



NUSD Citizens' Bond Oversight Committee (CBOC)
5715 Musick Avenue, Newark, CA 94560
Tuesday, September 10, 2013
Minutes

Present: CBOC Members – Mondae Hefter, Casper Knoop, Tammie Mackey, Liz Mafi-Tuitama, Theresa Miller, Marilyn Painter, Cindy Parks

NUSD Staff – Tonya Connolly, MOT; Elaine Neilsen, CBO

Absent: Jack Dane, CBOC; Andrea Francis, CBOC

Guests: Jenny Rios, Vanir Construction

1.0 Call to Order

Call to order by at 6:00 p.m. by Chairman Casper Knoop.

2.0 Roll Call

Elaine Neilsen passed around a sign-in sheet for Committee Members.

3.0 Visitors/Public Comments

There were no visitors nor public comment.

4.0 Approval of Meeting Minutes for June 11, 2013

Elaine noted there was a correction to the minutes on a section of financials. Pending correction, minutes from June 11, 2013 was approved.

Motion Passed

5.0 Update on Summer Projects

Jenny Rios, Vanir Construction, reported on the quick-start projects completed over the summer: playgrounds, removed portable at Musick, pilasters and frontage beautification (painting, gum removal, signage, asphalt repair, and concrete stair repair) at Junior High School, concrete at Milani. Jenny gave an overview of the cost of the projects completed and pending (\$23 million for roofing, \$20 million for HVAC, and \$2 million in paving). Jenny also gave an overview of the pending low voltage projects such as cameras and lighting. Elaine Neilsen commented that the Graham project was ahead of schedule and below budget. Casper Knoop inquired about the RFP process and Jenny Rios/Elaine Neilsen gave a brief overview of bidding process. Elaine Neilsen commented about the June 25th and August 11th Board Workshop. She again extended invitations to members of the CBOC to attend. Elaine commented that the next round of projects were going to the Board for approval on September 17th and the list is currently being finalized for submission. Casper Knoop commented that it was exciting to hear teachers comment

about the quick start projects and it was nice to have transparency in the process. Elaine Neilson and Jenny Rios indicated that bond information was on the District web page and encouraged everyone to continually visit the site for updates and information. Casper inquired about the web count and Elaine indicated that the count was low. Cindy Parks inquired where the Request for Proposals (RFP's) were posted; Jenny responded that the RFP's were posted on the District Bond web page.

6.0 **Financial Report**

Elaine Nielsen opened the floor for questions. Casper said it would be useful to have an overview with a breakdown by categories, a graph with percentages of how monies were allocated or a pie chart. Marilyn Painter suggested that the roll up be posted on the Bond web page. Casper said that the information would be useful to keep the community up to date on bond progress and would encourage public feedback.

7.0 **Annual Report to the Community**

Elaine Nielsen offered the CBOC reports from various districts to use as a guide. The drafts will be available in her office for the next few weeks if any members are interested in viewing. Casper Knopp said he had been looking at other Districts' annual reports, and it was important to establish a sub-committee to develop the report, time commitment would be minimal. Casper and other members indicated that the sections of interest would be:

- Introduction
- Executive summary
- Financial roll up with break down
- Pie charts
- Bond progress/project sequencing
- Photos of before/after

Sub-Committee members are:

- Casper Knopp
- Cindy Parks
- Marilyn Painter

Elaine Nielsen and Jenny Rios offered to have a draft report for the sub-committee available by early December.

8.0 **Adjournment**

A quick discussion with CBOC members took place. Given the Board has a conflict in meeting dates which overlapped the CBOC, the meeting was moved from December 10th to December 3rd. Meeting was adjourned at 6:45 p.m.