AGENDA

I. Call to Order – Chairperson

II. Roll Call and Establishment of Quorum – Chairperson
   - Certificate of Compliance – Chairperson
     To accommodate the requirement of Government Code Section 54954.2 and in accordance with the Brown Act provisions, the agenda for the meeting was posted on the bulletin board in the Administration Center 72 hours prior to this meeting.

III. Public Comment
    - Any member of the public may directly address the Committee on any item of interest to the public with respect to the Measure S GOB proceeds. The Chairperson will ask if any members of the public wish to address the Committee, and if so, the member of the public shall raise his/her hand and when called upon, give their name and then make their statement. Members of the public will be given up to 3 minutes to address the Committee.

IV. Approval of Meeting Minutes from December 5, 2017

V. Discussion Items – Chairperson
   - 6th Annual Report to the Community

VI. Other Business
    - Next Meeting – TBD, in March to review December 2017 Quarterly Report

VII. Adjourn
The Citizen’s Oversight Bond Committee meeting was held in the Administration Building, Room 103 on December 5, 2017.

Committee Members Present:
Michael Myers   Daniel Harrison
Avetis Mkhitaryan   Arineh Arzoumanian
Sophal Ear

Staff:
Tony Barrios, Executive Director: Planning, Development and Facilities

Guests:
Taylor Ulrich, CPA, CliftonAllenLarson LLP

Each Committee member was provided with the following items in their packets:
- CBOC Meeting Agenda
- Agenda Discussion Items

Below is a general summary of the meeting:

I. Call to Order

The meeting was called to order by Michael Myers at 5:30 p.m.

II. Roll Call and Establishment of Quorum – Chairperson

A roll call was taken and a quorum was reached.

- Certificate of Compliance – Michael Myers read the following statement: To accommodate the requirement of Government Code Section 54954.2 and in accordance with the Brown Act provisions, the agenda for the meeting was posted on the bulletin board in the Administration Center 72 hours prior to this meeting.

III. Public Comment

There were no Public Comments.
IV. Approval of Meeting Minutes from September 27, 2017

Chairperson Michael Myers called for a motion to approve the minutes of the September 27, 2017 meeting. Committee member Avetis Mkhitaryan moved to approve the minutes and Arineh Arzoumanian seconded the motion. All Committee members unanimously agreed to approve the minutes of the September 27, 2017 meeting.

V. Discussion Items – Chairperson

• Audit Report Review


Mr. Ulrich reviewed the audit report and reported that there were no findings related to the performance audit for the fiscal year ended June 30, 2017. No instances of non-compliance were found, and salaries that were being charged are within what is appropriate and allowable. Examples of the documents that are reviewed are invoices, purchase orders, and bid documents.

A Committee member asked how the sample is determined. Mr. Ulrich explained that there is usually a threshold and big ticket items are reviewed first. Then, other projects were not previously reviewed are looked at. A Committee member asked how it was determined what amount of payroll salaries was reviewed. Mr. Ulrich informed the Committee that this is close to 100% of the salaries, not half like other items are reviewed.

A Committee member asked how many man hours were spent on the Measure S audit this year. Mr. Ulrich estimated that roughly 50-60 hours were spent on the financial aspect for Measure S. A Committee member asked if the threshold for large ticket items is approximately $1.5M. Mr. Ulrich confirmed that it is slightly less. A Committee member asked how many years this firm has been conducting the audit for the District. Mr. Ulrich informed the Committee that their firm has been conducting this audit for the District since Measure S began.

Mr. Ulrich confirmed that the final version of this report is an unmodified version and nothing was changed. A Committee member asked if it would be possible to receive the final copy of the report beforehand in order to review. Mr. Barrios informed the Committee that the final copy would be mailed out as soon as it is received by the District, with sufficient time to review it before February.

• Un-Audited Measure S Quarterly Report – September 30, 2017
Mr. Barrios noted that there remains approximately $34M in Measure S funds, but the District still projects that there will be additional project savings that would be returned to Measure S for the Board to allocate. The only large project that is upcoming is a proposed STEM building at Clark Magnet High School that will be presented to the Board at its next meeting on December 12.

Mr. Barrios informed the Committee that the Aquatic Center is moving forward into the design phase. The District anticipates taking this project to DSA in spring, with approved plans anticipated in summer 2018 and construction beginning about fall 2018.

A Committee member asked if there are any additional major projects anticipated other than what was mentioned. Mr. Barrios informed the Committee that a majority of the projects were the ORG projects which was a large portion of Measure S funding. Additional anticipated potential projects are pool renovations at Hoover and Crescenta Valley High Schools, renovation of Hoover’s auditorium, kitchen remodels at Roosevelt and Wilson Middle Schools, and a modernization at PAEC. Additionally, a property exchange is in process that will move the District’s administration building to a new property.

A Committee member asked if the new building is comparable to the current building in regards to size and parking. Mr. Barrios informed the Committee that this building is larger and newer than the current building. A Committee member asked if the District will be looking into another Bond after Measure S is complete. Mr. Barrios informed the Committee that this is a possibility because there is always a need. This would allow the District to capture matching State funds under the approved Proposition 51.

A Committee member asked what the status is of the La Crescenta Elementary School ORG project. Mr. Barrios informed the Committee that construction is approximately 70-75% complete. There is additional site work that will need to be completed after the building is complete. Rain is not anticipated to be a problem.

VI. Other Business

- Next Meeting – the next meeting is anticipated to take place on January 30, 2018. A location will be determined at a later time based on room availability. The Committee will be notified of the details via email as soon as they are available.

VII. Adjourn

The meeting was adjourned by Michael Myers at 6:06 p.m.