Citizens Bond Oversight Committee (CBOC)

Approved Minutes of meeting of 12/14/17

3:30 PM Tice Creek School

Call to Order: Mike Brandy called the meeting to order

Members Present: Sandra Naughton; Mike Brandy; Jason Cooke; Jon Foyt; Judith
                    Box; Paul Rosenzweig

Member Absent: Stephen Collins; David Stern

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

The meeting was held at Tice Creek/Parkmead schools in order for the committee to see a sample of last year's bond projects and plans for the new Tice Creek construction slated for this year. Phil Atkinson showed some of the paving, roofing, and playground safety improvements that were completed at these schools. These activities represented similar projects at the other Walnut Creek Schools. Phil also showed the committee where new construction would take place to add portables and a multi purpose room on the Tice Creek campus. Ruben Fernandez showed the committee the improvements in technology infrastructure that were completed, including new main distribution frames, new wifi capacity in each classroom capable of handling 50 devices, new communications systems and capacity for outdoor wifi. These projects were also representative of the work that was done at the other schools. Upon returning to the classroom, Ruben demonstrated the capacity to monitor the usage of the internet throughout the district. Once the demonstration and tour was completed the regular meeting commenced. The committee commended staff for the amount of maintenance and technology projects that were completed in such a short time.

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

Approval of 11/19/17 Minutes: Audrey recommended one correction to the
                    minutes, and the minutes were approved as amended.

Public Comments: There were no public comments

Bid Proposals and Awards:

Phil reported on major bids since the last meeting.

The Board approved a contract of about $400,000 for preconstruction design services with JLM. This phase of design will allow the drawings to be submitted to Department of State Architects (DSA) in February with anticipated approval by March.

Financial Report

Audrey reported that the auditors had completed the Measure D audit. A preliminary copy of that audit was attached to the agenda packet, although at least one member did not receive it. Staff will follow up on email problems with distributing the agenda and the attachments. The auditors could not attend this CBOC meeting, so they will attend the March 15 meeting to review the audit. It was noted that the preliminary audit reflected an Unqualified Opinion and that all expenditures for 2016-2017 tied out to the district financial reports distributed to the committee at the November meeting.

.

Preparation of the Annual Report to the Board

Sandra presented the work she had done to review annual reports from other districts, and to draft a copy of the report format for the CBOC. The committee reviewed this proposed format and with some minor suggestions agreed that it would be an excellent annual report. Staff will now work with Sandra to fill in the content as highlighted in the draft. Audrey expected to have a proposed final draft by the end of January so the committee could publish the report in February. The proposed final draft will be emailed to committee members for final review and input. The committee expressed their appreciation to Sandra for all the work done on this project.

Future Agenda Items and Meeting Date

Next meeting

Auditors to present financial and performance audit findings to the CBOC.

Review process for re-appointment of members whose terms expire June 2018

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

The next meeting will be on March 14, 2018 at the district office

Adjournment: Motion/Second to adjourn at 5:10 PM. Approved

Submitted by Secretary

Mike Brandy