



**Lake Tahoe Unified School District**

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**CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)**

**REGULAR MEETING**

Wednesday, March 25, 2009 at 6:00 PM

CBOC Members	LTUSD Staff Members Present	Consultants Present	Guests Present
Amanda Adams Austin Sass Chris Cefalu John Drum Mike Berg Patrick Martin Paul Brusio Steve Habaradas	Deb Yates Dr. James Tarwater Steve Morales Tracy Franklin	Curt Pollock Sara Range, PMG Wayne Sjolund, PMG	Joe Stewart, SMC Construction Josh Merkow, SMC Construction Sara Thompson, Tahoe Daily Tribune

**Item 1. CALL TO ORDER**

The Open Session of the regular meeting of the Citizens' Bond Oversight Committee (CBOC) was called to order by **Dr. James R. Tarwater** at 6:06 p.m. at the Education Center Board Room.

**Item 2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was said.

**Item 4. APPROVAL OF AGENDA**

**Amanda Adams** made a motion to approve the agenda as submitted; **Paul Brusio** seconded the motion, *Ayes: Adams/Sass/Cefalu/Drum/Berg/Martin/Brusio/Habaradas. Noes: None*

**Item 3. INTRODUCTIONS**

**Dr. Tarwater** started the meeting and said that we would start with introductions and that all of the CBOC meetings would be run in accordance with the *Ralph M. Brown Public Meeting Act* of the State of California and that Lake Tahoe Unified School District, along with Premier Management Group, would compile the data requested by the CBOC. The meetings should run 60 to 90 minutes in length and he thanked everyone for their attendance. **Dr. Tarwater** asked the CBOC to introduce themselves and briefly state why they want to be on this committee.

**Dr. Pat Martin** was the first to introduce himself and stated that he owned a Family practice in town. He said that he applied to be a member of the CBOC because he feels it's a critical step for our community and that he's interested in seeing a successful project and building community confidence. **Paul Brusio** introduced himself as a local restaurant owner and said that he wants to make sure there are plenty of local people involved in this project. He said he is hopeful that bids will be coming in lower than in the past so that we can get the most out of our projects. **Mike Berg** introduced himself and stated that he is part of the Carpenters' Union in town. He was also involved in Career Technical Education (CTE) committee and also wants to see locals involved. **Mike Berg** added that he wants to see apprenticeships from CTE and see students remain in our community after graduation. **Chris Cefalu** introduced himself and stated that he is a long-time resident who grew up in South Lake Tahoe and attended our schools.

He stated that he wants to influence local businesses and choosing where the work goes. **Steve Habaradas** introduced himself and said that he's been in Tahoe since 2001. He has a tremendous amount of experience in commercial building and construction management, including the Marriot Timber Lodge and now the Ritz Carlton development on the North Shore. He wants to bring his experience and expertise to help with the success of this project. **Amanda Adams** introduced herself and said she serves as the Vice President of the South Tahoe Association of Realtors (STAOR.) **John Drum** introduced himself and said he has been a local resident for the past 13-years. He said that one of his children is part of the TWI program. He went on to say that he has enjoyed seeing the Board of Education's receptiveness to putting a new program in place that they didn't know much about. **Austin Sass** introduced himself and stated that he has been in Tahoe since 1977. As a father, he has witnessed what students go through in the school system and wants to see future students having things his children didn't have. He plans on bringing his business experience as an asset to the committee. **David Kelly** was not present at the meeting.

**Dr. Tarwater** introduced **Deb Yates**, Chief Financial Officer, to the committee. She said her department will be processing payment orders, monitoring budgets, reporting to the State of California and making sure all invoices are accountable and that the audit is successfully passed.

**Steve Morales** introduced himself as the Director of Facilities for Lake Tahoe Unified School District. He stated that he was responsible for putting together program descriptions, recruitment of contractors and part of the selection committee. He said that he has five (5) projects in the pipeline right now which will all be starting in a short period of time.

**Steve Morales** asked **Joe Stewart** and **Josh Merkow** of SMC Construction to introduce themselves. **Joe Stewart** introduced himself as a partner of SMC Construction and that he manages the Lake Tahoe projects. He stated that he's lived in Tahoe for the past 13 years and has a personal investment in the project with four children enrolled in the District. He said that SMC Construction has done every major, large commercial project in Tahoe over the past 6-7 years. He continued to say that his company is very aware of what it takes to work with TRPA and that they are very committed to getting local contractors on this job. He said he has solicited and held forums at South Tahoe High School to explain the scope of the job and make a major effort to explain the complex parts of the jobs. **Joe Stewart** said he has spent a tremendous amount of time over the last three weeks, going over the documents and requirements with the local contractors. **Josh Merkow** introduced himself and said that he has lived in Tahoe for the past five years and has been with SMC Construction for the past two years. He said he has been involved with both the Chateau and Ritz Carlton projects.

**Wayne Sjolund** introduced himself and said that he started Premier Management Group (PMG) after working as a director of facilities for a school district and after working as a building contractor. He will be working as the liaison and main contact for the CBOC and making sure that the program as a whole meets its expectations. **Sara Range** introduced herself as a project manager with PMG. She said that she was a graduate of CalPoly in construction management. She said she will be responsible for monitor and tracking all of the documentation for this project. **Curt Pollock** introduced himself as an independent consultant and working with school finance for the past 35-years and said that he would be working with facts only and presenting financial information on the project.

## **Item 5. COMMUNICATIONS FROM THE PUBLIC**

There were no comments from the public.

## **Item 6. OVERVIEW OF THE CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC) RESPONSIBILITIES**

**Dr. Tarwater** briefly reviewed the CBOC responsibilities and **Curt Pollock** went into greater detail of the bylaws.

3.1 –Inform the public

**Curt Pollock** emphasized that it is the committees' responsibility to inform the public.

3.2 Review Expenditures

An expenditure report will be provided at each CBOC meeting.

3.3 Annual Report

**Curt Pollock** will be compiling an annual report for the committee and the CBOC will take action on this report.

3.4 Duties of the Board/Superintendent

The Board of Education desires to be transparent in all transactions. They will look to the CBOC to ensure this transparency in their reviews of financial statements and audits.

3.5 Voter-Approved Projects Only

**Curt Pollock** advised the CBOC to look over the actual language of the bond ballot and provide the committee with a copy of Resolution 2008/08-20 which contains the actual language.

**Paul Bruso** inquired if the CBOC would be involved if the scope of the projects came in lower due to reduced bids. **Steve Morales** responded that a Master Plan schedule has been created and that there are several projects remaining on the plan which currently do not have financing. **Dr. Tarwater** stated that the CBOC would be able to make priority recommendations to the Board from the remaining projects on the Master Plan. He added that the Board of Education would make the ultimate decision, but they will look at CBOCs suggestions of additional projects.

## **Item 7. OVERVIEW OF THE GENERAL OBLIGATION BONDS**

**Deb Yates** reviewed the general obligation bond and stated that the District's high rating with Standards & Poors and Moody's, helped us lock in a great rate with our bonds. She also announced that the finances from this first bond funded in the District's account today.

## **Item 8. APPOINTMENT OF CHAIRPERSON**

**Dr. Tarwater** recommended **Steve Habaradas** as the Chair person of the CBOC and **Dr. Pat Martin** as the Vice Chair. **Paul Bruso** motioned to close the nomination and **Mike Berg** seconded the motion.

Ayes: **Adams/Sass/Cefalu/Drum/Berg/Martin/Bruso/Habaradas**. Noes: None

## **Item 9. DISCUSSION AND ACTION BY COMMITTEE MEMBERS**

a.) All present CBOC members drew numbers indicating the length of their term serving on the committee. **Paul Bruso** drew on behalf of **David Kelly** who was not present. **Paul Bruso** and **Chris Cefalu** will be serving one (1) year terms and **David Kelly, Dr. Patrick Martin, Amanda Adams, Austin Sass, John Drum, Steve Habaradas**, and **Mike Berg** will be serving two (2) year terms.

b.) **Dr. Tarwater** reviewed the provisions of the *Ralph M. Brown Public Meeting Act* of the State of California.

c.) **Lake Tahoe Unified School District** provided a draft of suggested meeting dates and the committee made revisions and agreed on the following calendar:

Wednesday, June 24, 2009 - 6:00 p.m.  
Wednesday, November 18, 2009 - 6:00 p.m.  
Wednesday, January 27, 2010 - 6:00 p.m.  
Wednesday, March 31, 2010 - 6:00 p.m.  
Wednesday, June 30, 2010 - 6:00 p.m.

**Amanda Adams** motioned to accept the calendar and **Chris Cefalu** seconded the motion. Ayes: **Adams/Sass/Cefalu/Drum/Berg/Martin/Bruso/Habaradas**. Noes: None

d.) Dr. Tarwater reviewed LTUSD's organizational structure.

**Dr. Pat Martin** and **Chris Cefalu** excused themselves at 7:14 p.m.

**Item 10. OVERVIEW OF CONSTRUCTION PROJECTS**

**Steve Morales** reviewed the master plan schedule and budgets associated with each project. He explained that LTUSD spent 10% - 11% on construction documents and permitting fees prior to the passage of the bond. This allows for an accelerated construction schedule, since many of planning pieces are already in place. Initially construction completion dates were forecasted at 2013, however completion schedules are now forecasted at 2011 or 2012. **Steve Morales** added that bids may come in 10% lower than forecasted.

**Steve Habaradas** asked when budget was written and Steve Morales responded that it was written in February of 2008.

**Item 11. ADJOURN**

**Steve Habaradas** made a motion to adjourn the meeting and **Mike Berg** seconded the motion. The meeting was adjourned at 7:33 p.m.