



WILLIAMS UNIFIED SCHOOL DISTRICT

7-11 COMMITTEE MEETING

4:00 p.m., Wednesday, November 10, 2021
Williams Jr/Sr High School, Room 326
260 11th Street, Williams, CA

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comment
4. Discussion/Action
 - a. Approve Minutes from October 13, 2021 – Action
 - b. Review and approval of the 7-11 Committee Report to the WUSD Board of Trustees– Action
 - c. Complete Decision Matrix - Action
5. Future Meetings
 - a. To be determined
6. Adjournment

Posted: November 5, 2021



DISTRITO ESCOLAR UNIFICADO DE WILLIAMS

7-11 REUNIÓN DEL COMITÉ

4:00 p.m., miércoles 10 de noviembre de 2021

Escuela secundaria Williams Jr / Sr, salón 326

260 11th Street, Williams, CA

AGENDA

1. Llamar al pedido
2. Aprobación de la agenda
3. Comentario público
4. Discusión / Acción
 - a. Aprobar acta del 13 de octubre de 2021 – Acción
 - b. Revisión y aprobación del Informe del Comité 7-11 a la Mesa Directiva del WUSD – Acción
 - c. Matriz de decisión completa - Acción
5. Reuniones futuras
 - a. Ser determinada
6. Aplazamiento

Publicado: 5 de noviembre de 2021

WILLIAMS UNIFIED SCHOOL DISTRICT

7-11 COMMITTEE MEETING
Wednesday, October 13, 2021

MINUTES

- 1.0 CALL TO ORDER**– Committee Chair, Brian Parker, called the 7-11 committee meeting of the Williams Unified School District to order at **4:03 PM** on October 13, 2021, at Williams Jr/Sr High School, Room 326, located at 260 Eleventh Street, Williams, California. A quorum was established.

Committee Members Present:

Brian Parker, Chair
John Troughton, Jr.
Melissa McDougal
Angie Perez

Absent

Kellie Ellebracht
Tony Hermann, Vice Chair
Andy Delgado

Administrator Present:

Sandra Ayón, Ed.D.

2.0 APPROVAL OF THE AGENDA

A **MOTION** was made by John Troughton, Jr. and **SECONDED** by Melissa McDougal to **APPROVE** the agenda. **Motion passed. Ayes __4__ Noes __0__ Absent __3__ by a unanimous vote.**

- 3.0 PUBLIC COMMENT** – Committee Chair Brian Parker invited members of the public to speak at this time on an item scheduled on the agenda. Please state your first and last name.

3.1 None.

4.0 DISCUSSION/ACTION

4.1 Approve Minutes from September 15, 2021

A **MOTION** was made by Angie Perez and **SECONDED** by John Troughton, Jr. to **APPROVE** the 7-11 Committee meeting minutes from September 15, 2021. **Motion passed. Ayes __4__ Noes __0__ Absent __3__ by a unanimous vote.**

4.2 Review 7-11 Committee Board Report Requirements

Dr. Ayón distributed a sample 7-11 Committee Board report to all committee members.

Discussion ensued regarding possible uses for the property including relocating the Little League field. The district's facility master plan proposes classrooms in place of the current Little League field. Dr. Ayón explained the DSA process and expenses. Mr. Troughton noted the failed bond measure proposed expenditures only on the main district campus. No bond monies were proposed for use at the 1500 E Street property.

5.0 FUTURE MEETINGS

5.1 November 10, 2021

The 7-11 Committee members were reminded of the next scheduled meeting on November 10, 2021.

6.0 TOUR PROPERTY AT 1500 E STREET, WILLIAMS, CA

Members of the 7-11 Committee toured the property at 1500 E Street, Williams, CA 95987.

7.0 ADJOURNMENT (4:47 PM)

A **MOTION** was made by Melissa McDougal and **SECONDED** by Angie Perez **APPROVE** the Adjournment. **Motion passed. Ayes __4__ Noes __0__ Absent __3__ by a unanimous vote.**

Please note that additional information distributed during the meeting and not included in the agenda packet can be obtained by calling the District Office at 530-473-2550, x11409.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'S. Ayón', with a long horizontal flourish extending to the right.

Sandra Ayón, Ed. D.
Superintendent/Secretary to the Board
sa/jdc



7-11 COMMITTEE ON SURPLUS DISTRICT PROPERTY

Recommendations and Priorities for Uses of District Sites

STAFF REPORT TO BOARD OF
TRUSTEES

December 14, 2021

BOARD OF TRUSTEES

Patricia Ash, President

Kathleen Bautista, Vice President/Clerk

Heather Covarrubias

Edward Davis

Cesar Perez

7-11 COMMITTEE MEMBERS

Brian Parker, Chair

Tony Hermann, Vice Chair

Andres Delgado Ambriz

Kellie Ellebracht

Melissa McDougal

Angie Perez

John Troughton, Jr.

ADVISORY/SUPPORT STAFF

Sandra Ayón, EdD, Superintendent, Williams Unified School District (USD)

Mechele Coombs, Director of Fiscal Services & Accountability, Williams USD

Jodi Cortez, Executive Administrative Assistant, Williams USD

CONSULTANTS

Paul Thompson, Fagen Friedman & Fulfrost LLP

TABLE OF CONTENTS

Executive Summary	5
Overview of the Surplus Property Process	6
Summary of 7–11 Committee Meetings	7
Meeting 1: September 15, 2021	8
Meeting 2: October 13, 2021	8
Meeting 3: November 10, 2021	8
Property Descriptions.....	9
1500 E Street.....	10
Summary of Recommendations.....	11
Appendix A – Meeting Agendas and Minutes.....	12
Meeting 1: September 15, 2021	13
Meeting 2: October 13, 2021	16
Meeting 3: November 10, 2021	19
Appendix B – Decision Matrix.....	21

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 (commonly known, and referred to from this point forward, as the 7–11 Committee) to advise the governing board regarding the surplus of space and/or real property. The responsibilities of the 7–11 Committee are also specified within the Education Code and, at the conclusion of its work, the Committee is required to provide the district governing board a report recommending uses of surplus space and real property. The governing board, taking into consideration the 7–11 Committee’s recommendations, which are advisory and nonbinding, determines whether it will declare some or all of the properties surplus and announce its intent to sell or lease the properties in question.

On May 20, 2021, the Williams Unified School District’s (Williams USD) Board of Trustees (Board) appointed 8 members to its 7–11 Committee and tasked it with the review of one vacant or underutilized property. The 7–11 Committee held three public meetings to gather information on the property and other relevant district data (e.g., facilities capacity, demographic information, etc.). All meetings were open to the public, noticed at least 72 hours in advance, and held in accordance with the Brown Act.

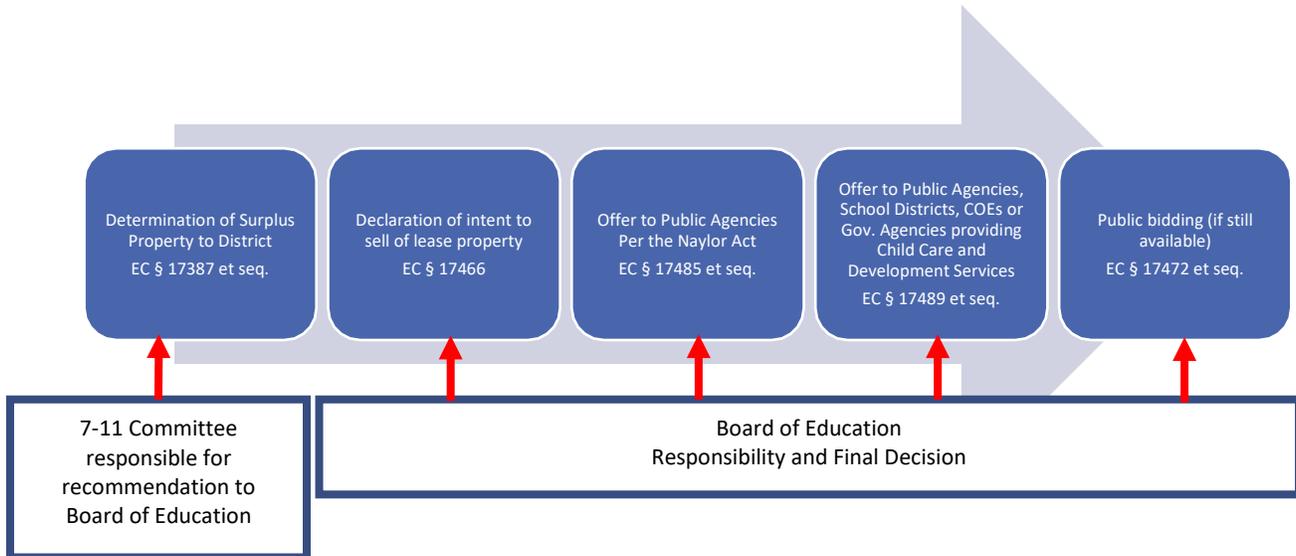
The 7–11 Committee is now recommending to the Williams USD Board that the property be deemed surplus to the educational needs of the District:

RECOMMENDATION OF SURPLUS PROPERTIES	YES TO SURPLUS	NO TO SURPLUS
1. 1500 E Street	X	

Overview of the Surplus Property Process

Before a school district can sell or lease real property, Education Code Sections (EC §) 17388–17389 require that a specific process be followed (see figure 1 below for an overview of the process).

Figure 1: Overview of 7–11 Property Process



The first step requires that the governing board of the school district, prior to the sale, lease, or rental exceeding 30 days, appoint a 7–11 Committee to advise the governing board regarding the surplus of space and/or real property. EC § 17389 states that the advisory committee must consist of at least 7, but not more than 11 members. The 7–11 Committee must be representative of each of the following:

- a. The ethnic, age group, and socioeconomic composition of the district
- b. The business community, such as store owners, managers, or supervisors
- c. Landowners or renters, with preference to be given to representatives of neighborhood associations
- d. Teachers
- e. Administrators
- f. Parents of students
- g. Persons with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to, knowledge of the zoning and other land use restrictions of the cities or cities and counties in which surplus space and real property is located

EC § 17390 then provides the responsibilities of the 7–11 Committee:

- a. Review the projected school enrollment and other data as provided by the district to determine the amount of surplus space and real property
- b. Establish a priority list of use of surplus space and real property that will be acceptable to the community
- c. Cause to have circulated throughout the attendance area a priority list of surplus space and real property and provide for hearings of community input to the committee on acceptable uses of space and real property, including the sale or lease of surplus real property for child care development purposes pursuant to EC § 17458
- d. Make a final determination of limits of tolerance of use of space and real property
- e. Forward to the district governing board a report recommending uses of surplus space and real property

At the completion of its work, the 7–11 Committee presents the governing board with a report including its recommendation as to the surplus of property and a list of priorities, if any, for the use of the surplus space or real property. The governing board, taking into consideration the 7–11 Committee’s recommendations, which are advisory and nonbinding, determines whether it will declare some or all of the properties surplus and announce its intent to sell or lease the properties in question.

Per EC § 17485 and 17489, the school district must notify various public and governmental entities (e.g., other school districts, parks and recreation departments, cities, etc.) of the opportunity to bid on the properties. If none of the notified entities respond to the notification, the school district may then sell or lease the properties to the general public. The use of revenues generated by the sale or lease of surplus property is specified by the Education Code.

Summary of 7–11 Committee Meetings

Williams USD appointed 8 members to its 7–11 Committee and tasked it with the review of one vacant or underutilized property. The 7–11 Committee held three public meetings to gather information on the properties and other relevant data (e.g., facilities capacity, demographic information, etc.). All 7–11 Committee meetings were open to the public, noticed at least 72 hours in advance, and held in accordance with the Brown Act.

Meeting agendas and minutes are included in Appendix A and, along with any exhibits, are available on the Williams USD website at:

https://www.williamsusd.net/district_info/7-11_committee

Meeting 1: September 15, 2021

This meeting was organizational and introductory in nature. The 7–11 Committee members were introduced and provided with an overview of the surplus property process, the composition of the 7–11 Committee and its charge, and the importance of attending meetings by Superintendent Sandra Ayón.

The Chair, Brian Parker, was named per the committee’s direction and the Vice Chair, Tony Hermann, was elected.

Meeting 2: October 13, 2021

Minutes were approved from the prior meeting. The 7-11 Committee members reviewed the requirements and the draft 7-11 Committee Board report. The Committee members toured the property at 1500 E Street.

Meeting 3: November 10, 2021

Will add summary following meeting.

Property Descriptions

The following provides an overview of each of the property considered by the 7–11 Committee. Each description provides:

1. Location—provides the property’s address
2. Assessor Parcel Number (APN)—provides the number assigned to the parcel by the county assessor
3. Current use—current use of the site
4. Size—provides the site acreage and, for those properties where only a portion of the site is under consideration, provides the acreage for both the portion under consideration and the total property
5. Zoning—specifies how and for what purpose each parcel of land may be used
6. Property Description—provides a brief description of the property
7. Committee Recommendation—the 7–11 Committee’s recommendation
8. Priority Uses—established by the 7–11 Committee, if applicable

1500 E Street

Location: 1500 E Street,
Williams, CA 95987

APN: 005-201-032

Current Use: Furniture storage

Size: 5 Acres

Zoning: RD-5 (Residential)

Property Description: Residential home with 4 bedrooms, 2 bathrooms on a 5-acre parcel located on the corner of Virginia Street and E Street.

Committee Recommendation: The 7-11 Committee recommends that the property be deemed surplus due to lack of an educational use for Williams USD.

Priority Uses: No priority uses were recommended by the 7-11 Committee.



Summary of Recommendations

The 7–11 Committee unanimously recommends that the Williams USD Board:

1. Deem the property, located at 1500 E Street, Williams, CA 95987, surplus to the educational needs of Williams USD

Appendix A – Meeting Agendas and Minutes

Meeting 1: September 15, 2021



WILLIAMS UNIFIED SCHOOL DISTRICT

7-11 COMMITTEE MEETING

4:00 p.m., Wednesday, September 15, 2021
Williams Jr/Sr High School, Room 326
260 11th Street, Williams, CA

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Superintendent Welcome
4. Public Comment
5. Discussion/Action
 - a. Committee Chairperson Selection
 - b. Committee vice Chairperson Selection
6. Staff Report
 - a. 7-11 Surplus
7. Future Meetings
 - a. October 13, 2021
8. Adjournment

Posted: September 10, 2021

WILLIAMS UNIFIED SCHOOL DISTRICT

7-11 COMMITTEE MEETING
Wednesday, September 15, 2021

MINUTES

- 1.0 CALL TO ORDER**– Superintendent, Dr. Sandra Ayón, called the 7-11 committee meeting of the Williams Unified School District to order at **4:00 PM** on September 15, 2021, at Williams Jr/Sr High School, Room 326, located at 260 Eleventh Street, Williams, California. A quorum was established.

Committee Members Present:

Brian Parker
Tony Hermann
Andy Delgado
John Troughton, Jr.
Melissa McDougal

Arrived at 4:12pm

Administrator Present:

Sandra Ayón, Ed.D.

2.0 APPROVAL OF THE AGENDA

A **MOTION** was made by Tony Hermann and **SECONDED** by Andy Delgado to **APPROVE** the agenda. **Motion passed. Ayes __4__ Noes __0__ Absent __3__ by a unanimous vote.**

3.0 SUPERINTENDENT WELCOME

Superintendent Dr. Ayón welcomed all committee members and visitors. Dr. Ayón stated this is an important group that will make a recommendation to the School Board regarding district owned property. This committee will review and analyze the property and will recommend if the district should keep it or sell it. The committee members will present their recommendation to the Board. District staff is present to help answer questions and facilitate the meeting.

- 4.0 PUBLIC COMMENT** – Superintendent Dr. Ayón invited members of the public to speak at this time on an item scheduled on the agenda. Please state your first and last name.

4.1 Committee member Andy Delgado questioned the address of the surplus property.

Administrative assistant Jodi Cortez stated the property is located at 1500 E Street at the corner of E Street and Virginia Street.

5.0 DISCUSSION/ACTION

5.1 Committee Chairperson Selection

A **MOTION** was made by Andy Delgado and **SECONDED** by John Troughton Jr. to **APPOINT** Brian Parker as Chairperson of the 7-11 Committee. **Motion passed. Ayes __4__ Noes __0__ Absent __3__ by a unanimous vote.**

5.2 Committee Vice Chairperson Selection

A **MOTION** was made by Andy Delgado and **SECONDED** by John Troughton Jr. to **APPOINT** Tony Hermann as Vice Chairperson of the 7-11 Committee. **Motion passed. Ayes __4__ Noes __0__ Absent __3__ by a unanimous vote.**

6.0 STAFF REPORT

6.1 7-11 Surplus

Dr. Ayón stated the property was purchased by the district to use the house as a temporary district office and eventually use the property as a TK-5 school site. The idea was that this school site would be available for potential growth in the community.

John Troughton, Jr. shared his discussions with past Superintendent Lampkin and past Board Trustees. Mr. Troughton stated the town's population growth is not high enough to need the expansion. Also, there are flooding issues for developers to the North and West of Williams. This is why Williams is not going to expand.

Committee member Melissa McDougal arrived at 4:12pm.

Tony Hermann asked if we can contact a realtor regarding the estimated value of the property. We wouldn't want to lose money on a sale.

Discussion ensued with the committee members regarding the value of the property and ideas for use. The house is 3,500 square feet with 4 bedrooms and 2 bathrooms. The lot size is five acres. The district MOT department maintains the grounds and house.

7.0 FUTURE MEETINGS

7.1 October 13, 2021

At the next meeting the committee will review the requirements of the report they will submit to the School Board and will tour the 1500 E Street property.

8.0 ADJOURNMENT (4:59 PM)

A **MOTION** was made by Tony Hermann and **SECONDED** by John Troughton, Jr. **APPROVE** the Adjournment.
Motion passed. Ayes __5__ Noes __0__ Absent __2__ by a unanimous vote.

Please note that additional information distributed during the meeting and not included in the agenda packet can be obtained by calling the District Office at 530-473-2550, x11409.

Respectfully submitted,

Sandra Ayón, Ed. D.
Superintendent/Secretary to the Board
sa/jdc

Meeting 2: October 13, 2021



WILLIAMS UNIFIED SCHOOL DISTRICT

7-11 COMMITTEE MEETING

4:00 p.m., Wednesday, October 13, 2021
Williams Jr/Sr High School, Room 326
260 11th Street, Williams, CA

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comment
4. Discussion/Action
 - a. Approve Minutes from September 15, 2021 – Action
 - b. Review 7-11 Committee Board Report Requirements – Discussion
5. Future Meetings
 - a. November 10, 2021
6. Tour Property at 1500 E Street, Williams, CA
7. Adjournment

Posted: October 7, 2021

WILLIAMS UNIFIED SCHOOL DISTRICT

7-11 COMMITTEE MEETING

Wednesday, October 13, 2021

MINUTES

- 2.0 CALL TO ORDER**– Committee Chair, Brian Parker, called the 7-11 committee meeting of the Williams Unified School District to order at **4:03 PM** on October 13, 2021, at Williams Jr/Sr High School, Room 326, located at 260 Eleventh Street, Williams, California. A quorum was established.

Committee Members Present:

Brian Parker, Chair
John Troughton, Jr.
Melissa McDougal
Angie Perez

Absent

Kellie Ellebracht
Tony Hermann, Vice Chair
Andy Delgado

Administrator Present:

Sandra Ayón, Ed.D.

2.0 APPROVAL OF THE AGENDA

A **MOTION** was made by John Troughton, Jr. and **SECONDED** by Melissa McDougal to **APPROVE** the agenda. **Motion passed. Ayes __ 4__ Noes __ 0__ Absent __ 3__ by a unanimous vote.**

- 3.0 PUBLIC COMMENT** – Committee Chair Brian Parker invited members of the public to speak at this time on an item scheduled on the agenda. Please state your first and last name.

3.1 None.

4.0 DISCUSSION/ACTION

4.1 Approve Minutes from September 15, 2021

A **MOTION** was made by Angie Perez and **SECONDED** by John Troughton, Jr. to **APPROVE** the 7-11 Committee meeting minutes from September 15, 2021. **Motion passed. Ayes __ 4__ Noes __ 0__ Absent __ 3__ by a unanimous vote.**

4.2 Review 7-11 Committee Board Report Requirements

Dr. Ayón distributed a sample 7-11 Committee Board report to all committee members.

Discussion ensued regarding possible uses for the property including relocating the Little League field. The district's facility master plan proposes classrooms in place of the current Little League field. Dr. Ayón explained the DSA process and expenses. Mr. Troughton noted the failed bond measure proposed expenditures only on the main district campus. No bond monies were proposed for use at the 1500 E Street property.

5.0 FUTURE MEETINGS

5.1 November 10, 2021

The 7-11 Committee members were reminded of the next scheduled meeting on November 10, 2021.

6.0 TOUR PROPERTY AT 1500 E STREET, WILLIAMS, CA

Members of the 7-11 Committee toured the property at 1500 E Street, Williams, CA 95987.

7.0 ADJOURNMENT (4:47 PM)

A **MOTION** was made by Melissa McDougal and **SECONDED** by Angie Perez **APPROVE** the Adjournment. **Motion passed. Ayes __4__ Noes __0__ Absent __3__ by a unanimous vote.**

Please note that additional information distributed during the meeting and not included in the agenda packet can be obtained by calling the District Office at 530-473-2550, x11409.

Respectfully submitted,

Sandra Ayón, Ed. D.
Superintendent/Secretary to the Board
sa/jdc

Meeting 3: November 10, 2021



WILLIAMS UNIFIED SCHOOL DISTRICT

7-11 COMMITTEE MEETING

4:00 p.m., Wednesday, November 10, 2021
Williams Jr/Sr High School, Room 326
260 11th Street, Williams, CA

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comment
4. Discussion/Action
 - a. Approve Minutes from October 13, 2021 – Action
 - b. Review and approval of the 7-11 Committee Report to the WUSD Board of Trustees– Action
 - c. Complete Decision Matrix - Action
5. Future Meetings
 - a. To be determined
6. Adjournment

Posted: November 5, 2021

Appendix B – Decision Matrix

Williams USD 7-11 Committee Surplus Property		1500 E Street
1.	Do you understand the property's existing use?	
2.	Do you have sufficient information to make a recommendation on this property? If not, what additional information do you need?	
3.	Was the panel discussion sufficient to help you form an opinion about this property?	
4.	Is the property needed for any educational purpose by Williams USD?	
5.	Would you recommend the property be deemed surplus due to lack of an educational purpose for Williams USD?	
	Motion/Second	
	Andres Delgado Ambriz	
	Kellie Ellebracht	
	Tony Hermann	
	Melissa McDougal	
	Brian Parker	
	Angie Perez	
	John Troughton Jr.	