



MEASURE G OVERSIGHT COMMITTEE

MINUTES December 2, 2015

Members Present:

Carlos Cojulun
Jay Esban
Rich Gupta
Kim Hamilton (arrived 6:40pm)
Jen Skrabak
Alicia Weintraub

Members Absent:

Mathy Wasserman (resigned effective 12/7/15 prior to becoming a Board of Education member)

Staff:

Karen Kimmel – Assistant Superintendent, Business

Other:

Jimmy Whittington – Nigro & Nigro PC (departed after the audit report was presented)

Chairperson Alicia Weintraub called the meeting to order at 6:33 p.m.

Measure G Audit Report

Mr. Whittington presented the Measure G Audit Report for fiscal year end June 30, 2015. He stated that the audit report was “clean” and has an unmodified opinion, which is the highest-level opinion for an audit. He reviewed the background information and auditor’s responsibility for the report and then summarized the balance sheet for the Measure G fund. He commented that the fund balance does not include long-term debt. For 2015, approximately \$600,000 was spent for Measure G related projects. Mr. Esban questioned if the outstanding bond fund is included in the Measure G or the District Audit. Mr. Whittington confirmed that the bonds are general obligations of the District and would be included in the District Audit. Mr. Whittington stated that Note 4 of the Measure G Audit lists the principal, interest and total amounts for the outstanding bonds, as well as the fiscal years affected. For the “Report on Performance”, Mr. Whittington let the committee know that Nigro & Nigro reviewed specific procedures to confirm

they are conducted in accordance with the bond language. The Measure G bond auditor noted no deficiencies or exceptions. Mr. Cojulun asked what percentage of expenditures was reviewed for the audit. Mr. Whittington stated that approximately 30% - 40% of the expenditures were reviewed. Mr. Esban questioned the number of hours spent for the audit. Mr. Whittington replied that between 60 – 80 hours of time was spent for the audit. Mr. Gupta commented that the audit was very clean. Ms. Weintraub motioned to approve the 2015 Measure G Audit Report. Mr. Esban seconded the motion. The committee unanimously approved the motion.

Measure G District Summary Report

Ms. Kimmel presented the District Summary Report as of October 31, 2015. She commented that the report includes Measure R funds as well because the original list of projects for the Measure G bond fund included Measure R funds too. Mr. Esban suggested for future reports to show the Measure R funds as a subset. Ms. Kimmel stated that going forward the Measure G and Measure R funds would be separated. Ms. Kimmel went on to review the encumbrances and the purchase orders. The largest project for the current period is the roof work being done at Calabasas High School. The shingle roof has been removed and a Mansard constructed of metal has been added. Ms. Weintraub questioned the administrative fee from U.S. Bank. Ms. Kimmel stated that fee is a reoccurring annual fee that is paid to the bondholder for administrative costs. Ms. Hamilton asked about the DSA costs. Ms. Kimmel informed the committee that the DSA fees are for the compliance and safety inspections for the new bleachers that would be installed at Lindero Canyon Middle School. Ms. Weintraub wanted to know the purpose of the test and inspection at Bay Laurel Elementary School. Ms. Kimmel replied that those fees are to close out projects at the school site. Mr. Gupta asked the purpose of the audio and lighting at Agoura High School. Ms. Kimmel let the committee know that the audio and lighting installation was for the G Building and would provide the school site with an additional location on campus for smaller performances. Ms. Hamilton questioned the purpose for the striping contractor for the new portable restroom at Lupin Hill and parking lot at Willow. Ms. Kimmel commented that she would research her question and reply on Thursday, December 3. (Follow up note: Karen Kimmel emailed the Measure G Oversight Committee on December 3, 2015 to inform them the striping was for ADA compliance due to installation of new portables.)

Measure G Project Update

Ms. Kimmel reviewed the current Measure G projects with the committee. Ms. Hamilton suggested re-evaluating the original list of Measure G projects. Ms. Kimmel asked the committee for feedback that she could present at a future Facilities Committee meeting. Ms. Kimmel reminded the committee that projects requiring energy usage would need to comply with Prop 39, whereby the District would need to prove a return on investment as related to energy usage. The committee suggested looking at solar options as a way to help fund new projects that may require extra energy.

Review Annual Report of the Measure G Oversight Committee to the Board of Education – January 26, 2016

The committee agreed to present their Annual Measure G Report to the Board of Education on January 26, 2016. Ms. Weintraub asked for a volunteer to present the report. Ms. Hamilton volunteered to represent the committee and present the report. Ms. Kimmel asked the committee to review the report and provide feedback her and Ms. Weintraub.

Committee Member Term Expirations

Ms. Kimmel provided a copy of the Measure G Oversight Committee bylaws to each member. She informed the committee that the bylaws state that committee members may only serve two consecutive terms. There are five committee members whose terms will expire in 2016. Ms. Kimmel stated that the District would advertise for committee members in January. She asked the committee members to inform the District if they know people who would be interested in serving on the committee.

Next Meeting

The next Measure G Oversight Committee meeting will be held on Wednesday, April 20, 2016 at 6:30pm.

The meeting adjourned at 7:18 p.m.