



DUBLIN UNIFIED SCHOOL DISTRICT

Regular Meeting of the CITIZENS' BOND OVERSIGHT COMMITTEE

All Dublin Students Will
Become Lifelong Learners

MEASURE H

Measure H Meeting Minutes No: 1 – ADOPTED

Location: District Office, Building C

Recorded by: Patty Benavidez

Date: October 25th, 2017

<u>Committee Members:</u>	<u>Representing:</u>	<u>Present</u>	<u>Not Present</u>	<u>Term</u>	<u>Term Expires</u>
Mike Miller, Chair	Taxpayers Organization		x	2 years	2018
Jeff Hall, Vice-Chair	Parent Organization	x		2 years	2018
Kelly Clarke, Secretary	Community at Large	x		2 years	2019
Tammy Comb	PFC/PFSO Representative	x		2 years	2019
Shazia Nomani	Community at Large		x	2 years	2019
Sobia Qureshi	Business Community	x		2 years	2019
Vacant	Senior Organization			2 years	

District Staff:

Leslie Boozer, Ed.D.	Superintendent		x		
Kim McNeely	Executive Director Facilities	x			
Joe Sorrera	Assistant Superintendent Business	x			
Sandy Harrington	Fiscal Services Director		x		
Patty Benavidez	Facilities Planner	x			

1.0 CALL TO ORDER

A quorum being present, Committee Vice-Chair Hall called the meeting to order at 6:34 p.m.

2.0 VISITORS/PUBLIC COMMENTS

Visitors: Mr. Dave Burrows. Mr. Burrows provided comments related to Measure H.

3.0 MINUTES

- Approval of Meeting Minutes - None

4.0 LEGISLATIVE INFORMATION

None presented.

5.0 CBOC COMMITTEE PROCESS

- Proposed Future Meeting Dates - Action
Proposed future meeting dates for the upcoming year were reviewed and approved by the Committee. Future meetings dates are January 24, 2018; April 25, 2018, August 1, 2018; October 24, 2018; and January 23, 2019. Committee may propose more frequent meetings as needed.

A motion was made by Ms. Qureshi, seconded by Ms. Clarke to accept the proposed meeting dates with the option to call for more frequent meetings as deemed necessary by the Committee. Motion was carried by roll call vote.

Vote:

Yes: Hall, Comb, Clarke, Qureshi

No:

Abstain:

- Committee Bylaws – Amendment – Action
With the passage of Measure C in 2004, the Citizens' Bond Oversight Committee (CBOC) was formed as required by law to oversee expenditures in the Measure C bond program. Resolutions were adopted by the Board of Trustees in 2012 appointing the existing CBOC to oversee Measure E bond expenditures, and in 2016 to oversee Measure H bond expenditures. An amendment to the Bylaws is proposed to incorporate the language as it relates to Measure E and Measure H in the governing document.

Bylaws Section 2.2 "Purpose", first paragraph, first sentence now reads; "The purpose of the Committee is to inform the public concerning the expenditure and uses of Measure C (2004) bond revenues.

Proposed amendment to Bylaws Section 2.2 "Purpose", first paragraph, first sentence; "The purpose of the Committee is to inform the public concerning the expenditure and uses of Measure C (2004); Measure E (2012); and Measure H (2016) bond revenues.

A motion was made by Ms. Comb, seconded by Ms. Qureshi to approve the amendment to Bylaws Section 2.2 "Purpose" as presented. Motion passed by roll call vote.

Vote:

Yes: Hall, Comb, Qureshi, Clarke

No:

Abstain:

- Committee Rules and Responsibilities, Jones Hall - Information
Ms. Katie Dobson, District Bond Counsel representative from Professional Law Corporation Jones Hall, provided an overview of rules and responsibilities that govern a Citizens' Bond Oversight Committee, Brown Act compliance, and a summary of District responsibilities regarding a CBOC. Ms. Dobson responded to questions from the Committee and reaffirmed the purview of the CBOC. District bond measure language was reviewed.

6.0 COMMUNICATIONS

- Communication Documents Format Review
Staff provided a brief overview of format options for future Bond Progress Reports and the annual CBOC report. Based on suggestions from the Committee future Bond Progress Reports will likely move to an online format to provide greater accessibility to the public and to conserve resources. A format compatible as a companion document or insert to other publications is being considered for the annual CBOC brochure. Staff anticipates a draft or template will be available for Committee review and input in January.

7.0 FINANCIAL INFORMATION

- Fiscal Update
Mr. Joe Sorrera, Assistant Superintendent of Business Services reported the Board of Trustees recently approved the unaudited actuals for year ending June 30, 2017. The annual audit for all funds is underway and will be completed later in the year. The independent auditors' report for the bond fund will be presented to the Committee after the first of the year.

Mr. Sorrera provided a handout of the Measure H Plan approved by the Board of Trustees in August 2017. The approval included issuance of \$100M from Measure H for a future high school (Phase 1). The Committee was provided with links on the District's website where additional information about the future high school can be found.

Ms. McNeely provided a sample graphic to illustrate one element of the project expenditure tracking process and responded to questions from the Committee related to specific items within the expenditures. Examples of effective project management and cost savings measures were cited.

8.0 PROJECT UPDATES

None presented.

9.0 MATTERS INTRODUCED BY THE COMMITTEE

Vice-Chair Hall called for matters introduced by the Committee. Mr. Hall confirmed he will contact Chair Miller to discuss more frequent meetings as proposed by the Committee. Potential dates will be provided for consideration by the Committee.

10.0 OTHER

None presented.

11.0 ADJOURNMENT

There being no further business before the Committee, a motion was made by Ms. Qureshi, seconded by Ms. Clarke, to adjourn the meeting at 7:48 pm to the next Committee meeting scheduled for January 24th 2018. Motion was carried.