



ACALANES UNION HIGH SCHOOL DISTRICT  
1212 Pleasant Hill Road, Lafayette, CA 94549  
MEASURE E CITIZENS' OVERSIGHT COMMITTEE  
Thursday, October 19, 2017  
7:00 PM, District Office Boardroom

**Meeting Minutes**

- Call the Meeting to Order      *The meeting was called to order at 7:00 PM.*
- Approval of Agenda      *It was moved by Ms. Breber and seconded by Mr. Newsom that the agenda be approved as presented.*
- Approval of Minutes      *A typo was noted on the April 20 minutes. It was moved by Ms. Breber and seconded by Ms. Sun that the minutes from the April 20, 2017, Measure E meeting be approved.*
- Members Present      *Sandra Breber  
John DiBene  
Phil Newsom  
Michael Robertson  
Lisa Sun*
- Members Absent      *Liz Bettis*
- Staff Present      *Julie Bautista, Chief Business Official  
Dave Humphrey, Director of Facilities*
- Public Comments      *There were no public comments.*
- Annual Reorganization      *Ms. Bautista to review Measure E Bylaws with the AUHSD Governing Board and get back to Committee members regarding the Measure E Annual reorganization.*
- Review Change Orders      *Mr. Humphrey reviewed two change orders: one for the Campolindo High School (CHS) Landscaping and one for the CHS Paving projects.*
- Review Notices of Completion      *Mr. Humphrey reviewed one Notice of Completion (NOC) with the Committee for the CHS Landscaping Project.*

Measure E  
Quarterly Reports

*The Measure E Quarterly Reports were presented for periods ending June 30, 2017, and September 30, 2017.*

*Mr. Humphrey reviewed the project status reports to the Committee which included:*

- *Acalanes High School: Science Classroom Project*
- *Campolindo High School: Painting, Landscaping and Paving*
- *Miramonte High School: Plumbing, Doors and Hardware*
- *District-wide: Thermal Solar for Pools, Lighting HVAC & Energy Management*
- *Technology: Life-cycle Replacement*

*Ms. Bautista reviewed the Measure E budget and financial statements and reported that the Measure E fund balance had a \$224K remaining balance. The Committee acknowledged the fact that the Measure E projects were all near completion and that the Committee probably would not need to continue meeting quarterly after the Annual Report for 2016-2017 was produced and presented to the Governing Board on December 6, 2017.*

Measure E Program  
Update

*The question was raised as to what the Committee wanted to do with the remaining fund balance when all of the projects are completed. Ms. Bautista reported that the funds be used for the Las Lomas High School (LLHS) roofing project since it was within the parameters of the bond measure. She also explained that that the District had the authority to issue \$11.3M in remaining bonds but that the Governing Board had taken no action on either option. She noted that the purchasing power of the bonds would decline each year if not issued or spent. She reviewed the Debt Schedule and reminded them that an Oversight Committee needed to be in place as long as there were funds to be spent and that the current Committee was going into their third year. There was extensive discussion regarding modifications of the current Measure E Bylaws. Ms. Bautista will consult with legal about modifications, including changing member's term limits from two to three years and the seven-member Committee requirement considering the fact that it had operated with seven for the majority of the time and that the projects are either nearing completion or completed making it difficult to recruit new members.*

2016-2017 Draft  
Annual Report &  
Audit

*Sandra Breber volunteered to work on the draft of the 2016-2017 Annual Report. Ms. Bautista will try and get a draft of the June 30, 2017, Measure E audit by November 15. Ms. Breber will present the report to the AUHSD Governing Board on December 6, 2017.*

Future Agenda Items  
and Meeting Dates

*Site visit to be scheduled in August 2018 after summer projects are completed.*

Adjourn

*The meeting was adjourned at 8:20 PM.*