MEETING MINUTES
MEASURE E CITIZENS' OVERSIGHT COMMITTEE
SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 2
TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT

Tuesday, January 16, 2018 - Rideout Community Center

MEASURE E CITIZENS' OVERSIGHT COMMITTEE (COC) MEMBERS PRESENT:
Susan Griffith, Chair
Jim Phelan, Co-Chair
Jenn Ragan
Kirsten Keim
MEASURE E CITIZENS' OVERSIGHT COMMITTEE (COC) MEMBERS ABSENT:
Johanna Monforte
Sydney Earley
Warren Wagner

ALSO IN ATTENDANCE:
Todd Rivera, Executive Director of Business Services; Thomas Kleffman, Bond Program Fiscal Contract Analyst; Jorge Rojas, Director of Facilities, Maintenance & Operations, Amy Sanders, Administrative Bond Secretary.

1.0 Call to Order
Susan Griffith, Measure E COC Chair, called the meeting to order at 5:06 p.m.

2.0 Public Comment
No public comment.

3.0 Approve Minutes from September 13, 2017 Meeting
On a motion by Jim Phelan and a second by Jenn Ragan, the Measure E COC members unanimously approved the minutes from the meeting on September 13, 2017.

4.0 Measure E Project Overview Updates
Jorge Rojas, Director of Facilities, Maintenance & Operations, gave a presentation on the progress of the Measure E projects. It included an overview of current projects, upcoming projects, and those completed last year.

Phase 2 of the Tahoe Lake Elementary Modernization & Addition project is underway, scheduled for completion during winter break of 2018. It is about 35% complete at this point. In November 2017, the last bid package was awarded for Landscaping, which went to Perennial Landscape & Nursery. Stephanie Foucek is putting together a site walk at Tahoe Lake Elementary. Any Measure E COC members that are interested in attending should let Mr. Rojas know.

The Kings Beach Elementary School Modernization & Addition is the next major Measure E project starting soon. It will be going out to bid on February 22nd, pending DSA approval. Construction is slated to begin in the spring of 2018, completing in the fall of 2019. The project will include: modernizing the existing building; adding a new kindergarten classroom wing, science

greenhouse, campus quad, exterior fencing, and perimeter fencing; upgrading fire alarms; new exterior lighting; 21st century flexible furniture; technology infrastructure and a classroom technology package.

5.0 Measure E Project Financial Updates
Tom Kleffman, Bond Program Fiscal Contract Analyst, gave the Measure E project financial updates. All numbers are as of December 31, 2017. Funding to date is $62.9 million. Expenditures to date are $18.3 million. Encumbrances to date are $24 million. Budget balance available is $22 million.

In November 2017, we had our last bond issuance, Series C, for $12.5 million. It was planned for 2019, but because of current market conditions and low interest rates, it made sense to move forward with it. As a result of quicker issuance and low interest rates, we have lowered the overall payback to the taxpayers.

The budgeted amount of interest earned on Measure E bond funds was $993,000 when the Facilities Implementation Plan (FIP) was initially developed. At this point, we are very close to meeting that number. After that, any interest earned on bond funds will go back into the Measure E bond projects.

When bids for the Tahoe Lake Elementary project came in high, some of the money for North Tahoe was moved into the Tahoe Lake project. The District decided that the North Tahoe project would be addressed after the completion of the Tahoe Lake and Kings Beach projects. There is currently money allocated in the budget for new furniture and technology upgrades at North Tahoe. Down the road, we may move forward with the North Tahoe band room expansion and modernization using developer fees and funds from redevelopment agencies.

6.0 Measure E Proposition 39 Performance Audit / 7.0 Measure E Financial Statements
Todd Rivera combined the discussion on these items. As a requirement of our general obligation bonds, we issued our bonds under a special provision called Proposition 39, which allowed us to gain approval with just 55% of the voters. With that came additional requirements: (1) we must have a Citizens' Oversight Committee, and (2) we must have an annual performance audit of the bond funds and expenditures; this was done by an external auditor who reviews our expenses and makes sure we are in compliance with state law and with what we promised voters in our ballot language. Tom Kleffman worked with the auditors and said there were no findings; the money is being used appropriately and as promised. These reports were approved by the Board of Education in November of 2017.

The *Measure E Financial Statements* report shows the revenues we received, our expenditures, and remaining balances. It includes our assets and liabilities, and what our bottom line fund balance is. The total revenue increase last year was $30.4 million and total expenditures were just under $7.7 million, leaving a final Measure E fund balance of $38 million.

The *Measure E Proposition 39 Performance Audit* report shows detail of expenditures by school site and project type. The auditors defined their methodology and tested Measure E expenditures using samples of our documents. They concluded that we are in compliance and the audit was clean.

7.0 Other Items

The Measure E Citizens' Oversight Committee is required to present an annual report to the Board of Education. Tom Kleffman distributed a draft of this report. Within the next week, committee members can contact Mr. Kleffman individually with comments, changes, and suggestions, and he will redistribute the document once it is finalized.

Measure U would like to present their annual report to the Board on March 7th. Measure E can present theirs on the same day if they wish, or it can be done at a different board meeting. Susan Griffith will be presenting the Measure E annual report to the Board.

8.0 Adjourn

Susan Griffith, Measure E Citizens' Oversight Committee Chair, adjourned the meeting at 5:52 p.m.

Todd Rivera	Susan Griffith
Executive Director of Business Services	Measure E Citizens' Oversight Committee
Tahoe Truckee Unified School District	Chair SFID No.2