GLENDALE UNIFIED SCHOOL DISTRICT
Citizens’ Bond Oversight Committee (CBOC) Meeting
Wednesday, December 7, 2016
5:30 p.m.
Administration Building
223 North Jackson Street
Glendale, CA 91206
Room 103
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 October 4, 2016

V. Discussion Items – Chairperson
   • Presentation of Draft Measure S Audit Report by Vicenti Lloyd & Stutzman LLP
   • Un-Audited Measure S Quarterly Report

VI. Other Business
   • Next Meeting – TBD (February 2017)

VII. Adjourn
The Citizen’s Oversight Bond Committee meeting was held in the Administration Building, Room 103 on December 7, 2016.

Committee Members Present:
Daniel Harrison  Harry Leon
Sophal Ear   Lincoln Bleveans
Michael Myers  Avetis Mkhitaryan

Staff:
Tony Barrios, Executive Director: Planning, Development and Facilities
Cheryl Plotkin, Interim Chief Business and Financial Officer
Diana Espiritu, Administrative Secretary, Planning, Development and Facilities

Guests:
Taylor Ulrich, CPA, Vicenti, Lloyd & Stutzman, 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 5:40 p.m.

II. Roll Call and Establishment of Quorum – Chairperson

A roll call was taken and a quorum was reached. Committee member Sophal Ear arrived shortly after Roll Call; Committee member Hovik Khatchaturian was not present.

• 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 June 21, 2016

Chairperson Michael Myers called for a motion to approve the minutes of the October 4, 2016 meeting. Committee member Harry Leon moved to approve the minutes and Lincoln Bleveans seconded the motion. All Committee members unanimously agreed to approve the minutes of the October 4, 2016 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, 2016. No instances of non-compliance were found, and salaries that were being charged are appropriate and allowable. Additionally, this is the fifth year in which there were no findings related to the performance audit for Measure S. Mr. Ulrich also informed the Committee that the general audit for GUSD had no findings for the fiscal year ended June 30, 2016.

A Committee member asked about the sample size of the audit and Mr. Ulrich informed the Committee that the sample size of 99 transactions is well above the minimum threshold of 25. Mr. Ulrich informed the Committee that this firm has been conducting audits for the district since the beginning of Measure S in 2011, and in those 5 years has not found any significant deviation or failure to comply. The District has good controls and systems in place, and auditors don’t feel they have found any discrepancies.

A Committee member asked what type of internal controls there are for checking time sheets and Mr. Ulrich informed the Committee that they look at job descriptions to see what kind of work is done. In addition, managers review and sign off on time sheets when they are completed.

A Committee member asked if there were any discrepancies that they had to look into further, and Mr. Ulrich informed the Committee that they found no discrepancies with management.
A Committee member asked if District staff had any dissatisfactions with the auditing firm and Ms. Plotkin informed the Committee that the district is satisfied with the auditors; they perform their audits without interference.

A Committee member asked for ballpark figures on the number of man hours spent on the audit and Mr. Ulrich informed the Committee that approximately 600 hours on the District-wide audit.

- **Un-Audited Measure S Quarterly Report – September 30, 2016**

Mr. Barrios asked the Committee if they had any questions regarding the Quarterly Report. A Committee member asked if projects were bid as a lump sum and Mr. Barrios informed them that indeed they are bid as one large project.

A Committee member asked if any of the projects are off schedule and Mr. Barrios informed the Committee that the Balboa and RD White projects are behind schedule due to issues with the architect passing away. The district has not exceeded the 10% threshold in Change Orders on any project, and all Change Orders are presented to both the SFAC and to the Board for approval.

A Committee member asked what the progress was on recovering funds from the deceased architect and Ms. Plotkin informed the Committee that the District was unable to recover funds from the estate of the architect, but is pursuing a recovery of funds from the insurance company for errors and omissions on the projects.

A Committee member asked for an explanation of the significant difference between preliminary budgets and current budgets. Mr. Barrios informed the Committee that often, preliminary budgets are set in place in order to begin the architectural portion of the project and to begin the Schematic Design. Once architects provide further information on the project, the budgets are adjusted accordingly. Some of the preliminary budgets are established to cover only design fees.

A Committee member asked if reduction in enrollment would affect the spending of Measure S funds, and Ms. Plotkin informed the Committee that this would not affect how funds are spent; they are fixed funds. However, the District did encounter a decrease in the anticipated decline of enrollment. This decline in enrollment was seen primarily in the high school grades, not at the elementary school level.

A Committee member asked the status of the construction of the ramp at La Crescenta Elementary School. Mr. Barrios informed the Committee that the District encountered issues with DSA, and was required to make structural changes to the ramp. Currently, staff anticipates the ramp will be completed and ready for use after the winter break, which should eliminate construction traffic at the school.
VI. Other Business

- Next Meeting – the next meeting is scheduled for Thursday, February 16, 2017 at 5:30 p.m. 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 6:25 p.m.