



Putting  
Children  
First

# Measures H Citizens' Bond Oversight Committee

Wednesday, November 8<sup>th</sup>, 2023  
Community Conference Room  
6:00 to 7:00pm

## *Minutes - Amended*

### **1.0 Welcome/Call to Order 6:01**

### **2.0 Public Comment – Individual public comment shall be no more than two minutes in length on each agenda or non-agenda item. Yes, key items are:**

- Non-compliant on membership, discuss process for audit & report. No audit has been provided to Measure H yet.
- Will amend at approval of agenda.

### **3.0 Call to Order/Members Present/Absent**

**Present:** Arthur Aleman, Brian Hill, Christine Casey, David Mack, Dave O'Toole, Gabriel Tiffany, James Miller, Julia Gahagan, Manuel Jimenez, Marie Degelos, Nicole Elton, Robert Herrell

**Absent:** Amber Verdugo, Andrea McPhee, Andrew Marks, Charlotte Yates, Christian Burkin, Ian Davis, Kae Saephanh

**Staff Present:** Cindy Tao, Chris Ralston, Elena Hankard, Janea Marking, Nathaniel Browning

### **4.0 Introductions**

The following individuals introduced themselves including a brief personal background.

Janea Marking, James Miller, David Mack, Nicole Elton, Meredith Johnson, Marie Degelos, Arthur Aleman, Dave O'Toole, Brian Hill, Chris Ralston, Gabriel Tiffany, Elena Hankard, Robert Herrell, Nathaniel Browning, Cindy Tao, Manuel Jimenez, Julia Gahagan

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

Motion by: James Miller

Second by: David Mack

The agenda was approved as presented. All in favor.

### **6.0 Approval of Minutes**

August 9<sup>th</sup>, 2023 – Regular Meeting

Motion by: Gabriel Tiffany

Second by: Brian Hill

The minutes were approved as presented. All in favor.

### **7.0 Measure H Bond Fund Projects Update - Funding Summary**

Ms. Tao provided a funding summary report for Measure H. Report was generated as of September 15<sup>th</sup>, 2023. A detailed report was also provided regarding project status updates that show what phases projects are currently in.

- \$750M authorization approved in March 2020
- \$225M used.
- \$4M interest earned.

**Measure H bond and expenditure as of Sept 15<sup>th</sup>**

Budget to date: \$322.3M

Expended to date \$23.3M

Projects in progress 41

Projects completed 1

**Projects Status Update**

**Academic & Safety Equal Access Project**

Budget to date: \$226M

Expended to date: \$12.8M

**Technology Enhancement Project**

Budget to date: \$6.4M

Expended to date: \$3.5M

**Safety & Security Improvements**

Budget to date: \$2.2M

Expended to date: \$399K

**P.E & Athletic Program Projects**

Budget to date: \$29.7M

Expended to date: \$596K

**School/Classroom Improvement**

Budget to date: \$55.8M

Expended to date: \$5.3M

There were no questions.

**Construction Projects Update**

Mr. Ralston provided information and photos regarding active construction projects.

**Edward Kemble/Cesar Chavez ES, Nicholas ES, Oakridge ES New Construction**

– All have broken ground and are in the process of installing underground utilities. All 3 sites are on schedule.

**Luther Burbank HS / C.K. McClatchy HS Baseball Softball Fields** – In DSA. Both sites will be bid together.

**John F. Kennedy HS / West Campus HS Baseball Softball Fields** – Both sites will be bid together.

**California MS Campus Renewal Project** – In DSA for review. Estimated to be a 3-month project. The roof at this site is complete.

**Matsuyama / Alice Birney Campus Renewal** – In Design. Both projects had a change in Architect but will not affect schedules.

**Joseph Bonnheim Playground** – Summer project.

**Ethel Phillips Campus Renewal** – Summer project.

**Nicholas ES New Construction** – Photos were provided of its current state.

Question: What exactly is being replaced/built for Joseph Bonnheim Playground Replacement project?

Mr. Ralston: Replacement of existing kinder & main playground site. The architect has been asked to review possible irrigation upgrades if budget allows. The hardcourt/asphalt status is going to be reviewed by the engineer to see if it can be seal coated or if it needs to be replaced.

Mr. Browning: Is it accurate to say we are still building the scope for what we can afford at that site?

Mr. Ralston: Yes, the playground structure will be replaced, and we generally know what that will cost. Will review all tests and data to make decisions on what work can be done within the budget.

*Question: There was mention of a change in contractor for Matsuyama/Alice Birney. May we ask what issue you found with them?*

*Mr. Ralston: The architect hadn't gone to bid yet. They weren't able to continue & we have secured new architects. Project has a defined scope and budget so that it is easy for them to catch up.*

*Question: With the \$459M budget, are you staffed to make that work happen?*

*Mr. Ralston: We have two vacancies in the bond program right now. Project techs are owner reps/internal staff that make sure the project is running on schedule. Big decisions get brought back but they're generally able to answer questions and are an incredibly talented group of individuals. I rely on a program that is heavy in construction management firms because it keeps things going from start to finish very smoothly. They also help make sure that pricing is in line with what other school districts are paying and help us make sure we stay legal with our contracts. If we were fully staffed, then a lot of smaller projects could be run in-house.*

*Question: Are the staff or contract managers funded by bond?*

*Mr. Ralston: Yes.*

*Question: Do you ever run up against a moment where you don't have enough of that funding to fund staff?*

*Mr. Ralston: No.*

*Question: You mentioned two vacancies. What is the overall number?*

*Mr. Ralston: 3 project techs, 1 project manager, 2 program records technicians. That is the bulk of our construction bond staffing. Nathaniel & I have percentages of our salary that are paid out of the bond as we manage it. If you have to work in the bond a percentage of the bond is paid for that position.*

*Question: Who oversees the California bidding process?*

*Mr. Ralston: We do have an auditing process that makes sure that if a document is supposed to be publicly posted and it ran for 14 days as required, we must show that that document existed, and that process happened. They look at board meeting minutes to make sure we properly followed board procedures and timing. We have attorneys when there are questions. Going to bid is a very open process.*

*Mr. Browning: We also have a Purchasing Department that helps out with finalizing contracts/documents.*

*Question: Is Crowe the auditing company that audits that or is that a different audit?*

*Answer: Crowe is the districts external auditor. They can't audit everything every year, so they do select testing on different things and look at procurement. They are looking to make sure we are following processes and follow the timelines.*

*All questions were answered.*

## **8.0 Future Business/Audit**

*Ms. Tao reviewed the timeline for audits with the group. Timeline will begin the first week of December to see if there are any findings for review or correction. We are currently still under audit. They were given preliminary findings but none for this specific bond measure.*

*Question: The audit rating, I know that they go through different things & show a document. Then from there depending on the amount of holes that they find or things that are minor/major in scope... Is it then reported the same way?*

*Answer: Similar process to the unmodified opinion. You will get your overall opinion summary then they will give you an outline if there are any findings and what those findings are. And if any corrective action is required. Will follow a standard audit report.*

## **Annual CBOC Training**

- *May 2024 – Location TBD*

## **9.0 Next Meeting Dates/Locations & Key Dates and Deliverables**

- *February 21<sup>st</sup>, 2024 – Location TBD*  
*Crowe audit will take place at this meeting.*
- *Key Dates & Deliverables*

*Member: After we meet with Crowe then we will present at the board. Is that done in one of these meetings or is that whenever we are ready? What is the proposed schedule for that?*

*Answer: Once you receive the report from Crowe then we will work with you to identify a regularly scheduled board meeting date. That you will be invited to present the report at the board meeting.*

*Mr. Browning: Typically, that presentation to the board has the chair and maybe another couple individuals from the CBOC. Everyone else is invited to participate and provide public comments as desired. I think that board presentations are typically scheduled for some time a few weeks after to a month after the Crowe audit is presented to this body.*

*Member asked question to Mr. Hill: Since you've gone through this rodeo before maybe you can explain to the rest of us who aren't as familiar?*

*Mr. Hill: You get the Crowe findings and the four times I've seen it there's been one finding that they've identified. So, the board presentation based upon what the committee has done, and Crowe has done...The one time there was finding they turned to whoever and said we fixed that kind of thing. That's how extensive it is. I think if something else were to happen then we would have a different conversation.*

*Mr. Ralston: We just did Measure Qs on October 4<sup>th</sup> and you could go on the district website and go to the board page and see the YouTube video of that presentation.*

*Ms. Johnson: There's a requirement that this body produce a report at least annually of its activities. That's pretty much all we know about what an annual report is supposed to be. So, you have discretion, you can start now, you can start in two months, etc. to create some sort of document that is your report...In addition, when a district issues bonds at 55% threshold there's a requirement that it commends two additional audits of the bond program. One of which is the financial audit of the bond fund, and one is called a performance audit. Assuming Crowe is undertaking those will*

*present those to you and is part of the oversight's committees' job is to review those two audits. Those two audits can help inform your annual report.*

*Mr. Ralston: Question, does it have to be a report form, or could it be in the form of a power point that also highlights all those things you mentioned?*

*Ms. Johnson: Yes, there's no description anywhere that describes what the report should look like.*

***Adjourn: 6:10***

*Motion by: James Miller*

*Second by: Robert Herrell*