

CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING MINUTES

Paso Robles Joint USD

November 16, 2020

A meeting of the Citizens' Oversight Committee was held on November 16, 2020 at 5:30 p.m.

The meeting was livestreamed at: <https://www.youtube.com/watch?v=rz5g-2O8s-o>

1. Call to Order

Chairperson Patrick Sayne called the meeting to order at 3:34 p.m.

2. Flag Salute

3. Roll Call

Present: Chairperson Patrick Sayne, John Hamon, Jeff Railsback, Lars Jorgensen, Gwen Severson

Absent: Nathan Williams, Diana Ward

District Staff: Curt Dubost, Superintendent, Brad Pawlowski, Assistant Supt., Business Services, Nelson Payton, Director of MOT, Monica Silva, Confidential Admin.

Assistant/Recorder.

4. Adopt agenda

A motion was made to approve and adopt the agenda for meeting of November 16, 2020.

MOTION: D. J. Hamon/L. Jorgensen

Motion carried 5-0-2 (Absent: N. Williams, D. Ward)

5. Public Comments

No public comment was received.

6. Consent Agenda

All Consent Agenda items will be acted upon by one motion unless there is a request to remove item(s).

The following Consent Agenda items were acted upon by one motion:

a. Approve September 16, 2019 meeting Minutes

b. Approve December 16, 2019 meeting Minutes

MOTION: J. Hamon/L. Jorgensen

Motion carried 5-0-2 (Absent: N. Williams, D. Ward)

7. Information Items

a. Review Measure M Bond Financial Audit Report Year Ended June 30, 2019

A Financial Audit was conducted on the financial statements of the Measure M Bond for the year ended June 30, 2019. The report by the auditing firm, Christy White states there were no findings to the financial statement in 2018-19. No finding nor recommendations were addressed. The audit was conducted in accordance with auditing Accounting Principles Generally Accepted in the USA.

Financial Statements, Internal Control, Facility Project Expenditures, Personnel Expenditures, Facilities Site Walk, Contract and Bid Procedures, Change Orders and Citizens' Oversight Committee are areas examined by the audit firm, Christy White. Emphasis was made during the discussion that Change Orders for this report period had not exceeded 10% of the total contract nor was there any indications of possible bid splitting.

b. Projects Update

Mr. Pawlowski shared with the Committee the Measure M Project & Masterplan Update that had been previously shared with the Board of Trustees and also now, with the 7-11 Advisory Committee. It was reported that Mr. Bill Krum and his Committee, appointed by the Board of Trustees, reviewed the 2016 Facility Masterplan in July 2019 and provided an updated list of recommendations to each of the sites listed on the Facility Masterplan.

Joseph "Joe" Wolf, is the new district's Planning & Facilities Manager which will take on responsibilities related to the Measure M Projects and lead the Citizens' Oversight Committee meetings.

c. 7-11 Advisory Committee

Mr. Pawlowski explained that the Committee was titled, 7-11 Committee, as it requires seven to eleven members. The Committee is a surplus property committee that reviews enrollment projections and capacity for the District. The Committee then makes a recommendation to the Board of Trustees of whether they should sell or identify a site as surplus property. At this time, the Governor has allowed the sale of surplus property with proceeds directed to the General Fund. The Montebello Oaks and Phillips Freedom vacant properties were discussed during the 7-11 Committee meetings, where the Committee have passed resolutions identifying both properties as surplus properties. The Committee will provide a recommendation the Board to identify these as such. The Board of Trustees will have the final word on what they wish to do with the recommendation. Having this Committee in place is part of the process for selling public property as it allows for public comment during the meetings.

d. Architect of Record

In early 2021 an RFP will go out to have a pool of architects to be allowed to work in the various district projects versus having a sole architect on all projects.

e. Project Budgets

The Accountability program that was used by Cheryl Mollan, previous Facilities Manager, is no longer used as she handled all the data entry to that program herself. The district will use QSS, the district's financial system, to provide budget reports in the interim of finding a better user-friendly report writer. Mr. Pawlowski plans to share financial statements on a more frequent basis.

f. **Draft Report to Board of Trustees**

Brad will provide a rough draft of the 2018-19 Annual Report to the Community to the Sub-Committee by November 20. Chairperson Sayne, Mr. Railsback and Mr. Jorgensen will help prepare the report. Chairperson Sayne requested to meet on December 7th to review and approve the report. The Committee plan to present the report with the Board of Trustees during the January 12, 2021 meeting.

8. **Action Items**

None.

9. **Member Comments**

Mr. Railsback commented that four members' terms expired in March. Due to not meeting during the Shelter-in-Place, the terms expired and recruitment froze. Mr. Pawlowski will recommend to the Board of Trustees to renew to the four expiring term members and complete another term. Ms. Severson, Mr. Railsback, and Mr. Hamon verbally accepted to continue another term. Mr. Williams will no longer be on the Committee as he was elected to the Board of Trustees effective December 15, 2020. Mr. William's term is currently vacant with expiring term of March 2021. Mr. Pawlowski will update the application to provide the community with the upcoming expiring seats and representations. A newspaper ad will run and notices will be placed on the district's website and Facebook.

10. **Future Agenda Items**

- a. Change the due date of the Annual Report to the second quarter meetings.
- b. Review Change Orders

11. **Adjourn Meeting**

A motion to adjourn the meeting was made.

MOTION: J. Hamon/G. Severson

Motion carried 5-0-2 (Absent: N. Williams, D. Ward)

Chairperson Sayne adjourned the meeting at 5:01 p.m.