



LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the

MEASURE J

CITIZENS' BOND OVERSIGHT COMMITTEE

Measure J Meeting Minutes – Adopted 12/13/17

Date: October 11, 2017

Location: District Office, Board Room

Recorded by: Kareen Knowles

<u>Committee Members:</u>	<u>Representing:</u>	<u>Present</u>	<u>Not Present</u>	<u>Term</u>	<u>Term Expires</u>
Barbara Bailey	Community at-Large	x		2 years	2018
Holly Barker	Community at-Large		x	2 years	2018
Timothy Buskard	Parent-Teacher Organization	x		2 years	2018
Karie Chamberlain	Community at-Large	x		2 years	2018
Betty Cleveland	Senior Organization	x		2 years	2018
Vaughn Draggoo	Community at-Large	x		2 years	2018
James Fisher	Parent Community	x		2 years	2018
Kareen Knowles	Business Organization	x		2 years	2018
Robert Kroepfl	Parent Community	x		2 years	2018
Kevin Lalor	Business Organization	x		2 years	2018
J. David Lopez	Community at-Large		x	2 years	2018
Will Macedo	Taxpayer Organization	x		2 years	2018
David Voltz	Alternate		x	2 years	2018
<u>District Staff:</u>					
Susan Kinder	Assistant Supt. of Business Services	x			
Tim Boczanowski	Bond Program Director	x			
Esther Sadkowski	Facilities Technician	x			

I. Call to Order

A quorum being present, Committee Vice Chair Barbara Bailey called the meeting to order at 6:32 p.m.

II. Visitor/Public Comments

There were no comments from the audience.

III. **Minutes** – The minutes from the August 9, 2017 meeting were reviewed.

There was a motion to approve by Will Macedo and a 2nd by James Fisher. All in attendance voted to approve the minutes. Minutes Approved.

Mr. Boczanowski updated the Committee on the action items assigned to him in the minutes.

1. A draft project document was shared and will be placed online for review and for final review at the next meeting. The financial software has been installed and the staff is still learning the program. A presentation will occur at the December meeting.
2. The detailed description of the bid process is pending.
3. A construction document was shared with the group and feedback obtained.
4. Discussion of the overall schedule sample was shared with the group. There was a suggestion that this schedule be placed on Google calendar for review at any time by members of the CBOC. The link will be shared and the calendar will be current for review. The schedule will also be color coded with areas that may be of particular interest to members of the CBOC to attend.

IV. **CBOC Secretary** – Karen Knowles announced that she would be retiring from Kaiser Permanente early 2018 and, as she represents a business organization on the Committee, will be resigning from the CBOC at the end of 2017. She currently serves as the Secretary of the CBOC and this meeting will be the last at which she will take minutes. Ms. Bailey asked for volunteers from the CBOC to assume the Secretary duties starting in December. There were no volunteers. Ms. Bailey asked for the group to consider assuming the Secretary position and to let the Committee Chair know.

V. **Measure J Projects Update** – Mr. Boczanowski reviewed the powerpoint of the project updates with phasing and expected dates of construction. There was discussion of the construction and associated challenges for the East Avenue campus. The upgrades for the Mitchell School site were also discussed in depth. A review of the district wide renovations and funding was shared with the CBOC and questions addressed.

VI. **Financial Update** – The financial update was deferred to the December meeting.

VII. **Project Tours** – A “go and see” tour of the construction projects was suggested with a proposed timeframe of end of summer 2018. This could be potentially the CBOC meeting time. The CBOC was in agreement of a tour and the date will be finalized early next year.

VIII. **Matters Introduced by the Committee** – There was discussion of the previous charter school campus. The property is in process of liquidation and there was a suggestion that the District review the contents of the buildings for the district if needed as well as potential use of the buildings themselves. It was stated that Measure J does allow for the acquisition of new facilities.

Also, there was a question on the status of the alternate member of the Committee – David Voltz - and whether he would join given the loss of Ms. Knowles. The Committee Chair is in process of reviewing the availability of the Alternate member.

IX. **Next Meeting Date** – The next meeting will occur on December 13, 2017 from 6:30 p.m. to 8:30 p.m. in the LVJUSD Board Room.

X. **Adjournment** - There being no further business before the Committee, Committee Vice Chair Bailey adjourned the meeting at 8:11 p.m.