

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

MINUTES

REGULAR MEETING

August 29, 2016  
Monday, 9:00 a.m.

The Regular Meeting of the Citizen's Bond Oversight Committee meeting was called to order by Melody Gregorio, Chairperson, at 9:00am, on Monday, August 29, 2016, in Facilities Planning and Development, room T-4, 11627 Brookshire Avenue, Downey.

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

#3  
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. 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

**RECORDER:**

Sharon Newberg, Senior Secretary,  
Facilities Planning and Development

Sung Yon Lee moved, Paul Beemer seconded, and the motion carried unanimously to adopt Agenda #3 for the Regular Meeting of the Citizens' Bond Oversight Committee held on Monday, August 29, 2016.

#4  
AGENDA #3  
ADOPTED

Jerome Wetzstein 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 April 11, 2016 with necessary corrections.

#5  
MINUTES OF  
4/11/16  
APPROVED

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

#6  
CORRESPONDENCE  
RECEIVED

Nancy Nien reported to the committee that the audit report for the CBOC would be presented to the group by the Auditor in January. Electronic copies would be available to the committee to review, if requested.

#7  
ORAL  
COMMUNICATIONS  
HEARD

Michael Martinez gave a Colbi Software update. Software is user friendly and will be used to track Measure O over the life of the bond. Information in Colbi is currently being updated. The software will provide reports specific to Measure O projects. A Colbi Accountability financial report will be presented to the CBOC Committee in October.

#8  
COLBI SOFTWARE  
UPDATE

Melody Greogio asked if Colbi would be able to give a report with actuals vs expenditures? Nancy Nien answered that the software is capable of giving this kind of report. Colbi tracks multiple years and PeopleSoft (the system the District uses) tracks the current year.

Richard Ingrassia talked more about how the budget will be tracked in Colbi. The budget is entered, expenditures are posted and escalation is built into the budgets over the long term of the projects. The budgets are currently running in a deficit but as the bonds are being sold the deficit goes down.

State monies are also shown in the (Facilities Master Plan) FMP and as the State monies come into the District the budgets are adjusted accordingly

Paul Beemer asked if the two programs, Colbi and PeopleSoft are compatible? Michael explained that PeopleSoft software is at least 20 years old, making manual inputting of information into Colbi necessary. There are over 100 school districts currently using the software and we are asking for help and advice from these school districts. Many of the Colbi personnel are former school district employees, familiar with school district accounting, this makes finding solutions, and running specific reports easier.

Paul also wanted to know if other funds would be tracked in Colbi? Nancy Nien responded, "not at this time." "If Prop 51 passes, they may both be tracked in Colbi." Joe Quinonez added that State auditing reports are available in Colbi and would be used for this purpose.

Sung Yon Lee asked about the cost of Colbi. The software initial startup cost was \$40,000 and \$20,000 per year for the ten-year contract and is a bond expenditure.

No public response.

#9  
PUBLIC  
HEARD

None. Future Agenda items are to be emailed to the Co-Chair, Sung Yon Lee or Nancy Nien. Melody Gregorio will be unable to attend the October 24 meeting.

#10  
PROPOSED  
FUTURE AGENDA  
ITEMS

The next meeting of the Citizens' Oversight Committee will be held October 24<sup>th</sup>, lite dinner at 4:30, and the meeting will start at 5:00 p.m.

#11  
NEXT MEETING

The Regular Meeting of the Citizens' Oversight Committee was adjourned by the Chair, Melody Gregorio at 9:34am.

#12  
ADOURNMENT

The CBOC members and District staff loaded onto a bus to tour DUSD construction sites.

#13  
TOUR  
CONSTRUCTION  
SITES