



# LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the

## MEASURE J

### CITIZENS' BOND OVERSIGHT COMMITTEE

#### Measure J Meeting Minutes – ADOPTED MINUTES

Date: December 13, 2017

Location: District Office, Board Room

<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
<b><u>District Staff:</u></b>					
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 Chair J. David Lopez called the meeting to order at 6:31 p.m.

**II. Visitors/Public Comments**

There were no comments from the audience

### **III. Minutes**

The minutes from the October 11, 2017 Meeting were reviewed. There was a small change to make: In VIII, Matters Introduced to the Committee, where it says: "It was stated that Measure J does **all** for the acquisition...." should say: "It was stated that Measure J does **allow** for the acquisition...".

There was a motion to approve the minutes as corrected by Mr. Will Macedo, seconded by Mr. Robert Kroepfl. All in attendance voted to approve the minutes. Motion passed.

### **IV. CBOC Secretary**

There was a discussion to change the bylaws in order to eliminate the need of a Secretary. It was proposed that if it was not a burden to the District to provide assistance in having someone take and compile the minutes and then send them to the President, for review and comment from the Committee.

There was a motion to approve the change of the bylaws to eliminate the need of a Secretary by Mr. Will Macedo, seconded by Mr. James Fisher. All in attendance voted to approve the motion. Motion passed.

### **V. Measure J Projects Update**

Mr. Boczanowski reported that the projects are moving along, from Schematic Depiction toward Project Reality. The first round of projects are being submitted to DSA this week: LHS Stadium and Bleachers, Increment 1; GHS Stadium and Bleachers, Increment 1; Michell K-8 Phase 1 (Interim Housing). Projects soon to be submitted to DSA: East Ave. Middle School Phase 1 (Summer 2018), portable relocation; LHS and GHS Stadium Bleachers Increment 2 (bleachers themselves).

The review and approval process takes a long time.

The large projects design is progressing, a meeting scheduled on Friday at LHS campus to confirm floor plan.

There will be a similar meeting at GHS.

The District is working on determining State Funding Eligibility and Availability, working with a consulting firm to determine a draft. 1999 was the last date District did this baseline. It is expected about \$20M in modernization funds across all campuses that would leverage Measure J Bond funds.

The Board approved two positions for the Bond Program. A Bond Program Administrator, who will take care of the documentation side of the Program, state funding eligibility, progress reports and ongoing updates, etc. An Assistant Bond Program Director, will aide in the management of the projects, Construction Managers, contractors, etc.

Mr. Boczanowski presented to the East Ave. School Site Council in December, and is scheduling visits with Staff and Parent Organizations from different sites in the coming months. Planned for Upcoming are attending the Staff meeting at East Ave., the Staff Meeting and Friends of Joe Michell meeting, at Michell K-8, LHS School Site Council.

Project Delivery Methods, how we might contract, is a discussion item brought to the Board of Trustees.

### **VI. Financial Update**

The District has contracted with California Financial Services to provide a software for tracking Measure J Bond expenses, with multi-year information. A presentation/demonstration of the software and how to produce reports to oversee expenditures was given by Mr. Michael Dodge, Senior VP from KeyAnalytics, the provider.

### **VII. Measure J Audit Report**

The Measure J General Obligation Bond Building Fund of LVJUSD Audit Report, for the Fiscal Year Ended June 30, 2017, was presented. A hard copy was distributed and the audit was reviewed in a conference call with Mr. Kevin Brejnak, from Nigro & Nigro. He went over the audit explaining the different sections, stating that it was important that it reflected an unmodified audit opinion, which means clean audit.

### **VIII. CBOC Report Timeframe, Format**

According to the bylaws, the CBOC has to present its report to the Board of Trustees within 60 days after the end of the calendar year. That would put the deadline at the end of February. There was a motion to change the bylaws to extend the period for the report from 60 days to 120 days by Mr. Vaughn Dragoo, seconded by Mrs. Barbara Bailey. All in attendance voted to approve the motion. Motion carried.

There was a discussion about the format for the Report. Several samples were distributed by email, so the Committee will decide which one to use. Mr. Kevin Lalor offered to set up a Document through Google Docs, shared with all the Committee members, so they can collaborate in the writing of the report. There was a motion by Mrs. Barbara Bailey, seconded by Mr. Kevin Lalor, to approve this process. All in attendance voted to approve the motion. Motion passed.

**IX. Matters Introduced by the Committee**

There were no matters introduced by the Committee

**X. Next Meeting Dates**

The next meeting will be on February 21, 2018 from 6:30 p.m. to 8:30 p.m. in the LVJUSD Conference Room C.

**XI. Adjournment**

There being no further business before the Committee, Committee Chair Lopez adjourned the meeting at 8:28 p.m.