

Downey Unified School District
CITIZENS' BOND OVERSIGHT COMMITTEE
11627 Brookshire Avenue
Downey, California

MINUTES

REGULAR MEETING

The Regular meeting of the Citizen's Bond Oversight Committee (CBOC) was called to order by Chair, Melody Gregorio, Monday, January 29, 2018 at 5:00 p.m., in room DCC-A at the Downey Unified School District located at 11627 Brookshire Avenue, Downey.

A quorum of the Citizens' Bond Oversight Committee was in attendance as established by roll call:

	Present	Absent
Paul Beemer	X	
Melody Gregorio	X	
Eric Pierce	X	
Russell Skersick	X	
Jerome Wetzstein	X	
Sung Yon Lee		X

DISTRICT STAFF PRESENT:

Dr. Garcia, Superintendent
Michael Martinez, Senior Director, Budget and Finance
Joseph Quinonez, Director, Facilities Planning and Development
John Shook, Director, MOT
Nancy Swenson, Member of the DUSD Board of Education
Sharon Newberg, Senior Secretary, Facilities Planning and Development

DISTRICT CONSULTANTS PRESENT:

Richard Ingrassia, Rachlin Partners
Jennifer Pearson, Rachlin Partners

Vavrinek, Trine, Day & Co., LLP (VTD) AUDITORS PRESENT:

Bill Rauch
Rachel Green

RECORDER:

Sharon Newberg, Senior Secretary,
Facilities Planning and Development

AGENDA ADOPTED

Eric Pierce moved, Jerome Wetzstein seconded, and the motion carried unanimously to adopt Agenda #9 for the Regular meeting of the Citizens' Bond Oversight Committee held Monday, January 29, 2018.

RECEIVE 2017 FINANCIAL AND PERFORMANCE AUDIT

Bill Rauch from the audit firm of VTD presented the CBOC with the 2017 Financial and Performance audit. Mr. Rauch explained how the audit was conducted using the principles generally accepted by the United States of America. He, also, reported on how Measure O Bond funds were reviewed and the audit evidence required from the District to perform the audit.

In the opinion of VTD, the audit confirmed in all significant respects, the District has properly accounted for the expenditures held in the Building Fund (Measure O) and that such expenditures were made for authorized Bond projects.

Bill Rauch reported to the CBOC, there were no audit findings reported in the prior year's Schedule of Findings and Questioned Costs.

Eric Pierce asked who paid for the Measure O audit? Michael Martinez responded, the audit is required and the District has an annual contract with VTD to perform the audit.

Jerome Wetzstein moved, Eric Pierce seconded, and the motion carried unanimously to accept the 2017 Financial and Performance audit as presented by VTD.

APPROVED MINUTES OF October 23, 2017

Russel Skersick moved, Paul Beemer seconded, and the motion carried unanimously to approve Official Minutes of the regular meeting of the Citizens' Bond Oversight Committee meeting held on October 23, 2017 as submitted or with the necessary corrections.

RECEIVE CORRESPONDENCE

A resignation letter was received from George Boose and was read by Chair, Melody Gregorio.

A motion to accept the resignation of George Boose was made by Eric Pierce, Russell Skersick seconded, and the motion carried unanimously to accept his resignation from the committee.

The open position will be posted in the newspaper and the application will be placed on the web-site to replace George Boose on the CBOC.

REVIEW FINANCIAL MONITORING OF PROJECTS

Michael Martinez presented the Measure O Budgets, Commitments, and Expenditure report through June 30, 2017 to the CBOC committee for review.

The report included all Measure O projects. Michael Martinez went over each line of the report explaining all planning cost, expenditures, and commitments for each project.

Paul Beemer wanted to know what was included in the Planning line of the report. Richard Ingrassia responded, the line includes Architect's fees and all other planning before actual construction starts.

The format of the report was discussed. The committee would like to see another column added for completion date of projects.

Jerome Wetzstein asked what happens to the money left over from a project? Michael Martinez responded, it goes back into the Measure O budget.

Eric Pierce asked about the Facilities-Security Pilot project. Joe explained it was a pilot project for electronic door locks. The district is considering using electronic locks throughout the District. The pilot project started with locks being installed on the Technology Department doors at the District office.

DISCUSSION OF CBOC ANNUAL REPORT

The CBOC Annual Report will be presented by the CBOC Chair to the Board of Education at the April 17, 2018 meeting.

REVIEW TERM LIMITS AND ELECT NEW CHAIR AND CO-CHAIR

Term limits were discussed. One-year terms will be up in the odd years and the two-year terms will be up in the even years.

Melody Gregorio asked for nominations for Chair and Eric Pierce was nominated. Jerome Wetzstein moved, Russel Skersick seconded, and the motion carried unanimously to elect Eric Pierce as Chair of the CBOC.

Melody Gregorio asked for nominations for Co-Chair and Russel Skersick was nominated. Jerome Wetzstein moved, Paul Beemer seconded, and the motion carried unanimously to elect Russell Skersick as Co-Chair for the CBOC.

ORAL COMMUNICATIONS HEARD

None

REVIEW PROGRESS OF SCHOOL CONSTRUCTION PROJECTS

Joe Quinonez and Richard Ingrassia provided a PowerPoint handout of current progress on Measure O modernization projects:

- Gauldin Elementary School – Modernization: In construction, anticipated completion March 2018
- Rio Hondo Elementary School – Modernization: In construction, anticipated completion March 2018

- Lewis Elementary School – Modernization: Anticipated DSA approval January 2018
- Rio San Gabriel Elementary School – Modernization: Submitted to DSA, anticipated DSA approval May 2018
- Williams Elementary School – Modernization: Submitted to DSA, anticipated DSA approval May 2018
- Stauffer Middle School – Modernization: In construction, anticipated completion Summer 2019

PROJECTS IN DESIGN

- Doty Middle School Modernization: Anticipated Submission to DSA, Summer 2018
- Griffiths Middle School Modernization: Anticipated Submission to DSA, Summer 2018
- Stauffer Middle School Phase 2, Gym: Anticipated Submission to DSA, Summer 2018
- Sussman Middle School Modernization: Anticipated Submission to DSA, Summer 2018
- Price Elementary School Modernization: Anticipated Submission to DSA, Summer 2018
- Unsworth Elementary Modernization: Submitted to DSA, December 2017

HEAR PUBLIC

No public response.

FUTURE AGENDA ITEMS

Annual Report

NEXT MEETING

The next meeting of the Citizens' Bond Oversight Committee will be held on Monday, March 26, 2018 at 5:00 p.m. in room DCC-A.

ADJOURNMENT

The regular meeting of the Citizens' Bond Oversight Committee was adjourned by Melody Gregorio at 6:35 p.m.