

Newark Unified School District
Citizens' Bond Oversight Committee
June 12, 2018 Meeting Minutes

1.0 Call to Order

The meeting came to order at 6:04 pm.

2.0 Roll Call

CBOC Members:

Cindy Parks, Jack Dane, Cary Knoop, Olga Borjon, Adam Modzeleski,
Marek Yarbrough. Christine Clinton was absent.

NUSD Staff:

Kim Lola, Susan Condon

California Financial Services:

Patty Paulsen

Vanir Consulting

Robert Sands

3.0 Visitor/Public Comments

There were no public comments.

4.0 Approval of Meeting Minutes for March 13, 2018 (DISCUSSION/ACTION)

Motion to approve moved by Ms. Borjon, seconded by Mr. Dane.

Motion was approved (6, 0, 0, 1)

5.0 Approval of Meeting Minutes for April 4, 2018 (DISCUSSION/ACTION)

Motion to approve moved by Mr. Yarbrough, seconded by Mr. Modzeleski.

Motion was approved (6, 0, 0, 1)

6.0 Financial Report – Patty Paulsen of California Financial Services (DISCUSSION/ACTION)

Ms. Paulsen gave a presentation on the CFS report as is presented each quarter to the CBOC.

Mr. Knoop commented that the Fund 21 overview should identify the separate sub funds, i.e. Measure G, Measure G Interest, Measure B and Measure B interest.

Ms. Borjon requested to identify Measure B and G on the report. Ms. Paulsen was going to re-label the entries and separate the Measure B and G data for the next report.

Mr. Knoop commented he is concerned that Measure G funds are not put to work, one year of inactivity may be explainable but multi-year inactivity would become worrisome.

Mr. Sands pointed out that the bond money has to be spent in a certain timeframe, 85% within 36 months. He also pointed out that the school board was informed on this.

Mr. Knoop suggest for the CBOC going forward to have one member get access to do ad-hoc queries on the CFS data.

Ms. Parks wanted clarification on the wording and coding of the playground activities as it looks like the numbers are off for \$100,000 for Milani. Mr. Knoop was proposing for the District to investigate and give an update at the next meeting. Ms. Lola was going to look into this.

Motion:

Request the District to have all invoices on the playground structure work to match the entries in the CFS report as well as a copy of all the invoices and for the site maps to match the actual locations of the structures.

Ms. Modzeleski moved, Mr. Knoop seconded.

Motion was approved (6, 0, 0, 1)

Motion:

Approach the District to get a CBOC member have access to the ad-hoc CFS reporting facility.

Mr. Yarbrough moved, Mr. Knoop seconded.

Motion was approved (6, 0, 0, 1)

Mr. Yarbrough asked Mr. Sands about what the monthly cost charged to the district comprises of and what work Vanir is doing right now. When asked about time sheets Mr. Sands refused to talk about time sheets.

Motion:

Request from the District to provide the monthly invoices from Vanir from July 2017 through today.

Mr. Modzeleski moved, Mr. Yarbrough seconded.

Motion was approved (6, 0, 0, 1)

7.0 Update on Projects – Susan Condon & Robert Sands (DISCUSSION/ACTION)

Ms. Condon reported there are no projects scheduled.

Mr. Sands reported the punch list is 80% complete, the remaining 20% is related to the work at the high school of one contractor, D. L. Falk. Estimate is that all work will be done in about four weeks. The walk mats for the HVACs has become a problem, parties disagree who is responsible. A project to replace 3 HVACs at the high school is planned for the winter break conditioned on School Board approval.

Mr. Sands will provide updated maps. Mr. Sands will provide detailed information about the state of all HVACs.

Mr. Knoop asked why the bond permitted salaries are not changed for the 2018-2019 budget due to the fact there are no projects scheduled.

8.0 Measure G Bond Program, Annual Report 2016-2017

8.1 Presentation of the Annual Report by the Ad-Hoc Subcommittee

Mr. Knoop gave an update to the report with only minor changes, adding the join and termination dates of the members and adding information about the incorrect interest allocation. Also, the letter from the Chair was added.

Ms. Parks commented that for the next Annual Report the Committee might want to comment on the situation with vendors not completing projects on-time and the consequences thereof.

8.2 Approve the Following Text:

Based on the review and observations of the Citizens' Bond Oversight Committee, we find that the Newark Unified School District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution and that funds are being used for the purposes specified in the ballot language.

Motion:

Approve the above text.

Moved by Mr. Knoop, seconded by Mr. Modzeleski.

Motion was approved (6, 0, 0, 1)

8.3 Approve the Annual Report and Presentation Slides

Ms. Borjon noted some grammar mistakes in the report.

Motion:

Approve the Annual Report with the grammar mistakes corrected one page 3 and 12.

Moved by Ms. Parks, seconded by Mr. Dane.

Motion was approved (6, 0, 0, 1)

Motion:

Approve the presentation.

Move by Ms. Parks, seconded by Mr. Knoop.

Motion was approved (6, 0, 0, 1)

8.4 Dissolution of the Ad-Hoc Subcommittee

The chair dissolved the ac-hoc committee.

9.0 Membership Recruitment

Ms. Parks brought up that three members will have their term expired. Mr. Knoop recommends that the CBOC notify the School Board about this situation.

Motion:

Instruct the secretary (Mr. Knoop) to request the School Board in writing to have Ms. Parks be allowed to sit out her full calendar term through December 2018.

Mr. Yarbrough moved, Mr. Modzeleski seconded.

Motion was approved (5, 0, 1, 1).

10.0 Election of Officers

Chair: Mr. Yarbrough

Vice-chair: Mr. Modzeleski

Secretary: Ms. Borjon

Motion:

Approve the above assignment

Moved by Ms. Parks, seconded by Mr. Knoop.

Motion was approved (6, 0, 0, 1)

11.0 Announcements, Requests, Debrief, Discussion

Mr. Yarbrough proposed to get bond interest information and 85% rule on Series C be placed on the next agenda.

12.0 Adjournment

Meeting was adjourned at 8:56 pm.

Minutes written by Cary Knoop