



## Regular Meeting of the Measure J Citizens' Bond Oversight Committee

**December 11, 2019**

**6:30 – 8:30 pm**

Board Room

District Office

685 E. Jack London Blvd.

Livermore, CA 94551

### Meeting Minutes Adopted 8/19/20

#### **1.0 Call to Order**

A quorum being present in the absence of the Committee Chair, Committee Vice Chair Barbara Bailey called the meeting to order at 6:37 pm. In attendance were CBOC members Barbara Bailey, Sally Dunlop, James Fisher, Kevin Lalor, J. David Lopez and Will Macedo.

#### **2.0 Visitors / Public Comments**

There were no visitor or public comments.

#### **3.0 Minutes**

**3.1** Approval of the October 9, 2019 Meeting Minutes. There was a motion to approve the minutes by Lopez, seconded by Fisher. 5 Ayes, 0 Nays and 1 Abstain approved the minutes.

#### **4.0 Measure J Update**

**4.1** McNeely presented the project updates powerpoint that was previously presented at the December 10<sup>th</sup> Board meeting. Projects highlighted included Livermore High School, East Avenue and Michell K-8.

#### **5.0 Financial Update**

**5.1** Kinder shared the financial report. The Financial report was sent prior to the meeting so Committee members could review prior to the meeting. The committee requested larger font size and if there is a report showing budget, expenditure, and fallout amounts. Scillitani to review with California Financial Services.

**5.2** Annual Audit Report Presentation-Conference Call with Auditor. Note: Due to auditor time availability, this item was moved to the beginning of the meeting before approval of minutes. Jeff Nigro from Nigro & Nigro auditing firm via phone conference gave an overview of the history of the financial & performance audits. The financial portion is similar to the District's audit. The purpose of the Independent Audit Report is to make sure we are in compliance with legal requirements. Most of the audit is devoted to the performance part of the audit. Questions from the CBOC members were answered as follows: 32 total transactions were audited; 60-80 hours were spent on the audit with a cost to the District of \$7,000.00. The Audit was performed in two (2) visits; spring and fall after the books were closed; also included are visits to the project sites.

The complexity of the audit is dependent on the amount of projects going on. Law requires performance audits per Government auditing standards with the expenditures of most importance. Proper protocols regarding bidding and policy procedures are reviewed. The Auditors look at culture, interviews management and support staff and looks at internal controls very carefully. CBOC question regarding more in depth audit which could be requested, however, it could double or triple cost and would have to be approved by the Board. Lalor asked several questions regarding contractor oversight and process to minimize inappropriate contractor or staff activities. McNeely explained the process in more detail as follows: District has highly qualified staff, protective of taxpayers monies, every project has a full time DSA approved independent inspector, independent testing labs overseeing each project, and full-time on-site project management staff. School District oversight is heavily regulated (second only to hospital construction requirements) which the District follows including a high degree of review of all elements of our projects. McNeely offered to put a packet together for the Committee as well as having a future Construction Process 101 Granada project review at the February meeting.

## **6.0 Information Requested by the Committee/Committee Business**

- 6.1** Committee Member terms were reviewed. Term limits are three (3) consecutive terms. The Committee information sheet will be updated and forwarded to the CBOC members.

## **7.0 Next Meeting Dates – Committee**

- 7.1** Annual Revised Calendar with the June 2020 date change was distributed.  
**7.2** Next Meeting Scheduled for February 12, 2020

## **8.0 Adjournment**

There being no further business, Macedo made a motion to adjourn the meeting. Lopez seconded. The Committee voted 6-0 to adjourn. Vice chair Bailey adjourned the meeting at 8:15 pm.