

WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

Monday, March 14, 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.

Mr. Anderson wanted to announce before taking roll call that Joseph Camacho had resigned. Mr. Freese stated that he had reached out to Mr. Camacho at the request of Mr. Anderson and Mr. Camacho confirmed his resignation.

C. Roll Call

John Anderson, Maisha Cole, Sallie DeWitt Lorraine Humes, Jason Lindsey and Tom Panas
(6 members with 4 required for a quorum)

Members Present: Maisha Cole, Sallie DeWitt, Lorraine Humes (6:30), Jason Lindsey (6:20), Tom Panas, John Anderson

Members Absent: None

Staff Present: Luis Freese, Ellen Mejia-Hooper, Melissa Payne

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.

Comments

Mr. Jungherr

Mr. Panas requested the November and February draft minutes be pulled from the agenda.

Mr. Anderson confirmed that the financial reports are delayed and the agenda items he submitted were on the agenda that was posted on Friday. He stated the November 2021 draft minutes and the February 2022 draft minutes would be pulled. He proceeded to the staff reports.

- 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*

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

Presentation on progress of current Bond Projects including newsletters and financial reports

Mrs. Mejia-Hooper gave the presentation Bond projects.

a. Facilities Master Plan Project Update

• Project Status Report

Comments

Mr. Gosney

• Newsletter

b. The Suite of Bond Financial Reports for February are delayed and not available at this time.

Mrs. Payne stated the financial reports are not ready but will be distributed to members when they are completed.

DISCUSSION

G. Review of January Invoices (Tom Panas/Staff)

a. Wei Jun Wang, Check 210037, \$11732.50

Mr. Panas had questions on individuals doing work in the district to support staff. Mr. Freese responded. Mr. Panas also asked about timesheets and Mrs. Payne replied that facilities personnel including consultants fill out time sheets indicating time spent in each area. Mrs. Payne also reviewed funding codes.

Ms. Humes asked if the names of the signatures can be printed on the invoices and Mrs. Payne responded.

**b. HMC Architects, January 2002, manual journal \$43260.00
KHS Bleachers/Press Box from MRAD to MSR R**

Public Comments

Mr. Jungherr

Mr. Gosney

ACTION

H. 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 Request Log March 7, 2022**
- b. February 14, 2022 Meeting Draft Minutes**
- c. November 15, 2021 Meeting Draft Minutes**
- d. December 13, 2021 Meeting Draft Minutes**

- e. **September 27,2021 Minutes**
- f. **October 11, 2021 Minutes**

Mr. Anderson acknowledge that Mr. Panas asked the Feb 14 and Nov 15 draft minutes be pulled. The remaining Consent Items are approved by unanimous consent.

Discussion

Mrs. Humes asked why items e & f do not state draft. Mr. Anderson responded that they could not find in the records where they had been officially approved. Tonight they are approved.

Mr. Panas stated he pulled the Nov draft minutes since there was no evidence that the Sept. and Oct. draft minutes had been unanimously approved. Also the Nov. minutes need to be unanimously approved. Mr. Panas pulled the Feb. minutes since he thought the Resolution 22-01 attachment was missing. Mr. Anderson showed Mr. Panas where the resolution was attached. Mr. Anderson stated he would take care of the Nov. minutes and repost the Feb. minutes at the next meeting agenda for consent.

I. FY2021 Audit Schedules (Tom Panas)

- a. **Request Staff assistance with completing the missing items in the attachment and confirm information of the attached draft.**
- b. **KNN March 2 Annual Bond Program Report**
- c. **Meeting with Auditors**

Mr. Panas reviewed and commented on the missing audit dates on the attachment. Mr. Freese responded that Mrs. Payne was working on updating the attachment.

Mrs. Payne stated she was unable to have the presentation ready for the Friday posting, but she did have it ready now and asked the committee if they would give her permission to present now. Mr. Anderson approved.

Mrs. Payne shared her presentation with the committee which will be attached to this agenda.

Mrs. Humes had questions that Mrs. Payne answered.

Mr. Lindsey expressed his gratitude to staff for their report.

Mrs. Payne confirmed we will share with the CBOC the draft when we have it ready.

Mr. Anderson asked Mrs. Payne to sent this presentation out to the CBOC distribution list and we will also have it on next month's agenda.

Mr. Panas stated Mrs. Payne did a great job on her presentation and asked that it be posted with the agenda.

Public Comments

Mr. Jungherr

Mr. Gosney

DISCUSSION

J. CBOC business

- a. **Calendar**
- b. **Attendance**
- c. **Roster and terms**

Mr. Anderson reviewed a sample roster. We have lost 1 of the 5 mandated positions with Mr. Camacho's resignation. He asked if the district had any applicants. Mr. Freese responded that there are no applications pending. Mr. Anderson noted that his term and Mrs. Cole's term will be expiring soon and they should reapply. Mrs. Payne shared that there is a renewal form she would email to Mr. Anderson and Mrs. Cole.

Mrs. Humes suggested reaching out to the PTA presidents of each site for applicants.

d. In person meetings

Mr. Anderson asked if we would be returning to in person meetings. Mr. Freese confirmed

Public Comments

Mr. Gosney

Mr. Jungherr

K. CBOC Annual Report

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

Ms. Humes stated she had been concentrating on training at this time, the report is still in progress.

b. 2021 Annual Report Committee Status (Tom Panas)

Mr. Panas had nothing to report.

L. 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 asked Mrs. Payne for the revised policy as soon as possible. Mr. Freese responded that they would get it out early next week.

M. Brown Act Training (Lorraine Humes and Maisha Cole)

a. Brown Act Primer Questions

- Reference: First Amendment's Coalition's Brown Act Primer

<https://firstamendmentcoalition.org/facs-brown-act-primer>

Ms. Humes reviewed the primer questions attachment.

b. Questions to the Brown Act Under AB 361, Meeting Remotely

Reference California Special Districts Association's article, AB 361 – Brown Act: Remote Meetings During a State of Emergency

<https://www.csda.net/blogs/kristin-withrow1/2021/09/17/ab-361-brown-act-remote-meetings-during-emergency>

Ms. Humes said that they would not be answering any of the questions this meeting since the questions are just now being submitted. They would address the questions at the next meeting. The links and instructions will be sent to all the members and staff.

Public Comments

Mr. Gosney

N. Website Tours (Lorraine Humes)

a. WCCUSD website

Mrs. Payne reviewed the District website and how to navigate it.

Mrs. Mejia-Hooper reviewed the Facility Bond Program Projects Information segment.

Ms. Humes contributed questions, comments and suggestions.

b. CABOC website

Mr. Jungherr will give a presentation at the next meeting.

Public Comments

Mr. Gosney

Mr. Anderson asked Ms. Humes if she wanted to defer Item O to the next meeting. Ms. Humes agreed and asked that the item be put further up on the agenda since this will be the second time it has been deferred. Mr. Anderson agreed.

O. CBOC Ad-Hoc Committee Proposal (Lorraine Humes)

a. Committees

b. Education Code 15278

P. Adjournment

Mr. Anderson adjourned the meeting by unanimous consent at 8:10pm.

Next meeting April 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