



LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the

MEASURE J

CITIZENS' BOND OVERSIGHT COMMITTEE

Measure J Meeting Minutes – ADOPTED MINUTES

Date: June 14, 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
Chuck Oien	Community at-Large		x	2 years	2018
David Voltz	Alternate		x	2 years	2018
<u>District Staff:</u>					
Susan Kinder	Chief Business Official	x			
Tim Boczanowski	Bond Program Director	x			
Esther Sadkowski		X			

I. Call to Order

A quorum being present, Committee Vice Chair Barbara Bailey called the meeting to order at 6:33 p.m.

II. Visitor/Public Comments

There were no comments from the audience.

III. Minutes – The minutes from the April 12, 2017 meeting were reviewed.

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

IV. Oral Report on Annual Conference of the California League of Bond Oversight Committees (CalBOC) of April 25, 2017.

Will Macedo and Tim Boczanowski provided an overview of the conference with key takeaway messages. Will shared that the purpose of this committee is to look out for the public interest. He also distributed information received from the conference and shared case studies and potential issues, and stressed that transparency is critical for the success of the CBOC. Attendance by all committee members at the Conference was recommended in the future. Additional information is available at the CalBOC website – www.calboc.com. It was suggested that all members review the website for information.

V. Measure J Projects Update

Mr. Boczanowski provided a project status update with associated powerpoint to the committee. He shared information on the team that he has been building over the past few months. There were questions from the group regarding the number of Bond Team members and current administrative costs of the project. There was acknowledgement that administrative costs are typically higher at the beginning of a project and then tend to normalize. The standard is 15% administrative overhead during construction. The team is currently heavily involved in design.

The current projects were reviewed and questions entertained from the Committee. A Data Infrastructure Project is currently underway at a number of schools. District Standards in terms of fire alarm systems, playground features and classroom features are also in process. Painting and rooftop asset management are also underway.

Specific updates to both Granada High School and Livermore High School were also shared as well as the process to obtain input from the schools. For all of the projects, the Committee wanted to ensure that input from teachers was included.

VI. Financial Update

Ms. Kinder provided a financial update and shared the Revenue and Expense documentation for the Measure J Bond. Expense code 7160 – Administrative Services was reviewed in more detail and a drill down of the contracted services was also reviewed by Ms. Kinder and Mr. Boczanowski.

There was discussion regarding access to the financial system by members of the CBOC and whether this level of financial review was the responsibility of the committee or of the auditor.

Kevin Lalor made a **motion** to allow detailed access of the financial system to the CBOC. There was no 2nd and motion was defeated.

Additional questions on expense subcode 5670 – Repairs and Improvements was requested.

ACTION – Ms. Kinder will provide detailed accounting of subcode 5670 for the next meeting.

Amended Motion by Kevin Lalor – Detailed printout to be provide to the CBOC on Administrative Services – 7160 for next meeting for the 2016-2017 fiscal year. 2nd by Vaughn Draggoo.

Aye – Bailey, Barker, Chamberlain, Draggoo, Kroepfl, Lalor – 6 ayes.

Abstain – Fisher, Knowles, Macedo – 3 abstain. **Motion passed.**

VII. Matters Introduced by the Committee

Given the amount of interest in the specifics of the financial planning and execution, it was suggested by Vaughn Draggoo that an agenda item be added in the fall to have a more complete plan presentation to include the financial plan, the task plan, the expense plan and timeline for the projects. There was general concurrence by the group.

VII. Next meeting date

There was conversation regarding holding the CBOC meetings on a quarterly basis. The CBOC decided to continue to meet every other month and review this item again in the future. There was also discussion regarding the length of the meeting. The CBOC decided to extend the meeting to 2 hours – 6:30 p.m. to 8:30 p.m.

The next meeting will occur on Wednesday, August 9 at 6:30 p.m. in the Board Room.

X. Adjournment

There being no further business before the Committee, Committee Vice Chair Bailey adjourned the meeting at 8:31 p.m.