



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

7-11 Committee Meeting

July 16, 2024

6:00 PM

Staff: Luis Freese (Associate Superintendent, Operations)

Agenda Documentation: Committee meeting agendas are available for review at the Facilities Operations Center (1400 Marina Way S, Richmond, CA 94804) and online at <http://www.wccusd.net>.

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[District Committees webpage \(https://www.wccusd.net/domain/1445\)](https://www.wccusd.net/domain/1445)

[District 7-11 Committee webpage \(https://www.wccusd.net/Page/15623\)](https://www.wccusd.net/Page/15623)

Meeting Location: 1400 Marina Way S Richmond, CA

844 E Sego Avenue Salt Lake City UT 84102

You can attend the meeting in person. The meetings are also broadcast via Zoom using the following link:

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Order of Business: ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

MEETING AGENDA

A. OPENING PROCEDURES (20 minutes)

A.1 Call to Order

A.2 Land Acknowledgement

We recognize that we are presently on the lands of the Chochenyo, Muwekma, Karkin, Ohlone peoples and acknowledge them as the first inhabitants of the land we currently occupy.

Labor and Body Recognition

I acknowledge that the burden of environmental exploitation and systemic injustice falls upon the labor of Black and Brown bodies in the building of this country and its institutions. I remember that Black and Brown people were born and died working this land against their will for generations.

I also acknowledge the continued contribution of the labor of survivors - over the centuries to today - of all immigrant labor, including voluntary, involuntary, trafficked, forced, and undocumented peoples in the building of what we refer to as the "United" States.

Author: Dr. Rachelle Rogers-Ard

A.3 Approval of Agenda

A.4 Approval of Meeting Minutes: March 5, 2024; March 19, 2024; March 26, 2024; June 11, 2024; June 25, 2024

C. PUBLIC COMMENT (10 minutes)

C.1 Public Comment

Members of the public are invited to speak on any matter related to the 7-11 Committee at this time. Members of the public may speak on individual items of interest in the agenda as the items are discussed.

E. ACTION ITEMS (15 minutes)

E.1 Review Draft Report for Facilities Advisory "7-11" Committee to the Board of Education.

Presenter: Melissa Payne, WCCUSD

a. Discussion and action to adopt Draft Report.

Committee members may review, discuss and potentially take action on the Draft Report.

E.2 Calendar for future Meeting Dates. Presenter: Melissa Payne, WCCUSD

a. Discussion and action to adopt Future Committee Meeting and Public Hearing Dates.

Committee members may discuss future meeting dates.

Potential Public Hearing Locations:

Property: Adams / Portola

Proposed Location: El Cerrito HS

Property: Harmon Knolls / Seaview

Proposed Location: Helms MS



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

7-11 Committee Meeting MINUTES

March 5, 2024

6:00 PM

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MEETING MINUTES

A. OPENING PROCEDURES

A.1 Welcome & Introductions.

Luis Freese welcomed everyone to the meeting.
Committee members and staff introduced themselves.
The meeting was called to order at 6:06 PM
Parliamentarian Dunning chaired the meeting.

Roll Call:

James Sanders	P	
Arto Rinteela	P	
Samantha Torres	P	
Guadalupe Enllana	P	
Don Gosney	P	
Summer Sigler	P	
Liz Garay	P	

With 7 out of 7 members present, a quorum was met.

A.2 Approval of Agenda

The agenda was adopted with no objections.

B. PUBLIC COMMENT

B.1 Public Comment

No comments were received.

D. DISCUSSION ITEMS

D.1 Presentation of Robert's Rules of Order & Brown Act. Presented: Tami Dunning, Professional Parliamentarian

Tami Dunning, Professional Registered Parliamentarian gave a presentation on Robert's Rules of Order and the Brown Act.

D.2 Presentation of the Overview of the 7-11 Committee. Presented: Orbach Huff Henderson

Phil Henderson and Sarine Abrahamian of Orbach Huff Henderson gave a presentation on the overview and responsibilities of the 7-11 committee.

E. ACTION ITEMS

E.1 Election of 7-11 Committee officers. Moderated: Tami Dunning, Parliamentarian

a. Nominations and vote for Chairperson

Samantha Torres self nominated for Chairperson

Don Gosney self nominated for Chairperson

James Sanders self nominated for Chairperson

The Committee held an initial vote, which resulted in the following:

James Sanders	James
Arto Rinteela	Don
Samantha Torres	Samantha
Guadalupe Enllana	Don
Don Gosney	Don
Summer Sigler	James
Liz Garay	Abstain

With no majority reached by any candidate, a second vote was taken, which resulted in the following.

James Sanders	James
Arto Rinteela	Don
Samantha Torres	Samantha
Guadalupe Enllana	Samantha
Don Gosney	Don
Summer Sigler	James

Liz Garay	James
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With no objection a five minute recess was taken.

Don Gosney withdrew as a candidate.

With no majority reached by any candidate, a third vote was taken.

James Sanders	James
Arto Rinteela	Samantha
Samantha Torres	Samantha
Guadalupe Enllana	Samantha
Don Gosney	James
Summer Sigler	James
Liz Garay	James

With 4 votes for James Sanders and 3 for Samantha Torres, James Sanders was elected as Chairperson.

b. Nominations and vote for Vice Chairperson

Arto Rinteela was nominated for Vice Chairperson and accepted the nomination.

With no other nominees, Arto Rinteela is elected by acclamation.

c. Nominations and vote for Secretary

Samantha Torres self nominated as Secretary.

With no other nominees, Samantha Torres is elected by acclamation.

E.2 Calendar for Future Committee Meeting Dates. Presented: Committee Chairperson

a. Discussion of Future Committee Meeting Dates.

A discussion occurred regarding having meetings every other Tuesday at 6 pm. Some members were not available every other week. April 30th was excluded. The first and second Tuesday were also not available for a committee member. Site tours were suggested prior before too many meetings occurred.

b. Motion to Approve Future Meeting Dates and Vote.

March 19 and March 26 were adopted as the next meeting dates with no objections.

A site visit to Adams on March 26 was discussed and will be added to the next agenda.

The meeting was adjourned at 8:11 PM

Minutes submitted by Tami Dunning, Professional Registered Parliamentarian



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

7-11 Committee Meeting MINUTES

March 19, 2024

6:00 PM

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MEETING MINUTES

A. OPENING PROCEDURES

The Chair called the meeting to order.

Chair James Sanders	P	
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Vice Chair Arto Rinteela	P	
Secretary Samantha Torres	P	
Guadalupe Enllana	P	
Don Gosney	P	
Summer Sigler	P	
Liz Garay	P	

With 7 out of 7 members present, a quorum was met.

A.1 Committee Member Introductions

Each Committee Member provided a brief introduction.

A.2 Approval of Agenda

Vice Chair Arto Rinteela moved to adopt the agenda with the removal of the meeting minutes of March 5, 2024. Seconded by Guadalupe Enllana. The amended agenda was adopted with no objection.

A.3 Approval of Meeting Minutes March 5, 2024

Because the March 5 Meeting Minutes were removed in the previous action, the Committee did not take action on this item either..

A.4 Anticipated Future Meetings

The Committee discussed having the March 26 meeting and a one-hour site visit at Adams MS property (5000 Patterson Circle Richmond, CA) and then reconvene the meeting at the FOC (1400 Marina Way S Richmond, CA) for the presentation related to enrollment. The committee members were concerned an hour was not enough for the site visit and to allow members to get back to FOC. Staff agreed to try to find a site closer to Adams MS to reconvene the meeting. Guadalupe Enllana moved to meet at Adams MS on 3/26/24 at 6 PM. Seconded by Secretary Samantha Torres. The motion was adopted with no objection.

B. PUBLIC COMMENT

B.1 Public Comment

There were no public comments.

D. DISCUSSION ITEMS

D.1 Overview of the Physical Four District Properties. Presented: Scott Sheldon, Terra Realty

Scott Sheldon presented an overview of the four District properties: Seaview, Portola, Harmon Knolls, and Adams. The presentation included the physical site features, prior uses, current conditions, restrictions, and covenants with respect to each site. The presentation is attached to these minutes. Discussion included comments about lot sizes, prior uses, title issues, and restrictions.

E. ACTION ITEMS

E.1 Calendar for Future Committee Meeting Dates. Presented: Committee Chairperson

a. Discussion and Action to Adopt Future Committee Meeting Dates.

Committee members discussed future meeting dates.

Chair James Sanders presented the following timeline:

April 2024: Review and Discussion of Potential Uses and Considerations for the Sites and Preparation of Draft Report.

Potential Dates: 4/9, 4/30

4/9/24: Initiate Draft Report

Chair James Sanders will contact each member to contribute to the report.

Secretary Samantha Torres moved to adopt April 9 as a meeting date. The motion was adopted with no objection.

4/30/24: Review Draft Report

Don Gosney objected to the April timeline on the grounds the public should have more opportunities to comment.

Liz Garay agreed the public should have more opportunities to comment.

Summer Sigler stated more time needed to be allotted for site uses before the report is started.

April 30th will not be a meeting date as several committee members had conflicts.

April 23rd was adopted as a meeting date with no objections.

May 2024: Public Hearing on Draft Report and Committee Approval of Draft Report with the Committee's Recommendation for submission to the Board

Secretary Samantha Torres suggested we not stick to such a strict timeline for having the report completed and presented in June.

May 7th was adopted as a meeting date with no objection.

May 21st was adopted as a meeting date with no objection.

June 11 was adopted as a meeting date with no objection.

No further dates were adopted.

Potential Dates: 5/16 or 5/21

May 16 or May 21: Hold a Public Hearing for Draft Report

June 2024: Submit the report to the Board of Education

Board Meeting Dates in June 2024: June 12, 2024 AND June 26, 2024

Deadline for Submission to Board for June 12, 2024: May 29, 2024

Deadline for Submission to Board for June 26, 2024: June 12, 2024

F. Resource Documents

F.1 Board Approved School Calendar for Fiscal Year 2024

F.2 Board Approved Meeting Dates for the Board of Education

The meeting was adjourned at 8:00 PM

Minutes submitted by Tami Dunning, Professional Registered Parliamentarian



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

7-11 Committee Meeting MINUTES

March 26, 2024

6:00 PM

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Meeting Location: The meeting will begin at Adams Middle School at 5000 Patterson Circle Richmond, CA from 6:00 pm to 6:40pm. The meeting will then reconvene at the Facilities Operations Center at 1400 Marina Way S Richmond, CA at 7:00pm.

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MEETING MINUTES

A. SITE VISIT (40 minutes)

The Committee participated in a site visit of the Adams Middle School site campus. The site visit was limited to the review of the site features and did not include a tour inside the structures.

B. OPENING PROCEDURES (15 minutes)

B.1 Call to Order

Chair James Sanders	P	
Vice Chair Arto Rinteela	P	
Secretary Samantha Torres	P	
Guadalupe Enllana	P	
Don Gosney	P	
Summer Sigler		A
Liz Garay	P	

With 6 out of 7 members present, a quorum was met.

B.2 Approval of Agenda

The agenda was adopted with no objections.

B.3 Approval of Meeting Minutes March 5, 2024 & March 19, 2024

With no objections the approval of the minutes is moved to the next meeting.

B.4 Anticipated Future Meetings 4/9/24, 4/23/24, 5/7/24, 5/21/24, 6/11/24

The Chair confirmed the dates that were adopted at the previous meeting.

C. PUBLIC COMMENT

C.1 Public Comment

There were no public comments.

D. DISCUSSION ITEMS

D.1 Overview of the Enrollment Data for the District. Presented: Ellen Mejia Hooper

The committee heard Ellen Mejia Hooper present an overview of the enrollment data for the District. Ellen Mejia Hooper explained census data and hospital data is used to produce enrollment projections. Enrollment at the District has been declining and is expected to continue to decline. The presentation is attached to these minutes.

E. Resource Documents

E.1 Enrollment Data.

The meeting was adjourned at 7:50 PM.

Minutes submitted by Tami Dunning, Professional Registered Parliamentarian



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

7-11 Committee Meeting MINUTES

June 11, 2024

6:00 PM

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MEETING MINUTES

A. OPENING PROCEDURES

A.1 Call to Order at 6:01 PM

Chair James Sanders	P	
Vice Chair Arto Rinteela	P	

Secretary Samantha Torres		A
Guadalupe Enllana	P	
Don Gosney	P	
Summer Sigler	P	
Liz Garay		A

With 5 out of 7 members present, a quorum was met.

A.2 Approval of Agenda

Don Gosney objected to the adoption of the agenda due to not having sufficient time to review the minutes that were provided just before the meeting started. Summer Sigler moved to approve the agenda. There was no discussion. There was no second. The agenda was not adopted, but the committee moved forward with the meeting.

A.3 Approval of Meeting Minutes

Don Gosney moved to remove item A3. Seconded by Vice Chair Arto Rinteela. The motion was adopted with no objection.

A.4 Anticipated Future Meetings

With no objection the Chair moved this item to be included as E2.

C. PUBLIC COMMENT

C.1 Public Comment

Four members of the public made comments.

E. ACTION ITEMS

E.1 List of Priority Uses for Surplus Sites. Presenter: James Sanders, Committee Chairman

a. Discussion and action to adopt a list of priority uses for each site.

Committee members discussed and proposed a list of priority uses for each site.

The Chair provided a chart of uses and began a process of rankings for those uses. The Chart is attached to these minutes. The Committee took the following actions:

For Adams MS:

The ranking of the uses for this site progress as follows:

The committee unanimously ranked Recreational Facilities over Charter School.

The committee unanimously ranked Workforce Housing over Recreational Facilities.

The committee unanimously ranked Open Market Housing over Recreational Facilities.

The committee unanimously ranked Workforce Housing over Charter School.

The committee unanimously ranked Open Market Housing over Charter School.

Guadalupe Enllana moved to combine open Market Housing and Workforce Housing into one recommendation for Adams as a priority use. Seconded by Vice Chair Arto Rinteela. The motion was adopted with no objections.

For Harmon Knolls:

With no objections, the committee approved the following use: Open Market Housing.

With no objections, the committee removed the following component: 90 Units@ 18 Units Per Acre.

For Portola MS:

Don Gosney moves to add consideration of the UC Master Gardener Program of Contra Costa County site. Seconded by Guadalupe Enllana. The motion was adopted with no objection.

Don Gosney moved to remove Pickle Ball/Tennis Courts from consideration. Seconded by Vice Chair Arto Rinteela. The motion was adopted with no objection.

Don Gosney moved to include Work Force Housing for consideration. Seconded by Summer Sigler. The motion was adopted with no objection.

With no objection, Open Market Housing and Work Force Housing were combined.

Don Gosney moved to rank Housing first, Retail or Commercial second, and the UC Master Gardener Program of Contra Costa County added as part of any use. The motion was adopted with no objection.

For Seaview:

Don Gosney moved to include a combination of Open Market Housing and Workforce Housing for consideration, as with the other sites. Seconded by Vice Chair Arto Rinteela. The motion was adopted with no objection.

E.2 Calendar for future Meeting Dates. Presenter: James Sanders, Committee Chairman

a. Discussion and action to adopt Future Committee Meeting Dates.

With no objection, the committee adopted the next meeting dates of June 25, 2024 and July 16, 2024.

The meeting adjourned at 8:11 PM.

Minutes submitted by Tami Dunning, Professional Registered Parliamentarian



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

7-11 Committee Meeting Minutes

June 25, 2024

6:00 PM

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MEETING MINUTES

A. OPENING PROCEDURES

A.1 Call to Order at 6:03 PM

Chair James Sanders	P	
Vice Chair Arto Rinteela	P	
Secretary Samantha Torres		A

Guadalupe Enllana	P	
Don Gosney	P	
Summer Sigler		A
Liz Garay		A

With 4 out of 7 members present, a quorum was met.

A.2 Land Acknowledgement

The Chair read the Land Acknowledgement that is included in the agenda.

A.3 Approval of Agenda

Guadalupe Enllana moved to add the name of the seconder to each motion. Seconded by Vice Chair Arto Rinteela. The motion was adopted with no objections.

A.4 Approval of Meeting Minutes: June 11, 2024

Guadalupe Enllana moved to postpone the approval of the minutes to the next meeting. Seconded by Vice Chair Arto Rinteela. The motion was adopted with no objections.

A.5 Future Scheduled Meeting: July 16, 2024

C. PUBLIC COMMENT

C.1 Public Comment

Comments were received by one member of the public, Maiyith Coleman, from the UC Master Gardener of Contra Costa County, regarding the Portola school site.

D. DISCUSSION ITEM

D.1 Review Draft Report for Facilities Advisory “7-11” Committee to the Board of Education.

Presenter: James Sanders, Committee Chairman

a. Review and Discuss Draft Report.

The following suggestions were made by committee members:

- Additional public comment/hearing prior to adoption
- Names of all previous committee members with dates, (staff pointed out some of this is included in Item III of the draft report), possibly current vs. past distinction
- Correcting the parliamentarian’s title to read “Professional Registered Parliamentarian”
- Adding the language in the Cupertino USD report that reads “Description of the Legal Process for Surplus School Property Disposition” with staff recommending this be reviewed by legal to ensure proper language (currently paragraph IV in the report)
- Renumbering of the table of contents to match the report contents
- Strike out the committee recommendation and/or priority uses on the property description page (information would be included on the Committee Recommendation section) with a notification to the reader where the information may be found
- Adding a box to the bottom row on where to read the more detailed recommendations
- Leaving the property description page as is shown on page 15
- Include what the zoning number is on the property description page
- Include a property value on the property description page— actual or range
- A new appraisal on each property – or opinion by Terra Realty, with recommendation by legal the opinion include a date
- Find out exactly how much property the UC Master Gardeners would like to retain use of
- On the Portola page include the description of the area used by the UC Master Gardeners
- Include a notation about the flood plane with Seaview
- Add “with consideration of an easement” to be included under Priority Uses for EBRPD

The committee ended its review at approximately page 18 of 23, and agreed to continue its review of the Draft Report at its next meeting. The Committee agreed to finish the preliminary Draft Report, receive public comments on that Draft Report during public hearings, and then possibly revise it again based on its receipt of those public comments.

E. ACTION ITEMS

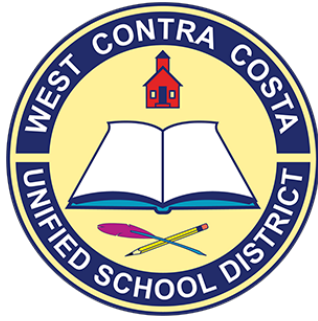
E.1 Calendar for future Meeting Dates. Presenter: James Sanders, Committee Chairman

a. Discussion and action to adopt Future Committee Meeting and Public Hearing Dates.

With no objection, this item is postponed until the next meeting.

The meeting was adjourned at 8:00 PM.

Minutes submitted by Tami Dunning, Professional Registered Parliamentarian



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

7-11 COMMITTEE

MINUTES OF MEETING JUNE 25, 2024

The District's video link to this meeting can be found here:
<https://www.youtube.com/watch?v=6F44wMpUdFc>

The regularly scheduled meeting of the West Contra Costa Unified School District's (WCCUSD) 7-11 Committee was held at the WCCUSD Facilities Building (1400 Marina Way South) on Tuesday June 25th, 2024. The meeting was called to order at 6:04 PM by 7-11 Committee Chair James Sanders.

A.1 ~ The ROLL CALL of attendees showed the following:

PRESENT

James Sanders (Chair)
Arto Rinteela (Vice Chair)
Don Gosney (Member)
Guadalupe Enllana (Member)

ABSENT

Samantha Torres (Secretary)
Liz Garay (Member)
Summer Sigler (Member)

ALSO IN ATTENDANCE

Luis Freese (Associate Superintendent ~ Operations)
Melissa Payne (Executive Director of Contracts Administration)
Tami Dunning (Professional Registered Parliamentarian)
Phil Henderson (Attorney w/Orbach-Huff)

With four of the seven appointed 7-11 members in attendance, a quorum was confirmed.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

7-11 COMMITTEE

MINUTES OF 06.25.24 MEETING

A.2 ~ LAND ACKNOWLEDGEMENT

Chair Sanders read the Land Acknowledgement into the record.

A.3 ~ APPROVAL OF AGENDA

With no objection, the agenda was approved.

A.4 ~ APPROVAL OF MEETING MINUTES (06.11.24)

Mr. Gosney offered a standing objection to 'Action Minutes' which do not include any substantive content about what happened at the meeting.

He also pointed out that there were too many typos and there was an inappropriate familiarity in the minutes where the attendees were referred only by their first names.

Ms. Enllana further reported on missing items and errors in these draft minutes.

Professional Registered Parliamentarian Dunning recommended that the minutes be approved and, at a later time if so desired, be amended. She also pointed out that people could always review the video if they wanted to learn more about what happened at the meeting.

Chair Sanders requested of Mr. Gosney if he would be amenable to amending the minutes at a later date and providing his own notes for Ms. Dunning to incorporate into her minutes. Mr. Gosney replied that drafting minutes by committee was not a workable idea.

Concerns were expressed by Mr. Rinteela, Ms. Enllana and Mr. Gosney that too much of the meeting time was being devoted at this meeting on minutes.

Ms. Enllana made a motion—seconded by Mr. Gosney—to include the name of the seconder of a motion in the minutes. Without objection, the motion was approved. No public comment was solicited.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

7-11 COMMITTEE MINUTES OF 06.25.24 MEETING

Ms. Enllana made a motion—seconded by Mr. Rinteela—to postpone approval of these minutes until the next meeting. Without objection, the motion was approved.

No public comment was solicited.

A.5 ~ FUTURE SCHEDULED MEETING: JULY 16, 2024

With no objections, the next scheduled meeting of the 7-11 Committee will be July.

There was no solicitation of public comments.

C.1 ~ PUBLIC COMMENT

Ms. Maiyth Coleman—a UC Master Gardener of Contra Costa County (Portola School Site)—spoke with an update on a new garden her group is initiating and informing the Committee and the public about their efforts.

D.1 ~ REVIEW DRAFT REPORT FOR FACILITIES ADVISORY “7-11” COMMITTEE TO THE BOARD OF EDUCATION

In his presentation to the committee of the Draft Report of the 7-11 Committee recommendations, Mr. Gosney asked for a clarification whether Chair Sanders expected to complete this draft report before presenting the issues and soliciting feedback from the public.

Chair Sanders replied that the Committee’s responsibility is to draft the report before public comment is solicited.

Ms. Payne clarified that there would be public notice to approve the draft report prior to public review and comment.

Mr. Gosney responded with his belief that the Committee should receive public comment prior to finalizing the draft report. Chair Sanders tried to suggest options where the public could provide input on the draft report after acceptance by the committee.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

7-11 COMMITTEE MINUTES OF 06.25.24 MEETING

Chair Sanders suggested that Mr. Gosney did not have the authority to claim that he was a representative of the public.

Some of the comments suggested for the draft report:

- Mr. Gosney recommended that ALL 7-11 Committee members be included and NOT just the 7 members currently serving. Mr. Gosney rejected the option of an asterisk referring readers to a different page where other committee members are listed.
- Ms. Dunning requested that she be listed as a “Professional Registered Parliamentarian”.
- Chair Sanders requested that a legal description of the surplus property process be included in the draft report. He used the Cupertino School District language as an example. Mr. Henderson reported that the Cupertino language was out of date and the recommendation was that the language be updated.
- Mr. Rinteela asked about zoning changes in the site descriptions.
- Mr. Gosney recommended that when the meeting agendas are attached to the report that they be the amended agendas. Professional registered parliamentarian recommended that the posted agendas be included instead of the amended agendas. Attorney Henderson stated that the ONLY agendas that would be included attached to the report would be the posted agendas and if anyone wanted to learn whether the agendas had been amended, they would have to look at the approved minutes to ascertain whether any changes to the agendas had been made.
- Ms. Payne referenced the four property descriptions with emphasis on the removal of the Committee recommendations of each site so the recommendations would be located on a different page.
- Mr. Gosney requested that updated appraisal opinions of the value of each site be included in the site description. Ms. Payne clarified that the District had not received an actual appraisal. What they had received was an opinion from Terra Realtors—an opinion that was subject to change as conditions might change.
- When discussing the part of the Portola site that the UC Master Gardeners Program might want/need, Ms. Coleman corrected Mr. Gosney’s claim that

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

7-11 COMMITTEE MINUTES OF 06.25.24 MEETING

they were only looking for the half acre that was measured out when he visited the site. Ms. Coleman said that they wanted significantly more of the site.

- With regards to the Seaview site and the possibility that part of the site be transferred to the East Bay Regional Park District for use of the Bay Trail, Mr. Gosney tried to make it clear that the Committee was not recommending the transfer of property—only that the Board consider this possibility.

A discussion was held with regards to how much time staff needed to publicly prepare for any public meetings to discuss this report and options.

There was no solicitation of public comments.

With no objections, the continuation of this discussion was continued until the meeting of July 16th.

The meeting was adjourned at 8:00 PM.



WCCUSD

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

**Report of the Facilities Advisory "7-11" Committee
To the Board of Education**

Committee Adoption: TBD
Board Consideration: TBD

BOARD OF TRUSTEES

Jamela Smith-Folds, President, *Trustee Area 1*
Otheree Christian, *Trustee Area 2*
Mister Phillips, *Trustee Area 3*
Demetrio Gonzalez Hoy, Clerk, *Trustee Area 4*
Leslie Reckler, *Trustee Area 5*

7-11 COMMITTEE MEMBERS

James Sanders, Chair
Arto Rinteela, Vice Chair
Samantha Ann Torres, Secretary
Guadalupe Enllana
Summer Sigler
Don Gosney
Liz Garay

ADVISORY SUPPORT and DISTRICT STAFF

Dr. Kenneth Hurst Sr.
Superintendent

Luis Freese
Associate Superintendent, Facilities, Maintenance, and Bond

Melissa Payne,
Executive Director Contracts Administration

Ellen Mejia Hooper,
Director Facilities, Planning & Construction

CONSULTANTS

Tami Dunning
Parliamentarian

Scott Sheldon
Terra Realty Advisors, Inc.

Phil Hendersen
Sarine Abrahamian
Orbach Huff & Hendersen LLP

Placer Title Company
Preliminary Title Reports

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I. Executive Summary

Before a school district can sell or lease real property, the Education Code requires that a specific process be followed. The first step requires that the governing board of the school district, prior to the sale, lease or rental exceeding 30 days appoint a district advisory committee (the “Committee”).

On May 5, 2021, the West Contra Costa Unified School District (“District”) Board of Education (“Board”) elected to form a new 7-11 Committee consistent with the requirements of Education Code section 17387 et seq.

A 7-11 committee contains between seven and eleven members representing various geographic areas and communities within the District.

The 7-11 Committee held [# of meetings] public meetings. All meetings were held under the Brown Act.

II. Purpose of the 7-11 Committee

The 7-11 Committee was directed to follow the legislative intent of Education Code §17387 and 17390 in their process and deliberations by engaging with the public and to determine the amount of surplus space and real property and establishing a priority list for uses of surplus space acceptable to the community.

III. 7-11 Committee Membership

The Board appointed the following persons to the 7-11 Committee:

Committee Member	Trustee Area	Category Represented
Don Gosney	District 4	Business Community, Landowner/Renter & Subject Matter Expert
Guadalupe Enllana	District 2	Landowner /Renter & Parent of Student
Liz Garay	District 1	Landowner /Renter
James Sanders	District 5	Landowner/Renter, Teacher & Subject Matter Expert
Arto Rinteela	District 4	Landowner/Renter & Subject Matter Expert

Samantha Ann Torres	District 3	Business Community, Landowner/Renter, Parent of Student & Subject Matter Expert
Summer Sigler	District 5	Landowner/Renter & Administrator

On January 26, 2022, the Board appointed the following persons to the Committee to meet the categories of community members required by the Education Code: Celina Hernandez Perez, Daniel Mariah Scott, Diana Perez Cruz, Don Gosney, Doreen Chand, James Alexander Watt, James Henry-Sanders, Jivanta Wagli, Samantha Ann Torres, Summer Sigler, and Trey Holland. Due to a lapse in time to start the 7-11 process, three original members could not be contacted or were unable to participate. On September 7, 2022, the Board approved a change in the original 11 members to 8 participating members. The Committee met with an online participation option under the COVID-19 state of emergency, which suspended some in-person meeting participation requirements for Brown Act Committee members. On February 28, 2023, the COVID-19 State of Emergency ended, and the existing 7-11 Committee was unable to achieve a quorum. Due to the lack of attendance, the Committee was prevented from conducting its business. On January 24, 2024, the Board approved the membership of the Committee to include only those Committee Members who have confirmed their ability and willingness to actively participate in the Brown Act Committee meetings. Unfortunately, this proposed membership would not satisfy the legal requirement to have a minimum of 7 members. As a result, District staff reinitiated a process of advertising for community members interested in serving on the Committee. Staff conducted interviews to confirm participation requirements with existing and proposed new members.

On January 24, 2024, the Board approved a change in the Committee membership to include Don Gosney, James Sanders, Samantha Ann Torres, Summer Sigler, and the addition of the following new members Guadalupe Enllana, Liz Garay, and Arto Rinteela.

IV. Description of Legal Process for Surplus School Property Disposition

Before District property can be marketed for private use or development, the Board must first determine that the property is surplus to the needs of the District, based upon the recommendation of a community advisory committee, in this case the 7-11 Committee. After the Board determines that property is surplus, the District can offer it to other public agencies for use as open space, recreational or park use, for development of low- and moderate-income housing, or for other uses. These offerings are a prerequisite for making the property available for sale, lease, or lease with option to purchase, through public response to public offerings. Because the time within which to perform each step in this process is not limited by statute, the disposition process can be quite lengthy.

V. Responsibilities of the Committee

Education Code section 17390 provides the responsibilities of the 7-11 Committee:

- A.** Review projected school enrollment and other data to determine whether the property(ies) under consideration are surplus to the educational needs of the District;
- B.** Circulate throughout the attendance area a priority list of surplus property and provide for a public hearing for community input to the Committee regarding acceptable uses for the surplus space and real property, including the sale or lease of the surplus real property;
- C.** Establish a priority list of uses of the surplus property that will be acceptable to the community;
- D.** Make a final determination for use of space and real property; and
- E.** Make a report to the Board recommending uses of the surplus space and real property.

VI. Summary of the 7-11 Committee's Work

Meeting agendas and minutes are included in Appendix A and, along with the presentations, are available on the West Contra Costa Unified School District website at: <https://www.wccusd.net/Page/15623>.

VII. Property Descriptions

The following provides an overview of each of the four properties considered by the 7-11 Committee. Each description provides:

1. Location: the property's address
2. Assessor Parcel Number (APN): the number assigned to the parcel by the county assessor
3. Current use: current use of the site
4. Size: site acreage
5. Zoning: specifies how and for what purposes each parcel of land may be used
6. Property Description: brief description of the property

7. Committee Recommendations: 7-11 Committee's recommendation
8. Priority Uses: 7-11 Committee established priority uses, if any

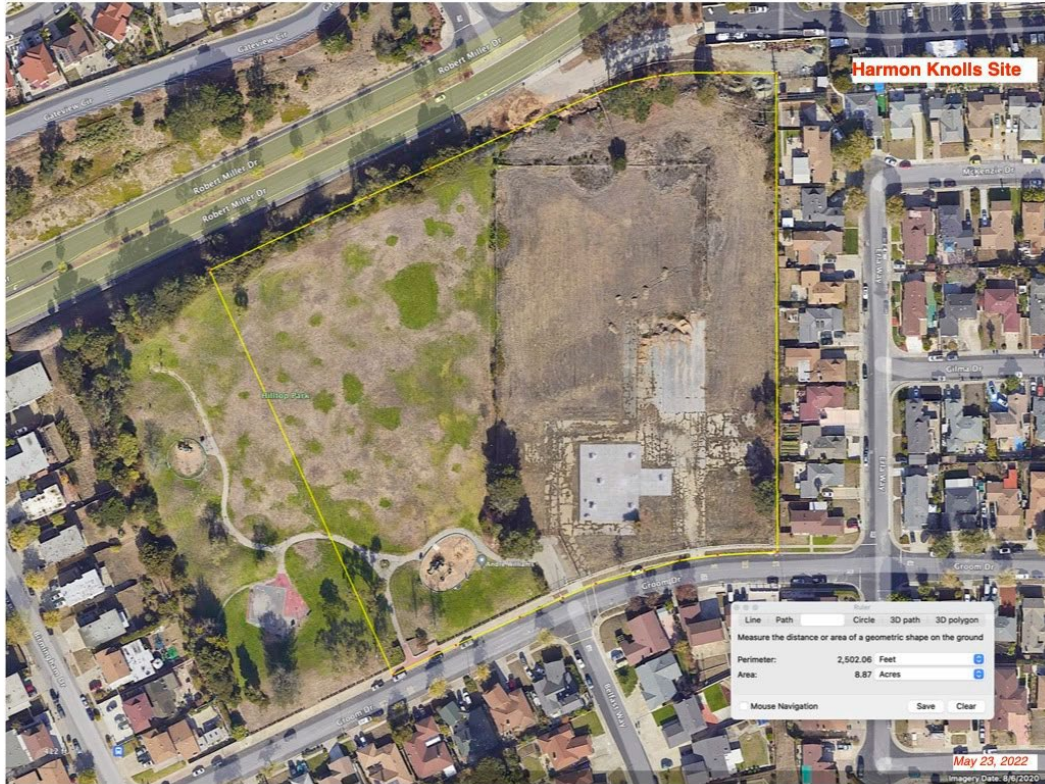
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Adams Middle School



Location: 5000 Patterson Cir. Richmond, CA 94805-1599	Assessor Parcel Number (APN): 520-032-002 520-042-013 520-050-001 520-062-001 520-070-004
Current use: Vacant	Size: Approx. 5.97 Usable Acres
Zoning: Contra Costa map lists the property as unincorporated with General Plan of HE-C (Housing Element Consistency)	Property Description: School site surrounded by residential development and a private school,
Committee Recommendation: Surplus	Priority Uses: Open market and workforce/employee housing.

Harmon Knolls



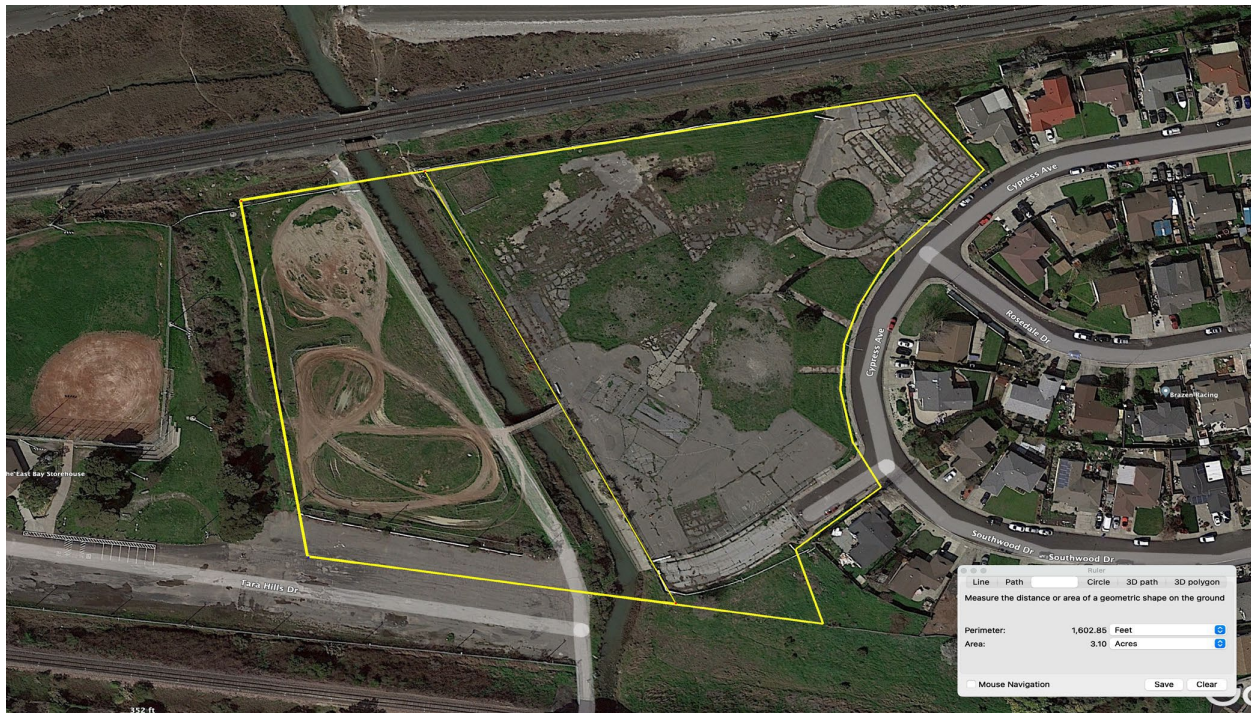
Location: 2853 Groom Drive Richmond, CA 94806	Assessor Parcel Number (APN): 414-292-011
Current use: Vacant & Park	Size: 8.87 Acres
Zoning: City of Richmond zoning map lists as Parks and Recreation (RMC 15.04.205)	Property Description: Vacant parcel surrounded by residential development.
Committee Recommendation: Retain	

Portola



Location: 1021 Navellier St. El Cerrito CA, 94530.	Assessor Parcel Number (APN): 503-181-001 503-190-001 503-203-019
Current use: Vacant	Size: 5.29 acres
Zoning: Government/Public Use.	Property Description: Vacant parcel with potentially significant slope and landslide issues. Surrounding properties include a PG&E substation, City park, residential and school uses.
Committee Recommendations: Surplus	Priority Uses: Open market and workforce/employee housing first and commercial use second with the UC Master Gardener Program of Contra Costa County added to each use.

Seaview



Location: 2000 Southwood Drive, San Pablo, CA	Assessor Parcel Number (APN): 403-020-009 403-482-043 403-482-044
Current use: Vacant	Size: 7.7 acres
Zoning: Contra Costa Map now lists property as unincorporated with General Plan of HE-C (Housing Element Consistency)	Property Description: Railroad tracks on both sides of the site. To the north are single family homes and to the south are baseball fields.
Committee Recommendations: Surplus	Priority Uses: Open market and workforce/employee housing, with an easement to permit EBRPD to connect parts of the Bay Trail.

VIII. Legal Definitions Informing the 7-11 Committee's Work

Surplus Land

Means land owned in fee simple by any local agency for which the local agency's government body takes formal action in a regular public meeting declaring that the land is surplus and not necessary for the agency's use. (Government Code § 54221(b)(1).)

Highest/Best Use

The highest and best use is the most profitable legally permissible use for which the property is physically, geographically, and economically adaptable. (*County of San Diego v. Rancho Vista Del Mar, Inc.* (1993) 16 Cal. App. 4th 1289, 1288.)

The highest and best use is defined as that use, among possible alternative uses, that is physically practical, legally permissible, market supportable, and most economically feasible...The appraiser must make a determination of highest and best use as part of the appraisal process. (*San Diego Gas & Electric Co. v. Schmidt* (2014) 288 Cal. App. 4th 1046, 1058.)

IX. Additional Considerations Guiding the 7-11 Committee's Work

X. Method of Public Notification of the 7-11 Committee Hearing

XI. Draft 7-11 Committee Findings and Recommendations to the West Contra Costa Unified School District Board of Education

SUMMARY OF ADVISORY COMMITTEE FINDINGS

Based upon information reviewed and considered by the Advisory Committee, the following conclusions and findings are presented to the Board:

- A. The Advisory Committee reviewed the Properties in accordance with the requirements set forth under Education Code sections 17388, et seq.
- B. The Properties under review by the Advisory Committee are currently underutilized.
- C. Overall District enrollment has declined significantly since _____ and is projected to continue to decline through _____. District enrollment trends are tracking state-wide trends suggesting that the District's overall decline in enrollment is not indicative of District-specific issues but is likely to continue.
- D. Costs to maintain the Properties are a financial burden to the District. In order to safeguard the health and safety of its community, the District expends considerable resources to prevent unauthorized access to the Properties. These costs could be reallocated to fund facility needs on operational school campuses.
- E. There is a need in the community for more housing, including affordable housing,

with a particular need for the District to have employee/workforce housing. Affordable housing options can attract talented educators and staff to the District and encourage them to stay long-term, reducing turnover rates.

- F. Based on the foregoing, the Advisory Committee finds and recommends that the Properties be deemed surplus, not surplus, or consider alternative uses, as further explained below.

ADVISORY COMMITTEE RECOMMENDATIONS TO THE BOARD

The Advisory Committee considered and held a hearing to receive input on the following options for the Properties at the public hearing held on _____, 2024:

➤ Declaration of the Properties as Surplus or Not Surplus

Pursuant to the Advisory Committee's review of District goals, Property information, and financial considerations, pursuant to Education Code sections 17388 and 17390 the Advisory Committee makes the following recommendations to the Board, which can be undertaken simultaneously to ensure the best value for the Properties is achieved.

A. Recommendations to the Board: Adams Site

1. The Advisory Committee recommends that the Board consider options to utilize the Adams Site Property, consisting of approximately 5.97 usable acres, or a portion thereof, for workforce/employee housing, which may be done without deeming the Adams Site Property as surplus property.
2. Alternatively, the Advisory Committee recommends that the Board consider the Adams Site Property, or a portion thereof, as surplus property and seek to offer the property or develop the property as open market/market rate housing, either through sale or long-term lease.
3. Alternatively, the Advisory Committee recommends that the Board consider options to develop the Adams Site Property as a combination of workforce/employee housing plus open market/market-rate housing.

B. Recommendations to the Board: Harmon Knolls Site

1. The Advisory Committee recommends that the Board not surplus the Harmon Knolls Site Property. The Advisory Committee has determined that the District may need the Property for future educational purposes, including a potential new school site.

C. Recommendations to the Board: Seaview Site

1. The Advisory Committee recommends that the Board consider options to utilize the Seaview Site Property, consisting of approximately 7.7 usable acres, or a portion thereof, for workforce/employee housing, which may be done without deeming the Seaview Site Property as surplus property.

2. Alternatively, the Advisory Committee recommends that the Board consider the Seaview Site Property, or a portion thereof, as surplus property and seek to offer the property or develop the property as open market/market rate housing, either through sale or long-term lease.
3. Alternatively, the Advisory Committee recommends that the Board consider options to develop the Seaview Site Property as a combination of workforce/employee housing plus open market/market-rate housing.

D. Recommendations to the Board: Portola Site

1. The Advisory Committee recommends that the Board consider options to utilize the Portola Site Property, consisting of approximately 5.29 usable acres, or a portion thereof, for workforce/employee housing, which may be done without deeming the Seaview Site Property as surplus property.
2. Alternatively, the Advisory Committee recommends that the Board consider the Portola Site Property, or a portion thereof, as surplus property and seek to offer the property or develop the property as open market/market rate housing, either through sale or long-term lease.
3. Alternatively, the Advisory Committee recommends that the Board consider options to develop the Portola Site Property as a combination of workforce/employee housing plus open market/market-rate housing.
4. Alternatively, the Advisory Committee recommends that the Board consider the Portola Site Property, or a portion thereof, as surplus property and seek to offer the property or develop the property as other appropriate commercial use, consistent with the surrounding neighborhood and current zoning, either through sale or long-term lease.
5. For all potential uses, the Advisory Committee recommends and encourages that the Board continue to permit that a portion of the Portola Site Property be made available to the UC Master Gardener Program of Contra Costa County for its program's use.

District Surplus Facilities Advisory Committee

Appendix A: Meeting Agendas and Minutes

Appendix B: Current and Projected Enrollment Data

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Appendix A – Meeting Agendas and Minutes

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Appendix B – Current and Projected Enrollments

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