. Interest to date updated as well as future interest anticipated. Deficit in Series C will be funded by the District's special reserve for capital projects and other funding sources.

9.6 Tour of Seacliff Elementary

## 10.0 Adjournment (Jennifer Jahnke, CBOC member)

Meeting adjourned at 6:30 pm.

