

# Citizens' Bond Oversight Committee

Of the Lakeside Union School District

Lakeside Union School District

Zoom teleconference meeting.

## MEETING MINUTES for Wednesday, May 27, 2020

1. **Call to Order** –The meeting was called to order at 4:33 pm.

CBOC members present - Britni Cobb, David Suter, Frank Hilliker, Jennifer Lee Clancy, John Heredia, Kathy Kassel, and Liz Higgins. Staff members present were Erin Garcia, Todd Owens, Aimee McReynolds, and Andrew Newmark.

2. **Pledge of Allegiance** - Erin Garcia explained that the previous Chair and Vice-Chair termed out so she led the Pledge of Allegiance.
3. **Welcome and Roll Call (Introduction of New Members)** - Erin Garcia reviewed contact information, term, and term expiration information for all of the Committee members'.
4. **Appoint the Chair and Vice-Chair** - Frank Hilliker nominated Kathy Kassel for Chairperson and, Liz Higgins for Vice-Chair. John Heredia seconded the nomination. Kathy Kassel ran the meeting from this point forward.
5. **Public Comment** - There were no public comments.
6. **Approval of Minutes from January 29, 2020 meeting** - Frank Hilliker motioned to approve the meeting minutes from January 29, 2020 meeting. Liz Higgins asked Todd Owens to explain more about the traffic study at Lakeside Farms. Liz Higgins explained that she is part of the Lakeside planning committee and asked Todd Owens specifically about parking along the street. Todd Owens asked if she was referring to the parking along the Willowbrook Golf Course and Liz Higgins clarified it was parking along the whole street. Todd Owens explained that the parking was not addressed in the study but that he would be able to provide her with more information once he receives the study. Liz Higgins seconded the motion to approve the meeting minutes from January 29, 2020 meeting. Motion carries with 6 ayes and 1 abstention (John Heredia was not present at the January 29, 2020 meeting).
7. **Review Annual Bond Audit** - Erin Garcia presented the Annual Bond Report from Wilkinson Hadley King & Co., LL. she pointed out that on page 2 of the report it was the opinion of the auditor that the financial statements referred to in the report present fairly, in all material respects as of June 30, 2019. She also referred to page 53 of the report where the auditors discuss the audit for performance as required in the performance requirements. She also referred to page 57 of the audit in which the auditors found that there were no current year findings for the fiscal year that ended June 30, 2019. Liz Higgins asked Erin Garcia about page 34 of the audit in which it states the bond funds are held at the County and how those funds are invested. Liz Higgins referenced Global Equity and 1 to 2% interest. Erin Garcia explained that the bond funds are not invested with Global Equity but that OPEB Benefits are related to Global Equity and are required to be reported in the audit even though that is part of the General Fund and not bond funds. Liz expressed that she would like to have a current report on the bond funds. Liz Motioned to recommend to the Board of Trustees that they approve the bond audit. John Heredia seconded the motion. Motion carries with 7 ayes. Liz Higgins asked why Lakeside Union School District received an A- from the County Taxpayers Association. Erin Garcia mentioned that at the time the County Taxpayers Association checked the website the district was missing an item but it has since been corrected.

8. **Review & Approval of Draft Annual Report to the Community** - Erin Garcia presented the CBOC Annual Report to the committee and explained that the report aligns with the 6/30/2019 audit report which was completed in March. David Suter asked why the photos in the CBOC Annual Report were not photos of the completed projects but rather photos of the work in progress. Erin Garcia explained that the report refers back to June of 2019 and at that point in time the projects were not completed. David Suter motioned to approve the CBOC Annual Report and John Heredia seconded the motion. Motion carries with 7-0.
9. **Assign a CBOC member to present Annual Report** - Erin Garcia asked which committee member would like to present the CBOC Annual Report at the Board of Trustees meeting held on June 18, 2020, Liz Higgins remarked that the Chairperson is supposed to present the report. Erin Garcia acknowledged that this is not common, but in the past this committee appointed someone other than the chairperson to present the report to the District. Kathy Kassel agreed to present the report with the understanding that if she was unable to attend, David Suter would be her backup.
10. **Project Update & Financial Report** – Erin Garcia presented the Budget vs. Commitments and Expenditures report. Liz Higgins asked what is 760 – Measure L, Series C, line on the report and Erin Garcia explained that this was a place holder for the 3<sup>rd</sup> installment of bonds once they are sold. She explained that the projects for these funds would include energy-saving projects like upgraded lighting as well as new HVACS & roofs. She also reviewed the financial status of general projects (example – expenses are 100% for flooring etc.). Todd Owens reviewed the status of current projects and informed the committee that Parking Lot Project & Central Kitchen Remodel Phase I bids came in and that these projects would begin in early June 2020. He informed the committee that the Tierra del Sol Gymnasium plans were submitted to Division of the State Architect (DSA) in mid-May.
11. **Approve CBOC meeting schedule for 2020/2021** – Erin Garcia provided a proposed schedule of future CBOC meeting dates for the 20/21 school year. Approved by Liz Higgins and Frank Hilliker seconded the motion. Motion carries with 7-0.
12. **Adjournment** – Meeting adjourned at 5:20 pm.