

## Measure Q - Citizens' Bond Oversight Committee

Wednesday, May 15, 2019 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: Tad Smith, Chairperson

1. Tad Smith, Chairperson- P
2. Gary Riddle, Vice-Chairperson-P
3. Jorjet Potier, Member – P
4. Julie Mustard, Member – P
5. Andrea Kett, Member – P
6. Jack Caldwell, Member– A
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. Update from the Chair, Tad Smith

Welcome to Superintendent Brian Dolan, Leigh Coop from School Site Solutions, and DUSD Board members Luke Foster and Jewel Fink as well as members of the public.

The Committee released its final draft of the CBOC annual report. Chair Smith sent it out to the school district for posting. The Dixon Tribune published Chairperson Smith's letter and the Independent Voice will publish it tomorrow. He would like to thank the public for their patience and apologize for being late on this.

The Committee plans to issue the next annual report in February of 2020 at the same time that James Marta & Co., the CPA group, issues their audit report to the District.

Public Comment-

Has a concern about the bylaws which requires the Committee to report to the public no less than once each year and it looks like it was missed. Chairperson Smith replied by saying that the Committee is trying to match with the CPA report.

Public Comment-

Two reports should have been issued, one for fiscal year 2017-18 and another one for fiscal year 2018-19. On July 1<sup>st</sup>, the 2<sup>nd</sup> 3-year term will begin. She went on to say that if some of the CBOC members do not continue for the second year term then the new members will not have the knowledge to write the report which will then make a violation of the law. Chair Smith mentioned that he sent out an email asking if any of the members were interested in stepping off of the Committee and he received no indication of anyone leaving at this point.

Public Comment-

Since she has been attending the meetings there have been a lot of excuses from the group. There are available meetings on the first, second or the fourth Wednesday of the month at City Hall and the Committee should be meeting every month. She has the letter to the editor that this has been a learning experience for the group. She went on to say that it shouldn't be that way. She is very disappointed in what she's hearing. She feels that the Committee isn't doing their job.

Public Comment-

Public member thanked the Committee for all they are doing.

B. Update from the DUSD Superintendent, Brian Dolan

- Early stages of Tremont's office reconfiguration with 2 architectural proposals that they will be looking at soon.
- The Silveyville fire life safety system has an old DSA project closeout issue. Working diligently to have that cleared up.
- The fencing at Gretchen Higgins looks like it is 98% complete.
- There is a contractor, BRCO Construction in the Dixon Middle School and they have started the demolition inside of A wing and then will move to B, C and the gym after that. Found a large termite issue so the facility will be fumigated during Memorial Day weekend.
- There was a memo that Ms. Coop prepared regarding agenda items and process and procedures that Superintendent Dolan thinks will help with communication and transparency and an effort to keep everyone informed and able to have a closer eye of what's going on.

Leigh Coop- Will get on an every other month schedule where the Committee will see consistent financial reports. She feels that with the size of this district, having a meeting every other month is appropriate. She went on to say that the role of the Committee is an advisory role. The school board is the ultimate approver of everything, legally. As the advisory board role, which is taken very seriously for the accountability is to try to see many things ahead of time as possible. The role of the Committee is the oversight of the expenditures.

Public Comment-

The comment was that about a year ago, there was a traffic study done by Dudek for the middle

school and that came to the board and there was to be a written report and which was done in October and she's not aware if that has come back to the school board. Her concerns are if it hasn't and there was an expenditure it was a waste of money. She's curious to what happened with that study and how it was funded. Superintendent Dolan responded by saying that the traffic study was one of the components in determining what extent CEQA study would be required of the District. The Board took action in approving the CEQA exemption in January of this year and that was based on the traffic study being completed and identifying just one intersection, which is the northbound side of 4<sup>th</sup> and A Street which currently has a stop. That study he believes was part of the Measure Q expenditures as it was related to the bond program.

Member Potier requested from Superintendent Dolan a copy of the initial study report, the traffic study, and type of exemption it received.

#### Public Comment-

There was an understanding that the Committee decided to meet every other month because TAC Committee meets on the 3<sup>rd</sup> Wednesday of the even months so the public member asked if the CBOC meeting be changed to every first Wednesday of the month and since the school board meets on the first and third Thursday of the month perhaps that would help Ms. Coop and help with the things that need to be done. Chair Smith said that the reason the first Wednesday of the month was excluded was because member Robert Strong indicated that he would not be able to attend.

#### C. Update on Contracts and Agreements

##### Leigh Coop with School Site Solution

- **LPA-** Architectural firm that is working on the Dixon Middle School renovation project. The Board went through a selection process and it was all approved. The Board approved \$863,500 as Amendment 1. Amendment 2 was approved on May 2<sup>nd</sup> for the amount of \$370,015.
- **BRCO-**Dixon Middle School project. Entire contract is on District website. The Board approved the bid in April. Very experienced contractor. In business for years and is in the Sacramento area and has done a lot of work with schools. Contract of the amount of \$10,938,000.00. *Jorjet would like to see the pre-qual, who showed up, the mandatory pre-bid sign-in sheet and the drawings and plans if any.*
- **DSA-**Approval of inspection services contract with Yuba-Sutter Inspection Services for the Dixon Middle School renovation project and for a non-Measure Q project, the Dixon High School farm project. The contract amount is for \$113,500.00 for both projects. The District will be invoiced separately.

#### D. Review of Recent Financial Statements

##### Leigh Coop from School Site Solutions

The financial reports were put up on the District website. Ms. Coop went through all of the financial statements based on projects. Fund 21 is the bond.

- Member Potier would like to see the format from before. Would like to see detailed report sorted by object code and location. Member Potier would like to see the detail part of it.
- Member Potier requested for a timeline for the projects.

#### E. Electronic Access to Public Meetings

##### Superintendent Brian Dolan

This meeting doesn't function through the Granicus program so it is not streamed and does not broadcast on Wave Cable so it's not archived like all other meetings. Due to being transparent to the Committee, he is asking if there is an interest in changing to the Granicus program. With that you can create a more structured agenda. Items are separated more clearly. You can find items more easily. There are some costs associated with this change but looking into this. Superintendent Dolan thinks it's around \$2000 per year. He said he could get this set up and then decide on how it will get paid.

### III. REPORTS OF OFFICERS AND SUBCOMMITTEES

- Website Subcommittee-

Laid out some ideas and so when the District changes their website, the Committee will integrate the change too for a more user friendly website. The Committee also now has direct access to contact the District's Web Master for a more efficient process. The hope is to mirror the School Board meetings.

- Contracts Review Subcommittee-

Member Potier wanted to find out if the District was going to continue with the newsletters of any projects. Superintendent Dolan replied by saying that a newsletter was mailed out in the last couple of weeks and also put on Face Book and other locations so it will be continued and will be doing some of the social media as well especially now that projects are beginning. Member Potier asked if there will be some sort of a "drop box" rather than emailing items or where the subcommittee can request documents. Superintendent Dolan said he will explore this.

### IV. PUBLIC COMMENT-None

### V. UNFINISHED BUSINESS

#### A. Measure Q Website-Already covered

#### B. Follow up on Requested Financial Documents and Future Agenda Items

- There were some items that Member Potier requested for 2018 audit report and would like to address those again. Superintendent Dolan said that questions or concerns from the Committee could go to him and then he would contact the auditors.
- Had requested Chuck Lomeli to come and talk to the Committee. Tad will follow up with him to come to a meeting.

### VI. NEW BUSINESS

#### Elections for 1-yr Term of CBOC Chair and Vice-Chair

- Chairperson Smith and Vice-chair Riddle's term is up. Chairperson Tad Smith will continue as chairperson and Vice-chair Riddle will continue as Vice-chair and will continue to serve for another one year.

Member Mustard nominated Tad Smith for Chairperson. Member Potier nominated Gary Riddle for Vice-Chair. All were in favor.

### VII. OLD BUSINESS

CBOC Report to the Community- The letter from the Chair was run in The Dixon Tribune and will also run in The Independent Voice.

### VIII. ANNOUNCEMENTS

### IV. ADJOURNMENT- 9:45pm

