

**MEASURE “A” AND “EE”
SPECIAL CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING**

El Rancho Unified School District

5:00 p.m.

**EL RANCHO HIGH SCHOOL LIBRARY
6501 Passons Blvd.
Pico Rivera, CA 90660**

July 20, 2017

MINUTES

1. **CALL TO ORDER**

The meeting was called to order by Esther Mejia, Chairperson at 5:12 p.m.

ROLL CALL – Members of the Citizens’ Bond Oversight Committee

Esther Mejia, Chairperson
John Chavez, Vice Chairperson (Not Present)
Carolyn Castillo, Member
Vincent Chavez, Member (Not Present)
Suzanne Rodarte, Member

DISTRICT ADMINISTRATION

Dr. Roxane Fuentes, Interim Superintendent
Manoj Roychowdhury, Assistant Superintendent Business Services

2. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Ms. Mejia

Visitors – Register No. 1-2017/2018

3. **ADOPTION OF AGENDA**

Recommendation is made that the agenda be adopted as submitted.

Motion: S. Rodarte Second: C. Castillo Vote: 3-0 PASSED

Vote: C. Castillo: Yes
 J. Chavez: Not Present
 V. Chavez: Not Present
 S. Rodarte: Yes
 E. Mejia: Yes

4. **PUBLIC COMMENTS**

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

None.

5. **ADOPTION OF MINUTES**

Recommendation is made that the minutes of the CBOC Meeting on March 22, 2017, be approved as presented.

Motion: S. Rodarte Second: C. Castillo Vote: 3-0 PASSED

Vote: C. Castillo: Yes
 J. Chavez: Not Present
 V. Chavez: Not Present
 S. Rodarte: Yes
 E. Mejia: Yes

Recommendation is made that the minutes of the Special CBOC Meeting on April 20, 2017, be approved as presented.

Motion: S. Rodarte Second: C. Castillo Vote: 3-0 PASSED

Vote: C. Castillo: Yes
 J. Chavez: Not Present
 V. Chavez: Not Present
 S. Rodarte: Yes
 E. Mejia: Yes

6. **INFORMATION ITEMS**

6.1 **Account-Ability Software demonstration - HPLE**

A demonstration of ColbiDocs and Account-Ability (software for school building programs) was displayed by Luz Whisenant of HPLE. Sample reports were provided: "Budget Status Report," "Consolidated Projected Cost Report," and "Project Status."

7. **DISCUSSION ITEMS**

7.1 **Bond Expenditures Update** – M. Roychowdhury

Bond Measure A expenditures for February 2017 totaled \$464,366.24; Bond Measure EE expenditures totaled \$115,995.67.

Ms. Mejia questioned the description of "shade structure" on an invoice for Smith-Emery Laboratories (district will verify the description through the purchase order).

Bond Measure A expenditures for March 2017 totaled \$923,406.07; Bond Measure EE expenditures totaled \$228,978.08.

Ms. Mejia asked for clarification of a payment to Dougherty+Dougherty for the relocatable project at Valencia. Project was approved 50% general funds and 50% bond funds (district will verify if the expenditure listed signifies 50%).

Bond Measure A expenditures for April 2017 totaled \$1,094,579.55; Bond Measure EE expenditures totaled \$273,573.45.

Ms. Rodarte questioned an expenditure to Downey Party Rentals for canopies (expenditure was allowable due to rain during groundbreaking ceremonies).

- 7.2 **Bond Projects Update** “Facilities Master Plan “Board Approved Projects” – *J. Ortiz*
Mr. Ortiz provided a power-point presentation covering the Innovation and Science Labs Phase 2, along with the North Park Music Building Increment 2. Presentation included a Bond Projects Financial Update.

*Ms. Rodarte questioned the name (innovation lab **instead of science lab**) on the lab building at North Park.*

Ms. Castillo asked about a contingency plan and reallocation of budgets.

Note: Before the meeting was adjourned Ms. Castillo made a request to receive an updated list of bond projects.

- 7.3 **Annual Reports** – *Esther Mejia*
Ms. Mejia shared an example of an annual report from West Contra Costa USD where the CBOC committee was able to include recommendations as part of their annual report.

- 7.4 **CBOC Member terms** – *Esther Mejia*
The committee is seeking clarification regarding committee terms. Will the current committee term out or be given the option to serve 3 terms (Ed. Codes indicates 3 terms, By-laws indicate 2 terms)?

- 7.5 **CBOC Member vacancies (bona-fide taxpayer member and business member)** – *E. Mejia*
Ms. Mejia suggested advertising on the City cable channel and the chamber of commerce (advertising for member vacancies will be published once the district receives member confirmation from Mr. John Chavez).

- 7.6 **Status of Mr. John Chavez’ membership.**
Mr. Roychowdhury reported that a letter was sent to Mr. Chavez by U.S. Mail to confirm his status on the committee.

8. **NEW BUSINESS – ACTION ITEMS**

- 8.1 **2017-2018 CBOC meeting dates.**
Meeting dates selected for 2017-2018: Wednesday September 6, 2017; Wednesday December 6, 2017; Wednesday, March 7, 2018 and Wednesday, June 6, 2018.

Motion: S. Rodarte Second: C. Castillo Vote: 3-0 PASSED

Vote: C. Castillo: Yes
 J. Chavez: Not Present
 V. Chavez: Not Present
 S. Rodarte: Yes
 E. Mejia: Yes

9. **ADJOURNMENT**

The meeting was adjourned at 6:45 p.m.

Motion: C. Castillo Second: S. Rodarte Vote: 3-0 PASSED

Vote:	C. Castillo:	Yes
	J. Chavez:	Not Present
	V. Chavez:	Not Present
	S. Rodarte:	Yes
	E. Mejia:	Yes