

## Measure Q Citizens' Bond Oversight Committee

Wednesday, August 22, 2018 6:30 P.M.

City Council Chambers

600 East A St., Dixon, CA 95620

### 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 section. Speakers will be allowed five minutes per topic.

#### I. CALL TO ORDER

##### A. Roll Call:

Tad Smith, Chairperson - P  
Gary Riddle, Vice-Chairperson - P  
Jack Caldwell, Member - A  
Andrea Kett, Member - A  
Julie Mustard, Member - P  
Jorjet Potier, Member - P  
Robert Strong, Member - P

##### B. Adoption of the Agenda

A motion was carried by the following vote to adopt the agenda:  
AYES: Smith, Riddle, Mustard, Potier, Strong  
NOES:

##### C. Reading and Approval of Minutes – Tad Smith, Chairperson

A motion to approve minutes with corrections was approved by all.

##### D. Consent Calendar – None

#### II. AGENDA

##### A. Planning and Editing of the Annual Year-End Report

Nothing has been posted on the CBOC website for public discussion so the Committee will focus on rescheduling the various components and assign a deadline and have it ready for public review at the next meeting.

Member Potier said that topics were assigned to members and she had not received feedback other than from Vice-Chair Riddle. She said that the CBOC needed to schedule a date because she wanted to make sure that everything is put together before it gets included as part of the agenda for the next meeting and print it out for the public to see and review. She went on to say if the CBOC is going to meet a month from now, she suggests that all of the members should really focus on getting goals on it and perhaps schedule a due date for the Committee to submit it. She thought that perhaps two and half weeks from now to give her time to put it together and actually include it as part of the agenda for the next meeting. Mr. Calise said that if the district administration received it a week and two days ahead then that would give enough time to look it over, just in case there were questions.

Member Potier said that next month they present to the public and get their feedback and make the corrections if needed and then at the following month they'll be at the final stage. If the meeting is on September 26<sup>th</sup>, she would like to receive the documents by September 12<sup>th</sup> to get it to DUSD by 17<sup>th</sup>. She will also put out a new summary to the CBOC members with the assignments and their responsibilities.

Public comment-

The public comment was a reminder that in November it will be 2 years since citizens of this community are paying for Measure Q. She recommends the CBOC turn in their suggestions of the report to Member Potier and three of the members meet and go through what the report will be and at the next meeting you have your draft for public comments. She went on to say that this is just a consideration and have the report out as soon as possible. The law requires having a report once a year and the Committee has not done that.

B. Review of Expense Reports or Budget Pertaining to Measure Q-

CBOC members would like to see the expense report back on the agenda for next time since the Committee did not receive the report before the meeting. Vice-Chair Riddle said that it seemed there were a number of contractors/vendors that he didn't recall seeing on the last report.

Mr. Calise responded by saying that for the most part there aren't very different vendors. Vice-Chair Riddle asked Mr. Calise if the CBOC had received copies of all those contracts. Mr. Calise said that he believes all of those contracts were posted on the District's website and he would double check. He said that he can send them the copies too.

Vice-Chair Riddle said that on September 13, 2017, they had went over what was to be required on the website. He said he would discuss this with Member Potier and they will come back in writing to what they would like to see put on their website as far as contracts.

Public Comment-

The public would like to know why \$2,400 is being spent out of bond funds because the Board requested that the attorney come down from Fresno to tell the Committee that they had to take a vote. This was not something that was requested by the Committee or something that was related to the bond itself and it shouldn't be coming out of Bond funds. He asked the Committee if they were going to question that. Mr. Calise responded by saying that there are legal fees that are associated with the bond. If he has questions regarding those legal fees, the place to ask those questions would be at a Board meeting. Mr. Calise stated that anything pertaining to the bond is being charged to the bond. The public member went on to say that it's an administrative expense it's not something that this bond committee requested or asked for. He went on to say if the Board had a problem then they need to pay the legal bill.

Public Comment-

A public comment was made regarding the July minutes not being posted on the website with the August 22<sup>nd</sup> agenda and also emailed out. She went on to say that it's what the law requires. There should be an agenda and the back-up material. Chair Smith said that there was a glitch with those minutes because they were posted and he tried to print and it wouldn't let him print from work and when he came home then there was nothing there. Mr. Calise will talk to the website designer regarding this issue.

C. Follow-Up After Walk-Through to Highlight CBOC Activity

Chair Smith said that the point of this was the press release and he has a reasonable draft but he would like some input because it has been a challenging task writing a three page summary that tells of everything that has happened that would capture the reader's interests. Member Strong said he hasn't seen any emails from anyone. He made another email for

himself. New email address is: [Roberts.dixoncboc@gmail.com](mailto:Roberts.dixoncboc@gmail.com). Member Caldwell's email also does not work for him either. Member Strong will take care of Member Caldwell's email.

There was a motion by Member Strong to form a subcommittee for social media press releases and second by Vice-Chair Riddle. All were in favor. Member Strong will be in charge of the subcommittee for social media press releases.

Public Comment- none

### III. REPORTS OF OFFICERS AND SUBCOMMITTEES

Vice-Chair Riddle mentioned that there are two things that are content of the website and there are some mandatory items that have been discussed to put on the website. They can have anything they want on the website but basically agendas, copies of any reports, copies of annual and financial audits and copies of all documents received by the Committee as well as items that are brought to the Committee as attachments to the minutes. Since they are public records, they belong on the website. He went on to say that there are items that are missing that should be on the website. Mr. Calise mentioned to the Committee that if they see issues, send them to him and he will send to the IT department to get fixed. Member Mustard will be the liaison between the Committee and the District. She will email to Mr. Calise and he will submit to the IT Department with a 2-3 week deadline.

Member Potier asked Mr. Calise if his department provides an update on a monthly basis to the Board and if so, can the Committee get the summary as well. Mr. Calise responded by saying that as they get closer to the end of this calendar year and the projects really start to take off, he's planning on sending out a monthly newsletter out of the Facilities Department. Member Potier requested that when the newsletter is available, she would like to see it posted on the CBOC website.

Public Comment-

Mrs. Riddle said that everything that goes on the website is public record. She designs her own website so she's willing to volunteer her time to keep the CBOC website up to date.

### IV. PUBLIC COMMENT

### V. UNFINISHED BUSINESS

A. None

### VI. NEW BUSINESS

A. Set dates and times for future meetings

- September 26th or October 3rd.

B. Discussion of future agenda items

1. Scheduling of Walk-Through/Visit to Dixon Middle School

- September 12<sup>th</sup> at 6:00 pm

### VII. ANNOUNCEMENTS

### VIII. ADJOURNMENT-7:41pm