

Citizens Bond Oversight Committee (CBOC)

Minutes of meeting of 11/9/17

6:00 PM District Offices

Call to Order: David Stern called the meeting to order

Members Present: David Stern; Sandra Naughton; Mike Brandy; Jason Cooke; Jon Foyt; Judith Box

Member Absent: Paul Rosenzweig; Stephen Collins

Staff Present: Audrey Katzman, Chief Business Official (CBO); Phil Atkinson, Director, Construction/Maintenance; Ruben Fernandez, Director of Innovation & Technology

Approval of Agenda: Motion Stern/Second Naughton to approve the agenda.
Approved

Approval of 6/15/17 Minutes: Motion Foyt/Second Naughton to approve minutes.
Approved

Public Comments: There were no public comments

Bid Proposals and Awards:

Phil reported on major bids since the last meeting. The District hired HY architects to prepare detailed drawings of the Tice Creek Intermediate School expansion project. The architects have been working with constituents to develop the plans which were on display in the Board room.

The district also entered into a preconstruction lease/leaseback contract with JLM to design and deliver the modular classroom buildings at Tice Creek. This work is anticipated to start in Spring 2018 and be completed for the beginning of the 2018/19 academic year. The district focus on bond activities will be at Tice Creek for the balance of the 2017/18 year and perhaps into 2018/19 year.

Reuben updated the committee on the status of the \$3.5 million technology infrastructure project affecting all sites. The vast majority of the work is now completed with only “punch list” items remaining to be finished. Reuben and Phil considered this project to be very successful in its scope given such a short timeline for completion.

Quarterly Report

Audrey reviewed the handout for the Measure D financial report dated 10/10/17. This was the first comprehensive reporting format prepared with the assistance of the CPM software and will be a template for future reports. The report detailed the \$2.8 million in expenditures in 2016-17 that started the bond program. These expenditures focused on summer “splash” projects, safety improvements and technology infrastructure projects. A few suggestions were made for modifying the report.

The committee discussed the need for a formal budget approval project for the Board of Trustees, as well as a policy governing change order approval, and budget modifications. The financial report should include a column for initial approved budget as well as revised budgets.

The auditors will complete their final financial and performance audit on the bond program in time to address the CBOC at the December 14 meeting.

It was agreed that the committee would receive “updated financial reports” at each meeting as opposed to formal quarterly reports which would have an arbitrary cutoff date.

Preparation of the Annual Report to the Board

The committee discussed preparation of this annual report. Audrey shared a copy of the Acalanes HS district report as an example. Sandra volunteered to look at other district reports and bring a draft of a potential report to the next meeting if possible. The committee shared an interest in seeing reports of other districts perhaps through web links. The committee asked Phil and Reuben to send Sandra a summary of their

projects that were accomplished in FY 2016-2017. The committee wanted to get the first report out as soon as possible after the financial audit was completed.

Terms of Office

CBOC Bylaws indicate that the Board will appoint members for two year staggered terms. In order to establish how members will be staggered for these initial appointments, each member selected a slip from an envelope indicating a term of office. The results were as follows:

For terms ending on July 1, 2018

Sandra Naughton, Jason Cooke, Judith Box, Jon Foyt

For terms ending on July 1, 2019

Mike Brandy, Paul Rosenzweig, David Stern, Stephen Collins

Future Agenda Items and Meeting Date

Auditors to present financial and performance audit findings to the CBOC at the December 14 meeting.

A draft of the annual report to the Board will be presented by Sandra at the December 14 meeting.

Future items

Report on Board policy governing budget approval/revision and authority to approve change orders to contracts.

The next meeting will be on December 14 at Tice Creek/Parkmead for a site walkthrough examining bond projects followed by the regular meeting of the CBOC. It is anticipated the walkthrough will start at 3:30.

Adjournment: Motion/Second to adjourn at 7:06 PM. Approved

Submitted by Secretary

Mike Brandy