

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, Eric Pierce, Monday, January 28, 2019 at 4:30 p.m. in room T-5 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	
Danielle De Buhr	X	
Melody Gregorio	X	
Eric Pierce	X	
Russell Skersick		X
Jeff Townsend	X	
Jerome Wetzstein	X	

DISTRICT STAFF PRESENT:

- Dr. John A. Garcia, Jr., Superintendent
- Christina Aragon, Associate Superintendent
- Michael Martinez, Senior Director, Budget and Finance
- Joseph Quinonez, Director, Facilities Planning and Development
- Sharon Newberg, Senior Secretary, Facilities Planning and Development

DISTRICT CONSULTANTS PRESENT:

- Richard Ingrassia, Rachlin Partners
- Jennifer Pearson, Rachlin Partners

VTD AUDITORS PRESENT:

- Rick Alonso
- Rachel Green

RECORDER:

- Sharon Newberg, Senior Secretary, Facilities Planning and Development

AGENDA ADOPTED

Melody Gregorio moved, Jerome Wetzstein seconded, and the motion carried unanimously to adopt Agenda #13 for the Regular meeting of the Citizens' Bond Oversight Committee held Monday, January 28, 2019.

APPROVED MINUTES OF OCTOBER 22, 2018

Melody Gregorio moved, Jerome Wetzstein seconded, and the motion carried unanimously to approve Official Minutes of the regular meeting of the Citizens' Bond Oversight Committee meeting held on October 22, 2018 as submitted or with the necessary corrections.

RECEIVE 2018 FINANCIAL AND PERFORMANCE AUDIT

Rick Alonso and Rachel Green presented the VTD Auditors Financial and Performance 2018 Audit report to the CBOC members.

Rick Alonso explained how the audit was conducted, using the principles generally accepted by the United States of America. Additionally, he reported on how Measure O Bond funds were reviewed, and the audit evidence required from the District to perform the audit. Jerry asked how many invoices were reviewed and Rick answered 25-40 were randomly selected and reviewed.

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.

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

Christina Aragon thanked the auditors. The VTD Auditors left the meeting at 5:00 pm.

RECEIVE CORRESPONDENCE

None

INTRODUCE NEW CBOC MEMBER

Danielle De Buhr was introduced by Dr. John Garcia, Superintendent. He gave the group a little information about Danielle's background and her qualifications for being on the CBOC. Danielle has three children in the District, one child attends Gallatin, one at Doty, and the oldest is at Downey High School. She applied to be a member of the CBOC to assist in assuring the community and the DUSD student population that the bond proceeds are being utilized appropriately and efficiently to meet the 21st century needs of the students and faculty. Danielle is the CEO of a family owned local business. Danielle is an active member of the PTA and has served on the Gallatin School Site Council. She is also a member of the Downey Assistance League. Danielle is a welcome addition to the committee.

REVIEW PROGRESS OF SCHOOL CONSTRUCTION PROJECTS THROUGHOUT THE DISTRICT

Joseph Quinonez and Richard Ingrassia shared a PowerPoint with the committee on the progress of Measure O projects:

- Stauffer Middle School Modernization, on-going construction
- Sussman Middle School has been submitted to DSA
- Griffiths Middle School has been submitted to DSA
- Doty Middle School DSA submittal, February 7, 2019
- Stauffer Phase II, in design

REVIEW MEASURE O FINANCIAL REPORT

Michael Martinez presented the Measure O financial report. He explained the greyed-out areas of the report had not changed since the last meeting and the highlighted areas showed changes, and asked if there were any questions.

ORAL COMMUNICATIONS HEARD

Dr. Garcia gave an oversight on how the Measure O Bond was passed and how the FMP was formulated. Dr. Garcia thanked the CBOC for volunteering to serve on the oversight committee.

Dr. Garcia updated the committee on the next Bond Sale. In February 2019, Bonds will be sold in the amount of \$135,000,000. The interest rate is great for this bond sale. The big projects in the district have been moved up to 2019-20 due to the growing escalation rate.

HEAR PUBLIC

No public response.

FUTURE AGENDA ITEMS

- a. Eric Pierce to present CBOC report to Board of Education, April 9

NEXT MEETING

The next meeting of the Citizens' Bond Oversight Committee will be held on Monday, March 25, 2019 at 4:00 p.m. in room T-5.

ADJOURNMENT

The regular meeting of the Citizens' Bond Oversight Committee was adjourned by Melody Gregorio at 5:30 p.m.