

Citizens' Bond Oversight Committee (CBOC) Meeting 4/17/19
VUSD Board Room 4-6 p.m.
Minutes

1-Welcome and Flag Salute-The meeting was called to order by Donna Caperton, Assistant Superintendent-Business Services, who welcomed everyone. Since this is a Brown Act Committee, Donna led flag salute and determined there was a meeting quorum consisting of at least five members (see attached Sign in Sheet).

2- Introductions and Brief Background-Donna Caperton reviewed and briefly walked through documents in the binder. These documents will also be uploaded to the VUSD website. Projects ready to begin in June are VAPA Fire Alarm System Upgrade, VMMS Pool Upgrade, RBV Gym Expansion, and MVHS Staircase/Ramp Installation.

3. Presentation: The Role and Duties of the Citizens' Bond Oversight Committee (CBOC)-Presentation by Janet Mueller, Attorney at Law, Dannis Woliver Kelley. Donna also warned that texting one another on personal telephone regarding CBOC is considered Public Records.

4. Discussion/Action-Donna Caperton and Janet Mueller

* **Review and Adopt Proposed CBOC By Laws-**By-Laws were drafted by Janet Mueller. By-Laws may be changed in the future as long as they are within the constraints of bond language. Linda Latimer motioned to table the By-Law approval to the next meeting. Luisa Latimer seconded. Vote was unanimous.

***Appointment of Officers-**Chair and Vice Chair: Linda Latimer volunteered to be Chair. Lindsay Richey motioned to approve Linda Latimer as Chair. Steven Wolfe seconded. Vote was unanimous. Steven Wolfe motioned to wait on Vice Co-Chair until the next meeting to allow those absent to participate. Michael Large seconded. Vote was unanimous.

***Selection of CBOC Member Terms-**three members must serve a one-year term. Steven Wolfe, Luisa Stafford and Michael Large volunteered for a one-year term. Steven Wolfe motioned to accept himself, Luisa Stafford and Michael Large for one-year terms with all others to serve two-year terms. Linda Latimer seconded. Vote was unanimous. At the end of the first year, applications will be solicited to replace the three one-year termed CBOC Members or current members may request extension of their terms.

***Determine Meeting Schedule/Calendar-**Donna asked members how often they would like to meet. She then made a recommendation for the Committee to begin meeting quarterly (May, August, etc.). Once the bond projects are underway, then the Committee may choose to meet more often. Steven Wolfe motioned to meet quarterly on Tuesdays from 4-6 p.m. Linda Latimer seconded. Vote was unanimous. The Members also discussed the possibility of Sub Committees of this Committee.

5. Public Comment-no public present.

6. Committee Member Comment-Lindsay Richey asked what would be the order of projects. Donna shared the initial report and project timeline was submitted to the Taxpayer Association. District staff are developing a plan and timeline for projects to make recommendations to Board

Members for approval. Facilities project funded by Bond Measure LL were derived from Facility Committee meeting input from school sites.

Forms 700 were provided to each Committee Member to complete and provide to Business Services for filing. The main purpose is to assure no Committee Member has a conflict of interest with any architect firms, contractors, sub-contractors, construction related activity, inspection work where a Committee Member could have a possible conflict of interest. Complete instructions for the Form 700 will be emailed to all Committee Members.

7. Discussion: Topics and Information for Next Meeting-1) CBOC By-Laws, 2) additional documents for binder (bond language, BP/AR 1225), 3) updated construction projects, 4) architect selection, construction management, DSA services, soils and materials testing, and various component parts, 5) selection of Vice Chair and 6) submittal of original Form 700. Members were reminded to bring binders to each meeting.

8. Meeting Adjournment-Meeting adjourned at 5:13 p.m.

Respectfully submitted,

Lorie Heard Guba
Recording Secretary