



Holtville USD Citizens' Oversight Committee

June 18, 2024

5:00 pm

- Adoption of Agenda
- Approval of Prior Meeting Minutes
- Information/Discussion
 - Bond Audit Report – Year-ended June 30, 2023
 - Update on Bond Financials
 - Balance to Date
 - Update on HUSD Construction
 - Current Project List
 - Current Contracts
 - Questions/Concerns
- Adjournment

Agenda

Citizens' Oversight Committee Meeting

Tuesday, June 14, 2023 – 5:00 p.m.

HUSD Board Room

621 E. 6th Street

Holtville, CA 92250

1. PRELIMINARY

Call to Order: The Measure "G" Citizen's Oversight Committee meeting was called to order at 5:00 p.m. Committee members in attendance at the open of the meeting were: Chris Stergios, Eric Lyerly, Chris Strahm, Lucy Hendry, Katie Turner, and Joanie Thornburg. The school district was represented by John-Paul Wells.

2. ADOPTION OF AGENDA

The motion to adopt the agenda was made by Lucy Hendry and seconded by Joanie Thornburg. The motion passed unanimously.

3. APPROVAL OF MINUTES

The minutes for the last meeting held (6/30/2022) were presented to the Committee by John-Paul Wells. Lucy Hendry made a motion to accept the minutes as presented, and Joanie Thornburg seconded. The motion passed unanimously.

4. INFORMATION/DISCUSSION

Wells provided a PowerPoint Presentation to the Committee that covered the following topics:

- a) 2021-22 Bond Audit: Wells covered the independent auditor report for the 2021-22 fiscal year that had been emailed previously to committee members. Wells explained that the audit covered financial transactions between 7/1/2021 and 6/30/2022. He explained that the broad financial activity in the audit included \$860,642 in expenditures, showed a \$4.42 million end balance on 6/30/2022, and that \$2 million in bond authority was remaining as of that date, but was issued in 2022-23. Wells also covered the performance section of the audit, which found that HUSD utilized proper accounting procedures, adhered to COC requirements, spent funds appropriately on Measure G projects, and did not have contain any audit findings. Lucy Hendry asked if the report had been accepted yet by the HUSD Governing Board, which Wells confirmed.
- b) Update on Bond Account Financials:
 - a. Financial Info as of 6/9/2023: Wells provided the Committee with financial information for the bond fund through 6/9/2023. Wells explained that in the current fiscal year, the beginning balance at 7/1/21 was \$4,420,759, and that revenues were received in the form of interest revenues of \$92,121, a GASB-required adjustment of \$96,855 due to the FMV calculation of cash held at the County, and \$1,968,389 from the final issuance of bonds under Measure G's

\$10 million authority. Expenditures and encumbrances for the year were estimated at \$2,878,534 total for several projects, including the HMS Gym, Finley Admin/Entrance, Fire Alarm Replacement, Fencing/Security, HHS Kitchen/Dining/Multipurpose, and HMS Field Lighting. This totals to an estimated year-end balance of Measure G Bond funds of \$3,699,590 at 6/30/2023.

- b. Final Numbers – HMS Gym: Wells provided close-out figures for the HMS Gym project, which was completed in the 2022-23 fiscal year. The grand total of the project was \$4,670,944, which included the three construction bid packages with ESR Construction, as well as equipment and all architect/DSA filing, inspection, and testing fees. Of the total, \$3,613,390 was paid for from Measure G funds. The rest was paid from District sources.

c) Update on District Construction:

- a. Contracted Bond Projects: Wells updated the Committee on the status of all current Measure G project contracts as follows:

The Finley Admin/Entrance and drop-off project currently has 3 contracts outstanding – 1) architectural and engineering planning (Allegra - \$43,645 outstanding on the contract), 2) the modular building to be placed (Enviroplex - \$168,817 outstanding), and 3) site work (ESR - \$147,111 outstanding).

The District-wide Fire Alarm project currently has 2 contracts outstanding – 1) architectural and engineering planning (Allegra - \$40,940 outstanding on the contract), 2) removal and replacement of fire alarm system (Pyro-Comm - \$859,205 outstanding).

The Fencing/Security Project currently has 2 contracts outstanding – 1) architectural and engineering planning (Allegra - \$24,568 outstanding on the contract), 2) fencing and entrance systems security upgrades (ESR - \$433,950 outstanding).

The HHS Kitchen/Dining/Gym/Multipurpose Project currently has 1 contract outstanding – 1) architectural and engineering planning (Sugimura Finney Architects- \$117,379 outstanding on the contract).

b. Construction Progress

Wells provided a drone video of the progress for the Finley project, as well as pictures of the Pine and HHS Fencing/Security projects, and architectural plans for the HHS project, which includes a Kitchen, attached Career Tech Ed (CTE) Culinary Arts classroom, Dining Facility, and plans for Gym/Multipurpose Building.

6/29/2022 Meeting Minutes

Wells explained that the Finley project is awaiting the arrival of the Admin and Community Learning Hub buildings in August (partially funded by COVID relief funds). The Fencing/Security project still is in progress as HMS must be completed and that the Fire Alarm project just received DSA approval at Pine and would start shortly. Wells also explained that the HHS project's Kitchen, CTE, and Dining portion is soon to go out to bid, and that it is also partially funded by COVID-relief funds. Wells explained that the Gym/Multi-purpose portion of the project is in question and will depend upon the amount of bond funding remaining, and whether or not additional district funds can be secured.

d) Questions/Concerns:

Wells asked the Committee if there were any questions or concerns regarding the projects. Lucy Hendry asked if the Finley drop-off area would be used for bus drop-offs. Wells explained that it is constructed and rated for that, and that the District plans to utilize the area in conjunction with the existing bus drop-off area on 7th Street. Eric Lyerly asked if Finley plans to shut down current drop-off zones, and Wells explained that there are currently no plans to do so, but that the school may augment drop-offs to incorporate the new area.

Eric Lyerly also began a conversation regarding the issue of declining enrollment and additional square footage brought on by the construction. Wells offered that the modern educational environment is driving the need for additional space, as the District is running numerous programs. At HHS for example, there are now several CTE pathways including Ag, Medical Terminology, Business, and Law Enforcement and that HHS is struggling with housing staff.

5. **ADJOURNMENT**

The meeting was adjourned at 5:30 p.m.

- Looked at Bond financial transactions 7/1/22-6/30/23
 - \$1,414,390 in expenditures
 - \$5.294 mil balance as of 6/30/2023 (cash/AR bal less Liab bal)
 - All \$10 million in bonds have been issued under Measure G
- Bond Performance portion of audit showed the following were met:
 - Proper accounting procedures
 - COC requirements
 - Appropriate expenditures
 - No audit findings

2022-23 Bond Audit

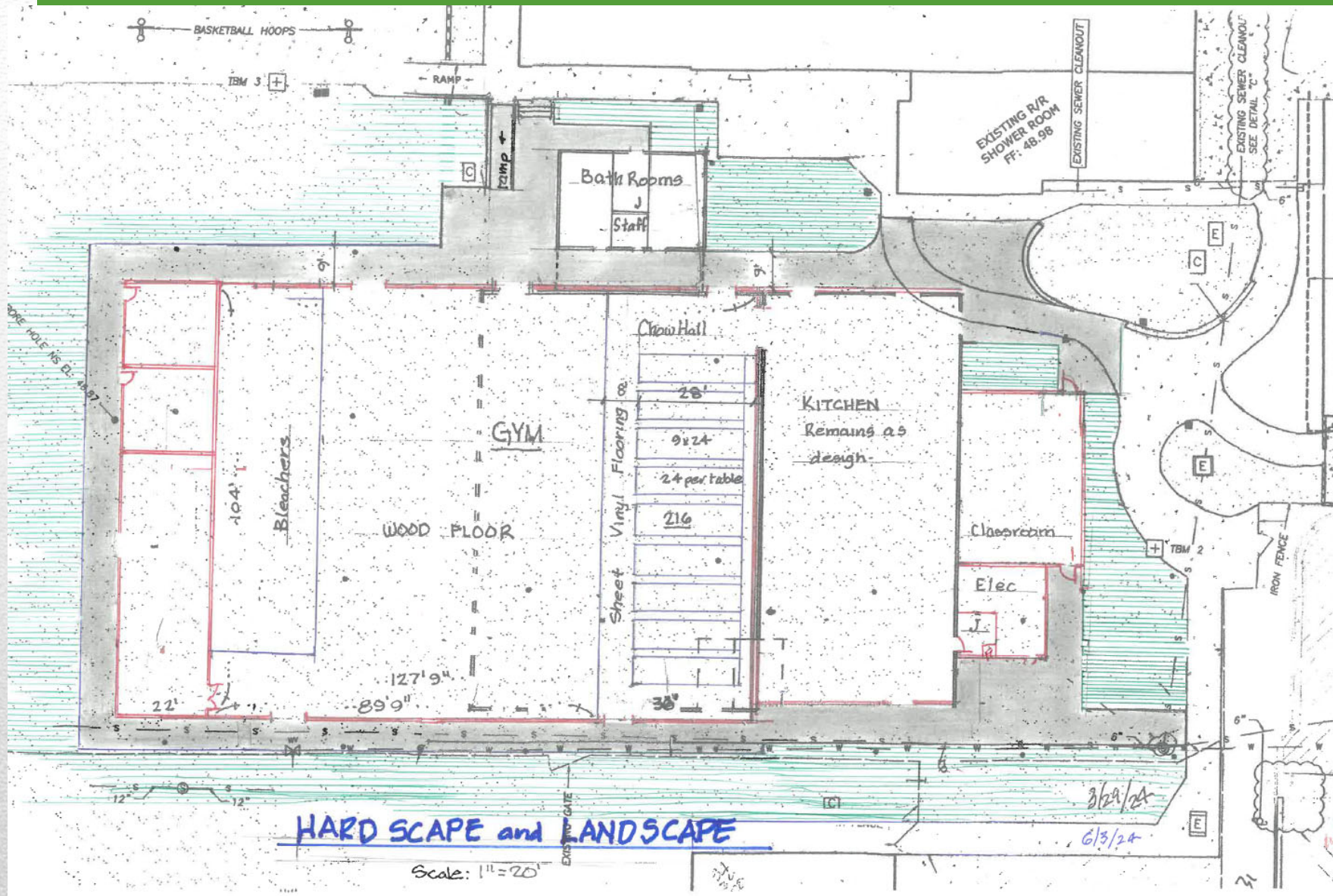
- Bond Beginning Balance – 7/1/2023
 - \$5,231,217
- Bond Fund Revenues to date
 - \$ 115,657 Interest Revenues (1st – 3rd Quarters)
 - \$ 153,815 FMV Adj (PY Activity - GASB Requirement)
- Bond Fund Expenditures
 - \$ 290,769 Finley Admin/Entrance Expenditures
 - \$ 90,859 Finley Admin/Entrance Encumbrances
 - \$ 287,147 Fire Alarm Replacement (All sites) Expenditures
 - \$ 756,087 Fire Alarm Replacement (All sites) Encumbrances
 - \$ 116,936 Fencing/Security (All sites) Expenditures
 - \$ 260,571 Fencing/Security (All sites) Encumbrances
 - \$ 156,052 HHS Kitchen/Dining/Gym Project Expenditures
 - \$ 64,900 HHS Kitchen/Dining/Gym Project Encumbrances
- Current Bond Fund Balance*
 - \$3,477,371

**Actual end fund balance to be determined during 2023-24 closing process.*

Financial Info as of 6/17/2024

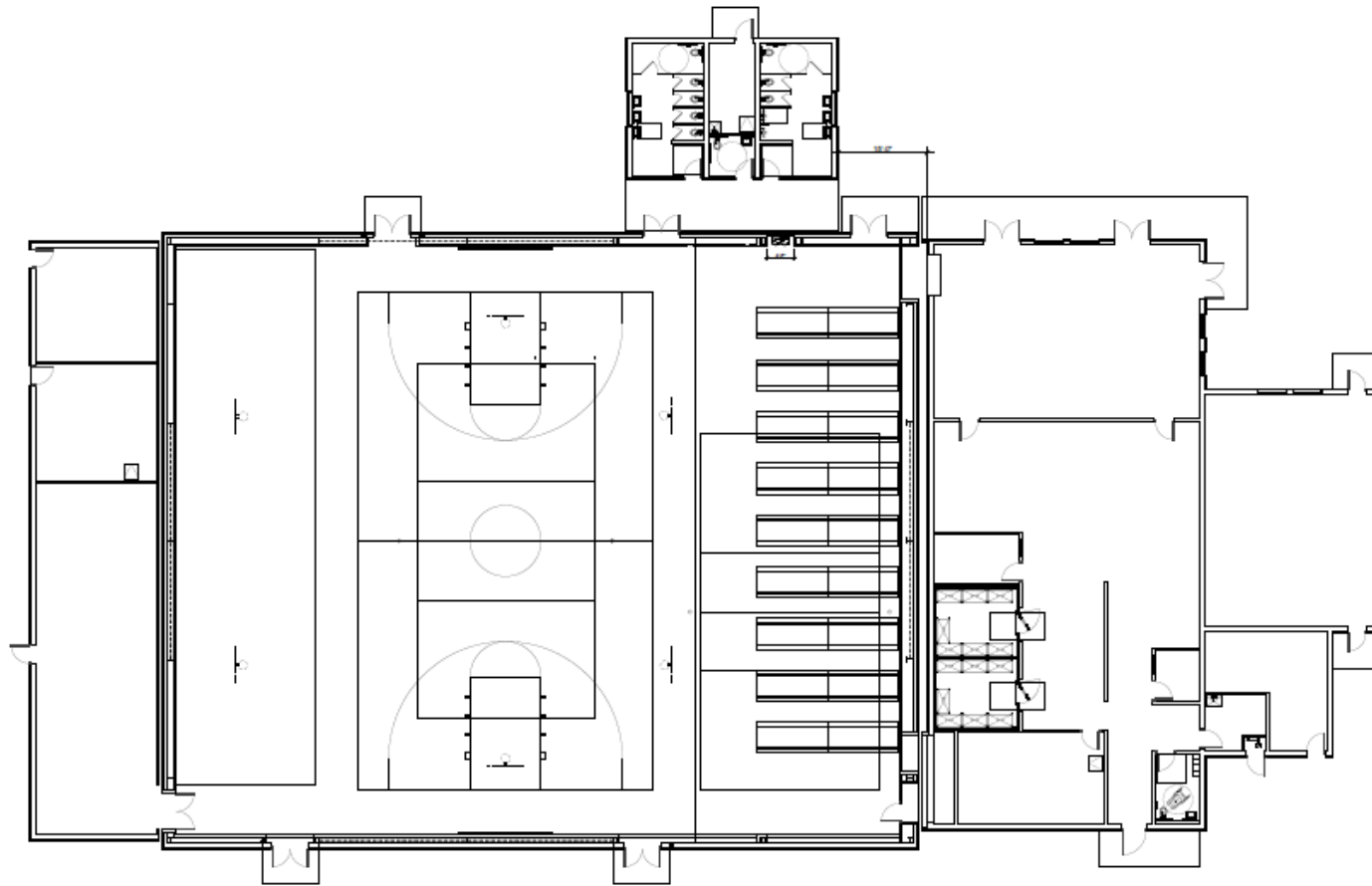
- Finley Admin/Entrance Current Bond-Funded Contracts:
 - Allegro Arch/Eng Planning: \$78,520 (\$43,645 outstanding)
 - Enviroplex Modular: \$173,769 (\$10,339 outstanding)
 - North American Tech (plant inspector): \$2,000 (\$2,000 outstanding)
- District-wide Fire Alarm Project Current Bond-Funded Contracts:
 - Allegro Arch/Eng Planning: \$116,972 (\$40,940 outstanding)
 - Pyro-Comm Systems: \$923,090 (\$713,823 outstanding)
 - Precision Inspection (DSA inspector): \$21,124 (\$1,324 outstanding)
- Fencing/Security Project Current Bond-Funded Contracts:
 - Allegro Arch/Eng Planning: \$24,568 (\$24,568 outstanding)
 - ESR Construction: \$703,590 (\$236,003 outstanding)
- HHS Kitchen/Dining/Gym Current Bond-Funded Contracts:
 - Finney Architects: \$150,000 (\$110,000 outstanding)
 - ESR Construction contracts pending

Contracted Bond Projects



HHS Kitchen/Dining/Gym

Engineer's Sketch



8 OVERALL FLOOR PLAN

<p>WOODS SYSTEMS 10000 W. 10th Street West Valley City, UT 84119 801.363.0000</p>
<p>COPYRIGHT © 2013 THESE PLAN DRAWINGS ARE PROPERTY OF WOODS SYSTEMS, INC. NO PARTS OR PORTIONS THEREOF SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN CONSENT OF WOODS SYSTEMS, INC.</p>
<p>REGISTERED ARCHITECT ENGINEER</p>
<p>XX HOLTVILLE HIGH SCHOOL 800 BEALE AVENUE, HOLTVILLE, CA 92250 DSA FILE NO. XX-XX</p>
<p>OWNER DATE: 2014.04 CHECKED: S.A.C. SCALE PROJECT: HOLTVILLE</p>
<p>SHEET A2.1</p>

HHS Kitchen/Dining/Gym

Initial Architectural plans