

# CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING MINUTES

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

**Monday, December 18, 2017**

PRJUSD District Office – Large Conference Room

800 Niblick Road, Paso Robles, CA 93446

Chair Rollins called the meeting to order at 5:15 p.m. followed by the flag salute.

## Attendance

Committee members present: Bob Rollins, Denise Wakefield, Frances Lagattuta, M.D., John Fisher, Shelley Gurney, Kristin Kearns, Patrick Sayne, EdD.

Absent: Donald Goldammer, Alanna Davidson

Staff: Duane Wolgamott, Monica Silva, Cheryl Mollan

Vacancies: Tax Payers Association seat

## Approve Agenda

A motion was made to approve agenda for the December 18, 2017 meeting.

MOTION: Lagattuta/Kearns

Motion carried 7-0

## Public Comments

None

## Consent Agenda

A motion was made to approve the Minutes of September 18, 2017, with the following edits:

9(a) Project Reports, add: Vice Chair, Wakefield asked staff what the pool cap was set at, staff responded that pool bond money is capped at \$5.7 million dollars.

MOTION: Lagattuta/Fisher

Motion carried 7-0

## Discuss Protocol for Addressing Changes to Meeting Minutes

Chair, Rollins, indicated to send Monica Silva any feedback, changes/edits as soon as possible once she distributes the draft Minutes so she can edit and resend with strikethroughs, sooner than later.

## Review California League of Bond Oversight Committees (CaLBOC) Operational Guidelines, and amend, modify, reject, or approve as Oversight Committee Guidelines

Both, Wakefield and Fisher asked to bring CaLBOC Operational Guidelines to the table for discussion and possible approval to the Committee's already established ByLaws. Members questioned the need for additional rules on top of the existing ByLaws. Dr. Sayne suggested these could be approved for adoption as an appendix. CBO, Wolgamott, mentioned that the existing ByLaws are coming straight from Ed Code and were provided to the District for sharing with the new Committee by district Counsel and were provided with only the requirements of such committee.

A motion was made to approve and adopt the CaLBOC Operational Guidelines as guidelines only.

MOTION: Wakefield/Fisher

Motion carried 7-0

## Financial Reports

### a. Expenditure Reports YTD

CBO explained Fund 21. Wolgamott explained that the 5000 and 6000 Object Codes within the Budget Code are more specific areas to look at when trying to figure out what is being charged, for example, Professional Consulting is under Object Code 5800, Legal Fees are under Object Code 5872 and Architect Fees are under Object Code 6220. Page 21 of the Budget Report dated 12/11/17 was questioned regarding the last four digits of the Budget Code and what that meant. It was requested that the report be grouped by last four digits of the Budget line to ease the understanding of what is being specifically charged. CBO committed to providing a Budget summary report and cheat sheets (color coded Chart of Accounts) to further understanding the District budget line items. The architectural contract approved to work on Measure M projects was also requested to be sent along with the items requested above. These items to be emailed at any time, sooner than later.

### **Discuss Issuance of Annual Report per ByLaws Section 6.0 (A) Committee Reports**

Chair Rollins commented that the committee should wait for district's Board approved audit report. Wakefield commented that other than the audit report it would be good to start preparing the written report and get a sub-committee together to talk about the preparation and execution of the annual written report that will be presented to the PRJUSD Board of Trustees. CBO Wolgamott added there was nothing to report for FY2015/16 and on minimal information for FY2016/17. It was mentioned that the year was almost up for a few members in the committee as the committee was established on February 28, 2017. It was agreed to create an AdHoc Committee at tonight's meeting to get started with the written annual report for presentation to the Board of Trustees.

A motion was made to create an AdHoc Committee.

MOTION: Wakefield/Kearns

Motion carried 7-0

Appointed to the AdHoc Committee: Denise Wakefield, John Fisher and Dr. Frank Lagattuta

### **Reports**

#### **a. Project report**

Cheryl Mollan, Facilities and Planning Manager provided the committee with a Measure M Update report on the Aquatic Complex and Bauer Early Childhood Education Center. Cheryl provided pictures of Phase 1 and Phase 2 of the aquatic complex and the conceptual site plan for the education center. Mollan confirmed two pools, a 50-meter by 2-yard pool and an 8-lane warm up pool. The pools will be made of long lasting myrtha product, pvc line, they will be state-of-the-art pools ready for national competition opportunities such as Jr. Olympics. It was shared that these will have a roll out covers for pool protection. The scoreboard will be donated. Board member Gibson commented that he anticipates another committee will be raising funds completion of bathrooms. Committee member Wakefield asked if Athletic Directors, Swim Coaches were part of the planning and Cheryl mentioned that all pertinent parties were talked to including Cal Poly Aquatic staff. Currently there is no RFP yet, but a Piggy-back bid proposal is what staff is working towards. Staff mentioned that they are shooting for a date of May 2018 to have the aquatic complex near completion if not completed yet. Groundbreaking tentative date is, April 2, 2018. Bauer Early Childhood Education Center – Beachwood/Olson will be 700-812 units in the next 20 years, two different projects. The parking was explained and confirmed building the California Building Codes. CDE will be inspected and approved by Fire and Safety.

### **Member Comments**

John Fisher asked Chair what the protocol was for "no show" members of the committee. Chair Rollins, mentioned that one member was on the list for a reminder notification that one more absence and they would be off the committee. One other member's attendance is beyond the number of meeting misses and will no longer be a committee member. Notice will be provided. There is no need to advertise immediately advertise the open seat as we have another active member that fulfills the required, "Parent with Child" seat. In addition, the member that will no longer be serving on the committee, is a one-year member and the committee will still be in, Committee Composition compliance per the Citizens' Oversight Committee ByLaws.

Chair Rollins asked District staff to start advertising in January, the upcoming open seats. Per ByLaws Section 3.2 Term of Service, the Committee's first term, four members shall serve a term of one (1) year. A person may serve for no more than three (3) consecutive years. Also, after appointment, Committee members who wish to be appointed for a second or third two (2)-year term shall reapply to the Board for consideration. Staff reminded the committee that not all seats must be filled as there are more than one member in the required seat composition. Per ByLaws 3.0 Committee Composition – "The Committee shall consist of at least seven (7) members..." and right now after the one-year expires, only the following members are required to have a complete committee: Senior Citizen Org Rep., Taxpayers' Association Org Rep. and a Member-At-Large. District staff will advertise in the local newspaper, District website, school site and community bulletin boards.

### **Future Agenda Items – February 12, 2018**

Review Annual Report

### **Adjourn Meeting**

A motion was made to adjourn the meeting.

MOTION: Sayne/Gurney

Motion carried 7-0

Meeting adjourned at 6:52 p.m.