



**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
May 9, 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 5:30 PM.

B. Roll Call

CBOC Members Present:

Lou Astbury

Doug Miller

Brittany Hassebrock

Kathy Narum

Paul Sullivan

Arne Olson

Kishore Vanapalli

Bill Butler

CBOC Members Absent:

Chong Wang

Kelly Jenkins

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

Roll Call and introductions are initiated by Arne:

- Arne Olson, filled position senior member, lived in town close to 40 years
- Doug Miller, lived here 32 years, been on for a year, can make recommendations for resources for what you need to know, senior position, members of bonafide taxpayer association
- Brittany Hassebrock, family member has been here since the 1800's, role of a parent of students, on PTA at valley view, homeowner. New to this committee, was on the 7-11 committee.
- Kathy Narum, been here 27 years, business organization role, former council member, 7-11 committee
- Paul Sullivan, since 1982, new committee member,
- John Chwastyk, Dir. F&C, in Pleasanton for one year, oversees the program.
- Ahmad Sheikholeslami, overseeing business side of it, prior to this similar roles
- David Haglund, Superintendent
- Bill Butler, 2005, wife in pleasanton district, parent of 4 kids in district, co-chair bond
- Lou Astbury, resident of 24 years, offices here for different businesses.
- Kishore Vanapalli, two kids in pleasanton, fairly new to pleasanton, worked on bond, thank you for working with Ahmad
- Carolyn Calderan, Admin. Assistant Business Services, supports committee

II. REPORTS, DISCUSSION AND/OR POSSIBLE ACTION

A. New Committee Members were welcomed by Arne.

B. Approval of Minutes from 02/28/2023

- i. Motion to approve the 02/28/2023 Minutes was made by CBOC member Doug Miller, and seconded by CBOC member Kathy Narum. Meeting minutes were approved by unanimous vote.

C. Selection of Committee Members

i. Selection of committee officers:

Chair - Arne

Vice Chair - TBD

Secretary - TBD

Ahmad explained the roles and responsibilities of the officers

Doug suggested that the members discuss it on their own and defer for a month

Ahmad explained the brown act and how the roles need to be decided.

Arne suggested that the Annual Report should be reviewed, and asked if a new member would like to fill a position

Lou suggested that a person with children in the schools fill one role, and one person good with funds fill another role.

David asked if that was a nomination

Lou said it was a discussion point.

Bill asked about roles and bylaws.

Ahmad explained that bylaws are points.

Doug said that members have not seen the bylaws and selecting is premature.

Brittany asked if Doug would like to be vice chair and he said no.

Kathy is nominated Vice Chair by Arne and seconded by Brittany. All members approved unanimously.

Brittany is nominated secretary by Doug and seconded by Arne. All members approved unanimously.

Ahmad read the secretary requirements.

D. Review of CBOC Annual Report

i. Ahmad introduced Eric. Eric showed the annual report from last year. The previous fiscal year March 2023 when Arne delivered the report to the Board we had to close the books. The roles are covered on page 3. The charter is covered by CBOC. Ahmad covered the state constitution of roles and responsibilities, and in not specific language but important requirements. The board decides the responsibilities. The other important role is the fiscal responsibility and that we don't spend the funds on staff salaries of non-bond personnel. Kathy asked if we charge a percentage to non-bond personnel. Ahmad asked Eric if we were indirect. Eric said we do not. Ahmad said we are very conservative. The role of this sheet is what funds are spent on. The statement of compliance is what we have worked on several times, compliance statements, bonds have been spent specially for the bond measure. The audits that we have talked about have reviewed the funds and spending. If the oversight committee feels like we are in compliance and passes it off. The next slide is oversight expenditures about the board having ultimate authority. This is for per California ed. Code. We also give public forms to get input on the bond, and outside counsel and public input. The next page outlines typical means for a year. What we did at each meeting, project updates at each meeting, review measure I1 budget updates, review audits, draft the annual reports, finalizing the annual reports, all updates. We closed out the AV project last year. Project site visits in August, to visit project sites are required once a year. Ahmad said it was once a year and a fun meeting to have. Eric reviewed the budget at every meeting, deep dive at the close out, implementation plan for the bond program, under budget we have money for other projects on the bond. We saw Lydixsen and Hart last year. Board approved projects are shown, this is what the CBOC is working on and towards. This is major active projects, status of budgets and construction. Created a red, green light yellow light system. Yellow light has caution issues. Red has significant issues with no projected date. Right now all projects are green. CBOC to review the audits, to editorialize and observations that they have, system upgrades to the

website, matching funds for Foothill. Eric stated that this is their report and he and John will put it together for them. Pictures are added for any projects ongoing or completed. Ahmad said that going forward two bonds will be monitored. Bill Butler asked about a slide; percentage of current budget - you were able to complete 100% , 84% under budget, Eric confirmed. Bill said going deeper, are there bullet points side funding 84% is that because we were able to order something at cost. Is this okay? Ahmad said in the life of a program and bidding sometimes you are going to hit efficiencies and that will free up dollars, and we have contingencies and you have to shift dollars. Arne said a key point is that the budget is set by the board of trustees and that we know that number is not shifting. Kishore is asking about Lydiksen, and it is probably phased out, or is it the whole Lydiksen project for 97%? 34% is for? 75% of 34? Lou said through June 30, Eric confirmed. Current percentage of budget and current percentage completed. The date completed by percentage. Ahmad said that we can drill down and provide a plethora of data, this is provided at a high level. Arne asked for other questions. Kishore asked for FY. July 1 through June 30

Kathy asked about projects coming under budget, where the monies go and going back to the board for other projects. Ahmad confirmed that we would go back to the board for any new projects. Doug said that any new projects would need to go back on the bond for clarification. Ahmad said yes, we go back to the Bond list. We can't do any projects that are not on the list. Kathy said for example affordable housing. Ahmad said yes, if it's not on the bond list, it cannot be done. David confirmed, as well as Bill with Tier 1 and 2 projects. Doug asked about the new website, easy access to, link to the project list, 75 words, made a list. Ahmad said yes, send the list, it's a great time. Doug said to call it primary documents for the CBOC. California assembly of bond oversight committee. It maintains oversight of the committee. Kathy asked about the application, to be easier to find, maybe a button. Ahmad said we can add that. Arne asked if Eric was going to address the I1 update.

E. I1 Update by Eric

- i. Summer 2023, HVAC and roofing over the past 4 years. AC units arriving now. Contractors are walking them around sites and principals to see where everything is going to go. Hart walnut grove and Donlon this summer. 20 million dollars worth of work throughout the summer to make sure we get this done. Bill asked about HP, delayed to supply chain, are you seeing any supply chain issues. Now? Eric said yes. 28 weeks in advance order HVAC units, 27 weeks, bought directly providing to them directly, we have the units in hand, Fire Alarm Upgrade, 6 sites completed to date. Projects have been bid out. Brand new fire alarms. Bill asked about fire alarm systems, HVAC systems, what is the level when you are asked good, better, best? How long are they going to last? Eric said 20+ years. It is the most serviceable brand, most schools use, solid. Are we installing the Mercedes Benz? No, they are the basic but they don't need a high

end. Do the bigger spaces, yes, they will get the higher end systems. Ahmad said we are putting Toyota's in, they are better for schools. Bills said he asked because people asked about larger facilities, and if we did this and this, we are hearing this already.

Hart MS - The front is opening up, wrapping up landscaping, site work. We should be wrapped up at the end of this month. Shade structure, fire walkways, completed. Moving inside over summer. Bill asked about ribbon cutting - working with Patrick shooting for sometime this month. Bill said we need to celebrate, press releases, get that out there. Eric said we will do groundbreaking and social media.

David would include the voice of the trustees when you make the videos - to Eric, the elected officials.

David asked if the fence had been taken down at Hart. Eric said it would be taken down next week.

Safety and Security Project - Items, Camera & Alarms, Burglar Alarm Training will be given. Over 600 cameras are installed. Smart alarm systems integrate with the cameras and card systems. Lots of new technology and safety are leading the way for the frontline. Installed first at the high school. Kishore asked about specs for safety/security. Ahmad said camera to clarify. Kishore asked if at the board meeting that it was presented. Eric said it will be presented at the next meeting for the packet. Kishore asked if they are recorded. Ahmad said they are recorded but only kept for an amount of time, not monitored until an issue has come up. Eric- camera's don't go to the files, or historical. Kishore- within is there anything that can go to scanning. Ahmad said yes, but you have to set parameters for it to scan. Kishore- asked about audio. Ahmad clarified about board policy and audio not being allowed.

Lydiksen - Wrapping up in June, markings are being done. Vendors, any funds being done on their contracts, releasing final payments, moving forward. Kathy said as a neighbor it is gorgeous. Eric said it is one of his favorite projects, thank you. Bill said it was one of the largest financial I1 projects, Eric confirmed yes. Foothill - Science I1 and grant. Two contractors, one for side work and building. Part of that will be complete in the next two weeks. Ready to move in. Really exciting.

SDC Remodel - Harvest Park, PMS planned to be completed over the summer. New kitchen area and restroom area. Wrapping up final installation.

Technology - Touched every classroom in the district, and they have new projectors in the MPR as well. Water conservation, wrapped up by the end of the summer.

F. Measure I Report by Eric

i. Measure I -

- Implementation Plan
- Community Meetings
- Road map for the program.
- PMS Field
- Early Childhood Education Center

- Educational Option Center
- Bernal Field

Once the Implementation plan gets adopted by the board it will take off.

Ahmad - we've been diligently meeting with Eric Van Pelt, and once it takes off it is another 7 years of work, and Construction Services and it will dove tail into implementation and be taken to the board, for the end of June. We sold 100 million of the bonds, at 3.8% we are looking forward to spending it on the projects. Bill said that it was a fantastic bond rate and Kishore agreed. Bill said we need to engage the community. We are stewards of the taxpayer money. The fields and PMS, at Harvest Park, starting ASAP, to parents, the PTA thinks it's happening sooner. Kathy said we should be in front of it. Eric said he would reach out to start the communication process. Kathy said it would be helpful to push it out on our Facebooks, she knows that Patrick pushes it out, that Patrick can ping us when he is pushing it out. Bill said there were discussions out there on the 3.8% and we need to get it out there.

Ahmad said once more documents on the financials - Ahmad asked to share all documents out from today to the committee.

Escape for districts to use for FY, financials. Not great for construction projects. He uses another system that integrates with Escape, a standard document to review every meeting for the budget. The cost and schedule status, remaining, Green, Yellow, Red. The financial complete is auto populated by the software. Construction complete is manual. High level report. We look at deep dive reviews and closing projects out. Everything is green, checked marked, and financially getting ready to close out.

IV. STAFF REPORTS

A. Staff Report - Doug - suggest link for committee [Bond Oversight Website](#)

Marketability of what we are doing for quite a while, Kathy and Bill know what we are doing in Pleasanton. Academic achievements in Pleasanton, it's not on our website, it's horrible. We should never face a 57% acceptable bond margin with such good news. We should contribute to good news.

Kathy asked for any other news. There were no other reports.

V. COMMITTEE MEMBER REPORTS

A. There were no Committee Member reports.

VI. PUBLIC COMMENTS FROM THE COMMUNITY

A. There were no comments from the public.

VII. CLOSING ITEMS

A. Next meetings

- i. Next meeting of the CBOC is August 29, 2023.

B. The meeting was adjourned at 6:53 PM by CBOC Chair Arne Olson.

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