

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 Melody Gregorio, Chairperson, at 5:00pm on Monday, January 23, 2017, in Room T-5, 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	
George Boose	X	
Melody Gregorio	X	
Eric Pierce	X	
Russell Skersick	X	
Jerome Wetzstein	X	
Sung Yon Lee	X	

**DISTRICT STAFF PRESENT:**

Dr. Garcia, Superintendent  
Dr. Nancy Nien, Assistant Superintendent,  
Business Services  
Michael Martinez, Senior Director,  
Budget and Finance  
Joseph Quinonez, Director,  
Facilities Planning and Development  
John Shook, Director, MOT  
Sharon Newberg, Senior Secretary,  
Facilities Planning and Development

**DISTRICT CONSULTANTS PRESENT:**

Richard Ingrassia, Rachlin Partners  
Rachel Green & Emily Sheldon,  
Vavrinek, Trine, Day & Co., LLP Certified Public Accountants

**RECORDER:**

Sharon Newberg, Senior Secretary,  
Facilities Planning and Development

**AGENDA ADOPTED**

Jerry Wetzstein moved, Eric Pierce seconded, and the motion carried unanimously to adopt Agenda #5 for the Regular Meeting of the Citizens' Bond Oversight Committee held on Monday, January 23, 2017.

**MINUTES OF 10/24/16 APPROVED**

Jerry Wetzstein moved, Sun Yong Lee seconded, and the motion carried unanimously to approve Official Minutes of the Regular Meeting of the Citizens' Bond Oversight Committee meeting held on October 24, 2016 as submitted or with the necessary corrections.

**CORRESPONDENCE RECEIVED**

There was no correspondence received by the Citizens' Bond Oversight Committee.

**RECEIVE VTD AUDIT REPORT**

Rachel Green from VTD presented the audit report and performance checks to the CBOC for their review. The Measure O audit found no prior year findings or questioned costs. Rachel explained the auditing procedures/standards and the performance checks that were used to audit Measure O funds for 2016.

**REVIEW FINANCIAL MONITORING**

Michael Martinez handed out the latest financial report of the fund 21 projects for review by the CBOC.

**DISCUSSION REGARDING CBOC REPORT TO THE BOARD OF EDUCATION**

Nancy Nien explained the CBOC responsibility to report their Annual Measure O Report for 2015/16 to the Board of Education at the April 25<sup>th</sup> Board meeting. Chairperson Melody Gregorio will present the report to the Board.

**REVIEW TERM LIMITS**

We ran an advertisement in the Patriot for volunteers to serve on the CBOC. We also posted the application for members on the web site. We did not receive any new applications. Eric Pierce, Russell Skersick, and Sung Yon Lee one-year CBOC members agreed to stay on the CBOC for an additional two-year term. The by-laws of the CBOC committee call for the committee to elect a chairperson and co-chairperson at the end of the first year.

### **COMMITTEE ELECTS NEW CHAIR**

Nominations from the floor for Chairperson: Melody Gregorio was nominated by Paul Beemer seconded by Sung Yon Lee, motion carried to elect Melody Gregorio as Chairperson.

### **COMMITTEE ELECTS NEW CO-CHAIR**

Nominations from the floor for Co-Chair: Sung Yon Lee was nominated by Paul Beemer seconded by Jerry Wetzstein, motion carried to elect Sung Yon Lee as Co-Chairperson.

### **ORAL COMMUNICATIONS HEARD**

Joe Quinonez and Richard Ingrassia presented a PowerPoint of current progress on Measure O modernization projects.

Slides included:

- Warren High School Pool and Locker Room
- Warren High School Field Fence and Lights
- Warren High School Bear Park
- Downey High School Locker Room Modernization
- Downey Adult School Dental Lab
- Gauldin Elementary School - Modernization
- Rio Hondo Elementary School - Modernization
- Lewis Elementary School - Modernization
- Rio San Gabriel Elementary School - Modernization
- Williams Elementary School - Modernization
- Stauffer Middle School - Modernization
- Griffiths Middle School – Playfields Restoration

### **REVIEW FINANCIAL MONITORING OF PROJECTS**

Michael Martinez reviewed Measure O expenditure report with the committee. Discussion followed.

### **HEAR PUBLIC**

No public response.

### **FUTURE AGENDA ITEMS**

Presentation of the CBOC Annual report to the Board of Education on April 25, 2017.

### **NEXT MEETING**

The next meeting of the Citizens' Oversight Committee will be held on March 27. A lite dinner at 4:30 and the meeting will start at 5:00 p.m.

### **ADJOURNMENT**

The Regular Meeting of the Citizens' Oversight Committee was adjourned by the Chair, Melody Gregorio at 6:47pm.