



LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the

MEASURE J

CITIZENS' BOND OVERSIGHT COMMITTEE

Measure J Meeting Minutes – Adopted October 11, 2017

Date: August 9, 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	Assistant Superintendent 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 6:34 p.m.

II. Visitor/Public Comments

There were no comments from the audience.

III. Minutes – The minutes from the June 14, 2017 meeting were reviewed.

There was a motion to approve by Barbara Bailey and a 2nd by Karie Chamberlain. All in attendance voted to approve the minutes. Minutes Approved.

IV. Measure J Projects Update - Tim Boczanowski reviewed the roster of projects and the status of those projects. It was suggested by the group that he add a legend at the bottom of the spreadsheet to allow for easier understanding of project progress. A discussion of the best method to present the data was reviewed. Suggestions included a one page update on the progress of projects from the previous meeting. Another suggestion was to provide an overall listing of Phase 1 projects and the status of each – not yet started, in progress, complete. This should be reviewed at our meeting and then added to the website as well. This will allow for improved transparency and communication by committee members. This is also an opportunity for Tim to share any concerns or issues present with any of the projects. The intent of the document is to be a snapshot of current progress rather than a complete flow of all projects.

Action - Mr. Boczanowski will review the documents and will bring back a project schedule for review and discussion at the October meeting.

Mr. Boczanowski reviewed a powerpoint presentation of work that has been performed this summer which has focused primarily on cleaning, repair and assessment of upcoming projects. Tim reviewed the bid process for the work as well as the pre-qualified companies. Shared that the painting came in under budget. There was a request from the committee for a review of the actual cost of the various projects in relation to the expected costs.

Action – Mr. Boczanowski will bring a sample document to the October meeting for review and discussion. Mr. Boczanowski also to add a detailed description of the bid process to the October committee packet.

There was discussion of the opportunities to publicize the successes of the bond projects. Mr. Boczanowski will present a report to the School Board in September. He confirmed that those involved with curriculum, administration, the superintendent and individual school personnel have all been included in the planning process. He will also meet with the City of Livermore Planning Department to update them on progress to date. There was a suggestion that the Bond Newsletters be used as talking points by the committee as well as possibly include in school newsletters.

Action – Mr. Boczanowski will bring a few examples of talking point documents to the October meeting.

V. Financial Update – Susan Kinder spoke with the auditor to determine the best audit report to share with the committee. The Bond Audit Report will be complete by the end of October or beginning of November. The report will be for the fiscal year ending 6/30/17The CBOC will then determine how to best write the report. A new user-friendly software will be updated to allow for easier review of the data and trends.

Action – Ms. Kinder will bring examples of previous CBOC Reports for review and discussion by the group in October.

Ms. Kinder also reviewed the Transaction Listing of the administrative cost center – 2140471601 – in detail with the committee. All questions were answered by Ms. Kinder. The information should be easier to review with the pending software update.

- VI. Discussion of Attendance of CBOC members** – Vaughn Dragoo discussed the experience of attending the process at Livermore High School. He felt it was important for committee members to observe the process to ensure that the process is appropriate.

Action – Mr. Boczanowski to inform the committee of any upcoming design meetings and send those to Mr. Lopez for distribution to the committee.

VII. Matters Introduced by the Committee

Chuck Oien has moved out of the area and is resigning from the committee. Board will be appointing another member. Alternate David Voltz will be asked to be Community at Large.

VIII. Next meeting date

The next meeting will occur on October 11, 2017 from 6:30 p.m. to 8:30 p.m. in the Board Room.

IX. Adjournment

There being no further business before the Committee, Committee Chair Lopez adjourned the meeting at 8:11 p.m.