

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**

March 5, 2014

MINUTES

1. CALL TO ORDER

The meeting was called to order by Esther Mejia at 6:01 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
Suzanne Rodarte, Member
Dr. Linda Vargas, Member (late)

DISTRICT ADMINISTRATION

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

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Esther Mejia.

Visitors – Register No. 9-2013/2014

3. **ADOPTION OF AGENDA**

Recommendation is made that the agenda be adopted as submitted.

Motion: J. Chavez Second: J. Pacheco Vote: 6-0 PASSED

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**

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

None

5. **ADOPTION OF MINUTES**

Recommendation is made that the minutes of February 5, 2014 be adopted as submitted.

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

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

6. **NEW BUSINESS – ACTION ITEMS**

6.1 Approve recommendation for the use and selection of school construction project accounting software.

Motion: V. Chavez Second: J. Chavez Vote: 5-2 PASSED

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

- 6.2 Approve to make a formal request to the Board of Education to schedule joint CBOC/Board of Education study sessions prior to ~~any~~ bond project status presentations.

Motion: V. Chavez Second: J. Pacheco Vote: 7-0 PASSED (As Amended)

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

- 6.3 Approve to make a formal request to the Board of Education to include an itemized budget spreadsheet (with Board approved budget amount) as an attachment for all Board approved bond projects.

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

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

7. **DISCUSSION ITEMS**

- 7.1 Collect Statement of Economic Interest Forms – *L. Covarrubias*
 Remaining forms were collected.
- 7.2 Post Prior Year GOB Audit Reports (6/2004 to 6/2009) on District Website –
L. Covarrubias.
 A request was made to post the prior year audit reports on the website; those audit reports are now posted on the district website.
- 7.3 CBOC Handbook – *L. Covarrubias*
 The CBOC handbook is completed; a printed table of contents is included in the event changes are made. The CBOC handbook will be presented to the Board of Education at the quarterly joint study session.
- 7.4 Bond Expenditures Update – *L. Covarrubias*
 Ms. Covarrubias provided two handouts, (1) Bond Fund 21, Trial Balance – Financial Report, as of February 28, 2014. Measure A: beginning balance \$12,556,042, net

balance \$11,978,689. Measure EE: beginning balance \$782,454, net balance \$2,878,742.

Bond expenditures summary for February 2014 included: Measure A expenditures of \$4,107.00 to Erickson-Hall Construction, relating to the high school locker room project, \$6,060.00 to J & J Environmental, relating to the high school weight room, and a total of \$750.00 to US Bank relating to the issuance of bonds. Measure EE expenditure of \$9,703.33 to DRG, relating to the technology project.

Mr. John Chavez suggested that the District contact the City regarding using the City's rating to sell District Bonds.

Mr. Vincent Chavez asked for the remaining balance of unsold bonds; this information will be provided at the next CBOC meeting.

Ms. Mejia suggested asking the City if there is any possibility of having some type of joint use agreement for using City funds to enclose the pool at El Rancho High School. An enclosed pool can be used year round and possibly generate some revenue.

7.5 Annual Report – *L. Covarrubias*

The annual report is a function of the Citizens' Bond Oversight Committee. Ms. Covarrubias will provide the financial information; but additional information is required, such as a letter from the committee chairperson, activities conducted by the committee throughout the year and projects that have been completed overall. Ms. Mejia asked for a consensus allowing her to complete the report and provide a draft for the committee to review and discuss. An additional meeting date was scheduled for March 19, 2014 to review the draft report.

7.6 Bond Projects Update – *C. Jimenez*

El Rancho High School Locker Room/Pool Project: An updated budget allocation was approved at the last board meeting. The architectural team is moving into design development; the first plan review is scheduled for next week at the District Office to see the progress that has been made in the second phase of plan development. The team has already gone through the schematic phase, then onto design development, once they get to the end of that they come to the construction document which will be the final document, getting to the halfway point of completing the design.

Ms. Mejia asked for an update on the culinary arts project. Mr. Jimenez reported that he has been copied in on information, but has not attended any meetings.

Mr. John Chavez made a suggestion to approach the Women's Club of Pico Rivera to request funds to assist the culinary program. Mr. Chavez mentioned that the Women's Club has donated items to the program in the past.

8. **ADJOURNMENT**

The meeting was adjourned at 7:22 p.m.

Motion: J. Pacheco Second: V. Chavez Vote: 7-0 PASSED

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