

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

El Rancho Unified School District

6:00 p.m.

**Professional Development Center
9333 Loch Lomond Drive (at the corner of Loch Lomond and Citronell)
Pico Rivera, CA 90660**

September 6, 2017

MINUTES

1. **CALL TO ORDER**

The meeting was called to order by Esther Mejia, Chairperson at 6:02 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
Suzanne Rodarte, Member (Not Present)

DISTRICT ADMINISTRATION

Karling Aguilera-Fort, Superintendent
Manoj Roychowdhury, Assistant Superintendent, Business Services
Carlos Jimenez, Director, Maintenance and Operations

2. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Vincent Chavez.

Visitors – Register No. 2-2017/2018

3. **ADOPTION OF AGENDA**

Recommendation is made that the agenda be adopted as submitted.

Motion: C. Castillo Second: V. Chavez Vote: 3-0 PASSED

Vote: C. Castillo: Yes
 J. Chavez: Not Present
 V. Chavez: Yes
 S. Rodarte: Not Present
 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 Special CBOC Meeting on June 22, 2017 be approved as presented. **(ITEM TABLED)**

Recommendation is made that the minutes of the Special CBOC Meeting on July 20, 2017 be approved as presented. **(ITEM TABLED)**

6. **INFORMATION ITEMS**

7. **DISCUSSION ITEMS**

7.1 **Report on Activities** – *Esther Mejia*

Ms. Mejia thanked Mr. Chavez and Ms. Castillo for their attendance at the June 27, 2017 Board of Education meeting when the Annual Report was presented. Ms. Mejia also attended the Board of Education Meetings on July 18, 2017 where she advocated for the revision of CBOC Bylaws to meet more frequently and on August 8, 2017, where she again advocated for the revision of the CBOC Bylaws specifically for Measure ER for effective oversight. Ms. Mejia shared with the Board concerns that the HVAC project and the paint project were combined on the revised project list. Other items approved on August 8, were board item 15.C.10 - project change orders and board item 16.B.1 – revised facilities project funding plan.

Ms. Mejia took part in a phone interview with the auditor (CJ Gaunder Singh), which included general questions. Ms. Mejia also shared with the auditor, her concern that committee terms expired in February 2017 and the committee had not been officially appointed by the Board. Ms. Mejia requested that a CBOC member be present at the exit conference for the Measure A and EE bond audit.

Ms. Castillo shared a report of questions she asked at the board of education meetings: (1) regarding a succession plan for the superintendent position, (2) within the district what organization or position oversees the facilities master plan; (3) what is the process for changing CBOC meeting schedule from quarterly to monthly; (4) uncommitted bonds. Ms. Castillo did receive some responses to her questions.

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

Bond Measure A expenditures for May 2017 totaled \$998,702.68; Bond Measure EE expenditures totaled \$249,668.86.

Bond Measure A expenditures for June 2017 totaled \$1,328,183.09; Bond Measure EE expenditures totaled \$332,015.99.

Bond Measure A expenditures for July 2017 totaled \$608,223.63; Bond Measure EE expenditures totaled \$151,764.06.

Ms. Mejia asked when the committee would once again be receiving the trial balance reports. (Mr. Roychowdhury responded that he would work with Fiscal Services once negotiations and other financial reporting are completed).

Mr. Roychowdhury clarified a question from 7-20-2017: Payment to Dougherty+Dougherty for the relocatable project at Valencia was verified 50% general funds and 50% bond funds based on the purchase order.

Mr. Roychowdhury clarified a question from 7-20-2017: the invoice for Smith Emery was for material testing/inspection services and not School Shade Structures as indicated (description was verified through the purchase order).

Ms. Mejia requested a time line for the bond audit. (Mr. Roychowdhury has requested that the bond audit be ready when the financial audit is ready).

- 7.3 **Bond Project Update** “Facilities Master Plan “Board Approved Projects” – *Jaime Ortiz*
Mr. Ortiz provided a visual presentation “Progress Update” of the Innovation and Science Labs, Phase 2 projects at Rivera ES, South Ranchito DLA, Durfee ES, Valencia Academy, Salazar HS, North Park AA, Rivera MS and STEAM@Burke. Estimated project completion of the Innovation and Science Labs Phase 2 is September 2017. Presentation included an update of the progress to the Band Building Increment 2 at North Park AA. Estimated project completion of the Band Building is October 2017. Lastly included was a Bond Projects Financial Update.
- 7.4 **Recruitment of CBOC Members** (bona-fide taxpayer member and business member) – *M. Roychowdhury*
Mr. Roychowdhury reported that the district received information that Mr. John Chavez would not be continuing on the committee. Recruitment will resume. The committee currently has three vacancies (bona-fide taxpayer member, business member and member-at-large).
- 7.5 **2016-2017 Annual Report** – *Esther Mejia*
This item was included as reminder to start looking at the annual report for 2016-17.

8. **NEW BUSINESS – ACTION ITEMS**

- 8.1 Accept resignation of Mr. John Chavez from the Citizen’s Bond Oversight Committee for Measure A and EE.

Motion: V. Chavez Second: C. Castillo Vote: 3-0 PASSED

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

9. **ADJOURNMENT**

Note: Prior to the adjournment, Ms. Castillo shared a printed copy of a power point that she prepared (as an informal request) having to do with benchmarking/matrix. “Bond Project: Tracked/Analysis,” “Bond Projects: Revised August 2017,” “Request: Actual Project Cost per Location.”

The meeting was adjourned at 7:11 p.m.

Motion: C. Castillo Second: V. Chavez Vote: 3-0 PASSED

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