



Citizens' Bond Oversight Committee Meeting Minutes
Thursday, March 24, 2011
5:00 – 7:00 PM

LBUSD District Office - Community Room
1515 Hughes Way
Long Beach, California 90810

Attendees:

COC Members: Karen Hilburn (Chair) Byron Bolton Kristine Hammond
Victor McCarty Michael Noll Anna Ulaszewski

Absent: Julie Jackson

LBUSD Staff: Carri Matsumoto Leticia Rodriguez

LBUSD Consultants: Tim Doane Steven McGuckin Vivian Hao

Guests: Gema Ptasinski, Vicenti Lloyd & Stutzman
Karin Heckman Nelson, Vicenti, Lloyd & Stutzman
Terrence Ulaszewski, Personnel Commissioner
Signal Hill Petroleum Representative

1. Call to Order

The meeting was called to order by Chairperson Hilburn at 5:01 p.m.

2. Establishment of Quorum

Roll call was taken and a quorum was established.

3. Approval of Minutes

The minutes from the December 16, 2010 meeting were provided to all COC members in their meeting packet.

Member Noll moved to accept the minutes as written.

Member Hammond stated that the minutes didn't reflect the discussion regarding the salaries. Member McCarty noted a correction on page one.

Carri Matsumoto stated that the audit finding stated that money could be used for salaries related to Measure K activities, although it's been the district's position not to do so.

Member Ulaszewski inquired who would make that decision. Ms. Matsumoto replied that it would be up to the Executive Staff.

The motion was seconded by Member Hammond and the motion passed. Member Ulaszewski abstained.

Change in Order of Business

▪ 2010/2011 Auditors

Ms. Matsumoto stated that the 2010/2011 Auditors under New Business would be moved up on the agenda.

Gema Ptasinski and Karin Heckman Nelson, with Vicenti, Lloyd & Stutzman, stated that they would be the auditors for the 2010-11 school year. Ms. Ptasinski shared information on Proposition 39, how the money may be spent and the accountability requirements. There is a new bill, Senate Bill 1473, which states that independent financial and performance audits shall follow the Government Auditing Standards issued by the Controller General of the United States.

Ms. Heckman Nelson shared that the performance audit would be from July 2010 thru June 2011. She reviewed the timeline to be followed, with a final report in December. They will also look at the prior audit recommendations. Their objective is that of compliance only.

Discussion included the risk assessment, the governmental audit standard and the scope of the audit. Member Ulaszewski asked to change the scope and Ms. Matsumoto replied that Staff made the decision.

Member McCarty commented that the committee represents the public and are the overseers of their interests. The auditors are the only source to verify the facts. Ms. Ptasinski replied that she appreciates his comments.

Member Ulaszewski asked how often the district changed their auditors. Ms. Matsumoto replied that it's about every 3-5 years.

Chairman Hilburn thanked Ms. Ptasinski and Ms. Heckman Nelson.

4. Communications

Chairman Hilburn shared an article regarding the Long Beach City College bond program. She also shared that the senior citizens had thanked her for the informational flyers.

5. Public Comment

Chairman Hilburn acknowledged a representative from Signal Hill Petroleum, who are neighbors at the GTE site as well as Al Frangione, with CPM.

Member Hammond asked what the response should be when asked why the district is closing schools while at the same time, they are building new ones? Chairman Hilburn said that they should contact the Board of Education.

6. Staff Reports

▪ Measure K Bond Program Update

GTE Project. The GTE project is nearly 55-60% completed. They have expended \$30 million and have received \$12.9 million in State funds. The expected opening is September 2012. Ms. Matsumoto asked the committee members if they would like to consider another site tour.

Member Noll asked if there was enough money being held for contingencies? Ms. Matsumoto replied that she anticipated for the \$45 million recently approved by the Board to be sufficient. Member Ulaszewski inquired why so much? Ms. Matsumoto explained that unforeseen issues had come up, including three rounds of soil remediation. Construction had to start in order to capture the State funding, which carried certain risks.

ECATS site. The demolition is complete. They are working with the LB Water Dept. on relocating the water line. Carri Matsumoto anticipates the bidding process to begin in April, with the work starting in the summer. The expected opening is September 2013.

Member McCarty asked if the changes in technology are being considered before the submittal of bids. Ms. Matsumoto replied that they are.

Roosevelt ES. Roosevelt Elementary School will be a complete replacement with a projected budget of \$44.87 million. The design team has created several concepts for review.

Discussion was held as to how this was determined and how to best explain it to the public, as well as interim housing of the current students.

Cabrillo HS. The master plan for the pool project has been completed and the conceptual design is under way.

Jordan HS. Awaiting the results from the North Long Beach Initiative focus groups.

New High School #2 (Browning site). Due diligence activities are under way. Ms. Matsumoto shared that it most likely will be a themed school, much like ECATS. An architect will be selected within the next quarter.

Newcomb Academy. A complete replacement has been recommended, due to the significant work needed to retrofit the school, and has been identified as higher priority. Ms. Matsumoto shared this is recommended when the repair costs far exceed the costs to replace.

▪ Quarterly Financial Update

Tim Doane shared that the format has been changed, after taking the Committee's comments into consideration. The information contained in the report remains the same. Mr. Doane reviewed the Executive Summary and noted the budget increases, which mostly are related to consultant expenses.

Member Ulaszewski inquired about the length and scope of the contract for the Communications Coordinator. Ms. Matsumoto replied that Ms. Vivian Hao will primarily work with the project managers and with community outreach.

Further discussion was held with regards to the miscellaneous costs and the best way to include them in the financial report. Ms. Ulaszewski shared that the breakdown of miscellaneous costs is very important, especially when they are high.

Mr. Doane stated that in response to Mr. Noll's request, he had revised the budget modification to include the loss reserve.

7. Old Business

▪ Draft COC Annual Report

Chairman Hilburn shared that she had met with Julie Jackson, Carri Matsumoto and Priscilla Archuleta to discuss what should be included in the annual report. After district staff submitted a draft version based on the guidelines, Karen and Julie reviewed and edited the report. Carri noted that the incorrect version was inadvertently emailed to the Committee members, and the correct version was shared.

Committee members reviewed the report and gave their input. The Annual Report will be presented at an upcoming Board Meeting and then be available on the district website. Chairman Hilburn stated that this should be an action item.

Member Ulaszewski motioned to approve the Annual Report. Motion was seconded by Member Bolton and the motion passed.

8. New Business

▪ COC Member Renewal

Member McCarty shared that he would not be renewing his participation on the committee. Ms. Matsumoto will advise the Superintendent of his decision as the vacancy will have to be posted.

Member Ulaszewski noted that the names of the Committee members are not currently listed on the website. Vivian Hao stated that they are working on a new website and she will ensure that they get included.

9. Announcements

None.

Adjournment

Member McCarty motioned for adjournment at 6:48 p.m.

Next Meeting

The next regular business meeting will be held on Thursday, June 23, 2011 at 5:00 p.m.