

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

MINUTES

REGULAR MEETING

October 24, 2016
Monday, 5:00pm

The Regular Meeting of the Citizen's Bond Oversight Committee meeting was called to order by Sung Yon Lee, Co-Chairperson at 5:00pm on Monday, October 24, 2016 in room DCC-A, District Office 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	

#3
ROLL CALL

DISTRICT STAFF PRESENT:

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
Christine Woods, Director, Food Service
Sharon Newberg, Senior Secretary,
Facilities Planning and Development

DISTRICT CONSULTANTS PRESENT:

Richard Ingrassia, Rachlin Partners

RECORDER:

Sharon Newberg, Senior Secretary,
Facilities Planning and Development

George Boose moved, Paul Beemer seconded, and the motion carried unanimously to adopt Agenda #4 for the Regular Meeting of the Citizens' Bond Oversight Committee held on Monday, October 24, 2016.

#4
AGENDA #3
ADOPTED

Eric Pierce moved, Russell Skersick seconded, and the motion carried unanimously to approve Official Minutes of the Regular Meeting of the Citizens' Bond Oversight Committee meeting held on August 29, 2016 with the necessary corrections.

#5
MINUTES OF
8/29/16
APPROVED

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

#6
CORRESPONDENCE
RECEIVED

The CBOC thanked the Facilities Department for the tour of the sites.

#7
ORAL
COMMUNICATIONS
HEARD

Dr. Garcia started by thanking the group for volunteering and for making the commitment to ensure transparency in the spending of the Bond funds. He also said he was very thankful to the Downey citizens for passing Measure O to upgrade the aging Downey Schools.

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

#8
REVIEW
PROGRESS ON
SCHOOL
CONSTRUCTION
PROJECTS

Slides included progress on the Warren High School Pool, and the Field/fence and Lighting project. Both projects are currently under construction. The Field Lighting project, conduit is in, and the poles for the fields are expected to be installed next week. The Warren High pool project is scheduled to be completed by August of 2017.

Gauldin, Rio Hondo, Lewis, Rio San Gabriel and Williams Elementary Schools are currently in the design phase. Gauldin is currently in DSA. The first phase at Griffiths Middle School, the playfield restoration, is in the design phase and is scheduled for next summer. Stauffer Middle School has been submitted to DSA and the anticipated start date is summer 2017. Upgraded fire alarms, new locks, and other safety/security upgrades will be included at all the modernization sites.

#8 CONT.
REVIEW
PROGRESS ON
SCHOOL
CONSTRUCTION
PROJECTS

Sung Yon Lee asked about field usage by ASYO while the fields are under restoration? Joe Quinonez answered that the District is already looking into alternative playfields for use during construction. Nancy reported that the District is also working with the youth baseball organizations in Downey to find alternative playfields for their groups during construction. The District understands how important it is to have a place for the kids to play sports.

Non-Bond funded projects presented: Locker Room expansions are currently under construction at Warren and Downey High Schools and are scheduled to be completed by summer 2017.

Rio San Gabriel Elementary School kitchen (walk-in cooler) modifications are complete and the project is certified with DSA (Department of State Architects). Doty Middle school walk-in is completed and will be DSA certified soon.

Warren High School Bear Park is scheduled to go out to bid in November. An overview of the project was presented to the group. Anticipated start summer 2017.

#9
REVIEW FINANCIAL
MONITORING OF
PROJECTS

Michael Martinez reviewed two expenditure reports with the committee. The reports included the budget, total commitments and expenditures starting with 2014 and ending June 30, 2016 (the end of the 15-16 school year).

Michael went over the financial reports with the group. He explained District has additional funding sources used for modernization other than Measure O (fund 21). The CBOC is only responsible for overseeing the expenditures made from Measure O but all funding sources were shared to give the CBOC a complete picture of the financials.

The financial report showed the budget, expenditures, actuals, and commitments (contracts that have already been approved) broken down by school site. Michael asked if there were any questions? The group was told if they needed any clarification or more detail he would provide it upon request.

Michael reported to the group, the auditors were here this past week, and they would be preparing a Measure O Audit Report. The report will be sent to the CBOC later for review. The auditor's report will be presented to the CBOC at the

January meeting and the CBOC will present a report of their findings to the Board of Education at the April 25th meeting.

#9 CONT.
REVIEW
FINANCIAL
MONITORING OF
PROJECTS

Paul Beemer asked, who would be monitoring State funds if Proposition 51 passes? Nancy answered, State funds would match the local Bond funds but there is no monitoring by the CBOC of the State funds. She went on to say that the additional funding would be very beneficial to DUSD in the modernization of the schools.

Eric Peirce asked how the advertising and bidding of projects are handled by the District? Michael answered, after the scope of work is defined by the Architects, a job walk is done, and the Facilities department works with the DUSD Purchasing Department to advertise in the newspaper for bids. All the bids submitted by the deadline are reviewed for all required documents. The lowest qualified bidder is awarded the project. We also have prequalified bidders for projects over one-million dollars.

Joseph Quinonez added, all Public Works projects over \$15,000 are put out to bid and must be approved by the Board of Education. It is a very competitive process.

No public response.

#10
HEAR PUBLIC

Term Limits were discussed. One-year CBOC terms for Eric Pierce, Russell Skersick, and Sung Yon Lee will end in January. All three incumbents expressed they would be willing to volunteer to stay on the CBOC for an additional two-year term.

#11
PROPOSED
FUTURE AGENDA
ITEMS

The next meeting of the Citizens' Oversight Committee will be held on January 23, 2017. A lite dinner at 4:30 and the meeting will start at 5:00 p.m.

#12
APPROVE DATE
OF NEXT MEETING

The committee agreed upon two additional dates:

March 27 CBOC meeting
April 25 CBOC Report due to the Board of Education

#13
ADJOURNMENT

The Regular Meeting of the Citizens' Oversight Committee was adjourned by the Co-Chair, Sung Yon Lee at 6:30 pm.