

WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

Monday, June 13, 2022 at 6 pm

1400 Marina Way South, Richmond CA 94804

Meeting Minutes

HYBRID MEETING

YouTube

https://youtu.be/VTq3o_rone0

To join by computer, please click the link below to join the webinar

<https://wccusd.zoom.us/j/94978999187?pwd=dGxPVnNZT2RMaThaYWJYVlkwRnR2QT09>

Or

by Telephone: US: 1+(669) 900 6833 Webinar ID: 949 7899 9187 Passcode: 657852

A. Opening Procedures

B. Call to Order/Pledge of Allegiance

Mr. Anderson called the meeting to order at 6:05pm

C. Roll Call

John Anderson, Sallie DeWitt, Lorraine Humes, Jason Lindsey and Tom Panas
(5 members with 3 required for a quorum)

Members present: Jason Lindsey, Lorraine Humes, John Anderson, Sallie DeWitt

Members absent Panas

Staff present: Luis Freese (Virtual), Mellissa Payne, Ellen Mejia-Hooper

D. Approval of Agenda

To discuss a Consent Calendar item, it must be removed from the agenda by a member of the committee or member of the public.

Agenda was approved as presented

E. Public Comment for items not on the Agenda

Items already on the agenda may not be spoken on in this section. Speakers wishing to address a specific agenda item they must fill out a Speaker Form with the appropriate agenda item listed. Speakers will be allowed three minutes

No Public Comments

ACTION

F. Consent Items

Unless pulled from the agenda by a member of the committee or public. Consent items are approved without discussion by unanimous consent.

a. CBOC Records Log June 6, 2022

- b. November 15, 2021 Meeting Draft Minutes**
- c. March 14, 2022 Meeting Draft Minutes**
- d. May 9, 2022 Meeting Draft Minutes**

Consent Items were approved unanimously

G. FY2021 Audit/Audit Schedules (Tom Panas/Melissa Payne)

- a. Request Staff assistance with completing the missing items in the attachment and confirm information on the attached.**
- b. CBOC Resolution 22-02 (Performance Audit) activity**

Mr. Anderson stated since Mr. Panas was not present we would skip Item G and come back to it later if Mr. Panas was able to join the meeting.

H. Bond Program Project Status and Financial Reports (Luis Freese/Melissa Payne)

Presentation on progress of current Bond Projects.

Mrs. Mejia-Hooper gave the Project Status update. Before she started her presentation, she shared some of the challenges that we are facing with the escalating cost on materials and labor.

Mrs. Payne shared information about grant money that was recently received and how the district is consistently seeking any opportunity to apply for grants.

- a. Facilities Master Plan Project Update (Including proposed designs for Richmond High and Kennedy High)**

Ms. Humes, a committee member, was concerned about the cost of the visioning plans for the two schools. The estimator placed the cost of each of Richmond and Kennedy High Schools at almost the price of Bond Measure R. Mrs. Mejia Hooper said the staff has no control over the estimated cost of the schools, each previous bond measure paid for building one high school, and the next step is to present the report to the Board and it is up to the Board if they will accept these estimates and what schools will be built.

Committee members had comments and questions and Mrs. Mejia Hooper addressed them. Mrs. Mejia Hooper also pointed out that the 2 invoices that were requested are attached to this agenda. Mr. Panas who is not present tonight had requested them.

Public Comments

Mr. Gosney

Mrs. Payne announced that there will not be any financial report at this time. She shared that it has been difficult finding a candidate for the vacant position.

b. Invoice/Payroll Review

- a. ALTEN CONSTRUCTION INC, check #210361, dated 02/08/2022**
- b. SWINERTON MANAGEMENT & CONSULTING, check #210894, dated 03/01/22**

Ms. Humes was concerned about the accessibility of the financial reports on the District's website. These are public archived documents and you need a password to access them. Mrs. Payne said she would work with Ms. Humes to reconcile this problem.

No Public Comments

DISCUSSION

I. CBOC Annual Report

a. Update on Distribution of Annual Report (Lorraine Humes)

Ms. Humes reported the distribution of the report is completed.

b. 2021 Annual Report Committee Status (Tom Panas)

- i. Update annual due dates for the Annual Reports that were established in Resolution 21-3**
- ii.**

Mr. Anderson stated since Mr. Panas was not present we would skip Item I b. and come back to it later if Mr. Panas was able to join the meeting.

J. Update on Ad Hoc committee of CBOC and WCCUSD staff Board on revision of Policy BP 7214.2 CBOC Revision (John Anderson/Sallie DeWitt)

Mr. Anderson said that there is still one more meeting. Mrs. DeWitt said that the committee was waiting for Melissa to update the draft policy.

Mrs. Payne said the report is almost ready and will schedule a meeting after the draft is submitted to the committee.

INFORMATION

K. Website Tours (Lorraine Humes)

- a. CABOC website Presentation by Anton Jungherr of CABOC**
- b. [California Association of Bond Oversight Committees - For Effective Oversight](#)**

L. Topics for Next meeting

- a. CBOC Ad-Hoc Committee Proposal (Lorraine Humes)**

- b. Discussion and Review of Ad Hoc Committee Draft of BP 7214.2 CBOC Revision (John Anderson/Sallie DeWitt)**
- c. Website updates**
 - i. Update the Description of the CBOC to include Measure D, E and R on all CBOC Agendas, Minutes, Reports, Audits**
 - ii. Website Separately post Resolutions on Website**
 - iii. District email Address for CBOC**

Public Comments

Mr. Gosney

M. Adjournment

Mr. Anderson adjourned the meeting by unanimous consent at 7:56 PM

Next meeting July 11, 2022 at 6 pm

Disability Information

Upon written request to the district, disability related modifications or accommodations—including auxiliary aids or services—will be provided. Contact the Superintendent's Office at (510) 231-1101 at least 48 hours in advance of the meeting