



2020-2021

LL Measure Citizens' Bond Oversight Committee (CBOC)

4:00 pm – 6:00 pm

Zoom Virtual Meeting

Vision: Our vision in Vista Unified School District is to be the model of educational excellence and innovation.

Mission: The purpose of Vista Unified School District is to inspire each and every student to persevere as critical thinking individuals who collaborate to solve real world problems.

Values: RESPECT, TRUST, COLLABORATION, EQUITY

Purpose of Committee:

- Actively review and report on the use of bond proceeds.
- Ensure bond proceeds are spent only on permissible purposes and not for any other purpose.

Meeting Dates 2020-2021:

- [August 18, 2020](#)
- [November 10, 2020](#)
- [February 16, 2021](#)
- [May 18, 2021](#)

Resources:

- [Facility Bond - Measure LL VistaUSD Website](#)
- [Bylaws Approved 2-18-20](#)

PLEASE NOTE: On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which among other things, specifically eliminates the requirement to make a physical location available for the public for meetings under the Brown Act. VUSD Citizen's Bond Oversight Committee (CBOC) can comply with public attendance and comment requirements holding a meeting via "teleconferencing" and allowing members of the public to observe and comment either telephonically, or otherwise electronically. The District is doing its part to help in the efforts to reduce the spread of COVID-19 by encouraging members of the public to watch/listen to the CBOC meetings live online. If employees and/or members of the public would like to contact the CBOC about this upcoming agenda, please send an email to danicareed@vistausd.org prior to the start of the CBOC meeting. These comments will be shared with the CBOC members prior to the meeting. If you wish for your written comment to be read aloud, please indicate this specifically in your communication. Requests for written comments to be read aloud will be honored, subject to the CBOC time limits on public comment.

February 16, 2021

Join Zoom meeting at:

<https://vistausd.zoom.us/j/99843548216>

[Audio Recording of February 16, 2021 VistaUSD CBOC meeting](#)

AGENDA ITEMS	PRESENTER	TIME	TALKING POINTS	NOTES AND NEXT STEPS
1. Introduction: a. Brown Act Statement	John Wathen	5		Meeting called to order at 4:04 pm by John Wathen.
2. Welcome:		5	Roll Call:	Quorum meet.

b. Determination of Quorum of five (5) - Roll Call c. Flag Salute	Linda Latimer		1. John Aguilera 2. Charles Basso 3. Heather Emaus 4. Garth Hall 5. Michael Hunsaker 6. Michael Large 7. Linda Latimer 8. Penny Harrington	Roll call: all present with the exception of Heather Emaus who resigned from the committee today. Linda Latimer led the flag salute.																																				
3. Administrative Matters:		5	Commissioners approaching 2-year term	Ami Shakelford shared that a commissioner term ends at the school year end: 6/30/2021. New term starts 7/1/2021. <table border="1"><thead><tr><th>Role</th><th>Last</th><th>First</th><th>Term (July 1-June31)</th></tr></thead><tbody><tr><td>Business Organization Member/Parent or Guardian</td><td>Aguilera</td><td>John</td><td>2019-2021</td></tr><tr><td>Parent or Guardian</td><td>Basso</td><td>Charles</td><td>2019-2021</td></tr><tr><td>San Diego Tax Payer Association Member</td><td>Hunsaker</td><td>Michael</td><td>2019-2021</td></tr><tr><td>Parent or Guardian</td><td>Large</td><td>Michael</td><td>2020-2022</td></tr><tr><td>District Appointee</td><td>Latimer</td><td>Linda</td><td>2019-2021 (Chair)</td></tr><tr><td>At Large Community Member (District Appointee)</td><td>Harrington</td><td>Penny</td><td>2020-2022</td></tr><tr><td>Parent/Guardian PTA Member</td><td>Vacant</td><td></td><td></td></tr><tr><td>Senior Citizens' Member</td><td>Vacant</td><td></td><td></td></tr></tbody></table> Announcement of recruitment and advertising of the application process will be posted on the LLMeasure Bond website and included in Community updates. Application submissions are due by June 1st with Board approval at the June Board meeting.	Role	Last	First	Term (July 1-June31)	Business Organization Member/Parent or Guardian	Aguilera	John	2019-2021	Parent or Guardian	Basso	Charles	2019-2021	San Diego Tax Payer Association Member	Hunsaker	Michael	2019-2021	Parent or Guardian	Large	Michael	2020-2022	District Appointee	Latimer	Linda	2019-2021 (Chair)	At Large Community Member (District Appointee)	Harrington	Penny	2020-2022	Parent/Guardian PTA Member	Vacant			Senior Citizens' Member	Vacant		
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4. Public Comment	Public	5		No public comments																																				
5. Approval of Minutes from Meeting: d. November 10, 2020 (virtual)	Linda Latimer	5		Michael Large motioned. Michael Hunsaker 2nd. Majority approved as presented.																																				
6. Bond Team Restructure	John Wathen	5	PPC Introduction	John Wathen introduced Grace Chan and Alex Preciado with Project Professionals Corp (PPC), the bond program management team. Both Grace and Alex briefly shared their bond experience work in local area Districts. Grace indicated that they are looking forward to face-to-face site tours with committee members in the near future. Contact Danica Reed if you are interested. John W. shared that PPC will take-on the bulk of the day-to-day Bond work in regards to presentations, CBOC meetings, and community																																				

			outreach. John Aguilera inquired about the costs of PPC. Ami shared that the Board approved a two year contract (2020-2021). After the 2 year “honeymoon phase” an assessment will be made to determine next steps in extending the contract or going back to internal management. Additional information will be presented in the powerpoint (slide 8) later in this meeting regarding the details of the 1.3 million of fees/rates. Ami additionally shared that having a third party (a dedicated workforce) will help expedite the process of moving Bond projects forward. With the cost of construction continually rising; the sooner projects are completed would be a benefit financially as well. Ami shared that there has already been tremendous progress in moving forward with the VHS classroom, Beaumont, VMMS and RMMS projects having this dedicated workforce. Michael Hunsaker asked how the priority of the projects are being handled with the cost of construction increasing yearly. Ami agreed that there may not be enough funding for all five phases. The Board will be: 1) looking at how the current projects can be expedited with a sooner completion date, and 2) how do we prioritize projects that are slated for later phases and identifying projects that may not be completed. Michael H. asked if Science and Technology will continue to be the emphasis that taxpayers expect. John Wathen indicated that Science has been the forefront of conversations with the high schools and what is being designed into the new classroom buildings. Dr. Doyle shared that in addition to Science and Technology; Career and Technical Education was a big push and these three areas will continue to be the focus as well as the foundation of LLMeasure in replacing the aging portable classrooms at the same time. Dr. Doyle also shared that with the County moving
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				into a lower COVID-19 tier, physical visits to the projects sites can be arranged. Contact Danica if interested.
7. Review: e. Bond Projects f. Financials	Ami Shackelford John Wathen Kevin Waugh Karen Ridel	45	1. Measure LL Financial Report 2. Annual Audit / Report Update 3. Facility Bond CBOC Update	1. Ami shared that with PPC on deck; the Financial package will have an overhaul with a deeper dive into the reporting and the different types of phases within projects. These changes will be presented at the May Board meeting. 2. Ami shared that the State audit reports are generally received by now; however, because of COVID, the State has postponed audits until March 31st. Our audit firm is waiting for the State guide to publish their report. With this timeline pushed back; the audit will be emailed/shared with CBOC members as soon as it is provided to the District. At the May meeting the report can be reviewed with a Board presentation in June (refer to slide 6). 3. John W., Karen R., Kevin W., Alex P, and Grace C. shared detailed information from the powerpoint presentation (linked) answering CBOC member questions pertaining to specific projects presented within.
8. Board Meeting Workshop Update	Kevin Waugh & PPC	10		The link to the document was not added in time of the Brown Act requirements. John apologized to CBOC members and shared that the Board meeting presentation will be emailed to CBOC members prior to the upcoming Board meeting. Danica emailed the presentation to CBOC members and ensured that the presentation is linked on the website.
9. Roundtable/Comments	Committee Members	10		Michael Hunsacker inquired about the reopening of schools and the need to provide devices and connectivity. Michael H. shared that under IRS rules, items purchased with Bond \$ must outlast the investment. Penny thanked PPC for the upcoming details with a broader scope of where we stand as a whole in regards to the Financials

10. Discussion: Topics and Information for Next Meeting		10		
Future Meeting Dates: 1 May 18, 2021		5	Feedback on the meeting frequency and dates	
Adjournment				Adjournment 5:31pm

November 10, 2020

Join Zoom Meeting

<https://vistausd.zoom.us/j/95007518400>

[Audio Recording of November 10, 2020 VistaUSD CBOC meeting](#)

AGENDA ITEMS	PRESENTER	TIME	TALKING POINTS	NOTES AND NEXT STEPS
1. Introduction: a. Brown Act Statement	John Wathen	5		
2. Welcome: a. Determination of Quorum of five (5) - Roll Call b. Flag Salute	Linda Latimer	5	Roll Call: 9. John Aguilera 10. Charles Basso 11. Heather Emaus 12. Garth Hall 13. Michael Hunsaker 14. Michael Large 15. Linda Latimer 16. Penny Harrington	Quorum met; Charles Basso and Heather Emaus absent.
3. Administrative Matters:		5		No administrative matters
4. Public Comment	Public	5		No public comments
5. Approval of Minutes from Meeting: a. August 18, 2020 (virtual)	Linda Latimer	5		motion Penny H., Michael L. second All present approved.
6. Bond Team Restructure	John Wathen	10	RFP process update	John W. briefly described the need and role of the Project Management firm; sharing the timeline linked.

7. Board Meeting Workshop Update	John Wathen	10	• September 10, 2020 Mini Workshop Presentation	John W. reviewed the presentation presented to the Board (linked) slide by slide. Penny H. would like to see the historical activity of the bond; how phases were allocated. Michael L. reminded the committee that Heather E. had previously requested an estimate of how far along the projects are financially; a “completion column”. The information is available and will be shared per John W. and Matt D. Phase 1 is nearly completed. John A. asked about the VHS sports facility - tennis courts location. JW shared that it will be located closer to Bobier side. Question regarding concession stand/restroom facility. John W. indicates that this was not part of the project. The existing facility at the stadium can be used. Kevin W. shared details regarding the completed project slides. John W. continued to update the committee on what was shared with the Board: • the Lease Lease-back (LLB) process • the planning and design stages of Beaumont ◦ the design fees from the architects • VHS architect revision of design fees • Lake/MMS project • Bobier project ◦ more needs of the campus ◦ research and development • RMMS (PLA) project - on hold for further discussion/design • VMMS (PLA) project - on hold for further discussion/design Question regarding PLA and ensuring that local people are workers. Have the workers been asked? Kevin W. indicates that he has spoken
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				with several contracts who are indeed local. Questions: • Michael H. - in the past projection costs would go up 1 ½% per month; what have we experienced?. John W. indicates that concrete and wood has increased in cost. • Michael H. - concern regarding emphasis on fields and not buildings. LLB - who do we lease back from? Who is the default? ○ John W. states the main contractor is who we lease from; the District is the default.
8. Review: a. Bond Projects b. Financials c. PLA Coordinator RFP Update	John Wathen Kevin Waugh Karen Ridel	30	4. Facility Bond CBOC Update 5. Measure LL Financial Report 6. Measure LL Website 7. PLA Coordinator Update	John W. reviewed slide by slide the presentation linked. Karen R. shared the financial commitments and expenditures. • Penny would like to see a spreadsheet that shows more flow including: ○ budget column ○ percentage of completion ○ actuals Ami S. shared the process on how the budget and actuals have changed from the inception of the bond and working with the Board on accurate available funds. John W. shared the structure of the previous and current bond teams; waiting on the Board approval scheduled for Nov. 12th meeting and who the RFP selection will be. Kevin W. briefly reviewed: • current - VHS softball field and athletic field project - describing the extensive drainage system. • completed - RBV softball field and athletic field project • completed - Casia restroom modernization included replacement of decaying sewer lines • completed - CA Ave restroom modernization with an added AP office

				• previously completed projects: MVHS ramp & stairs; RBVHS gym expansion; VAPA fire alarm; VMMS pool modernization. - wonderful feedback has been received. John W. shared: • Beaumont - conceptual design of the office remodel • Bobier - conceptual redesign update Projects on hold: • VMMS entry modernization (PLA Project) • Rancho Minerva landscape and fencing (PLA Project) • Lake & MMS pedestrian project ◦ John W. shared the community feedback PLA RFP Update: Ami S. shared the timeline of the process. The Board will approve a firm at the Nov. 12th meeting. John W. shared the Measure LL Facilities Bond webpage (linked).
9. Roundtable/Comments	Committee Members	10		Linda L. asked about tours - will CBOC members be able to tour sites? John W. indicates with COVID limitations it is prohibited at this time. Michael H. asked about remote learning; how is Vista doing? Ami indicates that the Instructional team will present to the Board on Thursday, 11/12.
10. Discussion: Topics and Information for Next Meeting		10		Annual Report with Annual Audit presentation at the April Board meeting. Ami S. shared informational timeline regarding the audit report and the annual report: • The audit needs to be reviewed at the February CBOC meeting. • The CBOC will draft the annual report at

				the February meeting and any revisions will be reviewed and voted on via email or at a Zoom special meeting if needed.
Future Meeting Dates: - February 16, 2021 - May 18, 2021		5	Feedback on the meeting frequency and dates	
Adjournment				5:51 pm

August 18, 2020

Join Zoom Meeting

<https://vistausd.zoom.us/j/96014767714>

[Audio Recording of August 18, 2020 VistaUSD CBOC meeting](#)

AGENDA ITEMS	PRESENTER	TIME	TALKING POINTS	NOTES AND NEXT STEPS
1. Introduction: Brown Act Statement	John Wathen	5		John Wathen read Brown Act requirements as it relates to COVID-19 John lead the flag s
2. Welcome: - Determination of Quorum of five (5) - Roll Call Flag Salute	Linda Latimer/ John Wathen	5	Roll Call: - John Aguilera (not present) - Charles Basso (not present) - Heather Emaus - Garth Hall - Michael Hunsaker - Michael Large - Linda Latimer - Penny Harrington	- Quorum: Garth Hall, Michael Hunsaker, Penny Harrington, Michael Large, Linda Latimer, Heather Emaus - Flag salute
3. Administrative Matters: - Committee Structure Updates 2020-21 - New Member - Penny Harrington - Returning Members - Heather Emaus and Michael Large - Departing Member: Lindsay Richey	Linda Latimer John Wathen	5		John Wathen updated the committee regarding revised membership and introduced Penny Harrington. Lindsay Richey has resigned. Heather Emaus and Michael Large are returning members. Penny Harrington introduced herself and shared her background.

4. Public Comment	Public	5		No public comments
5. Approval of Minutes from Meeting: a. May 19, 2020 (virtual)	Linda Latimer	5		Minutes were shared with CBOC members on Monday, 8/17/2020 Approval of 5/19/2020 minutes: Motion: Micheal Large Second: Heather Emaus Yes: ML, CB, HE, GH Abstain: MH, PH A request was made to receive presentations prior to the meeting. All presentations are linked to the agenda and are available digitally to all members.
6. Bond Team Restructure	Matt Doyle Janet Mueller	10		Dr. Doyle shared several slides regarding history and Board of Trustee discussions. VUSD's previous composition of the Measure O (2020) Bond Team: Assistant Superintendent, Facilities Planning & Governmental Relations - Mike Vail; Director of Construction; 2 Facility Planners; 2 Inspectors (district employees); Bond accountant; 3 secretaries (Asst. Sup., Dir. Const., Fac. Planners) and compared it to our current structure: Current Measure LL Bond Team: Assistant Superintendent, Business (CBO) - Ami Shackelford; Executive Director - John Wathen, Director of Construction - Kevin Waugh (Prop LL funded); Bond accountant - Karen Riedel (Prop LL funded); Purchasing Manager - Kevin Lesko; Contract Specialist - Barb Goya Dr. Doyle shared information from neighboring school districts regarding what their Bond Team structure looks like. With Vista's Measure LL Bond projects increasing in the next 6 to 8 months; the Board of Trustees is having conversations around adjusting our current Bond Team to better support these upcoming projects due to the anticipated increase in the

				level of work. The Board is looking at: • The most efficient Team structure to manage the 9 individual construction projects coming on board within the upcoming months. • Experience and expertise to Facilities and assure high quality product, on-time delivery, meet on budget goals • Impact on effective day to day District functions • Provide high quality public facing communication and engagement • Keeping Board members actively engaged and informed • Keeping CBOC members actively engage and informed Timeline: Board conversations September - October with a decision in October. 2 to 3 months to finalize with January having a reconfigured Bond Team. The CBOC will be updated at the next meeting scheduled in November. Janet Mueller shared the legal considerations around restructuring a Bond Team. The main concern: are salaries (for those that manage and are essential to the Bond program) allowable expenses within Bond funding; yes. If a position has shared responsibilities (Bond and District), Bond funding is not permitted at 100%; allocation must be proportionate. Measure LL includes allowable funding for those who are running and managing the Bond program.
7. Review: a. Bond Projects b. Financials	John Wathen Kevin Waugh Karen Ridel	30	8. Facility Bond CBOC Update 08/18/2020 9. Here is a list of frequently used bond/construction acronyms for reference 10. Measure LL Financial Report	John Wathen shared the CBOC Update (see presentation linked) first describing the different construction delivery methods: • Design Bid Build (DBB) Hard-Bid commonly used. Lowest qualified bidder is awarded. • CM - Multi-Prime An outside firm is hired to be the manager of a construction project with multiple contractors. (VMMS pool project used this method)

				○ CM = construction manager ● CM - GC (Single Prime) one contractor that hires a series of sub-contractors ○ GC = general contractor ● Lease Leaseback (LLB) obtained through an RFP (request for proposal) process. Looking for a construction company that can build a certain project or series of projects as identified in the RFP. ○ This process allows us to use past experience when choosing particular contractors. Bond Projects Kevin Waugh shared completed projects: ● Mission Vista HS stairs and ramp ● VAPA Fire Alarm ● Rancho Buena Vista Gym Expansión ● VMMS Pool Modernization Projects under construction: ● VHS Softball Field and Athletic Field Upgrades ● RBV Softball Field Upgrades ● Casita Elementary Restroom Modernization ● California Avenue Restroom Modernization John Wathen shared details of projects in the planning & design: ● Beaumont ● VHS New Classroom Buildings ● VHS Agriculture department ADA and safety improvements Projects paused at the moment: ● Lake & Madison MS - Pedestrian Pathway (PLA) ● Ranch Minerva MS - Shade, Landscaping & Fencing (PLA) ● VMMS - Front Entry Modification (PLA) ● Bobier Question regarding portables ● VHS: all portables will be eliminated ● Beaumont: two will remain for AM/PM and
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				EES programs ○ These are funded and maintained by the individual programs ● Bobier: still looking a capacity analysis studies to determine that enrollment is accommodate (not to over build) Financials Karen Riedel shared reports (see linked documents). Report format has been updated. ● Questions can be emailed any time.
8. Board Meeting Workshop Update	John Wathen	10	● August 13, 2020 Mini Workshop Presentation	Informational purposes Linked presentation was presented to the Board of Trustees on August 13, 2020
9. PLA Update from Board Meeting	John Wathen Ami Shackelford	10	● PLA presentation to the board from 0/23/2020 ● Board resolution ● Final Revised Side Letter ● Final revised PLA	Ami Shackelford shared the PLA update. Board approved PLA agreement. We are currently in the PLA implementation process needed prior to projects starting: ● Building Trades kick-off meetings ● Review the templates for the construction contracts ● Engage a Project Labor Coordinator ○ currently developing an RFP ■ Hopeful to have Board approval in Oct. Ami indicated that bids for contracts under the PLA will take place in the Spring.
10. Developer Fee Update	John Wathen Barry Dragon	10	● Vista Unified SD FINAL Developer Fee Justification Study.2020.pdf	Barry Dragon shared his presentation regarding level one developer feeds (see linked presentation). If members have additional questions or need clarification; we can reach out to Barry again and he would be happy to join our meeting again.
11. Roundtable/Comments	Committee Members	10		Linda welcomed back returning members and our new member, Penny, and thanked everyone.
12. Discussion: Topics and Information for Next Meeting		10		No comments

Future Meeting Dates: • November 10, 2020 • February 16, 2021 • May 18, 2021		5	• Feedback on the meeting frequency and dates	Next meeting: November 10, 2020 (Zoom)
Adjournment				6:09 pm