

DRAFT

Minutes of the Measure I Citizens' Bond Oversight Committee
February 1, 2018
Otis Elementary School
3010 Fillmore St, Alameda, CA
Breakout Room

PRESENT:

Committee members:

Don Sherratt, Chairperson
Sarah Olaes, Vice-Chair
John C. Baum, Member
Michelle Pero, Member
Kim Ondreck Carim, Member

Staff members:

Shariq Khan, Chief Business Officer
Robbie Lyng, Senior Director of Const. Projects- MOF
Alicia Andrews, Const. Project Mgr. - MOF
Priscilla Wong, Bond Budget Analyst - MOF
Dani Krueger, Assistant to Chief Business Officer
April Dizon, Director – Fiscal Director

ABSENT MEMBERS: None

A. CALL TO ORDER

The meeting was called to order at 6:33 p.m. by Don Sherratt, Committee Chairperson.

A-1 Introductions

Introductions of the committee members and staff were made around the room.

A-2 Adoption of Agenda

- There was a motion to adopt the agenda as presented.

Motion: Member Olaes Motion second: Member Carim

The motion to adopt the agenda was passed – 4 to 0.

(During this motion, it was confirmed by the District’s legal counsel Chad Pimentel that 4 members constitutes a majority and allows for a vote. There was a need for clarification on this issue).

A-3 Approval of Minutes from May 25, 2017 meeting

- Minutes from the May 25, 2017 Board meeting were considered.

There was a motion to adopt the minutes as presented.

Motion: Member Carim Motion second: Member Baum

Member Olaes abstained as she was not in attendance.

The motion to adopt the minutes was approved – 4 to 0.

A-4 Oral Communications

- No community members were present to address the committee.

B. GENERAL BUSINESS

B-1 Committee Roles and Responsibilities Review (Shariq Khan)

CBO Shariq Khan reviewed the Brown Act and Ground Rules for BOC members

B-2 Measure I Bond Audit Report Findings (Christy White Associates)

Sara Fiehler from Christy White Associates reviewed the audit with the committee in detail, noting that their opinion is that the District complied with the compliance requirements as listed and tested. No findings and recommendations.

- The committee noted an error on the list of 2016-2017 committee members. Following the meeting, Christy White Associates updated page 1 of the report. Committee members were emailed the updated version, and this version will go back to the Board of Education on 2-13-18 for approval.

B-3 Construction Project Update/Summer Projects (Robbie Lyng)

Robbie Lyng presented the committee with a presentation highlighting the current construction projects and projects completed summer 2017. This presentation highlighted the following sites:

- Otis Elementary (6 classroom building, portable relocation completed)
- Maya Lin Elementary (modernization completed)
- Historic Alameda High School (under construction for seismic mitigation & modernization)
- Encinal Junior and Senior High School (in design)
- Edison Elementary (construction documents to Division of State Architects, goal of starting in next couple months)
- Haight Elementary School (in design)
- Franklin Elementary (in design)
- Paden Elementary (out to bid)
- Lincoln Middle School (partially approved by BOE on 1/23, will return to Board following additional community input)
- Ruby Bridges Elementary (out to bid)
- There was a discussion about the budget at ASTI, finding contractors with Bay Area construction increasing and the current phone system issues at Academy Of Alameda.

B-4 Schedule Update

CBO Shariq Khan informed the committee that there is no updated schedule at this time as staff is waiting on BOE to decide fate of Lum in order to update. Should the Board determine to pay for repair or replacement out of bond funds, this would significantly impact the Bond. The District Advisory Committee (DAC) has been started, and the new demographers report is complete. The committee asked multiple questions about the DAC.

B-5 Summer Projects

Please see item B-3.

B-6 Progress Report/ Final Project Expenditures 2016-2017

• **B-6-1 Project Expenditures**

Priscilla Wong, Budget Analyst, presented the 2016-2017 project expenditures. The committee reviewed the reports and noted the need for corrections with the spreadsheet calculations.

Following the meeting, staff corrected the report and sent the committee the updated version. Committee also requested that the budgeted amount for each site project be listed on expenditure reports going forward.

B-7 Election of Bond Oversight Committee Vice-Chair

Chairperson Sherratt asked the committee who would like to be considered for the vacant position of Vice-Chair. Sarah Olaes said she would like to be considered.

There was a motion to nominate Sarah Oales as Vice-Chair.

Motion: Member Pero

Motion second: Member Baum

The motion to appoint Sarah Oales as Vice-Chair passes 4-0

B-8 Good of the Order

It was noted that the committee still has two open positions. One for a business representative, and the other for a tax organization member.

B-9 Next Meeting

CBO Shariq Khan will create a rough draft of the committee report for 2016-2017 that will be presented to the BOE. Chair Sherratt would like more committee participation on completing this report. Would like to tentatively schedule the next BOC meeting for Monday, April 9, and present the committee report to the Board at its April 24 meeting.

C. ADJOURNMENT

- The meeting was adjourned at 8:26 p.m.