

**DESERT SANDS UNIFIED SCHOOL DISTRICT
CITIZENS' OVERSIGHT COMMITTEE MEETING
MEASURE K AND MEASURE KK**

**REGULAR MEETING
Monday, August 31, 2015 at 4:30 p.m.**

**MEETING LOCATION
District Office
47-950 Dune Palms Road, La Quinta, CA
Business Services Conference Room**

MEETING MINUTES

1. **Call to Order:** The meeting was called to order at 4:32 p.m.

Members:

Citizens Oversight Committee Members	Present	Absent
J. Spencer Baker	X	
Kathleen Boylan	X	
Rosanna Cardenas	X	
Elaine Eldred	X	
William Feddersen		X
Arnold Kaminsky	X	
Laura Lassman-Poster	X	
Sonja Martin	X	
Alice Young	X	

Staff:

District Staff Members	Present	Absent
Dr. James Novak, Assistant Superintendent, Business Services	X	
Patrick Cisneros, Director, Facilities Services	X	

Guests Present at the Meeting:

Guests
David Casnocha, Stradling Yocca Carlson & Rauth

2. **Introductions:** Jim Novak opened the meeting by welcoming all the members. Each of the members introduced themselves.
3. **Public Comments:** No public comments were made.
4. **Roles and Responsibilities:** Jim Novak provided background of the passage of Measures K and KK as well as clarification of the roles and responsibilities of Measure

KK. Measure K funds are 95% complete and the former oversight committee has been disbanded. Jim Novak introduced David Casnocha who is the District's bond counsel for Measures K and KK. Jim Novak explained how valuable it is to have the District's attorney at the first meeting in order that all of the Citizens' Bond Oversight Committee (COC) members understand the oversight committee's structure, purpose, and its formality. Each member of the COC was provided with a binder which included a copy of the COC bylaws.

David Casnocha provided history of District's ability to pass bonds, provided an overview of the roles and responsibilities of members of the COC, and reviewed the COC Bylaws at the meeting.

During the review of all of the bylaws, there was added clarification/discussion on the following items:

- A. **Annual Report** – Discussion took place as to when the Annual Report should be reported. It was noted that Measure KK sold the first series of bonds on July 22, 2015, so the first Annual Report should be filed after this fiscal year. Jim Novak explained that the District's fiscal year is from July 1 to June 30. After auditors complete their audit report around December. COC could review and compare information for a presentation to the Board in December or January following the end of the fiscal year.

The format of the annual report is at the discretion of the COC and should include information required in the bylaws. The District will provide some samples of annual reports for reference at the next meeting.

Jim Novak shared the history for the District's auditing firm, Vavrinek, Trine, Day & Co., LLP which has been servicing the District since 1997.

- B. **Membership** - Members will serve no more than three consecutive two-year terms. It is a good practice to stagger members so members' initial terms will either be one or two years. When terms expire, members who have not serve three terms will be asked if they would wish to serve another two-year term. Patrick Cisneros will contact members regarding their renewal term.
- C. **District Support** - District provides technical and administrative support to the COC. District will provide a web page on District's website dedicated to the COC. District will work through the Chair and post annual reports, other COC related documents, and reports. If additional information is requested, the Chair shall work with District to coordinate and respond to any request.
- D. **Termination** – It was explained that the termination of the committee take place once all funds have been spent, which is anticipated to be approximately 10 years.

- 5. **Election of Officers:** Jim Novak indicated that the initial COC Chair has been appointed by the Superintendent in accordance with the bylaws. William Feddersen was selected

to be the initial Chair and accepted. Nominations for the Vice-Chair are open and the Vice-Chair needs to be elected.

On a motion by Sonja Martin, seconded by Alice Young and an 8-0 vote, the members elected Arnold Kaminsky, as Vice-Chair of the COC. The Chair, William Feddersen was absent from the meeting, and therefore Jim Novak turned the meeting over to Elected Vice-Chair, Arnold Kaminsky, to take over the meeting.

6. **Selection of Terms:** The selection of the COC members' terms was discussed. Jim Novak shared that it is a good practice to stagger terms. The Vice-Chair, Arnold Kaminsky solicited volunteers to serve the different terms.

The following members volunteered for an initial one-year term: Rosanna Cardenas, Elaine Eldred, Laura Lassman-Poster, and Arnold Kaminsky.

The remaining members will serve an initial two-year term: J. Spencer Baker, Kathleen Boylan, William Feddersen, Sonja Martin, and Alice Young.

7. **Measure K Update:** Jim Novak and Patrick Cisneros provided handouts for review. Patrick Cisneros provided an overview of entire phasing plan for the project, the phases that were recently completed, the current construction that is in progress, and the financial information for each phase of the project.
8. **Measure KK Update:** The COC was provided with a handout and Jim Novak provided and overview of the projects and budget for each project. Jim explained the various series of bond sales as part of Measure KK and advised that bonds will be sold as projects are ready to be built. Jim explained the transparency that will be involved in the process and on the projects.
9. **Meeting Schedules:** It agreed that the next meeting could take place in approximately 6 months, since the projects are currently in the early stages of design. The District will send a survey to members on when each member is available. It was noted by Jim Novak that in the future, agendas and reports will be emailed and/or made available to members on the COC webpage prior to the meeting.
10. **Adjournment:** The meeting was adjourned at 6:35 p.m. on a motion by Sonja Martin and seconded by Arnold Kaminsky.