

# 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

September 2, 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  
John Chavez, Member  
Vincent Chavez, Member  
Javier Pacheco, Member (Excused)  
Suzanne Rodarte, Member

**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 John Chavez.

*Visitors* – Register No. 1-2015/2016

3. **ADOPTION OF AGENDA**

*Recommendation is made that the agenda be adopted as amended to add item 8.5 2015-2016 Meeting Dates and move 2013-2014 annual report to 8.6.*

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

Vote: J. Chavez: Yes  
 V. Chavez: Yes  
 T. Merino: Yes  
 J. Pacheco: Not Present  
 S. Rodarte: Yes  
 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 May 6, 2015 be adopted as submitted.*

Motion: J. Chavez Second: T. Merino Vote: 5-0 PASSED

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

6. **INFORMATION ITEMS**

None.

7. **NEW BUSINESS – ACTION ITEMS**

None.

8. **DISCUSSION ITEMS**

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

Ms. Mejia reported the following activities:

June 15, 2015, there was a Special Board Meeting, regarding the public hearings for the LCAP and the Budget.

July 8, 2015, there was a Special Board Meeting which included the following bond items. Item 9A, Program/Project/Construction Management Services Overview; a copy of the presentation was emailed to the committee. Item 11.B.2 Approve addition of architectural firm for District bond projects; Dougherty + Dougherty Architects was selected for the science and innovation labs projects.

August 13, 2015, there was a Special Board Meeting with presentations by Purchasing and Warehouse, Food Services and Maintenance and Operations; this was a good presentation which showed transparency. Ms. Mejia asked if the District has a deferred maintenance amount or if there is a deferred maintenance plan? Mr. Frutos shared that several years ago the Governor repealed the deferred maintenance program which use to obligate the Districts to put up 3% of their budgets for the ongoing maintenance of their facilities, all that money got rolled into the general fund. There is no more deferred maintenance from the state but internally the District is trying to maintain its own; based on available funds the plan is to paint the inside of the old gym, try to fund the replacement of 3 marquees per year and do perform some exterior painting

August 18, 2015 there was a Board of Education Meeting, which included the following bond items. Item 13.E.1. Approve agreement with Colbi Technologies for Web-Enabled Account-Ability Software, total cost not to exceed \$15,000.00. Item 14.E.1 Accept the 2013/2014 Building Fund, Measure A and Measure EE Financial and Performance Audit Reports.

September 1, 2015 there was a Board of Education Meeting which included the following bond items. Item 10.B. Update on District Facilities Projects by Mr. Frutos, Assistant Superintendent, Business Services. Item 14.E.1. Approve/Ratify Business Services reports for Bond Measure “A” and Bond Measure “EE” for the month of July 2015. Ms. Mejia was concerned about the closeout settlement and payment of \$30,336.75 to Flewelling & Moody Architects.

## 8.2 **Bond Expenditures Update** – R. Frutos

Trial Balance Financial Report as of June 30, 2015: Measure A balance is \$11,142,596 and Measure EE balance is \$2,635,715.

In regards to Ms. Mejia’s concern, Mr. Frutos provided the following information. In 2013 the Board approved a settlement of more than \$80,000.00 with Flewelling & Moody to settle all the open DSA projects that they had. The settlement was divided into three phases; phase 1 was an immediate payment to get the work going, payment 2 was when Flewelling & Moody submitted to DSA the closeout of all the projects. The final will not be released until we have complete closure. Mr. Jimenez clarified that the settlement was a release of fund that were withheld from the Architect for work that had not been completed and not additional funds.

Bond Measure A expenditures as of April 30, 2015 totaled \$22,600.27; Bond Measure EE expenditures as of April 30, 2015, there were none to report.

Ms. Rodarte ask for an explanation of the \$250.00 payment to US Bank for the GOB Election of 2003, series 2007 for April 2015. Mr. Frutos responded that US Bank is our trustee, and for every outstanding bond there will be a small management fee which is mandatory; this is an ongoing fee.

Bond Measure A expenditures as of May 31, 2015 totaled \$4,891.86; Bond Measure EE expenditures as of May 31, 2015, there were none to report.

Bond Measure A expenditures as of June 30, 2015 totaled \$9,500.00; Bond Measure EE expenditures as of May June 30, 2015, there were none to report.

8.3 **Bond Projects Update** – *R. Frutos/C. Jimenez/ J. Ortiz*

Mr. Frutos officially welcomed HPLE as our Program/Project/Construction Manager, HPLE has been working with our staff, architects and the City of Pico Rivera in several areas.

Mr. Frutos provided a handout of the City of Pico Rivera – Safe Routes to School Project which includes improvements at Birney ES and Valencia Academy of the Arts.

Mr. Jaime Ortiz introduced Rene Barrera, HPLE Project Manager and presented an update on the progress of the Facilities Master Plan “Board Approved Projects.” Projects included:

North Park Band Building  
 Science Labs at three (4) middle schools  
 Innovation Labs at the twelve (8) elementary schools  
 Traffic Mitigation Projects

Mr. Frutos informed the committee that the District has begun the RFP process for a new auditor; ten (10) firms have been invited to propose. After an interview process, the hope is to have a firm to advance to the board in September.

At the joint meeting there was one request to develop a glossary of financial and school business and facilities terms, a draft has been completed and will be submitted to the board, if accepted that glossary will become a live document of district terms and a copy to be incorporated into the CBOC handbook.

8.4 **Recruitment of CBOC Member** – *R. Frutos*

Recruitment was advertised in the El Rancho USD “Second to None” Publication. The District will continue to advertise until the member vacancy is filled.

8.5 **2015-2016 CBOC Meeting Dates** – *E. Mejia*

CBOC Meeting Dates for 2015-2016 school year shall include:

Wednesday, October 14, 2015  
 Wednesday, November 4, 2015  
 Wednesday, February 3, 2016  
 Wednesday, April 6, 2016  
 Wednesday, May 4, 2016

Joint Board of Education/CBOC Meeting dates were established by the Board of Education for September 9, 2015, December 9, 2015, March 2, 2016 and June 1, 2016.

8.6 **2013-2014 Annual Report** – *E. Mejia*

The committee reviewed and discussed the annual report.

9. **ADJOURNMENT**

The meeting was adjourned at 7:01 p.m.

Motion: J. Chavez    Second:    V. Chavez    Vote: 5-0    PASSED

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