



Putting  
Children  
First

# Bond Oversight Committee

Wednesday, April 15, 2015

5:30 to 7:30 p.m.

Serna Center  
5735 47<sup>th</sup> Avenue  
Sacramento, CA

## Minutes

### **1.0 Welcome– Cathy Allen**

### **2.0 Call to Order/Members Present/Absent (5:58)**

*Rachel Minnick, Carol Davydova, Alex Visaya, Jr.(arrived 6:00), Colleen Megowan-Romanowicz, Adolfo Mercado, James Price, Brad McDowell, Joseph Cruz*

**Members Absent:** *John Andrew, Dave O'Toole, Maria Haro-Sullivan*

**Staff Present:** *Cathy Allen, Jim Dobson, Elena Hankard, Lori Rubenstein, Amari Watkins, Crystal Hoff*

### **3.0 Approval of Agenda/Discussion of Tonight's Meeting**

*Motion by: Adolfo Mercado Second by: Jim Price*

*The agenda was approved as presented.*

### **4.0 Approval of Minutes**

*September 10, 2014 – Regular Meeting*

*Motion by: Carol Davydova Second by: Alex Visaya, Jr.*

*Ayes: 3 Nays: 0 Abstentions: 4*

*The minutes were approved as presented.*

*November 19, 2014 – Regular Meeting*

*N/A*

### **5.0 New Members – Introductions**

*Brad McDowell*

*Colleen Megowan-Romanowicz*

*Joseph Cruz*

### **6.0 Bond Fund Update**

*Amari Watkins and Crystal Hoff led the group through the Bond Program Status Report Ending January 31, 2015.*

*Question: Was tonight's report created using the new eBuilder software? No.*

*There is progression with the utilization of the new software. It is starting to interface with our finance software and we are able to extract data. Between 10 and 15 of our contractors are able to use the system on a daily basis and information is translating between our two systems. We have worked through the payment process and contractors are able to submit their invoices through eBuilder. We are moving more towards an automated aspect to the system.*

*One of our goals is to have a budget report attached to every project.*

- *We eventually want this information posted to our website.*

*Question: When will the eBuilder system be complete/fully functional?*

- *Once the integration is complete with Workday (our new accounting system).*

*Question: There is a cost estimate for eBuilder. Is it enough?*

- *There was a onetime purchase and there is also a maintenance agreement. The annual amount is approximately \$60k.*

*The committee went through the list of projects. If any committee member wants more information on a particular project, it will be posted to the website upon request.*

*Question: Is the Central Kitchen to be completed by 2018?*

- *The Facilities Ad Hoc Committee members are: Members Hansen, Pritchett and Arroyo. The Chair of the Committee, Member Hansen, has indicated that they would like a central kitchen committee to discuss options and move the project along.*

*BOC will be kept updated on the Central Kitchen.*

*The Bond Steering Committee has dwindled to non-existence.*

*The BOC has expressed that it wants a more active role in the District's projects. One way this could happen while still following Ed Code, would be to have a member of the BOC for Core Academic Renovation and Repair present during the scoping process.*

*The Board cautioned the BOC to take a retrospective look. It is not an advisory role to the Board as to how bond funds are expended. The BOC is to be insuring that bond funds are expended in accordance with the bond. We need to be sure that we do not cross the line per code.*

*BOC is to think about different logistics of reporting out to the Board. One possibility is quarterly reports to the Board.*

### **7.0 Projects/Staff Update**

*We have many projects scheduled for this summer. We started with approximately 30 projects. We then received \$22 million in ERP funds from the State not associated with bond funds. We now have \$52 to \$54m dollars for projects at approximately 60 sites this summer.*

*ERP funds must be used this summer or the funds will need to be given back to the State.*

### **8.0 BOC Membership**

*Bylaws: The Committee reviewed the bylaws. The group addressed how attendance would be handled.*

*Question: Is it possible to attend meetings through Skype from another location?*

- *No. This is a Brown Act Committee. The meeting would have to be noticed and the location opened to the public. The location would also have to be ADA compliant. Meeting dates are decided collaboratively.*

*The committee agreed that the bylaws, as they are now, are acceptable.*

*Elections: The committee will revisit membership and nominations annually.*

*Nominations were opened.*

*Rachel Minnick nominated herself for Vice-Chair. Adolfo Mercado seconded the nomination. Motion to close the nominations by Alex Visaya, Jr. All in favor.*

*Nominations were opened.*

*Alex Visaya, Jr. nominated Joseph Cruz for Chair. Brad McDowell seconded the nomination. Motion to close the nominations by Alex Visaya, Jr. All in favor.*

### **9.0 Future Business**

*Next Meeting: June 10, 2105*

- *The group requested that the meeting be held at Cal Middle School.*
- *The link to the audit will be sent to the BOC Members.*
- *The Committee appointed an Ad Hoc Committee to work on the annual report to the Board: Rachel Minnick, Joseph Cruz, Dave O'Toole and Adolfo Mercado as alternate. The Ad Hoc Committee will work on a draft of the report prior to the June 10 BOC meeting to share with the Committee.*
- *The BOC will present at the July 18, 2015 Board Meeting.*

**Adjourn: 7:30 p.m.**

DRAFT