

CITIZENS' BOND OVERSIGHT COMMITTEE MEETING

El Rancho Unified School District

Meeting of the Measure "EE" Citizens' Bond Oversight Committee 6:00 p.m.

District Technology Room
9333 Loch Lomond Drive
Pico Rivera, CA 90660

February 4, 2015

MINUTES

1. **CALL TO ORDER**

The meeting was called to order by Esther Mejia at 6:00 p.m.

ROLL CALL – Members of the Citizens' Bond Oversight Committee

Esther Mejia, Chairperson
Dr. Teresa Merino, Vice Chairperson (Excused)
John Chavez, Member (Excused)
Vincent Chavez, Member
Javier Pacheco, Member
Suzanne Rodarte, Member
Dr. Linda Vargas, Member (Late)

DISTRICT ADMINISTRATION

Martin Galindo, Superintendent
Ruben P. Frutos, Assistant Superintendent Business Services
Carlos Jimenez, Director of Maintenance and Operations

2. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Suzanne Rodarte.

Visitors – Register No. 8-2014/2015

3. **ADOPTION OF AGENDA**

Recommendation is made that the agenda be adopted as submitted.

Motion: V. Chavez Second: J. Pacheco Vote: 4-0 PASSED

Vote: J. Chavez: Not Present
 V. Chavez: Yes

T. Merino: Not Present
 J. Pacheco: Yes
 S. Rodarte: Yes
 L. Vargas: Not Present
 E. Mejia: Yes

4. **PUBLIC COMMENTS**

Members of the public have an opportunity to address the committee.

None.

5. **ADOPTION OF MINUTES**

Recommendation is made that the minutes of January 14, 2015 be adopted as submitted.

Motion: J. Pacheco Second: V. Chavez Vote: 4-0 PASSED

Vote: J. Chavez: Not Present
 V. Chavez: Yes
 T. Merino: Not Present
 J. Pacheco: Yes
 S. Rodarte: Yes
 L. Vargas: Not Present
 E. Mejia: Yes

6. **NEW BUSINESS – ACTION ITEMS**

None.

7. **DISCUSSION ITEMS**

7.1 **Report on Activities – E. Mejia**

Ms. Mejia and Ms. Rodarte attended the Special Board of Education Meeting on January 27, 2015. The meeting was a special study session with the following items presented: **1)** Process to retain facilities consulting services, **2)** Facilities projects approval sequence and process, **3)** Facilities master plan conceptual design and construction options. Ms. Mejia requested a copy of the handouts and will forward them to the committee.

The committee debriefed on the Joint Board/CBOC Meeting from January 28, 2015.

- Ms. Rodarte shared that after the joint use recommendation issue was clarified the overall meeting was good.
- Vincent Chavez shared that the meeting was beneficial, the Board was accepting; there was the issue of the joint use recommendation but otherwise it was a good meeting.
- Mr. Pacheco shared his desire for a financial workshop to get an understanding of what goes into an audit.

Mr. Frutos responded to the following concerns expressed by Mr. Pacheco during the Board of Education Meeting on February 3, 2015. **1)** Sharp edges on the marquee at Durfee Elementary School: Mr. Jimenez has begun the process of making an assessment to address a possible remedy. **2)** Request for a financial workshop for CBOC: options included asking the auditor to recommend someone to provide an in-service; after the audit is presented bring the auditor along with Mr. Frutos and the Director of Fiscal to do a primer of all the different responsibilities of a CBOC from a fiscal perspective. One way or another Mr. Frutos is hoping to put a presentation together for the CBOC to provide a primer within the next few meetings.

- In addition Mr. Pacheco shared that systems, checks and balances need to be addressed.
- Dr. Vargas shared that the Board was accepting, there were no surprises; they seemed to be able to answer all our questions.
- Esther Mejia shared that it was a good meeting but expressed the same concern regarding the joint use recommendation. Ms. Mejia's reason for asking to revisit that question was to see if there was any progress which the Board did confirm, but also to be effective in trying to maximize bond dollars.
- In addition Ms. Rodarte inquired about the review of the Facilities Master Plan contract and whether it was supposed to include the District Offices and the closed schools. Mr. Frutos will be meeting with HPLE to review the contract and report back to the committee.

7.2 **Bond Expenditures Update** – R. Frutos

Bond Measure A expenditures as of December 2014 totaled \$500.00; Bond Measure EE expenditures as of December 2014 (none to report).

Trial Balance Financial Report as of December 31, 2014: Measure A balance is \$11,275,632 and Measure EE balance is \$2,667,672.

Mr. Frutos will verify why the \$500.00 expenditure is not included on the trial balance report; if needed the trial balance will be amended.

In response to a question from last month regarding the invoice for the bond audit, Mr. Frutos provided a spreadsheet to committee which outlines expected payments to the auditor.

7.3 **Bond Projects Update** – C. Jimenez

- El Rancho High School Locker Room/Pool Project – Project is still in review at DSA.
- El Rancho High School Culinary Arts Project – Project is still in review at DSA.

At the request of the committee the locker room/pool and culinary arts projects will remain on the agenda until the review process is completed.

Mr. Frutos informed the committee that when the locker room/pool project was initiated there were some access items that were required to be done; so even though the Board has suspended the pool project there might be an interest to do those ADA items because if we don't we can't move forward with other projects. The District is communicating with the Architect to bring forward a list to the Board of what items need to be done. Since those items are related to the construction at the site they will be funded through bond funds.

District Technology Projects – *R. Frutos*

There was no technology update.

7.4 **Recruitment of CBOC Members** – *R. Frutos*

The District will explore advertising in the Pico Rivera Profile to fill the last committee vacancy.

8. **ADJOURNMENT**

The meeting was adjourned at 7:34 p.m.

Motion: J. Pacheco Second: S. Rodarte Vote: 5-0 PASSED

Vote:	J. Chavez:	Not Present
	V. Chavez:	Yes
	T. Merino:	Not Present
	J. Pacheco:	Yes
	S. Rodarte:	Yes
	L. Vargas:	Yes
	E. Mejia:	Yes