

## **November 1, 2017 - Citizens Bond Oversight Committee Minutes**

- Chair Melinda Bradford called the meeting to order at 6:05 p.m.
- Committee Members Present: Melinda Bradford, Chike C. Udemezue, Ph.D., Rob Rich, Tony Breslin, Xouhoa Bowen, Jonas Mok joined the meeting via telephone
- Staff Present: Dr. Kevin Collins, Aaron Kerrigan, Laura Arguayo-Guevara

### **Legal Statement**

- Legal statement was read by Chair Melinda Bradford.

### **Welcome and Introductions & Bylaw Review (Information)**

- All members present introduced themselves
- Bylaws were reviewed

### **Meeting Minutes - May 23, 2017 (Action)**

- Motion was made to approve the May 23, 2017 minutes by Rob Rich and seconded by Tony Breslin. Motion passed 6-0

### **Bond Progress Report and Timeline (Information)**

- Aaron Kerrigan, Director of Facilities & Operations, gave an update on the progress of the bond.
  - New furniture is on its way for the library renovations.
  - The majority of the libraries are completed and they are still working to complete Bancroft MS, Roosevelt ES, and McKinley ES. The first scheduled to be completed is McKinley ES.
  - McKinley ES HVAC project is 95% complete. The contractor still needs to complete the project and once completed he will receive his final payment. Air conditioning was functioning for the first day of school at McKinley ES.
  - Madison parking lot was resurfaced during the summer. The layout was reversed and there has been positive feedback regarding the new layout.
  - Upcoming Library projects:
    - John Muir MS library to be completed at the end of the month.
    - Wilson ES to be completed by the beginning of December.
    - Garfield ES should be completed by November 9th and furniture delivered by November 10th.
    - SLHS, Washington and Madison libraries are not being worked on at this time.
  - Upcoming district projects:
    - HVAC/Electrical upgrade at Washington ES, no timeline at this time.
    - Districtwide HVAC project
    - Districtwide portable replacement
    - Promethean boards being installed at SLHS and other sites.
      - J1 Measure Bond budget set aside \$10 million for technology.
- Dr. Kevin Collins, Assistant Director of Business, discussed the five major components for Measure J1 Bond.
  - Electrical, HVAC, libraries, portables and technology.

### **Reports - Annual Performance Audit 2016-17: Measure J1**

- Dr. Kevin Collins, Assistant Director of Business, reported on the Annual Performance Audit for 2016-17: Measure J1
  - District auditors also audit the bond expenditures. There are two separate audits; Financial and Performance audits.
    - There were no audit findings found and it was a clean audit.
    - Audit dates were from Mid May through June 30, 2017.

- Tony Breslin had questions regarding internal audit control. Kevin explained that four audits were completed; Measure B, Measure M, Measure J1 and the District audit.
- Dr. Chike Udemezue asked if District and Bond audits were kept separate. Dr. Collins respond that these audits were kept separate, but district audit encompasses all aspects of district finances.
- Motion was made to approve the Annual Performance Audit 2016-17: Measure J1 by Chike Udemezue and seconded by Xouhoa Bowen. Motion passed 6-0

### **Review Expenditures through September 27, 2017**

- Kevin Collins reviewed expenditures and encumbrances for Measure J1 project. He explained that both expenditures and encumbrances shown on this report are listed as expenses.
  - Both Tony Breslin and Rob Rich had questions regarding the campus security. It was explained that campus security was for security systems and not for security personnel.
  - There were additional questions regarding the “Other Tech Projects” listed.
  - The balance for “Other Tech Projects” will be used to purchase additional ChromeBooks and Network upgrades. There was a question regarding bond expenditures on technology. Dr. Collins explained that technology was listed in the 75 word statement that voters approved and it is an allowable expenditure under Proposition 39.
  - Dr. Chike Udemezue asked if he requested more information on expenditures would it be available. Dr. Collins responded that if anyone wanted more detail on the expenditures and encumbrances he would be glad to provide the information.

### **Public Comment**

- Committee members requested the following information:
  - Rob Rich requested forecasting cost and schedule.
  - Dr. Kevin Collins thanked the committee for their time and appreciated their comments.

### **Future Meeting Date**

- CBOC meeting updated to April 17, 2018 in Bond Office #2

### **Adjournment**

- Meeting was adjourned at 7:30 p.m.
  - Motion was made to adjourn the meeting by Tony Breslin and seconded by Rob Rich. Motion passed 6-0