



**CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
MINUTES
REGULAR MEETING: MAY 5, 2021**

David Feliciano, Superintendent, La Mesa-Spring Valley School District, called the meeting to order at 5:34 p.m. Superintendent Feliciano and Board members McRae and Rhiley welcomed the Committee members and thanked them for their service.

CALL TO ORDER

CBOC Members Present: Jay Steiger, Chair and Member-at-Large
Jim Taylor, Vice Chair and Parent - PTO
Antionette Davis, Parent
Jim Long, Business Association
Ann Ravitch, Senior Citizens' Association
Gerry Saucedo, Member-at-Large
Katie Simpson, Member-at-Large
Glen Sparrow, Taxpayers' Association
Dave Suydam, Member-at-Large
Krista Trimlett, Member-at-Large

ESTABLISHMENT OF QUORUM

CBOC Members Absent: None

Board Members Present: Rebecca McRae, LMSV Board President
Sarah Rhiley, Board member

Staff Members Present On Assignment: David Feliciano, Superintendent
Jennifer Nerat, Assistant Superintendent, Business Services
Seth Boomgarden, Director, Fiscal Services
Jason Brust, Director, Maintenance, Operations, and Facilities
Valerie Ranum, Director, Business Services

Guest Presenters: Janet Mueller, Attorney, Dannis Woliver Kelley (DWK)
Sarah Garrett, Program Advisor, Group Garrett, Inc.

INTRODUCTION OF COMMITTEE AND DISTRICT TEAM

Jennifer Nerat, Assistant Superintendent, Business Services, introduced the Citizens' Bond Oversight Committee members and the La Mesa-Spring Valley School District's Bond Team.

PUBLIC COMMENTS

No comments were submitted.

PRESENTATION/DISCUSSION

Janet Mueller, Attorney, Dannis Woliver Kelley (DWK), presented information to the Citizens’ Bond Oversight Committee regarding the purpose and responsibilities of the Committee. The purpose and responsibilities of the Committee are to inform the public concerning the expenditure of bond revenues; actively review and report on proper expenditure of taxpayers’ money for school construction; and advise the public regarding whether the school district has met California’s constitutional requirements. Janet Mueller also reviewed the permissible uses of bond proceeds, Brown Act requirements, and ethics compliance.

APPROVAL OF MEMBER TERMS

APPROVED

The Committee discussed staggering member terms. Five Committee members agreed to serve one-year terms, with the ability to apply for a second term.

It was moved by Jay Steiger, seconded by Antionette Davis, and carried unanimously with the following votes: Ayes: Jim Long, Ann Ravitch, Gerry Saucedo, Katie Simpson, Glen Sparrow, Dave Suydam, Jim Taylor, and Krista Trimlett; Noes: None; Abstentions: None, to approve the CBOC member terms as follows:

- Ann Ravitch: One-year term
- Katie Simpson: One-year term
- Dave Suydam: One-year term
- Jim Taylor: One-year term
- Krista Trimlett: One-year term

- Antionette Davis: Two-year term
- Jim Long: Two-year term
- Gerry Saucedo: Two-year term
- Glen Sparrow: Two-year term
- Jay Steiger: Two-year term

ELECTION OF CBOC CHAIR AND VICE CHAIR

CBOC CHAIR AND VICE CHAIR ELECTED

The Committee discussed electing the CBOC Chair and Vice Chair.

It was moved by Glen Sparrow, seconded by Jim Long, and carried unanimously with the following votes: Ayes: Antionette Davis, Ann Ravitch, Gerry Saucedo, Katie Simpson, Jay Steiger, Dave Suydam, Jim Taylor, and Krista Trimlett; Noes: None; Abstentions: None, to elect Jay Steiger as the CBOC Chair.

It was moved by Jim Taylor, seconded by Glen Sparrow, and carried unanimously with the following votes:

Ayes: Antionette Davis, Jim Long, Ann Ravitch, Gerry Saucedo, Katie Simpson, Jay Steiger, Dave Suydam, and Krista Trimlett; Noes: None; Abstentions: None, to elect Jim Taylor as the CBOC Vice Chair.

ADOPTION OF MEETING SCHEDULE/CALENDAR

ADOPTED

The District's program advisor, Sarah Garrett, reviewed the District's budget cycle and the dates the Bond Team will be presenting the bond program updates to the District's Board of Education. The Committee discussed future CBOC meeting dates that would be congruent with the District's budget cycle and Board updates.

Jay Steiger suggested the next meeting to be held Wednesday, August 4, 2021, and thereafter, be held quarterly on the first Wednesday of the month in November 2021, February 2022, and May 2022.

It was moved by Jim Long, seconded by Katie Simpson, and carried unanimously with the following votes: Ayes: Antionette Davis, Ann Ravitch, Gerry Saucedo, Glen Sparrow, Jay Steiger, Dave Suydam, Jim Taylor, and Krista Trimlett; Noes: None; Abstentions: None, to adopt the meeting schedule/calendar to meet on Wednesday August 4, 2021, and thereafter, quarterly on the first Wednesday of the month in November 2021, February 2022, and May 2022.

REVIEW PROPOSED CBOC BYLAWS

The Committee received the draft CBOC bylaws. The Committee Chair, Jay Steiger, suggested that if there are any questions or concerns about the bylaws, the Committee will contact the District and a follow up discussion will be held at the next CBOC meeting in August.

REVIEW COMMUNICATIONS PROTOCOLS

Janet Mueller, Attorney, Dannis Woliver Kelley (DWK), presented information to the Citizens' Bond Oversight Committee regarding email accounts and communications protocols.

Jennifer Nerat, Assistant Superintendent, Business Services, discussed the option of utilizing District email addresses to conduct CBOC business and requested that the Committee sign the Technology Responsible Use Policy agreement.

Jason Brust, Director, Maintenance, Operations, and Facilities, briefly discussed the CBOC webpage where the Committee can find additional reference documents, including the Facilities Master Plan (FMP).

A general CBOC inbox for inquiries from the public will be set up. The District will receive the inquiries and distribute the inquiries to the Committee.

REPORT – PROGRESS ON MEASURE V BOND PROGRAM

Jennifer Nerat, Assistant Superintendent, Business Services, presented an overview of the essential work the District implemented to prepare for the bond program. She spoke about the crucial internal organization and foundational work that took place to ensure that the District would have a well-run program.

Jason Brust, Director, Maintenance, Operations, and Facilities, presented a brief report on the Measure V Bond Program. He reported on the Bond Team's collaborative efforts. The District is in the procurement process for a program manager. Bond program software will assist with managing the program. The Bond Team is also working on a bond sale.

Sarah Garrett, Program Advisor, Group Garrett, Inc., outlined how the District can execute a successful bond program by:

- Calibrating a top-down budget
- Considering construction contingencies as well as escalation contingencies
- Observing the work flow and maintaining a steady work flow throughout the years
- Managing the budget – tracking of revenue and expenditures and monitoring future costs to complete a project as well as monitoring the cash flow and the liquidity of bonds being issued
- Hiring a program manager

COMMITTEE MEMBER COMMENTS

Antionette Davis requested a hard copy of the Facilities Master Plan.

Jay Steiger recommended the San Diego County Taxpayers' Association CBOC training. The District can provide information to the Committee regarding how to access this training.

Glen Sparrow recommended the book, *Win-Win: An Insider's Guide to School Bonds* by Dale Scott.

Glen Sparrow expressed positive feedback regarding the information that was presented at the meeting.

ADJOURNMENT

The meeting was adjourned at 7:31 p.m.

Jennifer Nerat, Assistant Superintendent,
Business Services

Approved and ordered into the proceedings of the District at the next regular meeting of the Citizens' Bond Oversight Committee to be held on August 4, 2021.

Jay Steiger, Citizens' Bond Oversight
Committee Chair