



## MARIPOSA COUNTY UNIFIED SCHOOL DISTRICT

P. O. Box 8 Mariposa, CA 95338 \* Phone (209) 742-0250 Fax (209) 966-4549

### CITIZENS' OVERSIGHT COMMITTEE MEASURE L GENERAL OBLIGATION BONDS

#### Minutes

Tuesday, January 30, 2018 9:00 AM - 11:00 AM

District Office Board Room

5082 Old Highway North, Mariposa

- =====
1. Call to Order – Chairperson Allen called the meeting to order at 9:05 a.m. Quorum was established with Jim Allen, Lloyd Sheetz, Nicole Little, Kris Casto, Lisa Edelheit present. Christy Wall, Clint Bassemier and Norman Murrell were absent. Also present were Robin Hopper, Superintendent, and MCUSD staff Kierstin Wight, Charlotte Kelsey and Olga Rassau.
  2. Introductions - Members of the committee introduced themselves. Mrs. Hopper introduced Charlotte Kelsey from Facilities, Maintenance and Operations department, Kirstin Wight from the business department and Olga Rassau, a temporary secretarial help in the office.
  3. Public Comments - None
  4. ACTION / Approval of November 7, 2017 Minutes  
The minutes were approved with the following corrections of Mr. Bassemier and Mr. Sheetz names. Moved by Mrs. Casto, seconded by Mr. Sheetz, AYES: Allen, Sheetz, Little, Casto, Edelheit. NAYS: None; ABSENT: Wall, Bassemier and Murrell. Motion passed.
  5. Review - (Related Handout)  
Superintendent Hopper highlighted and reviewed the Citizens' Bond Oversight Bylaws, guidelines and membership. Mrs. Hopper also answered the committee's questions.
  6. Staff Reports.
    - 6.1 Measure L Update - (Related Handout) -Mrs. Kelsey presented an overview including timelines, master plan and process, Budget and process, potential funding and projects.
    - 6.2 Project List and Status - (Related handout). In December 2017 the MCUSD Board approved a Program Development Agreement with OpTerra Energy Services. This project began in January 2018. So far, only a contract for audit of potential energy savings, including solar, was approved with OpTerra, not the actual work yet.
    - 6.3 Bond Spending to Date - (Related Handout). The bond expenditure as of end of January 2018 was \$83,801 plus encumbered \$306,000 with additional \$35,000 for OpTerra contract.
- MCUSD is in process of hiring a Director of Maintenance and Facilities, hoping he can serve as local inspector which can be used for non DSA projects. Inspector of record needed if going thru DSA. Did the eligibility and now need to see what will be approved.

Senator Andy Vidak (14th Senate District) wrote an article pressing the Governor to sell Prop 51 bonds so districts can receive the matching funds needed for their facility work. Our state representatives,

Assemblyman Frank Bigelow and Senator Tom Berryhill need to hear from the constituents. A letter of support may be sent to them from this committee.

Moved by Casto, seconded by Little. AYES: Allen, Sheetz, Casto, Little, Edelheit. NAYS: None: ABSENT: Wall, Bassemier, Murrell. Motion passed.

The committee requested an electronic copy of the Long Range Master Plan adopted 6/2017.

6.4 Allowable Expenditure – Robin gave presentation - In the past, Proposition 39, School Facility Bond, required a minimum 67% passage rate. Now requires 55% to pass. With this change in law additional accountability is required, which is the Independent Citizens' Bond Oversight Committee. The new director is needed to facilitate and oversee the bond projects on ongoing basis. Using district staff to oversee bond projects rather than outside consultants is more efficient and lowers cost. Plan to split the new director's salary; partially paid by the district general fund and partially by bond funds. (ie. perhaps 60% bond paid projects; 40% routine maintenance paid by district). Bond project work is now ramping up and creating a large amount of work. New personnel may not have school facilities expertise so Charlotte will be doing at least part of it for awhile.

The Committee discussion addressed the following points. The bylaws are not clear on bond expenditures.

- Bylaws Sec. 3.2 states - No bond proceeds to be used for teacher or administrative salary. There is a perception issue that bond funds cannot be spent on salary. Need to have it clearly explained if this is an allowable charge.

Superintendent Hopper mentioned that the district's Bond Counsel, Bill Kadi, was here at this committee's November meeting. Presentation he used was a sample, not prepared specifically for us.

See Resolution 16-45 Authorization of Issuance of School Bond (Page 25 of the packet), and, Exhibit A, The Full Text of Measure L. (Pages 29 - 33) for clarifications.

- Member Lisa Edelheit stated that the Bylaws need to be amended to keep everything clean, easy to follow and the language to reflect that of the official language of the ballot measure. The Committee had consensus to request the MCUSD Board of Trustees to amend the bylaws.

Mrs. Hopper will rewrite the language in Section 3.2 to reflect the same language as the full measure of the original ballot text and take it to the next school board meeting.

The District will work with the local paper to clarify responsibilities and the the salary perception of paying District staff working on bond projects with bond funds. Needs careful wording.

- It is wise to hire own staff for this to keep the cost down. The public prefers the district to have a person to oversee the projects. Need position name, title, what percentage paid by bond.

6.5 Planning to report to Community – Report is due end of fiscal year. However, there was no expenditure of bond funds in 2016-2017. There have been expenditures this fiscal year, 2017-2018, so the Oversight Committee report to the community will need to be written. The district will provide bond expenditure report. There will not be an audit report available this year, as audits are conducted on the previous fiscal year and no monies were expended last year. Kierstin Wight from the Business Dept gave a presentation on the Trailer Bill for Ed. Code 41024, which requires annual report of a detailed list of all expenditures of state funds and agency's matching funds for completed projects. The district tracks all projects separately. The audit for the prior fiscal year is finalized in December. The School



Board then adopts the audit by the end of January. It then goes to the CA Department of Education. If there are any findings the district has three months to respond. The Business Dept. is to have the report to the Committee no later than March 30 each year going forward. - See Related Handout See Bylaws Section 7 and 8 for district tech and admin support to the committee in writing the report.

7. ACTION / Define members terms. According to Section 5.4 of the Bylaws, three members to serve initial 1 year term. The rest will serve initial 2 year terms, but need to be reappointed by the School Board before November 2018.

The following members will serve 1 year term. Clint Bassemier, Norman Murrell and Kris Casto. The members serving 2 years are: Jim Allen, Christy Wall, Lloyd Sheetz, Nicole Little and Lisa Edelheit. Moved by: Kris Casto to approve members for these terms, seconded by Nicole Little; AYES: Allen, Sheetz, Little, Casto, Edelheit. NAYES: None. ABSENT: Wall, Bassemier, Murrell. Motion passed.

8. Form 700 / Information - These forms were filled out by members when appointed, but need to be filled out again. New Forms due by April 2, 2018 to County Clerks Office. The link is <http://www.fppc.ca.gov/Form700/html>

9. Brown Act Review / Training – link sent out to everyone regarding it. Jim will help if needed.

10. Next meeting dates - is set for March 8, 2018 from 9:30 – 11:30 AM in the District Board room since it is the best central location for public meeting. Send reminders all members, plus to Robin, Charlotte, Business Department.

11. DISCUSSION / Future Agenda Items

Audit Report - See note 6.5 from business department for explanations

Annual Report to the Community - fiscal report - See note on Item 6.

May report to the community on the progress of bond projects.

Need to report to the School Board with updated information.

Ms. Kelsey will present and update on Prop 51 bond funds and Master Plan Facilities.

Good to have draft minutes to members ahead of time.

Q: Bond expenditure report – est. time of completion? A: No estimated time for completion.

Superintendent Hopper noted that the special study board meeting addressing Facility and Maintenance will start today around 2:00 pm.

12. Adjourn - Meeting adjourned at 11:22 AM.

Respectfully Submitted,



Robin Hopper, Superintendent