

**DEL MAR UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES  
Del Mar Hills School – Multipurpose Room  
14085 Mango Drive  
Del Mar, CA 92014**

**MEETING OF THE LEGISLATIVE BODY OF CFD NO. 99-1  
5:40 P.M. (Immediately Following the Meeting of  
the Legislative Body of CFD 95-1)**

**OFFICIAL AGENDA  
September 24, 2008**

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Written notice is hereby given in accordance with Education Code Section 35144, Government Code 54956, and other applicable law that the following Meeting of the Legislative Body of CFD 99-1 will be held on Wednesday, September 24, 2008, at the Del Mar Hills School Multipurpose Building, 14085 Mango Drive, Del Mar, CA 92014. The meeting will begin at 5:40 P.M.

**PLEASE NOTE:** Any member of the public who wishes to address the Board on an item on the agenda or on another topic which lies within the Governing Board's jurisdiction may do so, but must present a written request on the form provided before the meeting is called to order. A member of the public who wishes to address the Board on such item is limited to three minutes unless such time limit is waived by a majority vote of the Board. The total amount of time to be allowed on any item is twenty minutes unless the time limit is waived by a majority vote of the Board.

In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Board may 1) acknowledge receipt of the information, 2) refer to staff for further study, 3) refer the matter to the next agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the public meetings of the District's Governing Board, please contact the office of the District Superintendent at (858) 523-6198. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

**BUSINESS TO BE TRANSACTED WILL BE LIMITED TO THE FOLLOWING:**

1. CALL TO ORDER time: \_\_\_\_\_
2. Approval of Agenda \_\_\_\_\_ motion \_\_\_\_\_ second
3. Board Approval of Meeting Minutes \_\_\_\_\_ motion \_\_\_\_\_ second  
September 3, 2008
4. Approval of Consent Items  
*Agenda items preceded by an asterisk (\*) comprise the Consent Agenda and, unless removed at the request of a Board Member, will be approved by the Board as a group.*  
  
\*4.1 Board Approval of Purchase Orders and Commercial Warrants  
  
\_\_\_\_\_ motion \_\_\_\_\_ second
5. Approval of Action Item  
  
5.1 Board Approval of a Contract for Administrative Services for CFD 99-1 Management for the 2009 Fiscal Year
6. Communications from the Public  
*This section of the agenda is provided for the public to address any item which lies within the Governing Board's jurisdiction that is not on the agenda.*
7. Adjournment of Meeting \_\_\_\_\_ motion \_\_\_\_\_ second

**DEL MAR UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES  
Del Mar Hills School Multipurpose Room  
14085 Mango Drive  
Del Mar, CA 92014**

**MEETING MINUTES OF THE LEGISLATIVE BODY OF CFD NO. 99-1  
September 3, 2008**

Board Members Present: Annette Easton, Janet Lamborghini,  
Steven McDowell, Katherine White, Doug Perkins

Members Absent: None

Staff: Janet Bernard, Interim Superintendent, Rodger Smith,  
Director of Facility Planning and Human Resources

- 1. Call to Order** President Easton called the meeting to order at 5:58 P.M.
  
- 2. Approval of Agenda** On a motion by Member McDowell seconded by Member Lamborghini, and carried unanimously, the Board approved the agenda as shown.
  
- 3. Approval of Minutes** On a motion by Member White, seconded by Member Perkins, and carried unanimously, the Board approved the minutes, as amended, of the July 30, 2008 Meeting of the Legislative Body of CFD 99-1.

**4. Approval of Consent Items**

On a motion by Member Lamborghini, seconded by Member White and carried unanimously, the Board approved the consent items.

**5. Communications from the Public**

There were no communications from the public.

**6. Adjournment of Meeting**

On a motion by Member Lamborghini, seconded by Member Perkins and carried unanimously, the meeting of the Legislative Body of CFD 99-1 was adjourned at 5:59 P.M.

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Katherine White, Clerk of the Board of Trustees

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Date

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Janet Bernard, Secretary

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Date

September 16, 2008

To: Board Members  
From: Rodger Smith, Director of Human Resources and Facilities  
Through: Sharon McClain, Superintendent  
Subject: Board Ratification of CFD No. 99-1 Purchase Orders and Commercial Warrants

Ratification of purchase orders and commercial warrants are in order at this time. It is recommended that the Board of Trustees ratify the purchase orders in the amount of \$3,594.54 and commercial warrants in the amount of \$429,555.67.

The purchase order is for equipment at Sycamore Ridge School. The commercial warrants are for the annual administrative billing to Union Bank and the September 1, 2008 principal and interest debt service payment and for the purchase of furniture and equipment at Sycamore Ridge for classroom expansion.

**FISCAL IMPACT:** Supported by CFD No. 99-1

**RECOMMENDED:** Board Approval to Ratify the CFD No. 99-1 Purchase Orders in the Amount of \$3,594.54 and Commercial Warrants in the Amount of \$429,555.67.





Meeting of the Legislative Body of CFD 99-1 of September 24, 2008

September 16, 2008

To: Board Members

From: Rodger Smith

Subject: Board Approval of a Contract for Administrative Services for CFD 99-1 Management for the 2009 Fiscal Year

Each year since its inception, administrative services for management of CFD 99-1 have been provided by Benjamin Dolinka. Mr. Dolinka was previously associated with David Taussig and Associates; he is currently associated with Dolinka Group. Subsequent to receipt of the contract proposal from Dolinka Group for administrative services for CFD 99-1 for this year, requests for proposals were sent to two additional firms that provide similar services to school districts in southern California. The two other firms are Koppel & Gruber Public Finance and Willdan Financial Services (Willdan Financial Services was formerly MuniFinancial).

In the request for proposals, the three firms were required to present their fees for a standard array of services that are part of the administration of community facilities districts operated under the Mello-Roos Community Facilities Act of 1982. In addition, the firms were asked to provide contact information for references from current and former clients so that the quality of the vendor's services could be verified.

The proposed fees for services from the three companies are represented in the table below:

	Dolinka Group*	Koppel and Gruber	Willdan Financial
Basic Fee 95-1	\$15,000	\$8735	\$7500
Basic Fee 99-1	12,000	5289	5900
Arbitrage Calculation	Included in fee	1200 per bond	1800 per bond
Continuing Disclosure	Included in fee	950 per bond	Included in fee
<b>Total Fee – 95-1</b>	<b>\$15,000</b>	<b>\$10,885</b>	<b>\$ 9,300</b>
<b>Total Fee – 99-1</b>	<b>\$12,000</b>	<b>\$ 7,439</b>	<b>\$ 7,700</b>
<b>Company Total</b>	<b>\$27,000</b>	<b>\$18,324</b>	<b>\$17,000</b>

\* The proposal from the Dolinka Group is inclusive of all services for CFD administration. The proposals from Koppel and Gruber and Willdan included additional charges for delinquency management. Such charges could not be quantified based upon the proposals; it is estimated that each CFD might incur delinquency management fees of approximately \$3,000 per year from either Koppel and Gruber or Willdan. The Dolinka Group proposal also proposes a five year agreement with no cost of living increases during the five year duration of the agreement.

Based upon the cost proposals from the three firms, reference checks were made for the Willdan Company only because the firm's proposed charges were the lowest of the three companies. Willdan currently holds contracts for CFD administrative services with the Solana Beach School District, San Dieguito Union High School District, Carlsbad Unified School District and North City West School Facilities J.P.A. in our general geographical area. All of these districts report very good to excellent experience with Willdan.

Based upon the analysis of the proposals of the three firms, selection of Willdan Financial Services is recommended for a one year contract for CFD 99-1 administrative services.

(Copies of the proposals from the three firms are available by request in the office of the Director of Facilities Planning at the District Office)

**FISCAL IMPACT:** Revenue: Funds from CFD 99-1  
Expenditure: \$7700 contract fee is included in the  
2008-2009 Adopted Budget. Budget  
savings may be realized at year end.  
Fund Balance: No change to fund balance.

**RECOMMENDED:** The Superintendent recommends Board Approval of a Contract for Administrative Services for CFD 99-1 Management with Willdan Financial Services for the 2009 fiscal year.