

Newark Unified School District
Citizens' Bond Oversight Committee
December 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.

NUSD Staff:

Bryan Richards

3.0 Visitor/Public Comment

There were no public comments.

4.0 Approval of Meeting Minutes for September 12, 2017

(DISCUSSION/ACTION)

Motion to approve the minutes with one correction to change "wrt" in the bottom box on page 3 to "with respect to".

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

The motion passed (6-0-0-1).

Mrs. Navarro arrived after the approval of the meeting minutes.

5.0 Financial Report

(DISCUSSION/ACTION)

Mr. Knoop asked a question about legal expenses. Mr. Richards explained these expenses are related to a disagreement between the District and a construction company.

Mr. Knoop asked a question about the expenditures assigned to MOT. Mr. Richards explained this was for demolition work that was performed in-house by the MOT department.

Mrs. Parks asked a question about the billing of the Alameda County treasurer. Mr. Richards explained there was a change in rules and that those expenditures are now directly billed to the bond. He could not immediately find the offsetting transactions but he was going to find this out later.

Mr. Yarbrough asked for an update on the CFS contract negotiations. Mr. Richards explained no changes were made.

Mrs. Parks asked a question about the billing for refrigeration at the NMHS. Mr. Richard explained units needed to be rented to preserve food during construction.

Mrs. Parks asked a question about a \$1500 bill assigned to electrical panel work at Musick. Mr. Richards explained original planning underestimated the required electrical capacity.

Mrs. Parks commented that many CFS projects appear factually closed but they are still open in the report.

6.0 Update on Projects – Vanir Construction, Robert Sands (DISCUSSION)

Mr. Sands was unable to attend the meeting but provided an update letter.

The committee asked several questions about the roof damage at various locations and who is liable for the damage caused. In particular the wrestling mat damage. Mr. Richards responded that of the total of 18 locations only two more drains need repair and two places need additional parts.

Mrs. Parks asked for an update on prior commitments from Vanir to perform a checkup on the security cameras and who in the district was certified to perform repairs on the playground structures. Mr. Richards will follow up on these matters.

Mr. Haba requested the District provide a summary of change orders for each CBOC meeting. Mr. Richards stated he will do that.

7.0 Update on Deferred Maintenance Plan (DISCUSSION)

Mr. Knoop asked why the NUSD maintenance and operations expenditures per ADA is significantly higher than neighboring school districts. Mr. Richards explained that NUSD has many more structures per ADA compared to neighboring districts. He used the example of the New Haven School District that has a similar number of structures but about double the number of students.

Mr. Richards announced an RFP was in process for a Deferred Maintenance plan.

8.0 2016/2017 Annual Report Update from the Ad-Hoc Subcommittee (DISCUSSION/ACTION)

Mr. Knoop informed the committee that apart from the full CFS report and the audit reports all financial information was available. Based on this information a first presented draft of the report was made available to the committee.

The Ad-Hoc Subcommittee asked the committee for direction on the question of deferred maintenance and the Whiteford expenditures now that this site is no longer used by the NUSD for student education.

Committee members urged the Ad-Hoc Subcommittee to present a statement concerning maintenance (including preventative maintenance) in the report and to further work out the Whiteford matter.

The Ad-Hoc Subcommittee asked the committee for direction on what pictures to include. After a suggestion from Mr. Richards the committee asked the Ad-Hoc Subcommittee to provide pictures from the reporting financial year but including the summer projects of the current financial year as well.

9.0 Review California League of Bond Oversight Committees (CalBOC): Best Practices (DISCUSSION)

Mr. Haba commented he would like the committee to more frequently communicate with the School Board on Measure G matters.

10.0 Timeline for the 2016/2017 Performance and Financial Audit from Christy White Associates

(DISCUSSION)

Mrs. Parks asked about dates the auditor could be present at one of the committee meetings, she stated the preference for a person who was physically present at the NUSD sites when the audit was performed.

Mr. Richards was going to arrange the auditor to appear at the March 13, 2018 committee meeting.

11.0 Inspection Tour Dates – January 4, 2018 at 8:30 am & April 4, 2018 at 1:00 pm. Approve these as meetings dates & times (DISCUSSION/ACTION)

Mrs. Parks reiterated the scheduled special meeting dates.

Mr. Knoop requested if verifying the proper working of security cameras could be included in the tour.

12.0 Membership

(DISCUSSION/ACTION)

Mrs. Parks informed the committee that two citizens filed an application. Mr. Richards informed the committee he was going to forward those applications to the School Board at the new financial year so that the new potential members could enjoy their full terms. Mrs. Parks announced member Betty Williams sent an email resigning from the CBOC.

13.0 Announcements, Requests, Debrief, Discussion

Mr. Knoop requested that the full CFS report was going to be made available to the Ad-Hoc committee as soon as possible.

14.0 Adjournment

(ACTION)

The meeting was adjourned at 9:03 PM.

Minutes written by Cary Knoop