

**SANTA CRUZ CITY SCHOOLS**

**BOND OVERSIGHT COMMITTEE MEETING  
SANTA CRUZ CITY SCHOOLS DISTRICT OFFICE  
VIRTUAL MEETING VIA ZOOM**

**March 18, 2021**

**Minutes**

**Call to Order**

The meeting was called to order at 6:10 p.m. by Chair Bill Tysseling. Assistant Superintendent, Business Services, Jimmy Monreal welcomed all present to the meeting.

**Attendance at Meeting:**

Steve Houser- At Large

Kurt Meeker- At Large

William Tysseling- At Large, Chair

Steve Kingsley-Jones- Elementary & Middle School Parent

John McKelvey, At Large

**Absent:**

Colleen Harrison- Business Community

Thomas Parker- Senior Community, Vice Chair

Maryanne Campbell- Elementary & Middle School Parent

**Staff:**

Jim Monreal, Assistant Supt., Business Services, SCCS

Jory Berdan, Executive Asst., Business Services, SCCS

Amy Estuesta, Executive Asst., Business Services, SCCS

Trevor Miller, Director, Facility Services, SCCS

Kris Munro, Superintendent, SCCS

Sam Rolens, Communications Officer, SCCS

Suzanne Trincherro, Finance, SCCS

Chris Garcia, Construction Facility Project Manager

**Public Visitors:**

Charles Raibley, District Auditor, Crowe LLP

Steve K-J

Michelle Bradley

**Public Comment:**

None

**Approval of Minutes for October 1, 2020 and January 11, 2021 Regular Meeting**

Chair Bill Tysseling asked the committee if there was a motion to approve the minutes from the October 1, 2020 and January 11, 2021 meetings. Member Meeker motioned and Member Houser seconded the motion. The minutes were unanimously approved.

**Measure A and Measure B Bond Audit**

Assistant Superintendent Monreal introduced Charles Raibley, the District's bond auditor from Crowe LLP to present on the Measures A and B audit. Mr. Raibley explained that the bond audit consists of two criteria, the financial statements and the performance audits. The total expenditures for Measure A were \$24,601,769 and the total expenditures for Measure B were \$14,278,056. There were no audit adjustments and no reportable audit findings related to compliance in the performance audit reporting. Mr. Raibley stated that management and staff were prepared and appropriately responded to audit requests.

Chair Tysseling inquired about the vulnerabilities of conducting this audit during the pandemic. Mr. Raibley responded that he needed to understand the internal control structures of the district and how they were performed before the shelter-in-place and after.

Chair Tysseling inquired what costs were increased or if we had any savings as a result of COVID-19. Assistant Superintendent Monreal responded that there were some contract language issues pertaining to project staffing. Some projects had to be extended due to safety constraints with staffing. Trevor Miller stated that contractors tried to mitigate the extra cost of creating a safe space for staff to work, however there were some extra costs due to following safety measures. Superintendent Munro also mentioned that manufacturers had delays in production due to the pandemic and that consequently caused delays in projects due to insufficient materials.

The Measure A and Measure B Bond Audit Presentation can be found [here](#).

**Bond Projects Update:**

Director Trevor Miller presented a slideshow on the Bond Budget Update from Bartos Architecture. Mr. Miller began with Branciforte Middle School, explaining the projects that have been completed, are under construction, or DSA Approved. The new music building, new lunch area, and parking lot have been completed. Beautification is under

construction between the classroom buildings by updating pathways, as well as updated pathways on the side entrance of the site that is ADA compliant are under construction. Mr. Miller then presented the typical classroom layout including the HVAC system that has been updated. Each classroom will have new student desks and chairs, teacher presentation screens, sensor lighting, and ceiling fans to help move air.

Chair Tysseling inquired how ventilation was integrated into the modernization of the classrooms. Mr. Miller responded that originally they were not a major aspect of the construction, but as more scientific evidence came out that air transfer was a major concern, the focus shifted to how ventilation plays a role in safety. Mr. Miller stated that the district needed ventilation experts and a ventilation assessment and therefore hired Geo. Wilson to provide that service. A balance had to be made between getting enough fresh air into the classroom for safety, but without making the room very cold from the outside air.

Mr. Miller then presented on the updates for Harbor High School. Food Services' freezers will be replaced, a new transportation office will be constructed to better suit the needs of the department, the fine arts building will be updated, and a new kiln will be installed for ceramics.

The Bond Project Update Presentation can be found [here](#).

### **Bond Oversight Committee Annual Report**

Assistant Superintendent Monreal stated that the Annual Report will be sent out for the committee to review and approve with signatures and will then be presented to the Board of Education for Santa Cruz City Schools.

### **Bond Budget Update**

Trevor Miller presented bond budget updates from Belli Architectural Group for each site. Branciforte Middle School has 40% of its budget spent. Mission Hill Middle School has 29% of its budget spent, but that percentage will increase once the sports field replacement is completed. Harbor High School has 96% of its budget spent with only a few projects left to complete. Santa Cruz High has 33% of its budget spent. Some projects have had to be delayed due to COVID-19 restrictions, but a new pool house will start construction this year. Soquel High School has 88% of its budget spent. Bay View Elementary has 95% of its budget spent with only a few projects left to complete. Delaveaga Elementary has 93% of its budget spent with only a few projects left to complete. Gault Elementary has 22% of its budget spent, but has a modular building set to be constructed, which will be about two thirds of the total budget. Natural Bridges has 77% of its budget spent. Westlake has 28% of its budget spent, but the perimeter

fencing project has been delayed due to a PG&E gas line under where the fencing was going to be installed. Branciforte Small Schools has 60% of the budget has been spent with new classrooms being constructed for Alternative Family Education.

The Bond Budget Update Presentation can be found [here](#).

### **Vendor Reports**

Assistant Superintendent Monreal stated that the vendor reports were sent to the committee and posted on the Bond Oversight Committee page on the district website.

The Elementary Vendor Report can be found [here](#). The Secondary Vendor Report can be found [here](#).

### **Future Meetings & Closing Comments**

#### Future Meeting Dates

- Dates to be determined for the 2021-2022 school year

There being no further business, a motion was made and approved to adjourn the meeting at 7:26 p.m.

Respectfully submitted,

Jim Monreal  
Assistant Superintendent  
Business Services

Amy Estuesta  
Executive Assistant  
Business Services