



**Minutes**

**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.

<p><b>Meeting Dates 2020-2021:</b></p> <ul style="list-style-type: none"> <li>• August 18, 2020</li> <li>• November 10, 2020</li> <li>• February 16, 2021</li> </ul>	<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Facility Bond - Measure LL VistaUSD Website</a></li> <li>• <a href="#">Bylaws Approved 2-18-20</a></li> </ul>
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**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](mailto: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.

**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
<p><b>1. Introduction:</b> a. Brown Act Statement</p>	John Wathen	5		<p>John Wathen read Brown Act requirements as it relates to COVID-19 John lead the flag s</p>
<p><b>2. Welcome:</b> a. Determination of Quorum of five (5) - Roll Call</p>	Linda Latimer/ John Wathen	5	<p>Roll Call: 1. John Aguilera (not present) 2. Charles Basso (not present)</p>	<ul style="list-style-type: none"> <li>• Quorum: Garth Hall, Michael Hunsaker, Penny Harrington, Michael Large, Linda Latimer, Heather Emaus</li> </ul>

<p>b. <a href="#">Flag Salute</a></p>			<ol style="list-style-type: none"> <li>3. Heather Emaus</li> <li>4. Garth Hall</li> <li>5. Michael Hunsaker</li> <li>6. Michael Large</li> <li>7. Linda Latimer</li> <li>8. Penny Harrington</li> </ol>	<ul style="list-style-type: none"> <li>• Flag salute</li> </ul>
<p><b>3. Administrative Matters:</b></p> <ol style="list-style-type: none"> <li>a. Committee Structure Updates 2020-21</li> <li>b. New Member - Penny Harrington</li> <li>c. Returning Members - Heather Emaus and Michael Large</li> <li>d. Departing Member: Lindsay Richey</li> </ol>	<p>Linda Latimer John Wathen</p>	<p>5</p>		<p>John Wathen updated the committee regarding revised membership and introduced Penny Harrington. Lindsay Richey has resigned. Heather Emaus and Michael Large are returning members.</p> <p>Penny Harrington introduced herself and shared her background.</p>
<p><b>4. Public Comment</b></p>	<p>Public</p>	<p>5</p>		<p>No public comments</p>
<p><b>5. Approval of Minutes from Meeting:</b></p> <ol style="list-style-type: none"> <li>a. <a href="#">May 19, 2020 (virtual)</a></li> </ol>	<p>Linda Latimer</p>	<p>5</p>		<p>Minutes were shared with CBOC members on Monday, 8/17/2020</p> <p>Approval of 5/19/2020 minutes: Motion: Micheal Large Second: Heather Emaus</p> <p>Yes: ML, CB, HE, GH Abstain: MH, PH</p> <p>A request was made to receive presentations prior to the meeting.</p> <p>All presentations are linked to the agenda and are available digitally to all members.</p>
<p><b>6. Bond Team Restructure</b></p>	<p>Matt Doyle Janet Mueller</p>	<p>10</p>		<p>Dr. Doyle shared several slides regarding history and Board of Trustee discussions.</p> <p>VUSD's previous composition of the Measure O (2020) Bond Team: Assistant Superintendent, Facilities Planning &amp; 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</p>

			<p>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</p> <p>Dr. Doyle shared information from neighboring school districts regarding what their Bond Team structure looks like.</p> <p>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.</p> <p>The Board is looking at:</p> <ul style="list-style-type: none"><li>• The most efficient Team structure to manage the 9 individual construction projects coming on board within the upcoming months.</li><li>• Experience and expertise to Facilities and assure high quality product, on-time delivery, meet on budget goals</li><li>• Impact on effective day to day District functions</li><li>• Provide high quality public facing communication and engagement</li><li>• Keeping Board members actively engaged and informed</li><li>• Keeping CBOC members actively engage and informed</li></ul> <p>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.</p> <p>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),</p>
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				<p>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.</p>
<p><b>7. Review:</b>  a. <b>Bond Projects</b>  b. <b>Financials</b></p>	<p>John Wathen  Kevin Waugh  Karen Ridel</p>	<p>30</p>	<ul style="list-style-type: none"> <li>• <a href="#">Facility Bond CBOC Update 08/18/2020</a></li> <li>• <a href="#">Here is a list of frequently used bond/construction acronyms for reference</a></li> <li>• <a href="#">Measure LL Financial Report</a></li> </ul>	<p>John Wathen shared the CBOC Update (see presentation linked) first describing the different construction delivery methods:</p> <ul style="list-style-type: none"> <li>• <b>Design Bid Build (DBB) Hard-Bid</b> commonly used. Lowest qualified bidder is awarded.</li> <li>• <b>CM - Multi-Prime</b> An outside firm is hired to be the manager of a construction project with multiple contractors. (VMMS pool project used this method) <ul style="list-style-type: none"> <li>○ CM = construction manager</li> </ul> </li> <li>• <b>CM - GC (Single Prime)</b> one contractor that hires a series of sub-contractors <ul style="list-style-type: none"> <li>○ GC = general contractor</li> </ul> </li> <li>• <b>Lease Leaseback (LLB)</b> 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. <ul style="list-style-type: none"> <li>○ This process allows us to use past experience when choosing particular contractors.</li> </ul> </li> </ul> <p><b>Bond Projects</b>  Kevin Waugh shared completed projects:</p> <ul style="list-style-type: none"> <li>• Mission Vista HS stairs and ramp</li> <li>• VAPA Fire Alarm</li> <li>• Rancho Buena Vista Gym Expansi3n</li> <li>• VMMS Pool Modernization</li> </ul> <p>Projects under construction:</p> <ul style="list-style-type: none"> <li>• VHS Softball Field and Athletic Field Upgrades</li> <li>• RBV Softball Field Upgrades</li> <li>• Casita Elementary Restroom Modernization</li> <li>• California Avenue Restroom Modernization</li> </ul> <p>John Wathen shared details of projects in the planning &amp; design:</p>

				<ul style="list-style-type: none"> <li>● Beaumont</li> <li>● VHS New Classroom Buildings</li> <li>● VHS Agriculture department ADA and safety improvements</li> </ul> <p>Projects paused at the moment:</p> <ul style="list-style-type: none"> <li>● Lake &amp; Madison MS - Pedestrian Pathway (PLA)</li> <li>● Ranch Minerva MS - Shade, Landscaping &amp; Fencing (PLA)</li> <li>● VMMS - Front Entry Modification (PLA)</li> <li>● Bobier</li> </ul> <p>Question regarding portables</p> <ul style="list-style-type: none"> <li>● VHS: all portables will be eliminated</li> <li>● Beaumont: two will remain for AM/PM and EES programs <ul style="list-style-type: none"> <li>○ These are funded and maintained by the individual programs</li> </ul> </li> <li>● Bobier: still looking a capacity analysis studies to determine that enrollment is accommodate (not to over build)</li> </ul> <p><b>Financials</b> Karen Riedel shared reports (see linked documents). Report format has been updated.</p> <ul style="list-style-type: none"> <li>● Questions can be emailed any time.</li> </ul>
<b>8. Board Meeting Workshop Update</b>	John Wathen	10	<ul style="list-style-type: none"> <li>● <a href="#">August 13, 2020 Mini Workshop Presentation</a></li> </ul>	<p>Informational purposes Linked presentation was presented to the Board of Trustees on August 13, 2020</p>
<b>9. PLA Update from Board Meeting</b>	John Wathen Ami Shackelford	10	<ul style="list-style-type: none"> <li>● <a href="#">PLA presentation to the board from 0/23/2020</a></li> <li>● <a href="#">Board resolution</a></li> <li>● <a href="#">Final Revised Side Letter</a></li> <li>● <a href="#">Final revised PLA</a></li> </ul>	<p>Ami Shackelford shared the PLA update. Board approved PLA agreement. We are currently in the PLA implementation process needed prior to projects starting:</p> <ul style="list-style-type: none"> <li>● Building Trades kick-off meetings</li> <li>● Review the templates for the construction contracts</li> <li>● Engage a Project Labor Coordinator <ul style="list-style-type: none"> <li>○ currently developing an RFP <ul style="list-style-type: none"> <li>■ Hopeful to have Board approval in Oct.</li> </ul> </li> </ul> </li> </ul> <p>Ami indicated that bids for contracts under the</p>

				PLA will take place in the Spring.
<b>10. Developer Fee Update</b>	John Wathen Barry Dragon	10	<ul style="list-style-type: none"> <li>• <a href="#">Vista Unified SD FINAL Developer Fee Justification Study.2020.pdf</a></li> </ul>	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.
<b>11. Roundtable/Comments</b>	Committee Members	10		Linda welcomed back returning members and our new member, Penny, and thanked everyone.
<b>12. Discussion: Topics and Information for Next Meeting</b>		10		No comments
<b>Future Meeting Dates:</b> <ul style="list-style-type: none"> <li>• November 10, 2020</li> <li>• February 16, 2021</li> <li>• May 18, 2021</li> </ul>		5	<ul style="list-style-type: none"> <li>• Feedback on the meeting frequency and dates</li> </ul>	Next meeting: November 10, 2020 (Zoom)
<b>Adjournment</b>				Adjournment 6:09 pm