

WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE

**Monday, February 14, 2022 at 6 pm
1400 Marina Way South, Richmond CA 94804
Minutes
Virtual Meeting**

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 6:01pm

C. Roll Call

*Members: John Anderson, Joseph Camacho, Maisha Cole, Sallie DeWitt Lorraine Humes, Jason Lindsey and Tom Panas
(7 members with 4 required for a quorum)*

Members Present: Sallie DeWitt, Jason Lindsey, Tom Panas, John Anderson, Maisha Cole (6:05), Lorraine Humes (6:05)

Members Absent: Joseph Camacho-LOA

Staff Present: Luis Freese, Melissa 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.

Mr. Panas moved to have both sets of draft minutes pulled for discussion.

Mr. Lindsey seconded the motion

Agenda was approved with the draft minutes moved to discussion items.

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

Public Comments

Mr. Gosney

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

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

DISCUSSION ONLY

Mr. Freese stated that the Facilities Master Plan Project Update (a) would not be presented but the Riverside and Pinole Valley newsletter and updates would be presented by Mrs. Mejia-Hooper.

a. Facilities Master Plan Project Update

i. Riverside Elementary School

ii. Pinole Valley High School Athletic Fields

Ms. Humes suggested sending the newsletters to county libraries to post. She will provide contact information to Mrs. Mejia-Hooper. Ms. Humes noted that Richmond does not have a county library.

Mrs. Payne shared a few announcements before presenting the financial reports. SeungJa Cha has been promoted to Executive Director of Business Services. The Board has approved the budget increase for Hercules Middle/High School Science project, the Shannon ES Critical Needs project and our first Measure R project budget for Kennedy HS fields project.

b. Consolidated Budget Report 2022-01-31

c. Consolidated Budget Report 2016 MP 2022-01-31

d. Report 13 Bond Program Financial Status 2022-01-31

e. Report 13A Variance Report 2022-01-31

f. Report 2 Bond Program Spending to Date 2022-01-31

g. 20-21 AP check list 2022-01-31

h. Project Multi-Year Budget 2022-01-31

i. NEW Consolidated Budget Report Measure R 2022-01-31

Ms. Humes had some suggestions and questions for Mrs. Payne regarding some of the reports. Mrs. Payne responded.

Mr. Panas had some questions that Mrs. Payne addressed.

Mrs. DeWitt had questions that Mrs. Payne answered.

Mr. Anderson had questions concerning the reports that would have been submitted at last month's meeting that was canceled. Mrs. Payne shared the new additions to the Facilities webpage that has updated reports that the committee can access at any time.

Mrs. Payne stated that we were behind on the annual audit reports this year but the team is working on a presentation for the next meeting that will fill in the dates on the outline Mr. Panas put together.

ACTION

G. 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 February 9, 2022**
Item approved by unanimous consent
- b. November 11, 2021 Meeting Draft Minutes -*moved to Discussion & Action Items***
- c. December 13, 2021 Meeting Draft Minutes -*moved to Discussion & Action Items***

DISCUSSION AND ACTION

Mr. Anderson opened the discussion on the draft minutes from the November and December meetings.

Mr. Panas stated that at the November meeting there were draft minutes from the September and October meetings which indicated that they had been approved but he is not sure of the approval and would like to go back and listen to the recordings for verification. It was decided Mr. Panas would report back to the committee.

Ms. Humes had a question about the revised resolution on the December draft minutes. Mr. Anderson will make the adjustments.

The draft minutes for November and December will be added to the March meeting agenda.

H. CBOC Annual Report (Lorraine Humes)

- a. Distribution of Annual Report (see attached)**
 - i. Public**
 - ii. WCCUSD Board**
 - iii. Local Governments within the District**

Ms. Humes reviewed the contents of the amended packet and the suggested distribution list.

Public Comments

Mr. Gosney

- b. 2021 Annual Report and Beyond**
 - i. Need Chairperson and Committee Members for the 2021**

Ms. Humes stressed that we need a Chairperson. She asked Mr. Panas if he was available. Mr. Panas agreed to be Chair. Ms. Humes will also be on the committee.

Mrs. DeWitt encouraged others to serve on this committee if they have not been involved before.

Mr. Lindsey agreed to be the third member.

I. Resolution 22-01 Support of CABOC Legislative Action Plan (Sallie DeWitt)

a. Background (documents attached)

- i. CABOC Legislative Plan 2022 Summary**
- ii. Legislative Programs at a Glance**
- iii. Legislative Outreach Presentation**
- iv. Evidence for the Need of CABOC Legislative Proposal 2022**
- v. California Association of Bond Oversight Committees Legislative Program 2022**

Mrs. DeWitt reviewed the attached documents. She explained that CABOC is a state level organization whose mission is to support CBOC's all over the state by offering training and proposing legislations. She gave an overview of the Little Hoover Commission.

b. Discuss and Vote on Resolution 2022

Mr. Anderson had questions regarding attachment a and the 5th attachment.

Ms. Humes had a question regarding #2 in the At A Glance Report which addressed audit reports. Mrs. DeWitt replied.

Mr. Anderson and Ms. Humes asked about the statement that the CBOC should have a part in choosing the auditors.

Mrs. Cole felt that the discussion was getting ahead of itself. Right now the only issue should be whether we agree on pushing forward the resolution as recommended by the Hoover Commission and the other committee.

Ms. Humes wanted to make sure that the language in the resolution was appropriate.

Mr. Lindsey agrees with the language of the resolution but questioned the intent of the resolution.

Mrs. DeWitt clarified.

Mr. Lindsey motioned to support the resolution

Mrs. DeWitt seconded the motion

Mr. Anderson called for discussion

There was no discussion

Mr. Panas called for a vote:

Ms. Humes – Yes

Mrs. DeWitt – Yes

Mr. Lindsey – Yes

Mrs. Cole – Yes

Mr. Panas – Yes

Mr. Anderson – Yes

Passed unanimously with one absence.

Public Comments

Don Gosney

DISCUSSION

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 stated that due to several different circumstances the committee does not have a report at this time.

Mr. Freese added that staff does have a draft document in review that they hope to have ready very shortly.

K. FY2021 Audit Schedules (Tom Panas)

a. Request Staff assistance with completing the missing items in the attachment and confirm information of the attached draft.

Mr. Panas reviewed the schedules he had created and asked for suggestions or questions.

Ms. Humes had a question about the legal deadlines.

Mrs. Payne shared that staff was still providing documents at this time and that's why she could not cement the dates Mr. Panas's chart but the reports will be provided to the CBOC by the legal deadline of March 31, 2022. Mrs. Payne also went over the order in which the reports will be presented to the Board.

Ms. Humes suggested adding the chart to the CBOC webpage.

L. Brown Act Training (Lorraine Humes)

a. Brown Act Primer (attached)

b. Proposal for training (attached)

Ms. Humes reviewed her attachments. She emphasized the importance of all members to be involved. She offered suggestions on how to proceed.

No Discussion

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

a. Committees (see attached)

b. Education Code 15278 (see attached)

Ms. Humes explained the difference between an Ad-Hoc committee and a regular committee. She questioned if it was wise to have the same auditors perform the audits for so many years in a row. She asked members submit projects that they can get involved in. Ms. Humes had suggestions on possible trainings. She had suggestions on maintenance duties.

N. Calendar for 2022 and attendance (attached)

Mr. Anderson discussed the 2022 calendar that had previously been presented. He also discussed bringing back the attendance chart on the agendas. Mr. Panas suggested a 12-month chart. Mr. Anderson also asked Mr. Freese if he knew the status of Mr. Camacho who has been on a LOA. Mr. Anderson has not been able to make contact with him. Mr. Freese will try and reach out to him. Mr. Anderson will also provide member roster for the agendas.

Mr. Anderson asked Mr. Freese if the district would be continuing with Zoom meetings? Mr. Freese replied that the Board had passed a resolution allowing Zoom meetings. Mr. Anderson said we would wait and see how things develop in the next couple of weeks.

Ms. Humes wanted to know what restrictions if any there are in holding in person meetings at the district.

O. Adjournment

Mr. Anderson adjourned the meeting at 8:05pm.

Next meeting March 14, 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