

# Citizens' Bond Oversight Committee Meeting



*December 19, 2013 – 4:00 p.m.  
District Office*

## **AGENDA**

1. Call to Order Norma Vance
2. Approval of Agenda Group
3. Minutes of the June 17, 2013 &  
October 28, 2013 meetings Yvonne Perez
4. Project Updates Yvonne Perez
  - a. Sherwood Modernization
  - b. Woodrow Modernization
5. Committee vacancies Yvonne Perez
6. Open Discussion/Questions Group
7. Next Meeting Date – March 17, 2013  
(Lawanda will send out an email with potential dates)
8. Adjourn

**SYLVAN UNION SCHOOL DISTRICT  
CITIZENS' BOND OVERSIGHT COMMITTEE**

**MINUTES**

October 28, 2013

4:00 p.m.

District Office – Superintendent's Conference Room

***Members Present:*** Vance, Joel, Chad

***Members Absent:*** McNorton, Bergman, Rego, Bergman

***Staff Present:*** Yvonne Perez & Lawanda Butcher

***Audience Present:*** None

***Call to Order:*** The meeting was called to order at 4: p.m.

**\*\*\*NO QUORUM - VOTING\*\*\***

***Adoption of  
Agenda:*** ***NONE***

**AYES:**  
**NOES:** None  
**ABSENT:**

***Minutes  
Approval:*** ***NONE***

**AYES:**  
**NOES:** None  
**ABSENT:**

***New Business:*** ***None***

***Project  
Update:*** Modernization Projects:

Sherwood Modernization:

Mrs. Perez advised the project is complete but has not reached full closed out status. The projected turned out well, but its total costs are still being finalized due to change orders.

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## Woodrow Modernization Project

Mrs. Perez advised the project is going well and is currently ahead of schedule. The project is anticipated to be finished in March or April of 2014. Currently in the third phase of the project and the final phase will begin in January.

Mr. Brown asked if the front office is being used?

Mrs. Perez advised the office is in use.

Mr. Brown asked if there are portable classrooms available to house students for instruction during the interim of each building phase.

Mrs. Perez advised the students are housed in portable building during each phase and then rotated back to their original classrooms once the construction is completed.

Mr. Brown asked how the work areas are designated?

Mrs. Perez explained the work areas are securely fenced off from students.

## **Expired Committee Terms:**

Ms. Butcher advised, Mrs. Vance and Mr. Rego's terms are expired. Each member may serve on the committee for two (2) consecutive terms, each term is two years. With the exception of Mrs. Vance and Mr. Rego, the existing committee members may move into a different committee seat. The existing members stated they do not wish to change their position on the committee.

Mrs. Butcher further indicated the District will advertise for the vacant committee seats of Senior Citizens Representative and the Tax Payers Representative.

## ***Discussion:***

Mr. Brown asked which projects may be next for the District after the Woodrow Modernization is complete?

Mrs. Perez stated she is estimating there may be \$3.3 million in bond funds available to initiate the Sylvan Elementary Modernization. However, there would not be enough to complete the project. We are waiting for reimbursement from the State for the Sherwood and Woodrow Modernizations. Once State funds are received for these projects, we will be able to plan the modernization at Sylvan Elementary.

Mr. Brown asked if the District has received reimbursement for the Somerset and Standiford modernizations?

Mrs. Perez advised we have received reimbursement for Somerset, Standiford, C.F. Brown and Stockard Coffee modernizations.

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Mr. Brown asked, if the District receives reimbursement for the Sherwood and Woodrow modernizations will there be enough funds to complete a modernization at Sylvan Elementary?

Mrs. Perez stated, if reimbursement is received, there will be enough funds to complete Sylvan Elementary. She also advised, she will be recommending planning for the Sylvan Elementary Modernization.

Mr. Brown recommended the project be planned in stages, so the most immediate issues can be addressed.

Mrs. Perez advised phasing is a possibility; however, it is not best to phase the project due to additional costs of phasing.

Mrs. Vance asked if there is a deadline for spending the bond funds?

Mrs. Perez advised she is not aware of any specific deadlines; however it is best not to hold onto the funds.

Mr. Brown asked if the CBOC committee would disband after all funds are expended on the modernization projects?

Mrs. Perez advised if we get reimbursement for Sherwood and Woodrow we may still have an excess of bond funds. If so, we could look into replacing portables with buildings, however there may not be enough.

Mr. Brown asked if funds could be used for solar power at any of the school sites.

Mrs. Perez advised there may not be any leeway for a solar project; however she would review the original bond information that went out to the public to confirm.

Mr. Brown asked if the committee would stay in place until the excess of bond funds could be utilized for a future project, or will the committee be closed out and the bond reduced.

Mrs. Perez advised there would not be an excess of bond funds, because once the Sylvan modernization is complete the bond funds will be fully spent.

Mr. Brown asked if the State reimbursement funds are considered part of the bond fund and could the funds be used for general obligation issues within the District?

Mrs. Perez advised she would check into the matter.

Mr. Johansen asked if any funds could be leveraged out of the prop 39 funds, because some of the energy efficiency issues may be upgraded within the scope of a modernization project.

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Mrs. Perez advised the District has other energy needs that could be addressed with the prop 39 funds once the regulations are finalized.

Mr. Brown suggested, Sylvan Elementary may have the least energy efficient windows within the District.

## ***Next***

### ***Meeting:***

The next meeting will be scheduled for December 16, 2013.  
*(Lawanda will send an email to all members with potential dates)*

### ***Adjournment:***

The meeting was adjourned by Mrs. Vance at 4:38 p.m.

## WITNESS:

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Norma Vance, Chairperson

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Date

# SYLVAN UNION SCHOOL DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE

## MINUTES

June 17, 2013  
4:00 p.m.  
District Office -Board Room

**Members Present:** Norma Vance, George Pugh, Mike Rego, Joel Johannsen

**Members Absent:** Anna McNorton, John Bergman, Chad Brown

**Staff Present:** Yvonne Perez & Lawanda Butcher

**Audience Present:** None

**Call to Order:** The meeting was called to order at: 4:13 p.m.

**Adoption of Agenda:** The motion was made by Mr. Pugh and seconded by Mr. Rego

**AYES:** Vance, Pugh, Rego & Johannsen  
**NOES:** None  
**ABSENT:** McNorton, Bergman, & Brown

**Minutes Approval:** The motion was made by Mr. Pugh and seconded by Mr. Rego

**AYES:** Vance, Pugh, Rego & Johannsen  
**NOES:** None  
**ABSENT:** McNorton, Bergman, & Brown

**New Business:** None

**Project Update:** Modernization Projects:

Sherwood Modernization:

Mrs. Perez advised the project had a faulty gas line and required replacement resulting in a cost of \$84,000. The project also required upgrades to the HVAC system which resulted in additional costs of \$288,000. She also stated the project is on track.

Mr. Rego asked where the gas leak was found?

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Mrs. Perez advised the leaks were discovered in the underground lines and are not a danger to the public.

Mr. Johannsen, asked about pressure testing information?

Mrs. Perez advised pressure tests were performed throughout several areas of the line. It was determined the best course of action was to replace the entire line.

Mrs. Vance asked, if the replaced gas line would save money in the gas costs for the 2013/14 school year?

Mrs. Perez advised the long term cost benefit have to be determined.

## Woodrow Modernization Project

Mrs. Perez advised the site is under construction and construction began two days after school was released for the year. All concrete is being replaced in order to comply with ADA requirements. The goal is to have all concrete work done prior to the start of the new school year.

Mrs. Vance asked about the removal of trees at the site?

Mrs. Perez advised, the tree were too big and the roots were an issue for maintenance, however they would be replaced with different trees.

Mr. Rego asked if the trees would be sold?

Mrs. Perez stated the trees would be turned into mulch.

## ***Discussion:***

*Mr. Pugh asked about the work done at Stockard Coffee.*

*Mrs. Perez advised the work done is cosmetic, such as, paint, etc.; however, the work is not being paid with bond funds.*

*Mr. Rego asked how many more projects are left?*

*Mrs. Perez advised the preliminary estimate for Sylvan Elementary needs to be determined.*

*Mr. Pugh asked which school sites need additional classrooms?*

*Mrs. Perez advised additional classrooms are not needed at this time and the District's current portable classrooms are owned by the District.*

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## **Next**

### **Meeting:**

The next meeting will be scheduled for September.  
Lawanda will send an email to all members with potential dates.

### **Adjournment:**

The meeting was adjourned by Mrs. Vance at 4:43 p.m.

## WITNESS:

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Norma Vance, Chairperson

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Date