

DRAFT ONLY

**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**

March 27, 2018

MINUTES

1. **CALL TO ORDER**

The meeting was called to order by Esther Mejia at 6:07 p.m.

ROLL CALL – Members of the Citizens’ Bond Oversight Committee

Esther Mejia, Chairperson (present)
Carolyn Castillo, Member (present)
Vincent Chavez, Member (present)
Suzanne Rodarte, Member (present)

DISTRICT ADMINISTRATION

Karling Aguilera-Fort, Superintendent
Cheryl Plotkin, Interim Chief Business Officer
Carlos Jimenez, Director, Maintenance and Operations
Jaime Ortiz – HPLE (guest)

2. **PLEDGE OF ALLEGIANCE**

Vincent Chavez led the pledge of allegiance.

Visitors – Register No. 4-2017/2018

3. **ADOPTION OF AGENDA**

Recommendation is made that the agenda be adopted as submitted.

Motion: C. Castillo Second: V. Chavez Vote: 4-0 PASSED

Vote: C. Castillo: Yes
 V. Chavez: Yes
 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 September 6, 2017 be approved as presented.

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

Vote: C. Castillo: Yes
V. Chavez: Yes
S. Rodarte: Abstain
E. Mejia: Yes

Recommendation is made that the minutes of the CBOC Meeting on December 6, 2017 be approved as presented.

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

Vote: C. Castillo: Yes
V. Chavez: Abstain
S. Rodarte: Yes
E. Mejia: Yes

6. **INFORMATION ITEMS**

None.

7. **DISCUSSION ITEMS**

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

Ms. Mejia participated by phone in a bond audit exit conference on March 26, 2018 with Faith Kondrit from Nigro & Nigro. Areas discussed included: if there will be any changes to the draft (response was no), postage was not itemized because it was not a significant amount; to make sure that audit date would match the date when the audit is turned over to the district. Cheryl Plotkin added that the date in question is the date the district signs the representation letter. There was no mention of the actual project names, the audit only list capital projects in progress. Ms. Mejia requested some type of language be added to the introduction of the committee to state that the committee is in its third term but the board of trustees has not approved a third term as in previous terms. Only two high schools were listed under in the makeup of the district, one high school, one continuation high school (there are actually three high schools; Ellen Ochoa was not included).

Ms. Mejia listened to the board meeting from March 20, 2018 where a special board meeting was mentioned for April 5, 2018 to determine how the remaining bond funds will be spent.

7.2 **Bond Expenditures Update** – *C. Plotkin*

Bond Measure A expenditures for October 2017 totaled \$537,868.28; Bond Measure EE expenditures totaled \$134,440.95.

Bond Measure A expenditures for November 2017 totaled \$10,846.30; Bond Measure EE expenditures totaled \$2,675.20.

Bond Measure A expenditures for December 2017 totaled \$406,018.15; Bond Measure EE expenditures totaled \$101,479.26.

Ms. Castillo – provided a handout titled “Saifco Construction/Application for Payment” and requested clarification of the net changes to the contract. Questions were related to the application for payment to the North Park Band Building Increment 2 project and the innovation/science lab, phase 2 project at eight schools.

Cheryl Plotkin suggested providing a summary of change orders to the committee to assist in providing change order information.

The committee questioned the location of the 48 Chromebooks, keeping track of assets and requested the number of items per site (MakerBots, I-Pads and Chromebooks). Other items questioned were the purchase of car magnets, which were actually decals for the innovation and science labs and the need to properly identify items and the project location on purchases.

7.3 **Bond Project Update** – *J. Ortiz*

DSA Closeouts: DSA certification letters have been received for all projects except the band building. The band building documents have been signed and will be submitted to DSA for final certification. The architect’s retention payment is tied into obtaining DSA certification. The committee asked for copies of the certification letters for their annual report.

7.4 **2016-2017 Draft Bond Audit** – *Esther Mejia*

Now that the exit conference is complete, and the representation letter has been signed and returned, Cheryl Plotkin will follow-up with the auditors for the status of the final audit.

The audit statement of revenue, expenditures, changes to the fund balance, reflects interest in the amount of \$107,625.00. Ms. Mejia asked how does the interest go into the bond fund? Cheryl Plotkin responded that the interest goes into the fund and it would be part of the money to be reallocated to other projects.

Additional Discussion Items:

Ms. Mejia requested to ask Mr. Aguilera-Fort if Ms. Castillo could attend the CALBOC conference in Sacramento on April 24, 2018, Ms. Castillo will share conference material with the other bond committee. The conference is titled, “School Bonds and Property Taxes: A Citizen’s Primer,” and the cost is \$50.00 per participant. The Board expressed interest in sending a committee representative prior but it was never pursued.

The committee requested to schedule a site visit to see the band building and phase 2 innovation/science labs. Preferred days of the week are Mondays, Wednesdays or Fridays at 4:30 p.m.

8. **NEW BUSINESS – ACTION ITEM**

None.

9. **ADJOURNMENT**

The meeting was adjourned at 7:12 p.m.

Motion: S. Rodarte Second: C. Castillo Vote: 4-0 PASSED

Vote: C. Castillo: Yes
 V. Chavez: Yes
 S. Rodarte: Yes
 E. Mejia: Yes