

Half-Cent Sales Surtax Citizens Advisory Committee

Meeting Minutes

Monday, December 20, 2021

Opening

The regular meeting of the Half-Cent Sales Surtax Citizen Advisory Committee was called to order at 4:03p.m. on Monday, December 20, 2021, via Webex at St. Johns County School District, 40 Orange Street, St. Augustine, FL 32084 by Mr. Lewis, Vice Chairman.

Attendance

CAC Members--Present: Damian Cook, Richa Jeetah, Amy Lasswell, John Lasswell, Jason Lewis, Barbara Little and Grant Mysterly. Alternates: Mary Ford and Kim McManus. Absent: Ed Albanesi, Susan Connor, Fred Danner, Jack Hardman, Theresa Lennon, Rhonda Lovett, Dr. William McCormick, Norvie Veracruz, Javelyn Arvay, Derek Barrs and Michelle Dillon.

School District staff--Present: Nicole Cubbedge, Mike Degutis, Gretchen Saunders, Paul Rose, Bruce Patrou, Colin Kirkland, Miriam Testasecca and Judith Harvey.

Public Attendees--Web attendees: Elizabeth Tate and Travis Gibson.

Approval of Minutes

Minutes from the September 20, 2021, regular meeting were then approved with a motion by Mr. Lasswell and seconded by Ms. Lasswell. A vote was taken, and the motion was approved.

Draft Annual Report

Mrs. Cubbedge presented the draft of the Annual Report that is presented to the Committee in December. The Committee will then review the Annual Report before it is presented to the School Board. Mrs. Cubbedge stated that she will confirm if Mr. Hardman can present it to the School Board in January since he is absent today. The Annual Report will be presented to the School Board on Tuesday, January 11th at the evening meeting which is at 6:00pm.

Mrs. Cubbedge then walked the Committee through the draft of the Annual Report. She stated that the Annual Report was being presented in its standard format. She further stated that the Annual Report is dated January 2022, but the report is a reflection on the completion of the 2021 budget and the beginning of the 2021-2022 budget. She said that the budget functions in a school

year format but is presented as a calendar budget for the Annual Report. Mrs. Cubbedge then proceeded to review the history of the half-cent sales surtax and the Citizens Advisory Committee (CAC) which requires the Annual Report be presented to the School Board. Mrs. Cubbedge reviewed the four (4) areas of expenditures and the Critically Needed Project List. She also reviewed the projected revenue and the bonds that were used for the two (2) new schools funded by sales tax, Pine Island Academy (PIA) and Freedom Crossing Academy (FCA). She also reviewed the debt service and the savings for future construction and future debt service. Next, she reviewed the 2020-2021 budget by showing the projections and debt service and reviewed each category. She then showed pictures of the Dining Expansion at Liberty Pines Academy (LPA) and renderings and pictures of PIA. She also shared pictures of the roof projects. She did note that supplies for the roof projects were in short supply and that the lead time to receive these materials was very long. She stated that it is ideal to do roof projects in the summer but unfortunately, some of these projects had to be done during the school year but were completed around student schedules.

Mrs. Cubbedge then turned the review over to Mr. Patrou to present the Technology section of the Annual Report. Mr. Patrou presented the slides regarding Sales Tax Used for Technology which included the categories of Classroom Interactive Panels, New Student Computers, New Teacher Laptops which was the sixth (6th) teacher refresh program since 2006 occurring every three (3) years, and the last category of Security Cameras and Access Control (Phase 2). Mr. Patrou also reviewed Sales Tax Spent. He noted that in one category, there may be some grant money utilized which would free up funds in that category for more needed items.

Mrs. Cubbedge then reviewed the slides for the financial report. These slides were of the Monthly Sales Tax Revenue and the Quarterly Sales Tax Revenue which were included in the Annual Report. Mrs. Cubbedge then presented a look forward into the current budget and noted that projections are higher than last year. Next, Mrs. Cubbedge reviewed the debt service and reviewed the four (4) categories. She also noted that the South Woods expansion is moving along but there were some utility issues that needed to be addressed so it was taking a little longer than expected.

Mr. Lewis opened the floor for comments or critiques and there were none.

Financial Reporting

Mrs. Saunders gave the financial report. She reviewed the Sales Tax Receipts as of September 30, 2021. She then reviewed the Monthly Sales Tax Revenue graph since 2016. Next, Mrs. Saunders reviewed the Quarterly Sales Tax Revenue and the Monthly/Quarterly Sales Tax Revenue graph, and she noted it was the highest received to date. Mr. Lewis asked about the location of the sales tax revenue. Mrs. Cubbedge clarified that he was asking about regional data of where the sales tax revenue is received. Mrs. Saunders stated that the information is not received in that manner, but she would ask about possibly getting that information for the Committee.

Project Reporting

Mrs. Cubbedge explained that Mr. Rose was in attendance, but there would not be a separate project report since she had covered most of the projects in the Annual Report.

Public Comment

None.

Closing Comments

Mrs. Cubbedge reminded the Committee that the Annual Report will be presented at the January 11, 2022, School Board meeting at 6pm and she encouraged the Committee to attend if they are able. She also reminded the Committee that their next meeting is scheduled for March 21, 2022, at 4pm and she asked if they would prefer an on-line meeting or an in-person meeting or would they like for her to send an email poll. She stated that most St. Johns County School District meetings had returned to in-person meetings. Mr. Lewis asked if she would send an email poll.

Next Meeting Date/Time

The next meeting will be held on Monday, March 21, 2022, at 4:00pm. The format and/or location to be determined.

Adjournment

The meeting was adjourned at 4:46pm with a motion by Mr. Misterly and seconded by Ms. Lasswell.

Minutes submitted by Judith Harvey