



Citizens' Bond Oversight Committee Meeting Minutes
 Thursday, December 15, 2011
 5:00 – 7:00 PM

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

Attendees:

COC Members:	Karen Hilburn (Chair) Julie Jackson	Byron Bolton Michael Noll	Kristine Hammond Anna Ulaszewski
Absent:	Dede Rossi		
LBUSD Staff:	Carri Matsumoto	Leticia Rodriguez	Jim Novak
LBUSD Consultants:	Tim Doane	Steven McGuckin	Vivian Hao
Guests:	Terry Ulaszewski; Tim Gilmore; Lew Ntuk Gema Ptasinski and Jenny Dominguez, Vicenti Lloyd & Stutzman, LLP		

1. Call to Order

The meeting was called to order by Chairperson Hilburn at 5:00 p.m.

2. Establishment of Quorum

Roll call was taken and a quorum was established.

3. Approval of Minutes

The minutes from the October 6, 2011 meeting were provided to all COC members in their meeting packet.

Member Ulaszewski moved to accept the minutes as written. Members Noll and Jackson abstained. The motion was seconded by Member Hammond and the motion passed.

Chairperson Hilburn asked all the members to confirm that their term expiration dates are correct.

4. Public Comment

Tim Gilmore, LB Poly Alumni Association, shared his frustration with transparency and communication factors related to Measure K. He was told that he is unable to get the Committee member's information from staff due to privacy issues. His group has questions related to accessing Measure K funds.

Chairperson Hilburn asked Mr. Gilmore to introduce himself and his association. He stated that their goal is to raise money for the school.

Member Noll stated that the Committee only has oversight, and that the parameters are set by the district. Member Ulaszewski directed Mr. Gilmore to the district board members. She informed him that the bylaws for the Committee are posted online. Carri Matsumoto shared that she personally responded to Mr. Gilmore's email and provided him guidance. Her office is also working with him on other issues. She asked the Committee for a proper way to respond and if there is a process she should follow.

Chairperson Hilburn and other members explained that Measure K is part of the district's Strategic Plan and their role is only to oversee. The Master Plan has been established and is available on the website. After further discussion, it was established that Ms. Matsumoto's office would work with Mr. Gilmore.

Lew Ntuk, parent at Hill MS, gave positive comments on the Measure K website.

5. Communications

Vivian Hao stated that she has been working approximately 20 hours a week. She is responsible for communicating with the public, primarily through the website, although she recently facilitated the community meeting for Roosevelt. She constantly updates the web page and she feels that automated forms and posting of project related documents has increased the efficiency for consultants and contractors. Most of the inquiries she receives are project-specific.

Ms. Hao shared that she recently created pages with real time photos of current projects. The first issue of an outreach E-Newsletter was released in October 2011 and the next issue will be available in January 2012. There are approximately 400 people on her email list, and she asked for assistance in spreading the word further.

Member Jackson suggested adding all of the PTA/PTO presidents to her list, as well as creating a Facebook page.

Ms. Matsumoto added that Ms. Hao's goal is to add value and promote awareness of the Measure K projects. She responds to questions posted on the website. They are currently looking into the feasibility of translating the pages.

6. Staff Report

▪ 2010/11 Measure K Audit Report

Gema Ptasinski stated that she would be addressing the Financial Audit Report. An Unqualified Opinion was given and it was reasonably presented. They reviewed the balance sheet as of June 30, 2011, and noted that the Financials included estimates.

Member Hammond asked Ms. Ptasinski to explain Series B-1 bonds. She replied that it is a vehicle mechanism that allows savings to tax payers, and is another type of bond the district was allowed to purchase.

There were no new findings and the prior findings have been properly addressed and implemented. As required, a letter was submitted to the district stating that there were no areas of concern.

Jenny Dominguez addressed the Performance Audit. She explained that they look at compliance of the laws, and that what the voters approved was followed properly. Everything was found to be in compliance. They reviewed objectives and the scope of the audit was from July 1, 2010 to June 30, 2011. No other sources were tested, only Measure K funds.

Member Jackson inquired about procurement procedures. Ms. Dominguez replied that they review the bid process documents. A Government performance audit standard is followed, which includes understanding the audit controls.

Ms. Ptasinski and Ms. Dominguez thanked Ms. Matsumoto, the District and the fiscal staff, as they were all very cooperative. There were no issues or disagreements and everyone was responsive to all of their inquiries.

Chairperson Hilburn thanked them both for their work on these audits.

▪ **Measure K Bond Program Update**

Jessie Elwin Nelson Middle School: The project is about 94% complete, with furniture and equipment going in. The students from the Butler attendance area will be absorbed into the new boundary. The expected opening is September 2012.

Member Noll also noted that the City of Signal Hill is working with the City of Long Beach on expanding/widening the street.

Ms. Matsumoto will set-up a meeting with Department Heads of Signal Hill for a discussion on shared-use facilities.

Ernest S. McBride, Sr. High School: Construction has started and is approximately 16% complete. The truck entrance has been relocated so that it's not directly in the neighborhood. They have received positive feedback from the neighbors. Ms. Matsumoto is very pleased with the contractors, who are following a very organized schedule. Completion is expected to be September 2013.

Roosevelt ES: Now that the master planning and conceptual design are complete, the design development phase is underway. The target school re-opening date is January 2015, but staff is evaluating the mid-year move.

Member Noll inquired if they are trying to salvage any of the architectural designs? Ms. Matsumoto replied that this is a complete campus rebuild and they are working to incorporate these elements into the new design.

Cabrillo High School Pool: Construction documents are complete and are awaiting DSA approval. Work will be done throughout the summer and the pool is slated for opening summer 2013.

Jordan HS Major Renovation: Master planning is underway, with May 2014 as construction start date. It's likely that construction will be phased over several years. Discussion is taking place with regards to the Jordan Academy, which may be converted to a small STEM-oriented high school.

New High School #2 at the Former Browning Site: Master planning is underway. Anticipated school opening is September 2016 and a possibility is a recreation/tourism theme oriented school.

Member Hammond inquired how salaries would be paid. Mr. Novak replied that the student-ratio does not increase the dollars received.

Newcomb K-8 AB300 / New Construction: Master planning is complete and conceptual design is underway. Target school re-opening is September 2015. They are currently exploring student relocation options while the project is under construction.

DOH Portable Removal Phase I: This project was completed 9/24/11 and the close-out is underway. Ms. Matsumoto clarified that Cubberley is not on the list.

Lakewood DOH Portable Removal: Removal of the portables will take place during spring of 2012. Ms. Matsumoto also gave brief updates on the Boiler Replacements, Lighting & Ceiling Replacements, ADA Improvements, DSA Certifications and Technology projects.

▪ **Quarterly Financial Update**

Tim Doane reviewed the Executive Summary as of December 15, 2011. He explained the funding changes and expenses through October 31, 2011, including the bond issuance costs (underwriter fees) for Series B and B-1.

Member Jackson inquired if the project management expense had been anticipated. He replied that they were. Specific expenditures are noted on the project budgets.

Mr. Doane stressed that the Committee must understand that they reconcile the commitments and expenditures to the district financials every month, as well as on an annual basis. These are correlated to the audit reports.

7. Old Business

None.

8. New Business

▪ **2011 COC Annual Report**

Chairperson Hilburn stated that the same approach as last year would be taken, and that she would collaborate with Ms. Matsumoto's staff. Either Member Jackson or Member Hammond will join the meeting with Ms. Matsumoto. A draft of the report will be presented at the next COC meeting. The report will be presented at a Board of Education meeting in May 2012.

Announcements

Chairperson Hilburn was happy to report that the recent SWAT Exercise at the former DeMille site had gone much better than the last time.

Adjournment

Chairman Hilburn motioned for adjournment at 7:00 p.m.

Next Meeting

The next regular business meeting will be held on Thursday, March 22, 2012 at 5:00 p.m.