

**Palmdale School District**  
**Minutes of the Citizen's Bond Oversight Committee**  
**Tuesday, March 12, 2013 – 5:30 p.m.**  
**Business Office Conference Room**  
**39139 10<sup>th</sup> Street East, Palmdale, CA 93550**

- 1) CALL TO ORDER – **Al Tsai called the meeting to order at 5:30 p.m.**
- 2) ROLL CALL – **Al Tsai**  
**Present: Al Tsai, Felicia Sexton, Trixie Flores, Steven Benson, Michael Campbell, Stacy Fournier, Vladimir Gomez, Patrick Kossow, Christina Mendoza, Bridgett Pitt and Robert Routolo**  
**Absent: Jeff McElfresh**
- 3) PLEDGE OF ALLEGIANCE
- 4) INTRODUCTIONS  
Committee Members and District Staff  
**Al Tsai introduced himself as well as Felicia Sexton and Trixie Flores as resources to the committee. He also stated once the Chairperson and Vice-Chairperson are chosen, they will run future meetings. Members of the committee introduced themselves.**
- 5) OVERVIEW OF COMMITTEE BY-LAWS  
**Al reviewed the board item dated February 5, 2013, Page 3, of the by-laws with the committee. He discussed the approved \$220,000,000 bond and that we have not received the money yet. He discussed having the committee visit school sites. He discussed that one (1) committee member will need to be a bond fide tax payer representative.**
- 6) SELECTION OF OFFICERS
  - a) Nominations for Chairperson: **Stacy Fournier**  
Motion made by: Michael Campbell  
Seconded by: Christina Mendoza  
Votes: Unanimously approved
  - b) Nominations for Vice-Chairperson: **Michael Campbell**  
Motion made by: Bridgett Pitt  
Seconded by: Stacy Fournier  
Votes: Unanimously approved
- 7) DESIGNATION OF MEMBER ACTIVE IN A BONA FIDE TAYPAYERS ORGANIZATION  
Al discussed the documents with the committee members. He advised them the fee would be \$15.00 per year (which is not mandatory to choose this option) and is only shared with the committee. Al provided the name of an organization; however, the representative can choose any Bona Fide Taxpayer's Association. Questions can be discussed with legal counsel, if necessary.  
Nominations for Bona Fide Taxpayers Organization Representative: **Steven Benson**  
Motion made by: Stacy Fournier  
Seconded by: Michael Campbell  
Votes: Unanimously approved

8) **UPDATE ON MEASURE DD BOND ISSUANCE**

Al discussed Board Agenda Item (Action Item/Business Services, 22b, dated February 5, 2013) regarding the sale of bonds. We can sell \$40M worth of bonds. There will be approximately \$3M for fees. He will have an update by the next meeting. We can spend the bond dollars in three (3) years. \$37M is allocated with \$12M to build David G. Millen Intermediate School. \$5M is allocated for technology upgrades. \$20M will be spent over three (3) years to repair and remodel schools, etc. We will know by the end of April, 2013 on exactly how to spend the money.

9) **UPDATE ON MEASURE W AND COMMITTEE REQUIREMENTS**

Al discussed the passage of Measure W. It was passed in the year 2000. \$25M was raised to build Golden Poppy, Palmdale Learning Plaza, Los Amigos and Barrel Springs. It was also used for the planning and design of Future West and Future East schools. There was \$16M left that sat idle since 2005. The \$25M and \$16M will be used for David G. Millen Intermediate School. We need to resurrect Measure W. A consent item will need to be submitted for board approval to gavel Measure W and Measure DD. Al asked the committee to oversee Measure W and they all agreed to file a consent item for board approval to “resurrect” Measure W.

10) **REVIEW OF PROJECT LIST**

Al said the Project List will be posted on the Palmdale School District website. The project list is sorted by school and trade. David G. Millen Intermediate School is nearing DSA approval. The plans are approved with the exception of water approval. David G. Millen Intermediate School needs to be annexed into the LA County Waterworks District. We are on a fast track of six (6) months to get this done. Al discussed the timeline for bids and groundbreaking for David G. Millen Intermediate School which will be ready in June, 2015. We will use Construction Management/Multiple Prime for this project. Lundgren Management will be the construction manager. Al discussed the process and how the work and trades are managed.

The School Facilities Projects will be funded from bond proceeds. Al discussed the installation of solar panels at David G. Millen Intermediate School. The Technology portion will be E-Rate. Al discussed that the district will keep all of our properties to build future schools and we will not sell the properties.

The committee will need to think about how to sort the project list. Al discussed that signs will be installed at all schools that will say the taxpayer’s dollars are at work and every school will be touched by the project list. Al will e-mail the project list to the committee members. There is a small window of time during the summer to complete projects such as kitchens, playgrounds and parking lots. We need to balance the needs of the schools with projects/timelines. The project list will be finalized in June, 2013. Michael asked about a fair length of time being given to complete projects; Al said it’s on the project list. Repair parts will be used from Measure DD funds. We haven’t gone out to bid for David G. Millen Intermediate School or the Juniper remodel. Measure DD funds can be reverted for other projects.

11) **REVIEW OF CALIFORNIA PUBLIC CONTRACT CODE**

Al discussed how projects are sent out for bid. Anything over \$175,000 would go out for bid and the project would be awarded to the lowest, qualified bidder. Permission from the board to go out for bid is obtained prior to placing an ad requesting bidders. Al explained the informal bidding process with the bid limit of \$45,000 to \$175,000 and qualified contractors are sent the Notice to Contractors Calling for Bids via fax. The bids are opened and the project is awarded to the lowest, qualified bidder.

12) FUTURE COMMITTEE MEETING SCHEDULE AND TIMELINE

The quarterly meeting schedule was discussed and it was agreed the meetings should be more frequent since the committee was just formed. The meeting schedule will be changed from quarterly to monthly through June, 2013 and will be reviewed at that time as to the frequency of future meetings.

**Monthly meetings will be held Tuesday, April 9, 2013, Tuesday, May 14, 2013 and Tuesday, June 25, 2013 at 5:30 p.m. in the Business Office Conference Room.**

Motion made by: Christina Mendoza

Seconded by: Michael Campbell

Votes: Unanimously approved

13) COMMENTS FROM THE FLOOR – **None received**

Persons wishing to make comments to the Citizen's Bond Oversight Committee may do so at this time. Each speaker is requested to limit their comments to no more than three minutes. Please fill out a Speaker Card and turn it in to the Chair if you wish to address the Committee.

14) COMMENTS FROM COMMITTEE MEMBERS

Al discussed that we will be very busy on the front end and when we meet in a month, we should have the bond money and we will agendize by then. We will have a certain amount of money to spend for David G. Millen and Juniper. Technology will submit the E-Rate application. Repairs will include playgrounds, asphalt and ramps which are safety issues. Some of the bond money will be used for modernization at Ocotillo and Joshua Hills and we will get matching funds for these projects. There is \$9M in Sacramento for Williams projects. There are a handful of items that are locked in. Christina asked whether there would be a Treasurer's Report and Al said yes. The committee will see every detailed purchase order and all the backup documentation upon request. Bob asked if each school will have a separate file and the answer was yes. Trixie will be formulating an accounting spreadsheet with location and will have the backup documents available. Al informed the committee that they cannot discuss the details of each meeting amongst themselves. There cannot be "reply all" on e-mails. Bridgett asked about touring the school sites. Al said he can take small pockets of committee members. He can't take all members to the school sites as it would be considered a board meeting. Committee members cannot discuss the projects. Al said it would be best to tour the schools in the morning and see the "before" and "after". Christina asked about portable outer buildings having platforms. Al said there will be one long ramp with a platform. Al indicated there will no longer be handball courts due to the cost and process to install new ones. Christina asked how the work was requested by the school sites. Al said it was either requested through a maintenance work order, going to the school site or a wish list from the principal. Christina asked if David G. Millen Intermediate School will have solar panels and Al said yes and the district will buy the solar. Stacy asked if she reports to the board and Al indicated that he will report to the board on behalf of the committee. Al and Trixie will prepare a PowerPoint on the financials that will be posted on the website.

15) ADJOURNMENT

**The meeting adjourned at 7:00 p.m.**

**Handouts:**

- School Information Sheet 2012-2013
- Board Agenda Item – Approval of the Resolution Establishing a Citizens' Bond Oversight Committee and Approving Bylaws
- Government Code Section 1090-1099
- Government Code Section 1125-1129
- Form for Bona Fide Taxpayers Association
- School Facilities Projects To Be Funded From Bond Proceeds (3 pages)