

## Citizens' Bond Oversight Committee

### Meeting Minutes

September 19, 2023

6:00 – 7:30 PM

1005 Parker St

(510) 644-6066

1. **Procedural:** Roll Call & Call to Order: 6:04pm
  - Members Park, Skeels, Berland, Goldin
  - Mike Chang, Director BUSD
  - Jennifer Shanoski, Director
  - Chanita Stevenson, BUSD
  - Kelli Jurgenson, VPCS
  - Dan Cox, KNN Public Finance (district financial advisor)
  
2. **Approval of Agenda:** The agenda was approved at 6:06pm
  - Motion to approve the agenda by David
  - Second to approve by Ken
  - All in favor - Motion Approved
  
3. **Procedural:** Public Comments on Non-Agenda items (please sign in)
  - No Public Present
  
4. **Action:** Approval of Meeting Minutes from: 6-13-23
  - Motion to approve the agenda by Wade
  - Second to approve by David
  - All in favor - Motion Approved
  
5. **Information: Debt Service Calculation**
  - How does the outstanding bond total allow a homeowner to calculate the property tax percentage in a given year (e.g. the last 4 years were .0839%, .1451%, .0999%, .1204%)
    - Dan Cox presents regarding the process for the sale and tax rates associated with District Bond sales
      - Wade Skeels: Question regarding the fee structure from KNN - fixed fee for each transaction (bond sale issuance)
      - David Golden: Question regarding the spend down of the first series and next sale.
        - Kelli Jurgenson: likely the next sale will be in the next 12 mons.
  
6. **Discussion:** BUSD enrollment
  - What are the future projections?
    - Kelli Jurgenson: explanation of changes in enrollment in regards to new State mandate for TK

- declining enrollment has been approximately offset by new TK enrollment
  - TK has gone from an optional program to a mandatory offering for all districts, this has increased enrollment at the TK level.
- David Golden: Question regarding facilities for influx of TK and impact to facilities
  - Staff is addressing/evaluating to make space for incoming TK
- Has the decline in enrollment altered plans?
  - Facilities staff considers enrollment in terms of classrooms to house staff and entire classes. In this way, enrollment is not impacting planned bond projects
- Ken Burland is looking for detailed numbers
  - Jennifer Shanoski & Chanita Stevenson: detailed enrollment reporting is provided to the board on an annual basis. Board meetings are the best place to get this information.

## 7. **Information:** Staff Reports

- Update on summer projects
  - Longfellow: Delays at DSA have pushed the project start into October of 2023. In the meantime staff has worked with Alten Construction to finalize the construction costs and mobilize for construction. Community meeting was held last week to keep the community informed on how the project will move forward.
  - Malcolm X Fire Alarm: Very successful project. Fire alarm systems are very challenging and the replacement of the system will be highly beneficial to the site.
  - Natatorium at BHS: This summer's work involved installation of solar panels and roofing replacement. The bulk of the work will be done on the Natatorium during Summer 2024.
    - Damian Park: Questions regarding how long the equipment has been installed at the Natatorium.
      - Chanita Stevenson: around 2008
      - Committee wonders if the equipment should have lasted longer than that.
        - i. Kelli Jurgenson: 20-25 years is the average lifespan of an HVAC unit, with or without exposure to a pool environment.
- Financial update of measure G and any revisions to project budgets.
  - Review of all active projects
  - Malcolm X Fire Alarm: variance was due to summer work / busy season, complexity of the project, but the district was lucky to get a bidder that is a reputable contractor and the budget was increased with board approval. The variance will be gone the next time this report is shown.
  - Explanation of the Board approved budget sheet (green & yellow sheet).
    - Individual approvals for each project
    - Changes to active budgets are shown and approved.
  - Outdoor Warning System
    - cost is only for IOR and will be reimbursed by the City of Berkeley.
  - Wade Skeels: Why is there more budget approved than there is bond money sold?

- Kelli Jurgenson: District sells bonds in series/tranches. The sales of these series provides funding for the activities underway. When cash flow plans show more money is needed, the district sells more bonds.

**8. Discussion:** Committee comments and [future agenda](#) (5 min)

- Committee wants an update on the various options available for the parking structure, CTE, classrooms and impact on fields on future agenda.
- Damian Park: Questions about the worth of the adult school projects and is this the best use of the bond dollars?
  - Jennifer Shanoski & Chanita Stevenson: reviewed the importance of the Adult School and how the prior bond didn't fund significant work at that site.
- Review of future agenda item list (above).
  - Wade Skeels: Question regarding the workforce housing project.
    - not a bond project
  - David Golden: Requests project update on Sylvia Mendez project
  - Wade Skeels: Question regarding the status of the sale of former Oxford campus.
    - not a bond project
    - Directors spoke to the pro's and con's of the sale of the property
  - Wade Skeels: Question regarding long term plan for maintenance building.
    - Early planning has not gone far enough to report on yet.

**9. Adjournment**

**Enclosures:**

- Minutes from most recent CBOC meeting
- Minutes from most recent BUSD [Facilities Subcommittee](#) (NA - no meeting since last attachment)
- Measure G Financial Report
- Meeting Slide deck