

**INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE**  
**OF THE SANTEE SCHOOL DISTRICT**

**Wednesday, October 28, 2020**

**Minutes**

1) **Call to Order at 6:08.** Chair Linda Vail called the meeting to order.

2) **Roll Call.**

**Members Present:** Erin Garcia, Terri Knight, Joseph Perricone, Beth Rackliffe, Kai Ramer, and Linda Vail

**Attendees Present:** Evonn Avila, Karl Christensen, Dianne El-Hajj, Nicole Roberts, Dale Scott, and Bryce Storm

3) **Approval of Agenda.**

*Motioned by Joseph Perricone; Seconded by Terri Knight; All in Favor.*

4) **Introductions.** Chair Linda Vail introduced new committee member, Beth Rackliffe. Meeting attendees Evonn Avila, Nicole Roberts, and Dale Scott were introduced to the committee by both Chair Vail and Karl Christensen, stating what each person's affiliations with the Santee School District are.

5) **Public Comments.** None at this time.

6) **Orientation for New Members.** Karl Christensen briefly shared the documents from the first ICOC meeting to provide a brief orientation for new ICOC member Rackliffe and as a refresher for current ICOC members. Documents shared were:

- a) Summary of Proposition 39
- b) ICOC Bylaws
- c) Ethics Policy
- d) The Brown Act
- e) SD Taxpayers Association Best Practices

The ICOC's responsibilities were explained by Mr. Christensen and Chair Vail. The question arose about what is the specific Bond amount and bond language. Mr. Christensen reported that Measure S was approved in November 2018 to reauthorize the previously approved but unissued Proposition R bonds in the amount of \$15.37 million and stated that he will send the bond language that outlines how the money is to be spent to the members of the ICOC.

7) **Review of Capital Improvement Program (CIP) Projects.** Karl Christensen explained the modernization program at Chet F. Harritt School. The project includes the removal of Project SAFE portables and replacement with a modular building, and construction of the new building, which includes a Learning Resource Center (LRC) and seven (7) classrooms. The project at Sycamore Canyon School is for the construction of a Learning Resource Center and modular classrooms. The project at PRIDE Academy is for the construction of a LRC building. Mr. Christensen asked Bryce Storm, Santee School District Director of Maintenance, Operations, and Facilities, to provide a status update on each project. The projects are on schedule. Chet F. Harritt is anticipated to be completed by June 2021. The estimated completion timeline for Sycamore Canyon School and PRIDE Academy projects is March/April 2021. Bryce Storm informed the ICOC of what stages the construction is under at all three sites. Mr. Christensen explained how the Lease-Leaseback Agreement with Balfour

Beatty is structured and provided information about the funds available for the projects which are bond funds and land sale proceeds. Bond funds will be spent first, then land sale proceeds as the latter has more flexibility in how the money may be spent whereas the bond funds must be spent in accordance with the bond language. Lastly, Mr. Christensen provided background information about the CIP projects from 2007 to present, including information on value engineering. He stated that the District's retired Director of Modernization, Christina Becker, oversaw the CIP program up until April of 2020 and saved the District multiple millions of dollars with her architectural knowledge.

- a) **Change Orders and Use of Allowances and Contingencies.** Karl Christensen went over spreadsheets to explain the change orders listed and what the contingencies are for. The question, "Who oversees change orders?" was asked by Member Perricone. Mr. Christensen explained that the District has two individuals that oversee the change order process: Bryce Storm, the District's Director of Maintenance, Operations & Facilities, along with Don Hendrix, a Division of State Architect Inspector of Record. Mr. Storm and Mr. Hendrix carefully scrutinize each change order for its necessity.

A discussion about soil reports at PRIDE Academy occurred. Mr. Christensen also explained a change order for Chet F. Harritt regarding additional grading to work around a discovered Cox Cable line to be relocated. Mr. Christensen will be invoicing Cox Cable the cost of this underground utility expense in the amount of \$3,716.74 since the cable was installed outside of easement boundaries.

A question about item #13 on the change order list was asked by Member Perricone. Bryce Storm will research the BIM coordination and provide information to the ICOC.

- b) **Financial Reports.** The following documents were reviewed and discussed:

- i. Sources and Uses Statement
- ii. Project Expenditures To Date
- iii. Project Cost Summary

Karl Christensen went over spreadsheets to show all the income sources, expenditures, and projected expenditures, listing all the purchase orders that have been allocated to date, along with a project cost summary for Chet F. Harritt School.

A couple of questions about retention monies was asked regarding where the money is stored and for how long. Mr. Christensen explained that the District has bond funds in an interest bearing account. The retention is paid to the contractor 35 days after the filing of the Notice of Completion.

Chair Vail inquired about the sewer line replacement at Chet F. Harritt and Mr. Christensen updated the ICOC stating it has been completed at a cost to the City of Santee of \$67k.

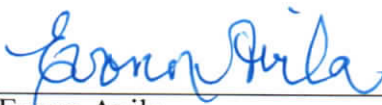
- 8) **Annual Report.** Chair Vail stated that the ICOC provides an annual report to the Board of Education and the Public. The report includes any ICOC findings and project updates. Karl Christensen shared previous ICOC annual reports from 2014 and 2013. Chair Vail asked for input from the ICOC about what to include in the report and asked for any volunteers to draft the report. Meeting attendee, Board of Education member Dianne El-Hajj, suggested that the report be presented to the Board of Education sometime after the ICOC January meeting in either February or March of 2021. Member Kai Ramer volunteered to help draft the annual report with Chair Vail. Mr. Christensen will provide Chair Vail with a template for the report. Chair Vail will send a draft of the annual report to the ICOC prior to the January ICOC meeting.

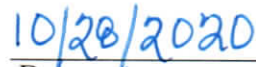
9) **Committee Member Comments and Suggested Topics for Next Meeting.** Chair Vail asked members for questions, comments, and/or suggested topics for the next meeting. Member Ramer requested a slide presentation or virtual tour of the projects be presented at the next meeting. Member Perricone asked if there are plans for future bonds or future projects. Karl Christensen stated that although there is a comprehensive list of facilities needs, there are currently no plans for another bond.

10) **Adjourned at 7:40 p.m.**

*Motioned by Terri Knight to adjourn meeting; Seconded by Joseph Perricone; All in favor.*

The next ICOC meeting is scheduled for Wednesday, January 27, 2021, from 6:00 to 8:00 p.m.

  
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Evonn Avila  
Administrative Secretary, Business Services

  
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Date