



Agenda & Minutes

Citizens' Bond Oversight Committee (CBOC):

Tuesday, May 19, 2020

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

Members Present: See Sign in Sheet

Facilitator: Ami Shackelford, Assistant Superintendent-VUSD Business Services

Chairperson: Linda Latimer

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

AGENDA ITEMS	PRESENTER	Time	TALKING POINTS	Notes and Next Steps
1. Welcome, Determination of Quorum of Five (5), Flag Salute - Zoom Protocols and How To's - Ice Breaker	Linda Latimer	10		Roll Call of Members: Garth Hall, Linda Latimer, John Aguilera. Heather Emaus, Lindsay Richey, Michael Large, Luisa Stafford, Charles Basso Staff & Support: Jim Fisher, Ami Shackelford, John Wathen, Kevin Waugh, Karen Riedel, Berenice Guzman Ami gave a brief tutorial on using Zoom features/protocols Linda described when an ice breaker can be used; as a starter for meetings for times when participants may be on overload with meetings and need a little levity! Linda lead the flag salute
2. Public Comment	Public	10		None
3. Approval of Minutes from Meeting 2-18-20	Linda Latimer	5		Motion: John Aguilera Second: Heather Emaus All present approved (thumbs up)
4. Administrative Matters Review Annual Report to the Board	Linda Latimer Ami Shackelford	5	Presentation of annual report at the June 25 mtg	Review Annual Report Ami indicated that this is an annual requirement that we must comply with. This is a draft annual report; the report is brief as the CBOC was formed in 2018-19 (reporting period). CBOC

○ Term Expirations			● Three seats open 2020-21 Application found at https://vistausd.org/measureLL	chair or vice-chair presents to the Board of Trustees at the June 25, 2020 meeting. The Annual Report will be available to the public on the CBOC website along with the Financials and Performance Audit. Because the CBOC was created in April of 2019 and the two meetings held were organizational in nature, this 2018-19 Annual Report is brief. Ami will share samples of what several local district’s annual reports generally look like after a full year of activity. This annual report to the Board shares the activity of the CBOC for the reporting year. A request was made to inform the public as to why the report is brief identifying the activity time period (April - June 2019). Ami indicated that this information can be shared in the presenters opening statements. A request was made to clearly identify what the CBOC’s mission statement is in the report. Ami will revise the report based on today’s feedback as well as any email feedback (for those who still need to review). Changes will be made and shared with members for review and email vote. Term Expirations (informational) As described in the Bylaws: In the first year of the CBOC there are a series of 1 year and 2 year terms. After the first year, all terms will be two years in length, but staggered. 1 Year term: (up 6/30/20) 1. Luisa Stanford 2. Michael Large 3. Heather Emaus 4. Open - Senior Citizen (once these four positions are filled, they will become two year terms) The application is posted on the website with a closing on June 3rd.
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5. Review Annual Bond Financial and Performance Audit	Linda Latimer	5		Annual Bond Financial and Performance Audit Ami indicated that this is a legal requirement where a third party completes an extensive financial audit (money being spent on Measure LL Bond related projects) as well as ensuring that the Bylaws are being followed (Performance audit). The audit report has no findings to report. Motion: John Aguilera Second: Charles Basso All present approved (thumbs up)
6. Review of Bond Projects and Financials • Overview of LL Bond Construction • Financials	John Wathen Kevin Waugh Karen Riedel	30		John Wathen shared powerpoint presentation (linked) Phase 1 Projects In Planning & Design (projects in review & prioritization by the Board currently on pause for further discussion): • “PLA Eligible” ratification going to the Board in June ○ initial contract is limited in scope; ○ evaluate performance of PLA in 4 years ○ if evaluation shows PLA is successful, additional projects to be added at renewal • Projects not PLA eligible are at a Lease-Leaseback phase (approved by Board previously in the summer) Delivery methods will be described (advantages/disadvantages) at the next CBOC meeting. Discussion around City of Oceanside conceptual design for traffic safety at Lake-Madison Pathway. City of Oceanside looking for input from District & parents. The District has not yet engaged in conversation with the City of Oceanside. This is for information only and not Bond related. Karen Riedel shared details regarding the financial Budget Status Report (linked) Ami shared that in reviewing the design phase in the original scope of work that was put together for the rough order of magnitude costs (prior to the bond); the construction costs have significantly increased. We will need to take a look at the

				scope of work because potentially we are not going to be able to do what we wanted to do across the five phases.
7. Board Workshop on Bond: Updates	Ami Shackelford	40	• Provide overview of board workshops • Discussion and Feedback from the committee	Ami shared detailed information that was shared with the Board of Trustees at the February & March Board workshops (see linked powerpoint). The Board has requested staff to present an update at all regular Board meetings in regards to the Bond. Project Prioritization Due to Cost Escalation: Ami described the exercise the Board went through (and continues to go through) with each Bond project; looking at Criteria to Prioritize Bond Projects and ensuring that the language in the Bond is used as a lens in prioritizing projects given the funding situation. With this review process the Board has developed an overall Phase 1-2 Project List to: • Ensure that the scope is meeting the critical needs of each site based on currently enrollment • Prioritize the needs and where the projects are scheduled in the phases • Repeat the review process with Phases 3 - 5 Project List having more information on cost estimations and scope clearly defined Discussion from Committee: • The need for a Demographic Study updated for enrollment projections • More background work needs to be done before changes in priorities ○ Developer Fee study why not level 2 ○ demographics ○ redoing the financials and development fees ○ evaluating the PLA and the Lease-Leaseback • Question regarding timeline ○ Phase 2: 2023-2025
8. Committee Member Comment/Roundtable	Committee Members	10		None

9. Discussion: Topics and Information for Next Meeting		5		Topics for next meeting: • Discussion on levels and how funding happens • Demographics • Developer Fee study • Delivery methods for construction
10. Future Meeting Dates: August 18, 2020; November 10, 2020; February 16, 2021			• Feedback on the meeting frequency and dates	
11. Adjournment				Meeting adjourned 6:35 pm