

WCCUSD CITIZENS' BOND OVERSIGHT COMMITTEE
(Bond Measures D, E and R)
November 14, 2022 at 6 pm
1400 Marina Way South, Richmond CA 94804
Meeting Minutes

Meeting video recording available on YouTube
<https://www.youtube.com/channel/UC9u1R1iSWbHzhieeGC5LvYA/videos>

A. Opening Procedures

B. Call to Order/Pledge of Allegiance

Mr. Anderson called the meeting to order

C. Welcome Gaia Sonatina to CBOC

D. Roll Call

John Anderson, Sallie DeWitt, Gaia Sonatina, Lorraine Humes, and Jason Lindsey

Members Present: John Anderson, Lorraine Humes, Gaia Sonatina

Members Absent: Sallie DeWitt, Jason Lindsey

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

Agenda

In keeping with CBOC Resolution No. 22-04 all items on the agenda are presentations by WCCUSD staff and for other information for general discussion. No action will be taken by the CBOC during this meeting.

a. Reference CBOC Resolution No. 22-04 (attached)

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. Jungherr

PRESENTATION

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

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

Mrs. Mejia-Hooper presented the projects updates.

a. Facilities Master Plan Project Update Consolidated Budget Report

Public Comments

Mr. Gosney

Discussion

Mr. Anderson and Ms. Humes had some questions and comments. Mr. Freese and Ms. Mejia- Hooper addressed their questions.

Mr. Anderson asked about the increases in project budget and where the money is coming from. Mrs. Mejia-Hooper and Mr. Freese responded that matching funds have been received from the state funds to cover the increases.

Ms. Humes asked if the committee could get a report showing where the increases are coming from. Mr. Freese explained that change orders are within the project budget.

Ms. Humes also asked about the completion dates of Pinole Valley HS and Kennedy HS.

Public Comments

Mr. Gosney

Mrs. Payne welcomed Mrs. Sonatina and proceeded with presenting the financial reports.

b. Consolidated Budget Report

c. Report 13 Bond Program Financial Status

d. Report 13A Variance Report

e. Report 2 Bond Program Spending to Date

f. 20-21 AP check list

Ms. Humes asked about payroll for S. Cha now that she transferred to Business Services. Mrs. Payne answered that payroll has transferred Mrs. Cha's salary accordingly.

g. Status of applicants for CBOC

h. Status of WCCUSD Board acceptance of Bond Financial and Bond Audit Performance Audits for FY21

Mr. Anderson asked the status of the Bond Audit Performance Reports. Mrs. Payne answered that by stature the Board needs to receive the reports. The audit reports were presented to the Board at the November 2, 2022 Board of Ed meeting at which time the Board received the reports.

i. Status of WCCUSD Board approval of revised Board Policy 7214.2 (WCCUSD CBOC)

Mr. Anderson noticed the revised Board Policy 7214.2 was not on the agenda for the next Board meeting.

Mr. Freese replied that he had been working with the Superintendent and the Superintendent was working with the Board. They are proposing to bring it back at the CBOC Joint meeting with the Board.

DISCUSSION

G. 2021 CBOC Annual Report (Lorraine Humes)

- a. Update annual due dates for the Annual Reports that were established in Resolution 21-3**
- b. 2021 Transitional Annual Report Input (see attached material from September 12 2022 agenda)**

Ms. Humes shared the Annual Report Input spreadsheet by starting with reviewing how the CBOC reports used the calendar year basis versus the District using the Fiscal year basis. Her research of other state CBOCs found that the majority of CBOCs used the Fiscal year for the Annual Reports. This CBOC will now be transitioning to a Fiscal calendar. Ms. Humes reviewed the transitioning spreadsheet. She reviewed the delays on the Board receiving the audits due to full Board meeting agendas. The Board received the audits at the 11-2-22 Board meeting. She asked Mr. Freese if he could get something in writing from the Board stating the audits were received and accepted. She reviewed the reports that they already had for the 2022 annual report. Mr. Anderson offered some comments and clarifications.

H. Reference Documents

- a. Revised August 15, 2022 CBOC Meeting Draft Minutes**
- b. CBOC Information Request Log November 14, 2022**
- c. WCCUSD Board November 2 2022 Agenda Item E.3 Approve Proposed Revisions to Board Policy 7214.2 CBOC**
 - i. Proposed CBOC Presentation**
 - ii. WCCUSD Draft BP 7214.2**
 - iii. Staff Response to Comments CBOC Policy**
 - iv. CBOC Policy Existing v Proposed**

I. Activities for December 2022 CBOC Meeting

- a. Election of Officers for 2023**
- b. Planning for Activities**
 - i. New By Laws (pending approval of revision of BP 7214.2**
 - ii. Annual Reports**

J. Next Scheduled Meeting

a. December 12, 6 pm

K. Adjournment

Mr. Anderson adjourned the meeting.

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