



Union High School District

MINUTES
OF THE
INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE
MEETING OF THE
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Board of Trustees
Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
John Salazar
Superintendent
Rick Schmitt

Independent Citizens' Oversight Committee Members:
Kim Bess, Clarke Caines, Mary Farrell, Michael Kenny,
Representative, Lorraine Kent, Secretary, Larry Lugo, Scott
Seidenverg, Rhea Stewart, President, Jeffery Thomas

Supported by the Business Services Division
Eric R. Dill, Associate Superintendent
Fax (760) 943-3508

JANUARY 13, 2015

TUESDAY, JANUARY 13, 2015
6:00 PM

DISTRICT OFFICE, BOARD ROOM 101
710 ENCINITAS BLVD., ENCINITAS, CA. 92024

ATTENDANCE

COMMITTEE MEMBERS

Kim Bess (absent) Larry Lugo (absent)
Clarke Caines Scott Seidenverg
Mary Farrell Rhea Stewart
Michael Kenny Jeffery Thomas
Lorraine Kent

DISTRICT ADMINISTRATORS / STAFF

Eric Dill, Associate Superintendent, Business Services
Russ Thornton, Chief Facilities Officer
John Addleman, Director of Planning Services
Cindy Skeber, Executive Assistant, Business Services / Recording Secretary

PRELIMINARY FUNCTIONS..... (ITEMS 1 - 4)

- 1. CALL TO ORDER..... 6:01 PM
The meeting of the committee was called to order at 6:01 P.M. by Ms. Stewart.
2. PLEDGE OF ALLEGIANCE ..... (ITEM 2)
Ms. Stewart led the Pledge of Allegiance.
3. APPROVAL OF MINUTES (2) / PROJECTS TOUR OF OCTOBER 6, 2014 AND REGULAR MEETING OF
OCTOBER 7, 2014..... (ITEM 3)
Motion by, Ms. Kent, seconded by Ms. Farrell, to approve the minutes of the Projects Tour on
October 6, 2014 and Regular Meeting of October 7, 2014, as presented. Ayes: Caines, Farrell,
Kenny, Kent, Seidenverg, Stewart, Thomas; Noes: None; Absent: Bess and Lugo. Motion
unanimously carried.
4. PUBLIC COMMENTS..... (ITEM 4)
No public comments were presented.

**INFORMATION ITEMS.....(ITEMS 5 – 15)**

**5. STAFF REPORT .....(ITEM 5)**

Mr. Dill reported on the school facilities portion of the Governor’s proposed budget and the Governor’s decision not to support a State wide bond. This would not affect Prop AA’s Master Plan, as the bond authorization was sized around the possibility of not receiving State funds. Mr. Addleman is preparing for those projects that will qualify for State funding should funds become available.

**6. CHANGE ORDER REVIEW .....(ITEM 6)**

Mr. Thornton reviewed Change Orders for completed summer projects that have been closed out. Those projects include the Media Centers at Diegueno MS and La Costa Canyon, C-Smart Lab, Art Room and Field access/improvements at Oak Crest MS. The Torrey Pines Weight Room has been completed but is part of a larger project not yet completed.

**7. PROJECT & BUDGET REPORT .....(ITEM 7)**

Mr. Thornton reviewed the ongoing projects at Canyon Crest Academy/Fields & Stadium, Earl Warren MS/Data Center, Pacific Trails MS/building site, Torrey Pines/Science Building

Mr. Addleman discussed estimated start dates of upcoming projects for the south and north ends of the District, and reviewed the Project/Budget Summary Report, its success, and the savings being carried over from the first bond draw.

Mr. Dill reviewed the Administrative costs of the Bond program, discussed the analysis and decision made regarding the advantages and substantial savings over time of running the Bond program in-house, presently at a little less than 2%, as opposed to hiring an outside bond management company averaging a cost of between 7-9%. Mr. Dill discussed Mr. Thornton and Mr. Addleman’s administrative roles in overseeing the Bond program, their part in establishing a successful program, and the need of their services even if the District were to use an outside management company.

**8. SERIES B BOND ISSUANCE UPDATE .....(ITEM 8)**

Mr. Dill updated committee members on the reprioritizing of projects with a heavy focus on the academic projects for Series B, and discussed the financial team for Series B bond issuance. Fees for financial team are capped at a cost substantially lower than Series A. Mr. Dill discussed the timelines and process/options of selecting an Underwriter(s).

**9. CONFLICT OF INTEREST .....(ITEM 9)**

Mr. Dill updated members on the progress of the Conflict of Interest policy. Filing date falls in April and Joann Schultz will be in contact, via email, with instructions. A cumulative vendor list/report was requested in order to help reduce the risk of any possible conflicts for committee members. Mr. Addleman will work on putting a report together for the committee.

**10. SPECIAL MEETING DATES .....(ITEM 10)**

Eric and John updated committee members on status of Prop AA Annual Audit. The Auditor conducted tests on 80-90% of Prop AA transactions with no findings and gave the District high marks for staff maintenance of records, and amount/presentation of Prop AA/ICOC information on the District’s website. The Audit report should be completed within the next few weeks, and the committee will hold a Special Meeting to review and accept the report before the March 31<sup>st</sup> deadline.

**11. ANNUAL REPORT .....(ITEM 11)**

Ms. Stewart discussed process used last year to prepare the 2013 Annual Report and members agreed to proceed with the same format. Timelines were discussed and the report must be finalized by April 28th for presentation to the Board at the May 7, 2015 board meeting.

12. END OF TERM ..... (ITEM 12)

Mr. Dill thanked members for participating on the committee, and asked those present if they would like to continue to serve on the committee. A change in the law now allows members to serve three consecutive two year terms and the Committee's Bylaws will be updated at a later date to reflect that change. Eric reviewed and updated categories of members present and discussed the timeline of presenting reappointments/vacancies to the Board.

Recommendations on communicating with parents and community about ICOC's role and ongoing/completed projects were discussed.

13. FUTURE REGULAR MEETING DATE ..... (ITEM 13)

Future dates and locations of meetings will be established once the new committee has been seated.

14. FUTURE AGENDA ITEMS

- Introductions and roles of new and returning committee members

15. ADJOURNMENT OF MEETING: 7:36 P.M.

Lorraine Kent  
Lorraine Kent, Committee Secretary

4 / 21 / 2015  
Date

Eric Dill  
Eric Dill, Associate Superintendent, Business

4 / 21 / 2015  
Date