

**Measure Q Citizens' Bond Oversight Committee**

Wednesday, September 13, 2017 – 6:30 P.M.

City Council Chambers

600 East A St., Dixon, CA 95620

**Un-adopted Minutes**

**NOTICE TO PUBLIC**

Persons wishing to speak to agenda items may present their written request at this time. While the written request is optional, those making a written request will be recognized first. Persons wishing to introduce a subject not on the agenda may also present their request at this time. The Chair will recognize you for the discussion at the appropriate time.

Non-scheduled agenda items will be introduced under the Public Comment agenda item. Speakers will be allowed five minutes per topic.

**I. Call to Order-**

**A. Roll Call:**

1. Robert Strong, Chair – P
2. Tad Smith, Co-Chair – P
3. Jack Caldwell, Member – P
4. Jorjet Potier, Member – P
5. Andrea Kett, Member – P
6. Gary Riddle, Member – P
7. Julie Mustard, Member – P

**B. Adoption of the Agenda**

A move was made to adopt the agenda from Member Caldwell and second by Co-Chair Smith

The motion was carried by the following vote:

AYES: Strong, Smith, Caldwell, Potier, Kett, Riddle, Mustard

NOES:

**C. Reading and Approval of Minutes**

The minutes of the July 12, 2017 meeting were approved.

**D. Consent Calendar – None**

**II. Agenda**

**A. Mission and Statement of Goals from Committee Members**

Member Riddle presented his Mission Statement suggestion: Our Mission is to ensure the legal and proper expenditures of Measure Q Bond funds as promised to the citizens of the Dixon School District.

Member Kett asked if “independently” can be used right before the word “ensure” at the beginning of the mission statement.

Member Kett said she found a mission statement from another school district which she thought was a good one. It read: Independently review the planning and execution of the Measure Q Bond program to validate to the public and the Governing Board that bond funds are spent within the intent of the bond measure.

Member Riddle and Member Kett agreed on merging both statements and coming up with a mission statement so they can adopt for next meeting.

#### **B. Review of List of Items for COC Website**

Member Riddle mentioned there are 5 items that are required by the Ed. Code:

1. Copies of Meeting Agendas and Minutes
2. Copies of all Report to Citizens
3. Copies of all Measure Q Annual Performance Audits
4. Copies of all Measure Q Annual Financial Audits
5. Copies of all Documents Received by CBOC

Member Riddle would like to have all of the COC member's email to be put on the website. He went on to say that he didn't like the link on Dixon USDs website. He prefers a direct link.

Co-Chair Smith would like to request email addresses from the District to put up on the COC website.

Member Potier suggested about having an overall picture of what the bond is and from there having separate folders for every project on the website. A more organized website would be great she added.

Chair Strong thought that perhaps if there was a COC website subcommittee then perhaps they can sit with someone from the District and layout what the committee wants on the website. All members agreed that it was a good idea to have a more simplified website. Member Kett and Member Mustard volunteered to be part of that subcommittee.

#### **C. Bylaws Review and Adoption**

Member Riddle highlighted some areas that he thought might need some attention and/or discussion. He made corrections to the Bylaws and he also requested input.

Chair Strong said the only comment he had on any part of the bylaws was that the Bylaws do not come across as if the COC is trying to direct the District on what they do as they are independent from them. The COCs scope is to notify the public of what they find.

Member Riddle made the following changes on Article IV- Members: *"The Board appoints members to a category or at large for a term of either one or two years to achieve a staggered term"*. Changed to: *"Members serve for a term of 2 years and may serve for a maximum of 3 terms (6 years)"*. He did not remove: *"A Member may not fill the role of more than one category"*. He's not sure whether it should be left in the Bylaws or not and feels it is the District's responsibility to define the membership for the COC.

Co-Chair Smith joined a senior citizen's group. He is a member of AMAC and will be happy to do outreach for the senior citizen's community in Dixon and will serve as senior representative to prevent some problems for the COC.

Member Riddle has changed Section 6- Member Roster: It now reads: *“The Committee wishes to receive applications as they are received by the District”*.

Chair Strong mentioned changing Section 6 to: *“Applications for appointment to the Committee submitted to the District are public records”*.

Member Riddle asked if everyone agreed on Article IV, Section 8: Meeting Attendance. *“If a Member is absent from more than half of the regular meetings scheduled in a year or if a Member is absent from 3 consecutive regular meetings at any time after appointment, the Secretary shall request the Board to remove the Member for dereliction of duty”*. All Members agreed to leave in the Bylaws.

Member Riddle went on to Article V, Section 3- *“The Members may remove Officers from office at their pleasure as prescribed by the parliamentary authority”*. He asked if anyone had any issues with this section. All Members agreed to leave in the Bylaws.

Member Riddle went on to Article V, Section 4- *“A Member may not serve more than 3 consecutive years in the same office”*. Everyone agreed it was reasonable and should leave in Bylaws.

Member Riddle went on to Article V, (a) Chair: (1) Spokesperson- *“The Chair is the sole representative and spokesperson of the Committee between meetings”*. He clarified that it infers that it’s a consensus with the committee and Chair will not solely speak for them.

Article V (b) Vice Chair, (1) Liaison: *“The Vice Chair shall act as the Committee’s liaison with designated District employees or agents to effectuate the work of the Committee in its oversight role, to clarify documents received by the Committee, to coordinate site inspections, to coordinate attendance at meetings by District employees or agents, to coordinate the placement of Committee documents on the website, to coordinate the dissemination of Committee reports and to coordinate other matters as directed by the Committee”*. Member Riddle changed the word *“shall”* to *“may”*.

John Calise is the link to the District and so the Committee should go through him for financial matters and not go directly to the CBO.

Article VII- Public Records-

Member Riddle said the Ed. Code under the Bond Oversight Committee does not reference the Brown Act. It simply states we are to follow open public meetings under the same procedures as the District which does fall under the Brown Act. It doesn’t say we have to follow under all of the provisions of the Brown Act. Member Riddle believes what this is talking about is notices to the public and giving people the chance to speak.

Committee will move on and make a decision and/or changes at a later date.

**Public Comment:**

A public comment was made stating that a lot of school districts have problems finding seniors citizens and taxpayers. She went on to say that what the Co-Chair did was compliant regarding the senior citizen person in the committee. She also mentioned that at the school board meeting she pointed out that the school district did not have any authority to cancel the August COC meeting. By posting agendas at the District office and outside of City hall, that was adequate.

She went on to say that any public records that are requested by the Committee, the District is to provide and the District should have budgets available on their website too.

Chair Strong expressed that with respects to the Bylaws, they know they still have more modifications

to make so he asked the members what are they to do from this point on. Co-Chair Smith said there is the option to make additional modifications in future meetings and one possibility would be to approve the Bylaws now as they are with the understanding that any forthcoming changes would be approved at the next meeting.

Chair Strong makes a move to adopt the Bylaws. Member Caldwell makes a motion to adopt the bylaws as presented as amended and Co-Chair Smith seconds the motion.

The motion was carried by the following vote:

AYES: Strong, Smith, Caldwell, Potier, Kett, Riddle, Mustard

NOS:

#### **D. Secretary Selection**

Member Riddle was questioning the line item "Clerical Salary" on the expenditure spreadsheet.

##### **Public Comment:**

A public comment was made of how the WCCC BOC has their own attorneys which are paid by the District's general fund. The District is paying for the attorney but he is not working for the District, he works for the Bond Oversight Committee. She also recommended that the Dixon's Oversight Committee appoint a Committee secretary who would be in communication with Rose to let her know what will be on the committee's agenda. She also has questioned the clerical salary on the expenditure spreadsheet and feels it's a lot of money.

Member Caldwell made a motion to have Rose Morales function as administrative support during the Committee meetings and they can change that down the road if necessary. Member Potier second the motion.

The motion was carried by the following vote:

AYES: Strong, Smith, Caldwell, Potier, Kett, Riddle, Mustard

NOES:

#### **E. Committee/Sub-committee Position(s)**

Website Sub Committee will consist of Members Mustard and Kett.

Audit Sub Committee will consist of Co-Chair Smith, Members Caldwell and Riddle.

Contractual Review Sub Committee will consist of Members Potier and Riddle.

#### **F. Review of Contracts, Bids, and RFP's**

Chair Strong will request the architect contract from the school district. The Committee would like to know the following:

- Number of proposals that were submitted by architectural firms
- Who were the architectural firms and which ones were qualified.
- Copies of proposals for those who qualified.
- Who submitted the Statement of Qualifications and what was the evaluation process.
- Who was part of the panel?
- Was there an interview?
- How were they selected?

- Requesting contracts for ALL professional services.
- Where they are with all of the projects?

Chairperson Strong will request for Cooperative Strategies to come to the next meeting.

**G. Review of Bond Funds Expensed to Date**

Member Potier would like to see the actual budget and what has been encumbered and expended from that project budget. She explained that the budget should match what Measure Q says. She went on to say that the bond funding, according to the Power Point that John Calise presented for the Dixon High School, shows 13.5m but Measure Q says 15.2m. She would like to know why is there a difference in the amounts.

The Committee would like to see a detailed budget report. They feel that perhaps a District person should attend the next meeting to answer questions regarding the budget. The Committee would like to know who is running the budget and how it's managed. The Committee would also like to address grants.

Member Caldwell would like for John Calise to elaborate on the Leed Certification and if it applies to the Dixon USDs projects.

Co-Chair Smith mentioned that he would like to tour the old high school.

**III. Reports of Officers and Subcommittees – None**

**IV. Reports of Special Committees – None**

**V. Public Comment –**

The City used to deliver the packet and agenda to each committee member. This gave the member time to look at the hard copies. She recommends that the District deliver the packets to the COC members instead of emailing them.

**VI. Unfinished Business and General Orders – None**

**VII. New Business**

**A. Set Dates and Times for Future Meetings-**

**Next Meeting-** October 11, 2017 at 6:30 pm

**Agenda Items for Future Meetings-**

**VIII. Announcements- None**