



**CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)
MEETING MINUTES**

**Meeting Conducted via Zoom
and in-person at
Pleasanton Unified School District Office
4665 Bernal Avenue, Pleasanton, CA 94566
February 28, 2023
5:30 - 7:00 PM**

I. OPENING ITEMS

A. Call to Order

The meeting was called to order by CBOC Chair Arne Olson at 5:37 PM.

B. Roll Call

CBOC Members Present:

Lou Astbury
Samantha Webb Kading
Doug Miller
Arne Olson
Steve Zevanove

CBOC Members Absent:

Chong Wang
Keith Lam

PUSD Staff Members Present:

Dr. David Haglund, Superintendent
Ahmad Sheikholeslami, Assistant Superintendent of Business Services
John Chwastyk, Executive Dir., Facilities Construction & Bond Programs
Eric Van Pelt, Vice President Van Pelt Construction Services (VPCS)
Carolyn Calderan, Administrative Assistant, Business Services

C. Welcome and Introductions

No welcomes or introductions were required.

II. REPORTS, DISCUSSION AND/OR POSSIBLE ACTION

A. Approval of Minutes from 01/10/2023

- i. Motion to approve the 01/10/2023 Minutes was made by CBOC member Lou Astbury, and seconded by CBOC member Doug Miller. Meeting minutes were approved by unanimous vote.

B. Annual Report Review and Adjustments

The Committee, PUSD Staff, and Eric Van Pelt of VPCS reviewed the draft Annual Report slide by slide. In particular, the committee wanted to emphasize that it is just one of many layers of oversight provided throughout the bond fund process (Slide 5). The committee also discussed the list of meetings conducted (Slide 6), and how best to organize that list given that the reporting period ended several months before the presentation of the report to the Board (with CBOC activities occurring in the meantime). The committee reviewed the list of project inspections and document reviews (Slide 7), and requested some minor updates to the list. The committee reviewed the May 20, 2022 project list (Slide 8), which is reviewed and updated annually by the Board of Trustees. One committee suggestion was to list the total bond funds at the bottom of the list, with an explanation of any amounts that contribute to a total other than the \$270 million (e.g., interest earned). The committee celebrated the green status for the Lydiksen Rebuild project, because this project had been monitored closely and listed as yellow as a result for the entirety of the project. A shift to green (acknowledgement of success) at the close of the project was an important achievement for the District (Slide 9). The committee brainstormed updated Takeaways / Observations to list for the 2021-22 reporting year (Slide 10). Some suggestions were: multiple projects completed under budget; development of a robust project control system; project savings used to increase scope of work and make additional projects possible; major upgrades to the CBOC website; awarded clean performance and financial audits again, with no exceptions noted; and successful navigation of significant supply chain constraints.

The committee next discussed the matter of membership and that three current members' terms would be expiring with this meeting. There is a term limit of three terms. Ahmad Sheikholeslami, Assistant Superintendent of Business Services, reported that multiple applications for new members had already been received. Applicants submit applications and then are invited for an interview. With a new bond measure program beginning, transition planning is something that is being considered by staff.

Regarding upcoming meetings, the plan is for Arne Olson, CBOC Chair, to present the Annual Report to the Board at the March 9 meeting. New CBOC committee members will be recommended and appointed after that, possibly on March 23. The committee discussed the benefit of establishing a committee of members who represent diverse views.

III. STAFF REPORTS

- A. All topics were sufficiently covered in the earlier discussion and nothing new was brought up.

IV. COMMITTEE MEMBER REPORTS

- A. There were no Committee Member reports.

V. PUBLIC COMMENTS FROM THE COMMUNITY

- A. There were no comments from the public. One member of the public attended the meeting via Zoom, but their connection was intermittent.

VI. CLOSING ITEMS

- A. Next meetings
 - i. Presentation of the Annual Report to Board of Trustees planned for March 9, 2023 (committee members are invited and encouraged to attend).
 - ii. Next meeting of the CBOC is May 9, 2023.
- B. The meeting was adjourned at 6:34 PM by CBOC Chair Arne Olson.

CITIZENS' BOND OVERSIGHT COMMITTEE MEMBERS

Keith Lam
Samantha Webb Kading
Steve Zevanove
Arne Olson
Lou Astbury
Chong Wang
Doug Miller