

Citizens Bond Oversight Committee (CBOC)

Minutes of meeting of 12/13/16

7:00 PM District Offices

Call to Order: The meeting was called to order by Marie Morgan

Approval of Agenda: N/A

Members Present: David Stern; Sandra Naughton; Mike Brandy; Stephen Collins; Jon Foyt; Paul Rosenzweig (by phone)

Member Absent: Jason Cooke

Staff Present: Marie Morgan, Superintendent; Audrey Katzman, Chief Business Official; Phil Atkinson, Director, Construction/Maintenance; Ruben Fernandez, Director of Innovation & Technology

Public Comments: N/A

Administrative: Marie (Superintendent) introduced herself and gave an overview of the role of the committee. She expressed the district's vision that this bond will be focused on enhancing the learning environment, and thanked the committee for volunteering.

The committee members then introduced themselves.

Agenda Item 1: As provided in the bylaws, the Superintendent appointed the Chair of the committee. Her selection was David Stern, who agreed to the appointment. Marie had to leave and asked Audrey to give a more detailed overview of the bond program. Marie also indicated that a volunteer was needed to be Secretary of the committee. Mike agreed to do this task for the first term.

Some of the discussion that took place focused on these topics:

Agenda Item 2: Phil indicated that some bond money has been used for emergency projects in the last few months, approximately \$170,000. There have been no expenses prior to July 1, 2016 so this fiscal year will be the initiation of the bond expenses. Audrey indicated that the first series of bonds were sold in October in the amount of \$20 million, which is now deposited into the bond fund. The district has entered into a contract with WLC architects for master plan work. Sandra requested

the WLC response to the district proposal be published on the CBOC website. WLC's final report on the master plan is due in April 2017. (Committee members will be notified of community meetings seeking input on priorities and projects). Phil passed around a copy of the schedule for the Master Planning Process with WLC.

Phil indicated that the district is also preparing a list of projects that will be started in 2017 separate from the master planning process. These included roofs, gutters, safety, marquees etc. Project budgets for those will be submitted to the Board as they are formalized.

Mike asked about the Capital Improvement Plan referenced in the Resolution. Phil indicated that was a very general guideline but the more comprehensive master planning process would replace that plan.

Paul clarified that the financial and performance audit will be conducted by the same firm.

Phil stated that WCSD does not have any projects in the State pipeline for funding at this time.

## **Future Agenda/Meeting Dates:**

### **Topics for next meeting**

Review of the Policy/Procedure governing the Change Order process the district will use for project modifications (if available yet)

Review of the Policy/Procedure the Board will use to approve and modify the project budgets

Progress on financial interface with bond budgets/expenditures and district books

Review of the initial project budgets for district initiated projects and expenditures for the bond year to date

Set terms of office for members

Audrey will send out a query to establish the next meeting date  
(anticipated meeting in March 2017)

It was agreed that the draft of minutes will be submitted to the  
Committee with the agenda for the next meeting.

Adjournment: The meeting adjourned at 8:15 PM

Submitted by Secretary

Mike Brandy