

**MINUTES OF THE  
ASSET MANAGEMENT ADVISORY/7-11 COMMITTEE  
DOWNEY UNIFIED SCHOOL DISTRICT  
January 24, 2023**

**Regular Meeting**

Gallegos Administration Building, Room DCC-A  
11627 Brookshire Avenue  
Downey, CA 90241

**Members Present:**

Jeffrey Worthy – Business Representative  
James Walton – Landowner/Renter  
Rola Saikali - Teacher  
Kathy Estevez – Administrator  
Brian Heyman – Person of Expertise  
Jeff Townsend – Parent of Student

**Members Absent**

Dean Michael – District Composition

**Others Present:**

Christina Aragon, Associate Superintendent, Business Services  
Vince Madsen, Senior Director, Facilities Planning & Development  
Angel Kellogg, Administrative Secretary, Business Services  
Sarine Abrahamian, Legal Counsel

**Call to Order**

The meeting was called to order by Jeff Worthy, Committee Chair, at 4:07 p.m.

**Pledge of Allegiance/Welcome and Introductions**

The Pledge of Allegiance to the Flag of the United States of America was led by Jim Walton.

**Action Items**

**Approval of the Minutes of November 29, 2022**

Jim Walton moved, Jeff Townsend seconded, and the motion carried unanimously to approve the official minutes of the regular 7-11 Committee meeting held on November 29, 2022, as corrected.

**Discussion Items:**

**Brief on Public Notices**

Sarine Abrahamian, District legal counsel, discussed the requirement of posting public notices for the public hearing meeting. Angel Kellogg gave information regarding the District's usual practices of posting the notices, which is placing a notice in The Patriot, the local Downey newspaper, at the Downey City Library on the public notices wall, on the District website, and at the District administration office in the notices box outside the main entrance to the building.

### **Presentation – Drafting a Recommendation Report**

Sarine presented an example of a draft recommendation. She walked the committee through the various sections of the draft and explained that as they discuss information and make recommendations, that information will be filled in as determined by the members. The primary goal of the committee is to draft a recommendation regarding disposition and use or options for the property. The recommendation will also include property details, background information regarding the property, formation of the Asset Management/7-11 Committee, conducting a public hearing and all comments from the hearing. It will also list fiscal considerations and reasons for the recommendation.

### **Additional Information for Review Requested by the Committee**

The Committee asked if an Exhibit B could be added to the document to add a link that includes additional photos of the property and buildings. Sarine replied yes, that information will be added.

### **Questions or Comments by Committee Members**

Kathy and James said they feel they need to discuss in more detail what options are, so the Committee looked at sample options in Section VII of the sample recommendation document. Rola asked if selling the property is the best option. Jeff Worthy explained that because of the lease, fair market value is much less than current market value and his suggested realistic options are exchange of the property, sell the property for cash flow, or sell the cash flow and keep the land until 2060 when the lease ends.

After discussing the various options, a consensus was reached to surplus the property. Discussion was held regarding further exploration of the options in order to rank them. Options being explored are to sell, exchange, or sell for cash flow, and to determine which option will bring the most revenue to the District. If a decision is made to sell, the formal bidding process would be initiated and/or brokers could be brought in for bidding.

Sarine will work on updating the draft recommendation report between now and the next meeting with language per the Committee's discussion. It will then be emailed to the committee members to review and to prepare to resume discussions at the next meeting.

### **Public Comment**

There were no members of the public present, so there are no public comments.

### **Next Meeting**

Angel will send an email with a few dates in February and early March to set the next meeting date.

### **Adjournment**

Brian Heyman moved, Jim Walton seconded, and the motion carried unanimously to adjourn the meeting at 5:04 p.m.

Minutes approved as presented at the March 2, 2023, meeting.

Respectfully submitted by Angel Kellogg, Administrative Secretary, Business Services