



**Citizens' Bond Oversight Committee Meeting
Minutes
December 6, 2018**

The sixth meeting of the Alta Loma School District Citizens' Bond Oversight Committee was held on Thursday, December 6, 2018 at 6:30 pm at the Alta Loma School District Support Center, 9390 Base Line Road, Alta Loma, California.

I. Call to Order and Roll Call

Committee Chair, Fred Clay, called the meeting to order. Members present were: F. Clay; S. Morrow, D. Munkvold, S. Rodriguez, N. Torres.

Members absent: B. Anderson, E. Braunwalder, B. Cooper, J. Hasso, B. McCliman, J. Melcher, J. Mitchell, M. Norton.

Others present: Superintendent J. Moore; Associate Superintendent, of Administrative Services S. Thomas; T. Alam of KeyAnalytics - California Financial Services; Board Member S. Oerly.

II. Flag Salute

Mr. Clay led the flag salute.

III. Approval of Agenda

Moved by Mrs. Morrow, seconded by Mrs. Munkvold, and carried unanimously to accept the agenda of the meeting, as presented.

IV. Approval of Minutes (August 30, 2018)

Moved by Mrs. Morrow, seconded by Mr. Clay, and carried unanimously to approve the minutes of the August 30, 2018 meeting, as presented.

V. Introduction of New Members

Three new committee members representing Parent/Guardian or Parent Group were introduced: Danette Munkvold, Susan Rodriguez, and Nicholas Torres. Each member was provided the opportunity to provide a brief synopsis of their connection to the Alta Loma School District.

VI. Reports

Financial Report

Tarana Alam, of KeyAnalytics - California Financial Services, provided an in depth overview of Measure H Bond projects by site, including detailed descriptions, photos, current status, vendors working on the projects and expenditures as of November 28, 2018:

- District-Wide Phone System Upgrade - Successfully completed at all schools and DSC
- District-Wide Keyless Locking System - Successfully completed at all schools and DSC

- Elementary School Playground Equipment Restoration and Repair - (Funded from a combination of District General Fund and Measure H Bonds). In progress - projected completion - January 2019
- Deer Canyon Elementary School Classroom Addition - (Funded from a combination of District local funding sources and Measure H Bonds). In progress - projected completion - August 2019.

In addition, a detailed explanation was provided for the way the bonds are funded and the oversight employed to ensure that the funds are only used in the way the taxpayers intended. (A full copy of the financial report, including photos of the projects, is available on the District website.)

Project Update

Dr. Thomas provided some additional details to the projects recently completed and in progress:

- The keyless locking system allows for administration to lockdown a site remotely, either through the new phone system, with their cell phone, or a strategically placed switch.
- The District has applied for matching state funds for modernization projects under Proposition 51 which was voter approved on November 8, 2016. Schools that are 20 years or older are eligible for matching State funds, and many of our schools qualify. The plans were submitted to the Division of the State Architect (DSA), have received their approval, and are in line for the funds once they are released by the State.
- The initial Measure H Bond projects (network infrastructure, Raptor visitor monitoring system and SALTO keyless locking system), were not required to get DSA approval. These projects could be done with just Board and CBOC approval while the District was waiting for the other projects to get DSA approval, (which can take up to 18 months).

Project Approval & Payment Process

Director of Fiscal Services, Eric Hart, and Coordinator of Purchasing, Warehouse and Reprographics, Eryn Ogren, provided an overview of the process from project approval and preparation of the bids through final payment to the vendor and final close out. As part of the internal controls, each expenditure with the Bond goes through multiple audits, and the CBOC oversees that the monies are spent on what the voters intended while the Board of Trustees sets the project list.

VII. Member Terms

Many CBOCs in the area have empty seats, but the ALSD CBOC has more than the required number of seats in the seven mandated categories filled to include a balanced cross-section of the community. Therefore, the District welcomes as many at-large members from the community as want to participate. Each current member has been invited to serve a two year term, or for as long as they would like or are able to serve.

VIII. Public Comment

None.

IX. Committee Member Comments

Mr. Clay reiterated that the purpose of the committee is to oversee that Measure H Bond funds are only spent on those items approved by the voters, not to determine where the funds are spent.

X. Confirm Date and Location for Next Meeting

The date for the next meeting of the Citizens Bond Oversight Committee is scheduled on Thursday, March 14, 2019, 6:30 pm, at Deer Canyon Elementary School, 10225 Hamilton Street, Alta Loma.

XI. Discussion/Future Agenda Items

Members had no future agenda items at this time.

XII. Adjournment

Moved by Mrs. Morrow, seconded by Mrs. Munkvold, and carried unanimously to adjourn the meeting at 7:42 pm.