

Newark Unified School District
Citizens' Bond Oversight Committee
September 12, 2017 Meeting Minutes

1.0 Call to Order

The meeting came to order at 6:06 PM.

2.0 Roll Call

CBOC Members:

Cindy Parks, Jack Dane, Cary Knoop, Dat Haba, Adam Modzeleski, Yoana Navarro, Marek Yarbrough. Member Betty Williams was absent.

NUSD Staff:

Kim Lola.

Vanir Construction:

Robert Sands, John Watkins.

2.1 Welcome New Members: Yoana Navarro and Dat Haba

The new members introduced themselves first followed by a short introduction by all attendees.

3.0 Approval of September 12, 2017 Agenda

(DISCUSSION/ACTION)

Motion moved by Mr. Knoop, seconded by Mr. Dane.

The motion passed (7-0-0-1).

4.0 Visitor/Public Comment

There were no public comments.

5.0 Approval of Meeting Minutes for June 13, 2017

(DISCUSSION/ACTION)

Motion moved by Mr. Dane, seconded by Mr. Knoop

The motion passed (5-0-2-1). The members Haba and Navarro abstained.

6.0 Approval of Meeting Minutes for June 27, 2017 (DISCUSSION/ACTION)

Motion moved by Mr. Knoop, seconded by Mr. Modzeleski

The motion passed (5-0-2-1). The members Habab and Navarro abstained.

7.0 Officer Elections for 2017/2018 (DISCUSSION/ACTION)

A motion to appoint Mrs. Parks as chair was moved by Mr. Knoop and seconded by Mr. Dane. The motion passed (7-0-0-1).

A motion to appoint Mr. Yarbrough as vice chair was moved by Mr. Dane and seconded by Mr. Knoop. The motion passed (7-0-0-1).

A motion to appoint Mr. Knoop as secretary was moved by Mr. Dane and seconded by Mr. Modzeleski. The motion passed (7-0-0-1).

8.0 Financial Report (DISCUSSION/ACTION)

Mrs. Parks questions, which were answered by Mr. Richards over e-mail, were reviewed.

Mrs. Parks' questions:

Measure G Expenditure Report

Question: The Measure G Expenditure Report is from 5/1/17-6/30/17, yet the CFS report ends 8/31/17. For comparison purposes, why wasn't the Expenditure Report for the same time period?

Answer: Because I only ran the warrant report on fiscal 2017. The Fiscal 53 report on which it is based does not cross fiscal years. The report for fiscal 18 through 8/31 is attached. I'm not sure why CFS ran through 8/31 crossing fiscal years, as they are usually to follow our reporting cycles. Since we have posted a few correcting entries to June 30th this week, their reports through June 30 will be re-extracted before I run the big book for post-closing reports to the committee.

Question: Why was a Protection One bill for Whiteford paid through the bond?

Answer: Protection One was paid \$435 for a duct detector unit for the HVAC system at MacGregor that the DSA required as part of the HVAC upgrade project. However, I don't see a transaction to Protection One for Whiteford in fund 21 anywhere in the vendor history in Escape.

CFS Program Overall Summary Report

Question: I know the board approved about \$2.1M for the playground project. The budgeted amount for the project at eight sites is \$1,101,479.31. Is this an accurate budget? ...a \$1M under budget?

Answer: Playgrounds are indeed coming in well under budget. We had a very competitive bid between the two vendors. Additionally, Vince's crews did some of the demolition at Milani and

Lincoln (in addition to work previously done at BGP, Graham and Kennedy) to create some additional savings from the original bid amounts.

Question: I know you didn't produce the Vanir report, but it shows a new playground at Whiteford. I want to confirm no playground equipment is being installed at Whiteford.

Answer: I'm not sure which Vanir report you are looking at. I searched for the word Whiteford in each report and cannot find a reference to Whiteford. I did see Whiteford playground in the CFS report, and that was one of the quick start projects that occurred before I was hired during the first year of the bond. There is an ADA accessible swingset being installed at Musick at this time to accommodate the former Whiteford students. However, there is no additional playground being installed at the Whiteford location.

Question: When the merger of Bunker and Milani was approved, there was to be playground equipment replaced through the Ruschin money. Is that why the budget for equipment at Bunker is budgeted at \$50,000?

Answer: The new Bunker unit (the pirate ship) installed during last fiscal year was paid for from Ruschin proceeds. The replacement of the remaining older equipment is being done through the bond as with the rest of the schools.

CFS Project Overview Report

Question: 900-800 District Office - Building \$11,917.20. Please provide the breakdown of this expense.

Answer: Site 900 is used for District-Wide Services (not the District Office itself, which is site 590). I ran 900-800 through Escape in Fiscal 2017 and Fiscal 2018 and there were no transactions. These transactions are from fiscal 2016 when initial asbestos assessments were charged districtwide centrally and allocated to the sites (like Vanir's). We subsequently changed this and required all of their costs to be allocated directly to the sites involved.

Question: 900-815 HVAC System \$9,825.44. Please provide the breakdown of this expense.

Answer: Site 900 is used for District-Wide Services (not the District Office itself, which is site 590). I ran 900-815 through Escape in Fiscal 2017 and Fiscal 2018 and there were no transactions. These costs are from fiscal 2016 when districtwide A&E services were being charged centrally and allocated out to the sites prorata based on costs incurred during the year as is done with Vanir's invoices. We subsequently required them to delineate all costs by site and stopped this methodology.

Mr. Knoop questions, which were answered by Mr. Richards and Mr. Watkins over e-mail, were reviewed.

Mr. Knoop's questions:

Question: The CFS report reports a zero balance in budget remaining for the Kennedy playground. I try to understand how that can be as Kennedy is lagging wrt to the other sites.

Answer Mr. Richards: We have not rolled fund balances from 2017 to 2018 yet as we are still finalizing some entries from 2016-2017. Budgets will be adjusted once carryover posts.

Question: Code 804 was created while 841 already existed is there any reason it should be a separate code?

Answer Mr. Richards: 804 is actually the older of the two codes in the system and the one we are using going forward.

Question: Several projects that are fully disbursed are not closed (for instance EMS systems at Milani) is there a reason for this or should they be closed?

Answer Mr. Watkins: This could be due to DLF's contract still remaining open due to the Work at the High School. Their 2016 contract spanned NMHS, Milani (BGI), and Lincoln. Although Lincoln and Milani are done they may still be in the system until NMHS is closed this fall. That said – I could be wrong and their may be the 2014 EMS contract still open. If that's the case, I don't know why it is still open.

Answer Mr. Richards: EMS at Milani had to be reopened because of a late invoice that came through in 16/17.

Question: Vanir's budget report is the same report from the last meeting was an incorrect report

Answer Mr. Watkins: The budget report for 2013-2015 is the same and remains unchanged – The budget report for 2016-2017 shows actuals and has changed since the last meeting.

Mr. Watkins gave a general overview of the role of the DSA.

Mr. Knoop asked why the playground project was over budgeted. Mr. Watkins explained that money was saved by using the CMAS construction.

Projects allocated for the District Office in the CFS system (coded 530) were discussed. Mr. Watkins will follow up. He mentioned Vanir was aware of a district office project being pulled at an earlier time.

Mrs. Parks asked a question about a \$1300 warrant assigned to Whiteford. Vanir stated it was for a DSA certification.

Mr. Haba asked about how new projects got on the list of actual projects. Mr. Haba expressed concerns that the Board of Education was out of the loop when it comes to strategic choices.

9.0 Report from Vanir on Current and Future Projects (DISCUSSION/ACTION)

Mr. Watkins gave a presentation on the summer projects.

Mr. Yarbrough asked about a maintenance plan for the new playgrounds. Mrs. Lola was going to relay the question to the District.

Mr. Knoop asked about maintenance in a broader scope. Mr. Sands brought up that almost all school districts he knows of do not take enough care of maintenance.

Mrs. Parks wanted to know if the video cameras at Kennedy and Lincoln actually work in light of recent vandalism.

Mrs. Parks asked about the status of the 3 HVACs at the high school.

9.1 Update on Syserco Report

Mr. Watkins had no updates on the Syserco report. He stated that it is very difficult to measure exactly how much money is saved by using the EMS system. Mr. Watkins pointed out that the main reason for implementing the new system was aging systems and not energy saving.

10.0 Establish an Ad-Hoc Committee for 2016-2017 Annual Report (DISCUSSION/ACTION)

The chair appointed Mr. Knoop, Mr. Modzeleski and Mrs. Navarro to a newly formed ad-hoc committee to prepare the 2016-2017 Annual Report.

11.0 Schedule 2017/18 Tour of School Sites (DISCUSSION/ACTION)

The scheduling of two tours of school sites was discussed. Mrs. Parks will contact the District to arrange a schedule based on the member's availability.

12.0 Announcements, Requests, Debrief, Discussion (DISCUSSION/ACTION)

The best practices document from California League of Bond Oversight Committees (CaLBOC) was mentioned as a useful reference for members. Mrs. Parks will ensure that all members will become recipients of the CaLBOC mailing list.

Mrs. Lola requested members to provide appropriate email subjects when communicating CBOC matters so that relevant emails can quickly be found and categorized.

Mr. Knoop raised a concern about the website not having all relevant information. Mr. Knoop will discuss with Mrs. Wilson to find solutions.

13.0 **Adjournment**

(ACTION)

The meeting was adjourned at 8:53 PM.

Minutes written by Cary Knoop