

# **CITIZENS' BOND OVERSIGHT COMMITTEE MEETING**

**El Rancho Unified School District**

## **Meeting of the Measure "EE" Citizens' Bond Oversight Committee**

**6:00 p.m.**

**District Technology Room  
9333 Loch Lomond Drive  
Pico Rivera, CA 90660**

**May 7, 2014**

### **MINUTES**

1. **CALL TO ORDER**

The meeting was called to order by Esther Mejia at 6:02 p.m.

***ROLL CALL*** – Members of the Citizens' Bond Oversight Committee

Esther Mejia, Chairperson  
Dr. Teresa Merino, Vice Chairperson  
John Chavez, Member  
Vincent Chavez, Member  
Javier Pacheco, Member  
Suzanne Rodarte, Member (Late)  
Dr. Linda Vargas, Member (Late)

**DISTRICT ADMINISTRATION**

Martin Galindo, Superintendent  
Leticia Covarrubias, Chief Business Officer  
Carlos Jimenez, Director of Maintenance and Operations (Absent/Excused)

2. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Esther Mejia.

***Visitors*** – Register No. 12-2013/2014

3. **ADOPTION OF AGENDA**

***Recommendation is made that the agenda be adopted as Amended. Amend to proceed to item 7.1 after public comments.***

Motion: J. Chavez      Second: T. Merino      Vote: 6-0      PASSED

Vote: J. Chavez: Yes  
 V. Chavez: Yes  
 T. Merino: Yes  
 J. Pacheco: Yes  
 S. Rodarte: Yes  
 L. Vargas: Not Present  
 E. Mejia: Yes

4. **PUBLIC COMMENTS**

*Members of the public have an opportunity to address the committee.*

None.

5. **ADOPTION OF MINUTES**

5.1 Recommendation is made that the minutes of March 26, 2014 be adopted as submitted.

Motion: T. Merino Second: L. Vargas Vote: 6-0 PASSED

Vote: J. Chavez: Abstain  
 V. Chavez: Yes  
 T. Merino: Yes  
 J. Pacheco: Yes  
 S. Rodarte: Yes  
 L. Vargas: Yes  
 E. Mejia: Yes

5.2 Recommendation is made that the minutes of April 9, 2014 be adopted as submitted.

Motion: J. Chavez Second: L. Vargas Vote: 6-0 PASSED

Vote: J. Chavez: Yes  
 V. Chavez: Abstain  
 T. Merino: Yes  
 J. Pacheco: Yes  
 S. Rodarte: Yes  
 L. Vargas: Yes  
 E. Mejia: Yes

6. **NEW BUSINESS – ACTION ITEMS**

6.1 Approve revisions to the “2012-2013 CBOC Measure “A” and “EE” Annual Report Addendum – Critical Questions/Recommendations.”

Motion: L. Vargas Second: J. Pacheco Vote: 7-0 PASSED

Vote:	J. Chavez:	Yes
	V. Chavez:	Yes
	T. Merino:	Yes
	J. Pacheco:	Yes
	S. Rodarte:	Yes
	L. Vargas:	Yes
	E. Mejia:	Yes

## 7. **DISCUSSION ITEMS**

### 7.1 Technology Update Presentation – *Mark Metzner, DRG/ICC*

Item 7.1 was presented after the public comments section: At the request of the Citizens’ Bond Oversight Committee, Mr. Mark Metzner presented an update of the District’s technology projects. Mr. Metzner provided an Information Technology Project List which included the project title, the project description and the project completion-month/year. Handouts included: ERUSD IT Project List, Service Infrastructure photos (before and after) and project timeline.

### 7.2 Report on Activities– *E. Mejia*

The visit to Rio Hondo College was a great visit; very impressed with their facilities along with their presentation. Ms. Mejia would like to see HPLE do more to publicize their meetings and suggested including a link on the District’s website promoting the facilities master plan “for more information.” Ms. Mejia is pleased with the work HPLE is doing and is looking forward to viewing one of their facilities in San Marcos next week.

### 7.3 Bond Expenditures Update – *L. Covarrubias*

Ms. Covarrubias provided two handouts, (1) Bond Fund 21, Trial Balance – Financial Report, as of April 30, 2014. Measure A: beginning balance \$12,556,042, net balance \$11,797,247. Measure EE: beginning balance \$782,454, net balance \$2,733,494.

(2) Bond Fund 21.0 Expenditure Summary for March 2014. The summary document now includes a project column and more details under the invoice description. Total expenditures for Measure A were \$15,809.99 and total expenditures for Measure EE were \$492.32. Ms. Covarrubias suggested creating a web-based drop box where detailed back up information can be reviewed in lieu of providing photocopies.

The committee was provided a chart of accounts as previously requested by Mr. Pacheco. Sample spreadsheets used by Rio Hondo College for tracking project expenses were also provided to the committee. Ms. Mejia asked if Ms. Covarrubias would provide information to the committee regarding Priority 1 and Priority II E-Rate funding.

### 7.4 Bond Projects Update – *C. Jimenez*

In the absence of Mr. Jimenez, this item will be tabled until the next CBOC meeting.

8. **ADJOURNMENT**

The meeting was adjourned at 8:02 p.m.

Motion: J. Pacheco      Second: T. Merino      Vote: 7-0      PASSED

Vote:      J. Chavez:      Yes  
            V. Chavez:      Yes  
            T. Merino:      Yes  
            J. Pacheco:      Yes  
            S. Rodarte:      Yes  
            L. Vargas:      Yes  
            E. Mejia:      Yes