

CITIZENS BOND OVERSIGHT COMMITTEE MEETING

El Rancho Unified School District

**Meeting of the Measure “EE” Citizens Bond Oversight Committee
6:00 p.m.**

**Student Services/Professional Development Center
9333 Loch Lomond Drive
Pico Rivera, CA 90660**

January 8, 2014

MINUTES

1. CALL TO ORDER

The meeting was called to order by Leticia Covarrubias at 6:09 p.m.

ROLL CALL – Members of the Citizens Bond Oversight Committee

John Chavez, Member
Vincent Chavez, Member
Esther Mejia, Member
Dr. Teresa Merino, Member
Javier Pacheco, Member
Suzanne Rodarte, Member
Dr. Linda Vargas, Member (late)

DISTRICT ADMINISTRATION

Martin Galindo, Superintendent
Leticia Covarrubias, Chief Business Officer
Carlos Jimenez, Director of Maintenance and Operations

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Leticia Covarrubias.

Ms. Covarrubias introduced the two new members of the Citizens’ Bond Oversight Committee; Suzanne Rodarte and Javier Pacheco.

A revised agenda was provided to the committee to reflect SB751, an amendment to the brown act effective January 1, 2014 requiring the legislative body of every California local agency to publicly report any action taken and the vote or abstention on that action of each Board member present for the action. The purpose of the legislation is to promote greater transparency and improve public accountability.

Visitors – Register No. 07-2013/2014

3. **ADOPTION OF MINUTES**

Recommendation is made that the minutes of December 11, 2013 be adopted as submitted (with correction).

Motion: J. Chavez Second: E. Mejia Vote: 6-0 PASSED

Roll Call Vote: J. Chavez: Yes
 V. Chavez: Yes
 E. Mejia: Yes
 T. Merino: Yes
 J. Pacheco: Yes
 S. Rodarte: Yes
 L. Vargas: Absent

4. **PUBLIC COMMENTS**

None

5. **ACTION ITEMS**

Appointment of Committee Officers:

5.1 Appoint Chairperson of the Citizens' Bond Oversight Committee:
 Esther Mejia was nominated and accepted the nomination. Ms. Mejia was appointed Committee Chairperson.

Motion: J. Pacheco Second: T. Merino Vote: 6-0 PASSED

Roll Call Vote: J. Chavez: Yes
 V. Chavez: Yes
 E. Mejia: Yes
 T. Merino: Yes
 J. Pacheco: Yes
 S. Rodarte: Yes
 L. Vargas: Absent

5.2 Appoint Vice Chairperson of the Citizens' Bond Oversight Committee:
 There were two nominations for the position of Vice Chairperson: Javier Pacheco and Dr. Teresa Merino, both members accepted their nominations. Dr. Teresa Merino was elected as the new Vice Chairperson.

Motion to nominate Javier Pacheco as Vice Chairperson:

Motion: S. Rodarte Second: V. Chavez Vote to appoint: 4-2 FAILED

Motion to nominate Dr. Teresa Merino as Vice Chairperson:

Motion: V. Chavez Second: J. Chavez Vote to appoint: 4-2 PASSED

For Javier Pacheco

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|------------------|--------|
| Vote: J. Chavez: | No |
| V. Chavez: | No |
| E. Mejia: | No |
| T. Merino: | No |
| J. Pacheco: | Yes |
| S. Rodarte: | Yes |
| L. Vargas: | Absent |

For Dr. Teresa Merino

| | |
|------------------|--------|
| Vote: J. Chavez: | Yes |
| V. Chavez: | Yes |
| E. Mejia: | Yes |
| T. Merino: | Yes |
| J. Pacheco: | No |
| S. Rodarte: | No |
| L. Vargas: | Absent |

6. DISCUSSION ITEMS**6.1 Bond Expenditures Update – *L. Covarrubias***

Bond Expenditure Summary for December 2013 included: Measure A expenditure of \$6,250.00 for analytical services relating to the bond refunding. Measure EE expenditures included \$6,250 for analytical services relating to the bond reissue and \$21,787.91 for the final payment of the wireless cabling project. At the request of the committee Ms. Covarrubias will provide the amount remaining for each bond.

6.2 Financial Disclosure/Conflict of Interest Statements – *L. Covarrubias*

This is a new requirement for this committee (a sample of form 700 was provided) and is based on best practices. It was recommended to include a copy of the form in the CBOC handbook. Forms will be provided to the committee at the February CBOC meeting for completing; forms are due by April 1st.

6.3 CBOC Member Composition (Residents/Non-Residents) – *L. Covarrubias*

This was a follow-up discussion from previous CBOC meetings whether there be a change to the composition of the committee requiring all members be a resident of Pico Rivera. Any change in the committee composition would require board approval which will result in a change to the committee by-laws. After some discussion there was a consensus to table this item for the next CBOC meeting giving the new members a chance to review member composition information and Ed. Code. *Ms. Rodarte and Mr. Pacheco were loaned copies of the draft handbook.*

6.4 Bond Projects Update – *C. Jimenez*

Carlos Jimenez introduced Mr. Dave Medcalf, Project Manager representing Erickson-Hall Construction. Mr. Medcalf provided an update on the El Rancho High School Locker Room/Pool Project, sharing a schedule of the steps that need to take place and a map of the proposed construction access route and laydown area. The project is expected to be completed in about a year and a half. The committee asked questions on the subjects of transgender restrooms and energy efficient components

Ms. Covarrubias informed the committee that individual meetings will be scheduled for committee members to meet with Mr. Jaime Ortiz, Facilities Master Plan Consultant from High Performance Learning Environment (HPLE) on January 22 or January 23 to discuss the District's Facilities Master Plan.

6.5 CBOC Handbook Update:

The revisions are still being incorporated; the goal is to present the final handbook at the next CBOC meeting. The handbook will be part of the member orientation planned for February 5, 2014. The next Joint Board/CBOC meeting will be scheduled for February or March 2014.

6.6 Finalize Summary Questions/Answers:

This item is a follow-up from last months' CBOC meeting; the minutes from 12/11/2013 reflect revisions that were made. Critical questions/answers were further clarified as follows (final clarifications are in bold):

Critical Question No. 1 - The Measure EE Citizens' Bond Oversight Committee was asked by the District to assume the responsibility of a non-existent Measure A oversight committee. How were projects approved with Measure A funds without the existence of a required oversight committee? ***There was a committee appointed in 2004, which reviewed and accepted the completed Measure A projects.***

Critical Question No. 2 - Who was responsible for the selection of the final architect and construction ***management*** firms working with Measure A funds and what criteria were used to select the finalist? *The District had a board approved architect on contract, the District was responsible for the selection using a request for proposal process.*

Critical Question No. 3 - Who at the District is responsible to insure that an annual report is presented by the Citizens' Bond Oversight Committee and why are there no past reports on file? *The only annual report on file is the one generated by the current committee (for the year ending June 30, 2012), it is unknown why it was never done in the past. The Business individual or designee would assist the CBOC to develop the annual report. The annual report is a compliance piece and now that it is part of the handbook it will be created systematically.*

Critical Question No. 4 - How is it that in 20 years of receiving bond funds ***no consideration*** has been given to making all of the District facilities accessible to people with disabilities. The high school stadium is not accessible to people with disabilities. ***Progress has been made to make all District facilities accessible for people with disabilities, the high school stadium remains to be in compliance.***

Critical Question No. 5 – Why has the Board/District resisted to holding a study session with the Citizens' Bond Oversight Committee? *Quarterly joint study sessions are now taking place with the Board of Education and District Administration.*

Critical Question No. 6 - If the El Rancho High School locker room and swimming pool projects will cost approximately \$4,914,727.68 and \$681,491.22 of additional funds have been paid to different vendors, where have the remaining \$6,403,781.10 of Measure A funds been allocated? ***As of June 2013, \$6.4 million was an accurate response.***

Critical Question No. 7 - CBOC has been informed on numerous occasions that the selection of the Citizens' Bond Oversight Committee is the responsibility of the District Superintendent and the Board. Being that the committee is supposed to be an independent committee representing the voting community of Pico Rivera, why did the District select two non-residents of Pico Rivera and former employees of the District to sit on the committee? Both of these members were rehired in temporary positions by the District during their membership in CBOC and although the Chairperson of CBOC asked repeatedly for their letters of resignation, they were not provided. *Law does not limit all members to be residents of Pico Rivera. Since there is no legal requirement it would be up to the Board of Education to approve changes to the CBOC by-laws. **This item will be finalized at the next CBOC meeting.***

Critical Question No. 8 – Measure EE was approved by the voters on November 2010. Why is it that in over two years the District has not developed a Facilities Master Plan? *The development of the Facilities Master Plan is in the process.*

Critical Question No. 9 - Has the District actively pursued other funding sources (grants) that could help with some of the construction and school safety projects? Other districts have taken advantage of grants available to improve substandard and health related conditions and to bring their facilities up to par with accessibility issues. If the district has pursued these sources CBOC would like to receive a list of the grants received and/or applied for. It is important that the residents of Pico Rivera know that the entire upgrade and upkeep of the District does not rest on their shoulders only but that it is being subsidized by other funding sources. *Since grants are board approved the board agenda is a good resource for keeping informed. **Recently the District applied for Proposition 39, The California Clean Energy Act. There is a total of \$466,000 the District is entitled to; our first phase of funding is \$140,000 and that will be used to help leverage bond funding.***

7. **ADJOURNMENT**

The meeting was adjourned at 7:20 p.m.

Motion: V. Chavez Second: L. Vargas Vote: 7-0 PASSED

Roll Call Vote: J. Chavez: Yes
 V. Chavez: Yes
 E. Mejia: Yes
 T. Merino: Yes
 J. Pacheco: Yes
 S. Rodarte: Yes
 L. Vargas: Yes