

Citizens Bond Oversight Committee (CBOC)

Approved

Minutes of meeting of 9/27/18

6:00 PM Walnut Creek School District Office

Call to Order: David Stern called the meeting to order

Members Present: Mike Brandy; Jon Foyt; Paul Rosenzweig; Sandra Naughton; Stephen Collins; Judith Box; David Stern

Member Absent: Jason Cooke (excused)

Staff Present: Audrey Katzman, Chief Business Official (CBO); Phil Atkinson, Director, Construction/Maintenance;

Approval of Agenda: The agenda was approved

Approval of Minutes: The minutes from the 6/28/18 meeting were approved

Public Comments: There were no members of the public present

Bid Proposals and Awards

Phil gave an update on the Tice Creek projects. The construction of the classroom portion of the project was completed during the summer in time for school to start. Indications are that the students and teachers were very pleased with the new facilities. The district recently accepted the proposal from JLC to construct the multi purpose room. The slab has been poured and framing is scheduled to start. The expected completion date is March 2019. The summer 2018 projects included the repainting of WCI and Indian Valley. The next major focus on the bond expenditures will be at WCI. Planning for those improvements has started with the architects, staff and stakeholders. These major renovations will probably begin in 2020. Meantime, the summer projects for 2019 are now being developed.

Ruben could not be at the meeting, but relayed his report through Audrey. The technology projects have largely been completed for this phase and are in working condition. The telephone upgrade is about 50% complete. The district is testing additional security camera measures to determine what steps should be taken to strengthen this type of security.

Audrey reviewed the four page financial statements showing the overview of the budget and actual expenditures. The

district closed its books on June 30, so the financials represent the unaudited actuals for the 2017-18 fiscal year. The major portion of the funding from this series of bonds was for Tice Creek. That project is slightly under budget, that is, there is a projected contingency remaining if nothing unexpected occurs on the Multi Purpose Room construction at Tice Creek. The district received \$339,923 interest revenues on the bonds which will be added to the available funds for the bonds. In addition, Audrey said the district is analyzing the use of developer fees received that might offset some of the bond expenses.

The district is analyzing the timing for the second \$20 million issuance of the bond so it can be coordinated with the projected expenditures. It is anticipated that the second series would be sold Spring/Summer 2019.

Budget Changes and Change Order Approval

In response to a request from the committee, Audrey explained the procedures for approving project budgets. She indicated that all budgets are required to be approved by the board. Any contract exceeding \$5,000 must be approved by the Board. All project budgets require a 10% contingency budget. Any change orders to the contracts must approved by the Board. The committee agreed that these were strong procedures for internal control of budgets and change orders.

Terms of Officers

The committee agreed that new officers would be appointed in January of each year and serve for one calendar.

Committee Attendance

The committee agreed that if a member had more than two unexcused absences in a calendar year, that the committee would ask the board to appoint a new representative to fill that slot.

CBOC Annual Report

Sandra agreed to take the lead on preparing the annual report. The content of the report can be completed now. The final report from the independent auditors should be received by

December. It is anticipated that the draft of the annual report will be reviewed by the committee at their January 2019 meeting so the final report can be presented to the Board as soon as possible after that (striving to make an earlier presentation than last year). Audrey will ask the auditors to schedule their meeting with the CBOC as early as possible.

Next meetings

The January 3, 2019 meeting will be held at 5:00PM at Tice Creek school to see the bond progress at that school.

The following meetings will be March 28, 2019 and June 27, 2019

The meeting was adjourned at 7:00 PM

Submitted by Secretary

Mike Brandy