

Minutes of the Measure I Citizens' Bond Oversight Committee

March 9, 2022

6:00pm

Zoom Virtual Meeting

**PRESENT:**

**Committee members:**

Don Sherratt, Chairperson (Senior Citizen)

Sarah Olaes, Vice-Chair (At-Large)

Rohit Reddy (Taxpayer Organization)

John Baum (Parent Representative)

Liana Hans (Business Representative)

Ryan LaLonde (PTA Parent Rep)

Guest: Arthur Ngo, Moss Adams

**Staff members:**

Shariq Khan, Chief Business Officer

Steve Chonel, Fiscal Director

Bernadette Gard, Staff Secretary II – Const.

Robbie Lyng, Sr. Director of Construction

Priscilla Wong, Budget Analyst – Const.

**A. CALL TO ORDER**

The meeting was called to order at 6:05 p.m. by Don Sherratt, Committee Chairperson.

**A-1 Introductions**

Committee members and staff introduced themselves.

**A-2 Adoption of Agenda**

There was a motion to adopt the agenda:

Motion: Member Reddy

Motion second: Member Baum

The motion to adopt the agenda was approved 5 to 0.

**A-3 Approval of Minutes from the November 22, 2021 Meeting**

Minutes from the November 22, 2021 meeting are considered and there was a motion to adopt the minutes as presented.

Motion: Member Olaes

Motion second: Member Baum

The motion to adopt the minutes was approved 5 to 0.

**A-4 Oral Communications**

No community members were present to address the committee.

**B. GENERAL BUSINESS**

**B-1 Committee Bylaws and Brown Act Review (10 Mins/Information)**

District asked if the Committee would approve to push this item back to the end or to the next meeting since the new committee member has not yet arrived to the meeting. The Chairman approved to push the agenda item to the end of the meeting.

**B-2 2020-2021 Measure I Audit Report (10 Mins/Information)**

Arthur Ngo, Senior Manager with Moss Adams, LLC presented the committee with the findings of the 2020-2021 audit of the Measure I Bond. He explained the 2 types of audits that they perform – financial statement audit and performance audit. The Board of Education approved the audit at its January 2022 meeting. The auditors have issued an unmodified opinion, clean audit, with no adjustments, controls or material weaknesses identified.

Member Reddy had a question about what the auditors review with regard to how the funds are spent or the controls. Mr. Ngo explained that both the controls and the compliance with the bond language are reviewed. Member Olaes asks the question if both audits are required and Mr. Ngo confirmed that they are.

Mr. Ngo explained that 85% of bond expenditures were tested as well as bid procedures and change order procedures and there were no concerns or exceptions noted. Mr. Ngo confirmed that an unmodified opinion is the best result we can get. Member Baum requested that the committee receive copies of the audit report for their records.

Ryan LaLonde joined the meeting and gave the committee a brief background of himself.

**B-3 2020-2021 Bond Oversight Committee's Annual Report (20 Mins/Information)**

Staff presented a draft of the 2020-2021 annual report to the committee for review and input. It was agreed that the members would email their comments and changes to staff for updates. The committee would meet again next month to approve the updated report for presentation to the Board. No action was taken.

**B-4 Phase 2 of the Bond Program – Board approved projects (10 Mins/Information)**

The Board adopted a resolution on February 21, 2021 to put a new facilities bond on the June 7, 2022 ballot. The new bond is a continuation of work started in 2014 and an updated facilities master plan approved by the board on January 25, 2021. Staff presented the Board approved projects for the next phase of the Bond Program. Staff also discussed the budget and state matching funds available for the next bond.

**B-5 Good of the Order**

Chairperson Sherratt asked about going back to in person meetings. It was communicated that discussions have started about school board in person meetings but the board has not made any decision yet. Staff believes that in person board meetings will eventually return.

There was discussion about available State funds and what our senators and representatives are doing to help us obtain those funds. Staff explained how the state funds are allocated, which programs are applicable to our school district and how upcoming elections can help.

Staff requested and it was agreed that the previously skipped item, Committee bylaws and Brown Act Review, be covered in a separate meeting with Member LaLonde.

**B-6 Next Meeting**

The next meeting will be scheduled to approve the Annual Report.

**C. ADJOURNMENT**

The meeting was adjourned at 7:39 pm.

Motion: Member Olaes

Motion second: Member Reddy