

Minutes of the Measure I Citizens' Bond Oversight Committee
April 13, 2016– 6:00 pm - 7:46 pm
Alameda Unified School District
2060 Challenger Drive, Alameda, CA 94501
Ballena Bay Conference Room

PRESENT:

Committee members:

Don Sherratt, Chair
Juelle-Ann Boyer, Co-Chair
John C. Baum, Member
Doug Waite. Member
Kim Ondreck Carim, Member

Staff members:

Shariq Khan, Chief Business Officer
Robbie Lyng, Director - MOF
Brenda Parella, Bond Construction Project Mgr. - MOF
Stacy Moore, Bond Budget Analyst - MOF
Bernadette Gard, Staff Secretary II – MOF
April Dizon, Comptroller

Absent: Michelle Pero, Member

A. CALL TO ORDER

The meeting was called to order at 6:05 pm by Don Sherratt, Committee Chair.

A-1 Introductions

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

A-2 Adoption of Agenda

- The Agenda for the meeting was approved as presented.

A-3 Approval of Minutes

- There were changes made after committee's review of the minutes from the October 28, 2015 meeting. The revised minutes were sent out via email and reviewed by the committee. The minutes of the October 28, 2015 meeting were approved.
- The minutes from the January 6, 2016 meeting were reviewed by the committee. There was discussion about receiving prior notification of Agendas, with items related to the Bond, for school board meetings. There will be language in the minutes updated to reflect that copies of Agendas, with items related to the Bond, will be sent to the committee in advance of board meetings. The minutes of the January 6, 2016 meeting were approved with the amendment.

A-4 Oral Communications

- No community members were present to address the committee.

B. GENERAL BUSINESS

B-1 Bond Oversight Committee's Board Report

The committee discussed the following:

- Don discussed his intent to talk to each member individually about the report. He suggested dividing up parts of the report and each member sharing in the presentation. After discussion, the suggestion was not approved by the committee.
- The committee commended staff for providing a good starting point to the report. There were suggestions of different ways to present the report and possible questions brought up by the report.
- Shariq and the committee reviewed each page of the draft report and edits were made during discussions and suggestions by the committee.
- Shariq presented the "Thank You Alameda" sign planned to be hung at school sites which thanks the city for the Measure I bond funds. The first sign was hung at Lincoln Middle School. It was agreed that the committee would like to include a photograph of smiling children, standing in front of one of the signs, in the report.
- There were suggested changes made to the wording related to the audit findings. It was decided that the text in the report would read: No audit findings, recommendations or concerns.
- It was decided that the committee would give direction regarding changes or additions to the report and would not need to review it again prior to the board presentation.
- The committee discussed the presentation of the report at the upcoming April 26 board meeting. It was agreed that the staff would prepare a small slide presentation for Don's approval. Shariq would do the introduction of the presentation at the board meeting. Don would make the presentation and the committee would be in attendance to answer any questions.

B-2 Bond Oversight Committee Audit Report

The committee discussed the following:

- April presented and discussed the audit report. April explained the financial highlights, the type of audit reports issued, opinions and the procedures performed.
- The Independent Auditors' Report was discussed. April reviewed the Auditors' opinion on Measure I financial statements. The opinion read, "In their opinion, the financial statements were presented fairly, in all material respects, the respective financial position of the Measure I Bond Building Fund as of June 30, 2015 and the respective

changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.” The opinion is known as an unmodified opinion. April explained that it is the opinion that we want and it is the best opinion that we can get.

- April discussed another Auditors’ Report regarding compliance and other matters. The Auditors’ report stated, “The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under Government Auditing Standards”.
- April discussed what to expect in this year’s upcoming audit based on increased activity. The procedures expected to be performed for the audit of the 2015-2016 year are:
 - Facility Site Walk
 - Testing of Bidding Procedures
 - Testing of some Change Orders and Bids
- A question was made regarding auditors on contract to do other audits and if the same firm was used to do other audits. Shariq explained that this firm is used for the Measure I and the general audit but for special audits done last year, different audit firms were used.
- There were no questions by the committee on the audit or the presentation.

B-3 Good of the Order

The committee discussed the following:

- Don stated that receiving materials before the meeting is helpful and important so that the committee has time to review.
- Don discussed that we are still looking for a taxpaying member and asks if the district could advertise that a committee member is still needed. The committee suggested putting it in the newspaper or contacting the Alameda County taxpayers association to try and find applicants.
- John discussed a request from the Franklin PTA School Site Council and principal at Franklin school to ask a representative from the school district to come to a PTA meeting on May 9 to answer questions and explain the Measure I work that will be going on at Franklin school during the summer. Shariq explained that a new project schedule and bond update presentation will be going to the board sometime in the summer. Robbie will contact the Franklin principal again to review the work that will be done. Shariq will attend the Franklin PTA meeting on May 9.
- Shariq discussed that another board action item went to the April 12 board meeting. The item was for the hiring of a 2nd in-house Construction Project Manager for the length of the Bond. Robbie explained that at the start of the Bond we went out for an RFQ for a Construction Management Company, if needed, which the Board approved.

B-4 Next Meeting

The committee discussed the following:

- There was an initial discussion of the possibility of the next meeting to be held in July. Due to the official close of the books on June 30 and that most payments, due to construction in the summer, will not clear until the end of July, the committee decided to meet later.
- There was discussion about planning a school site visit in conjunction with the next meeting in September.
- The next committee meeting was set for either September 22 or 23 based on the availability of Kim Carim, who has tentative meetings scheduled. Kim will send an email to confirm which date she is available. (Kim subsequently sent an email with her availability for September 22.)
The meeting location was not set due to the potential site visit.
- The committee agreed that the meeting would be held in the last week of September, it would include a site visit and staff would be able to present more solid financial numbers.

ADJOURNMENT

The meeting was adjourned at 7:46 pm.