

**Minutes**  
**Bond Oversight Committee (BOC)**

Sept 27, 2011, 6:00 p.m.

**Call to Order**

The Bond Oversight Committee was convened at 6:04 pm by Chair Vilma Luna. Eight committee members and the three alternates were in attendance. A quorum was present. Mark Carlson arrived shortly after the meeting had started.

**Introductions**

Larry Keiser introduced meeting attendees Don Sansome with Urban Design Group, Chuck Fields with Fields & Associate Architects, Teresa Wilbanks new EISD bond accountant and Darren Allman Athletic Director/Head Football Coach. Kevin Schwartz, EISD Technology Director was introduced later in the meeting.

**Pending Business**

Chair Luna reported that after consultation with the District's in-house counsel, notes and emails that the BOC members take and send will be subject to open records. The BOC also discussed the operating procedure charge, options for how long the committee will exist and how contingencies will be handled. Mr. Havenstrite asked if BOC committee members were covered by District insurance. Dr. Kallison will verify and report back.

**Comments by Dr. Kal Kallison**

Dr. Kallison addressed the BOC and discussed its history and purpose and answered questions from BOC members. The District's mission statement and goals were requested to be added to the BOC notebooks.

**Update on Current Bond Projects**

Larry Keiser presented the BOC notebooks and explained their contents. He reviewed the first set of financial reports and discussed how those reports would be delivered in the future. In addition to the financial reports, the binders contain the literature that was produced by EISD related to the bond and either distributed to the public or posted on the EISD website and at the polling booth

Les Reddin explained the project time schedule and the process for how projects were determined to be completed. Questions were asked regarding the timing of the ADA playground projects and it was suggested that the District's ADA expert attend the next BOC meeting to give a briefing on ADA and discuss projects.

Kevin Schwartz presented a power point for EISD's technology plan and the WIFI project. He answered questions concerning the timing of the requests to purchase iPads under the project. BOC members requested additional information, including the campus technology purchasing options and the documentation of technology presentations made to the Board of Trustees prior to the bond election. Larry Keiser stated he would provide the committee those document requests.

#### **Scope Change - Project 82- Artificial Turf at West Ridge Middle School**

Mr. Reddin and Mr. Keiser presented information regarding the fields at Hill Country and West Ridge and the plans for the bond funds at each school. Don Sansome and Chuck Fields were present as resources to the BOC and explained the projects and their related project costs. The scope change was requested to install artificial turf at West Ridge instead of the natural grass, with the project amount of \$784,795 remaining the same. The BOC asked questions and discussed the scope change request.

It was explained that the contractor proposed the scope change as the cost of moving and disposing of material was off-set by using the material on site for leveling and field improvements.

Coach Allman also provided information regarding the field use and safety. The pros and cons of artificial turf versus natural grass were discussed as well as community access, maintenance costs and useful life of each.

A motion was made by John Havenstrite to recommend the scope change to the field at West Ridge. The motion was seconded by Mark Carlson. The motion was approved by a unanimous vote.

#### **New Project- Project 88**

Mr. Keiser noted that in order to more accurately show costs related to the management of the bond program, he is suggesting a new project 88, Bond Program Management. Mr. Keiser said the bond issuance costs were approximately \$170K under budget.

Mr. Keiser laid out the request that the amount under budget in Project 86- Bond Issuance Costs, be moved to the new project, Project 88, entitled Bond Program Management. Mr. Keiser explained that the District has decided not to hire an outside project manager to oversee the program, and instead will manage the program internally. He explained that the cost of bond management had originally been budgeted by line item for each project using an external bond program manager. All internal bond management expenses will be allocated to the new project number 88, including the costs of the positions of Executive Director of Facilities Planning and a new bond accountant.

A motion to approve a scope change to move the unused balance of project 86 Bond Issuance Costs to new project 88, Bond Program Management, was made by John Havenstrite and seconded by Paul Walsh. The motion was approved by unanimous vote.

#### **Upcoming Meeting Schedule**

Chair Luna distributed the proposed dates for the BOC meetings as follows:

Nov 15, 2011  
Feb 21, 2012  
May 22, 2012  
Aug 21, 2012  
Nov 22, 2012

It was also discussed that special meetings could be called if needed.

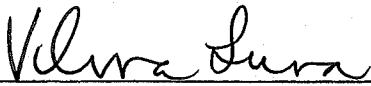
**Communication**

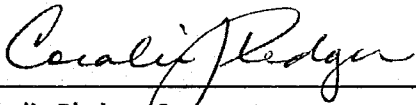
The BOC discussed options for communication with the public and on the District's website. Chair Luna proposed that a work group be formed to research communication ideas, formulate recommendations, and report back to the BOC at the next meeting. Chair Luna asked John Havenstrite, Coralie Pledger, Paul Walsh and Mike Frost (alternate) to be on the subcommittee and all accepted.

**Open Forum-** no one was present to address the BOC.

**Adjournment** - The meeting was adjourned at 8:41 pm.

**Approved:**

  
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Vilma Luna, Chair

  
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Coralie Pledger, Secretary

Submitted by Vilma Luna