



Minutes of the Citizens' Bond Oversight Committee  
Measure V  
Moraga School District  
June 14, 2017

Courtney Jones, MSD bond counsel, called the first Citizens' Bond Oversight Committee Measure V meeting to order in the Joaquin Moraga Intermediate School library at 7:00 p.m. She reported that the Committee was comprised of fifteen members so a quorum would consist of eight. Ms. Jones introduced herself to the Committee and explained her role as bond counsel for school districts and also as a guide for the public.

There was no Public Comment for Non-Agenda Items.

**ROLL CALL**

Members Present: Aaron Cargain, Nick Carpenter, Craig Coane, Larry Jacobs, Scarlett Lueder, Doug Massa, Greg Norton, Kathy Ranstrom, Ed Salay and Jack Weir

Members Absent: Lynnette Gibson, Amy Yip-Kikugawa, Jessica Ruetters-Meeks, Scott Slyfield and Cathy Tyson

Administrators Present: Bruce Burns and Daniela Parasidis

Administrators Absent: None

A quorum was confirmed following Roll Call.

**INTRODUCTION TO ROLES AND RESPONSIBILITIES**

Ms. Jones presented a Power Point on *The Five Ws of Citizens Oversight – Who, What, When, Where and Why?*

Moraga School District Chief Business Official Daniela Parasidis took minutes for the meeting and will share them prior to the next meeting. Once minutes for the meeting have been approved, they will be posted on the District website > Facilities > Bond Information.

A template of the Moraga School District Citizens' Bond Oversight Committee (CBOC) Annual Report was provided to the committee and will be posted at least annually on the District website. The CBOC is required to advise the public, through at least one report per year, as to whether the District is in compliance with Article XIII A of the California Constitution, Measure V, and the provisions of Education Code Section 15278. The report will be available on the District website > Facilities > Bond Information. The Committee is required to meet at least once a year, but will typically meet at least twice a year. Meetings will be held in the Joaquin Moraga Intermediate School library.

The Committee was reminded to be mindful of the Brown Act requirements.

Courtney Jones reported on the status of the bond program and the authorization to issue \$33 million dollars in bonds. The first series of bonds was issued for \$12 million dollars in April 2017 at a 25 year term and an average interest rate of 3.7%. The proceeds from the first series of the bond must be spent within the next

three years. The funds from Bond Measure V are currently held with the County Treasurer in the District Building Fund.

The Bond maturity schedule is available for committee members.

Members of the committee asked questions to clarify three year spending requirements and where the District is in the process of planning projects. The first project planning meeting will be held on Friday, June 16, 2017, to identify projects that could begin as early as this summer.

Superintendent Burns reported that the District recently completed interviews for both the Construction Manager and Architectural firms. The Construction Manager firm, RGM Construction, was selected and approved by the Governing Board at the June 13 meeting. The Architectural firm has been selected and will be presented for Board approval in August.

#### **ORGANIZATIONAL MATTERS:**

The Committee unanimously approved member Jack Weir to serve a one year term as Chair beginning June 14, 2017. The responsibilities of the Chair are to call the meeting to order, jointly prepare the agenda with the District and draft the annual report. The annual report will be posted on the District website in March of each year.

The Committee unanimously approved member Scarlett Lueder to serve a one year term as Vice Chair beginning June 14, 2017.

Ms. Jones suggested that the committee have at least four members serving a one year term on the Board. Two additional members were selected to serve a one year term on the Board – Nick Carpenter and Kathy Ranstrom.

#### **DISTRICT REPORT ON THE BOND PROGRAM:**

Superintendent Burns explained that the majority of the Bond Measure V projects are renovation and modernization projects. Discussion will commence on Friday with the District, Construction Manager and Architectural firm gathering information from all sites and for the purpose of presenting a design and construction plan to the MSD Governing Board. He noted that facilities assessment information is located on the District website. Mr. Burns reported that roof replacement at JMIS is anticipated to begin before winter. Mr. Burns reviewed the bidding process for the committee which is guided by Board policy and Education Code. He also reviewed the role of the Board in prioritizing the scope of projects and schedules. The District and Board have noted the importance of communicating with the community on the status of Measure V projects and Superintendent Burns commented on how he plans to meet regularly with the construction manager to keep well informed on progress and future plans.

The responsibility of the Citizens' Oversight Committee is to review expenses of Measure V funds to determine whether or not they are being spent in accordance with the Bond ballot language and to communicate their findings with the community.

#### **DETERMINATION OF NEXT MEETING DATE:**

Chair Jack Weir recommended *Robert's Rules of Order* for governing the meetings. He suggested meeting quarterly to keep up to date on project developments.

The Committee selected to next meet on Wednesday, September 27, at 7:00 PM in the Joaquin Moraga Intermediate School library.

#### **ADJOURNMENT**

*The meeting adjourned at 8:00 PM.*