

## Measure Q Citizens' Bond Oversight Committee

Wednesday, November 7, 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:

1. Tad Smith, Chairperson - P
2. Gary Riddle, Vice-Chairperson - P
3. Jorjet Potier, Member - P
4. Andrea Kett, Member - P
5. Julie Mustard, Member - P
6. Jack Caldwell, Member - P
7. Robert Strong, Member - A

##### B. Adoption of the Agenda

A motion was carried by the following vote to adopt the agenda:

AYES: Smith, Riddle, Kett, Mustard, Potier

NOES:

##### C. Reading and Approval of Minutes

A motion to accept the minutes as written was approved by all.

##### D. Consent Calendar – None

#### II. AGENDA

##### A. Second Public Review of the Draft of the CBOC Annual Report-

The CBOC went over the draft CBOC Annual Report by starting with the letter from the Vice-Chairperson. For the meeting in September, Chairperson Smith took the feedback from the public and Committee members and submitted some changes.

The Committee members were questioning the bond tax amount. Ms. Mercado stated she had heard a different amount so she will contact Charles Lomeli from the County for clarification.

The Committee moved on to the section on the Superintendent Dolan's apology regarding his

oversight on the delay on appointing the CBOC members and the Committee not being established until June 28, 2017. There was a question whether to leave it in the report or having it removed.

Public Comment-

A comment was stated regarding an apology not being acceptable due to his legal responsibilities to the Bond Oversight Committee and to its Dixon taxpayers. She feels and gets the impression that he was trying to rule the committee.

Superintendent Dolan agreed that he did not establish the Committee on time and that he did not comply with the education code provisions. The Governing Board dealt with him with regards to that issue. He went on to say that at the time, the District publicized and reached out to individuals from the various groups and it took a long time to get to the seven members. Everyone that applied to be part of the Committee was accepted.

Public Comment-

She has several emails going back to January 2017 between her and Superintendent Dolan. In the first email, she notified him of who would be representing the taxpayers in the Committee and mentioned to him that he had 60 days to put the Committee together. In the meantime, she said that contracts were made without the Committee being formed.

B. Review of Recent Financial Statements from District

Ms. Mercado distributed an accounting detailed transaction report that comes directly from the District's accounting software. The adopted budget is the District's budget as of July 1<sup>st</sup>. The revised budget happens twice a year, first in the first interim and then again in the second interim.

Ms. Mercado will email the Clerical salary schedule to Member Potier.

Member Potier also requested Ms. Mercado to provide a project budget which just shows construction costs. She wants to see how much is in the budget and how much is being spent. Ms. Mercado said she will also provide the purchase orders.

Member Potier mentioned that if there is a change of order in addition to the contract amounts, the Committee would like to be aware of it.

Ms. Mercado said that she thought it would be a good idea to give the CBOC an update on what has transpired within meetings, perhaps having a standing item on the agenda.

Member Potier would like to see the solicitation documents and get information on how the contracts were solicited. She will email Ms. Mercado a report and highlight which contracts they don't have a solicitation for.

Ms. Mercado moved on to the 2018-19 account transaction detail report.

Chairperson Smith asked about the legal fees for the attorney who came to speak to the CBOC. Ms. Mercado replied by saying she will have to look into it and will come back with some information at the next meeting.

Vice-Chair Riddle indicated that they would like to see a draft of the audit and Ms. Mercado assured him that the Committee will get it as soon as they receive it.

Member Potier said due to not having enough money to carry forward with the entire Measure Q project, there was talk about using some of the money for the later projects and use it or borrow it to complete the middle school project. Ms. Mercado said that the District qualifies for some

modernization dollars from the State. They are very hopeful that they will be receiving those funds but will find out for sure in January or so. She went on to say that they are just trying to cover the cash flow issue that will get us through until we receive those funds. There were a few options presented to the Board and one of the options was to borrow against the future projects, another one was to try to utilize some of the developer fees that the District has now, another was the Certificates of Participation (COP) which they are going to try to avoid doing so but those are the options that are on the table to cover the shortfall in that cash flow issue for that short time.

### III. REPORTS OF OFFICERS AND SUBCOMMITTEES

### IV. PUBLIC COMMENT- Other Items

### V. UNFINISHED BUSINESS

- A. Measure Q Website  
Discussed that already.

### VI. NEW BUSINESS-

Chairperson Smith invited Superintendent Dolan to come up and discuss some of the changes that have taken place since the last CBOC meeting. Superintendent Dolan began by thanking the CBOC members for their time serving in the Committee and he also thanked Melissa Mercado, CBO for taking over for John Calise who has moved on to the Berkeley Unified School District. He went on to say that the District has identified a consulting firm who they want to contract with for services for a short term. How long they will go with this remains to be seen. The name of the firm is School Site Solutions who is based in Sacramento which is just around the corner from the District's architect firm LPA. The president of the firm is John Dominguez and the company has been in business for 18-19 years. They have positive references from a number of school districts both large and small from up and down the state. He said they would not just focus on just the Measure Q projects but some non Q projects such as putting a well over by the Dixon High School which would be getting the District off of city water and would save a ton of money as well as the school farm which is a non Q project too. He stated that what ultimately led him to recommend that they advance with them is that they are a "full stop shop". They can provide the project management, they can provide the coordination with the architect and they can provide the interaction with California Department of Education, Division of State Architect. Superintendent Dolan doesn't believe they will need support every day at this point of their project. The District is waiting on the architect to meet with DSA on November 19<sup>th</sup> and they expect to have stamp plans returned to the District by November 26<sup>th</sup>. The District is also in the California of Education review process. They received a letter from them yesterday that they will need to respond to in the next couple of days of a few minor questions that they had. Once they have those approvals then they submit their form into the Office of Public School Construction (OPSC) to pursue the modernization funding. Superintendent Dolan said that all of their timelines about going out to bid in January early February at the latest and the Middle School project in April---all of that remains on track. After the bid process is complete; all of those timelines remain intact. At this time what he can't give the CBOC members is how much the consultants are going to cost. There is still some negotiating going on due to still defining the scope of work. There is still that question on the amount of time that will be needed.

In regards to replacing the Director position, they are in the process of looking at that position itself by reviewing the job description.

Chairperson Smith asked who will be their contact and Superintendent Dolan replied by saying it will be Melissa Mercado who is the District's Chief Business Official which she will have the information of all financials. There are some things, he said that they will "tag-team" but Ms. Mercado will be the lead and primary. He went on to say that if the CBOC requests for him to be present for each one of those meetings, he would be happy to do that.

Member Potier requested for the District to provide the CBOC with monthly updates with project schedules, budget, soliciting for services or construction contracts. Superintendent replied by saying that the standard should be developed of what the Committee would like to see. Some of those things can be emailed out to them or put on the website.

Vice-Chair Riddle commented on a suggestion of Superintendent Dolan and Ms. Mercado, to look at page 10 of the draft report under availability of contract information which he feels is the key of one of their issues on the CBOCs role and responsibilities and if they can get that issue resolved, he feels that they can go a long way with the working relations. Superintendent Dolan said he would make a point at looking back at that information.

**Public Comment:**

The Solano County Taxpayers Association launched a Measure Q website which they have a lot of traffic with people visiting the website. She uploads the CBOC agenda and packet as soon as she receives it.

She also wants to make sure that the Committee receives the audit at the same time as the School Board.

There was also a question regarding any legal fees possibly being charged to the Measure Q bond.

**VII. ANNOUNCEMENTS –**

Chairperson Smith would like to publicly thank Member Potier for all of the hard work she put into the report.

**VIII. ADJOURNMENT- 8:56pm**

