

APPROVED ON AUGUST 18, 2015

Eureka City Schools Citizens' Oversight Committee
2100 J Street, Eureka, CA 95501

REGULAR MEETING

4:00 PM, Room 118

JUNE 8, 2015

MINUTES

Chair Denise Jones called the regular meeting to order at 4:02 p.m.

Members Present : Jones, Bass, Noel, Pell, Reece

Members Absent : None

Staff Present : Ziegler, Snipes, Batini

B. PUBLIC COMMENT ON NONAGENDA ITEMS★

There were no public comments on nonagenda items.

C. DISCUSSION

1. Introduction of Citizens' Oversight Committee (COC) Members

Chair Denise Jones asked the members to introduce themselves and explain why they were interested in serving on the COC.

- Denise Jones went first and explained that she was interested in the COC because she was a former administrator in education.
- Gene Bass stated that he was asked to be on the committee and also helped out with Measure S.
- Becky Reece has an interest in the students. She is very involved with PTA, CRRA softball and Cal Ripken baseball.
- Jim Pell mentioned that he is fairly new to the community. He has been here for about 10 years. He is the president of the Humboldt Taxpayer's League.
- Syn-dee Noel was curious from the beginning of Measure S since we are still paying on the other measures.
- Charley Batini explained his position to the COC and that he has been with the district since 1983.
- Paul Ziegler introduced himself to the committee and explained the he will be at all the meetings and that Charley will be at most.

2. COC Protocol

Denise asked if everyone received the Brown Act information and Bylaws. Paul referenced bylaw 6.3 Ethics: Conflicts-of-Interest and that members will need to fill out the Form 700 document. Reporting is not required until March, 2016. He also referenced bylaw 6.4 Term. We need to establish terms but we cannot act on it at this time because it is not on the agenda. It will be on the next agenda. Denise mentioned that the bylaws will be how the committee functions. It speaks of the COC duties. She went briefly through the bylaw sections. She explained that the COC is 100% oversight.

3. Brown Act

The Brown Act became California legislation several years ago. It became legislation for the public so that decisions are not made without the knowledge of the public. The document provided to the COC at this meeting is a quick overview of the Brown Act. The Brown Act

allows the public to speak on non-agenda items and agenda items after they are discussed. The COC is not allowed to have serial meetings. All COC work needs to be done in the public. Paul will get clarification of how COC members can communicate. He will also look into getting Brown Act training for the committee. New Agenda Items should go to Denise prior to the next meeting and she will get them to Jen Snipes at least one week prior to the next meeting. Jim asked if members could research an item as an ad hoc committee. Paul was going to look into this further.

4. Performance Audit

Paul shared that we are about to send out our RFP to 4-5 firms. The RFP will ask about experience and expertise. The performance audit should happen in September or October with a report in December. Paul explained that we have always used CPA firms. Paul asked how they want to go through the RFP application process i.e., with or without a COC member. Becky mentioned that she just went through the RFP application process with another entity and is interested in being a part of the process. Syn-dee is interested also. Jim would like to see the text of the RFP. Paul is hoping to get the RFP selection to the July Board meeting agenda.

5. Financial Update

Paul informed the committee that accounting services will come out of our Fiscal Services office. There will be quarterly reports to the committee. The committee received a Bond Fund 23 (Measure S) activity report from 7.1.14 – 3.31.15. The reports will be quarterly from here on out. Paul will try to answer any questions about the report and if need be get back to the committee with answers. All financial questions should be routed to Paul. Gene asked about the S Street entrance project. Charley gave an explanation of the project and where we are in the process.

6. Underwriters for Bond Sales: Stifel, Nicolaus & Co.

Paul announced that we are now under contract with Stifel as our underwriter. Five firms returned applications. Jim Pell and Mark Epstein, our financial advisor, reviewed the applications with Paul. Stifel had a stronger presence and knowledge of California. We are aiming for a July bond sale. The market is good right now and interest rates are low. The District will do bond sales in two series with the first series up to \$25,000,000 in sales. Underwriter fees are paid with bond monies as are performance fees.

7. Project Update: Charley Batini, Director of Maintenance and Facilities

- Paul explained that we started with a large wish list of projects for Eureka City Schools. He had FF&J Architect cost out the list and it was about three times the amount of the bond. The Board then prioritized the list with a promise list that will get done with bond monies and the other list will be prioritized by the Board if there are remaining bond funds. Charley explained that ECS hit the ground running with projects once the bond passed.
- Winzler: Playground has been ordered and is being stored at the Corp Yard prior to installation.
- Alice Birney: Purchased a three classroom modular with an expected September

delivery. Charley will not remove the portables that the three classroom modular is replacing yet so they can be used as a staging area. They will be removed after the project is complete.

- Grant, Lafayette, and Washington: No bond projects yet.
- Winship: Siding replacement on the gymnasium was done in house and is complete. Paul explained that we are trying to do as much as we can in house. We legally have up to 350 labor hours of in house per project.
- Zane: Plan development for S street is a little bit behind schedule. The CTE classroom is being modernized and will be done in house.
- EHS: No bond projects yet.
- Lincoln: This project is a 3 phase project. Phase one was completed before the bond. We are now deep into phase 2 and that phase should be completed in late August. Phase 3 is going out to bid the end of June and to DSA about the same time. Phase 3 should be complete around the end of September.
- Jacobs: Paul and Charley explained the situation at that site.

Construction sub work quotes from Lincoln phase 2 were handed out to committee with the breakdown of the bids. Paul mentioned that this is a way of tracking where we are on our bond dollars. Paul explained the controversy over lease leasebacks right now and said that we will not enter into another lease leaseback until we get direction from our legal counsel.

8. Replacing COC Members

This was discussed at the last Board meeting. The Governing Board gave Paul the authority to move forward with the replacement process. COC members can be part of the process if that is the direction they want to go. Much of the process will be reaching out to community members. They will go through the same application process as the current COC members. Paul believes there should be at least one COC member involved.

9. Day & Time of Future Meetings

Paul recommends quarterly meetings in the second month of a new quarter. Those months for meetings would be May, August, November, and February. 4:00 pm was a good time for all members and staff. Our next meetings will be Tuesday, August 18th, and Wednesday, November 18th at 4pm in the PDC, room 118. The COC will plan two meetings ahead at each meeting moving forward.

10. Agenda Items for Next Meeting

Term Assignments
Lease Leaseback Discussion
Brown Act Training
Finance Updates (ongoing)
Project Updates (ongoing)
Project Tours
Agenda Items for Next Meeting (ongoing)
Replacing COC Members
Guest Speakers (ongoing)
Minutes from Prior Meeting (ongoing)

D. DISCUSSION / ACTION

11. Elect COC Vice Chair

*It was M/S by Pell/Bass to elect Becky Reece as the COC Vice Chair.
All in favor, motion carries.*

E. ADJOURNMENT

Chair Jones adjourned the meeting at 6:06 p.m.

Respectfully submitted,

Paul Ziegler
Assistant Superintendent / Business Services

Recording Secretary, Jen Snipes

CHAIR OF THE COMMITTEE

DATE

*The next regular meeting will be held August 18, 2015, at 4:00 p.m. in the PDC Room #118 at
2100 J Street, Eureka, CA.
(MINUTES /js)*