

NOT OFFICIAL UNTIL APPROVED ON May 18, 2016

Eureka City Schools Citizens' Oversight Committee

2100 J Street, Eureka, CA 95501

REGULAR MEETING

4:00 PM – 5:30 PM, Room 118

February 10, 2016

MINUTES

A. CALL TO ORDER OF OPEN SESSION

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

Members Present: Jones, Bass, Noel, Pell

Members Absent: Reece

Staff Present: Ziegler, Snipes, Batini, McKay

B. PUBLIC COMMENT ON NONAGENDA ITEMS*

There were no public comments on nonagenda items.

C. CONSENT

1. Minutes of the Regular Meeting of November 17, 2015

The minutes were M/S by Pell/Noel. All in favor. Motion carries.

D. DISCUSSION / ACTION

No Discussion / Action items.

E. DISCUSSION

2. Guest Speaker: Mike McKay, DSA Inspector

Paul introduced Mike McKay. Mike explained that he was formerly an employee of Eureka City Schools (ECS). He was a carpenter and a construction manager on the last bond.

Mike informed the committee that the Division of State Architects (DSA) is mostly concerned that the building is not going to “fall down”, that students and staff can get out safely, and about the American Disabilities Act (ADA).

He mentioned that the 3-Classroom Addition project at Alice Birney is coming up soon and that he spends one-half hour to two hours per day at the Lincoln project. Every two weeks he sends a report to DSA.

DSA is coming up once a month and goes to sites with Mike for about an hour to go over paperwork, etc. DSA now requires an inspection card and project inspectors must have an inspection card for each building. Mike fills out the form in longhand and then he scans and uploads the form into the “box” at DSA. The “box” is where all project forms are kept online through the DSA website.

As part of his duties, if he finds something that is not correct per the approved plans, he will let Charley know. If it is not corrected or acknowledged, a deviation notice is sent by the inspector to DSA. Mike noted that most contractors do business appropriately.

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Guest Speaker: Mike McKay, DSA Inspector (continued)

Mike keeps all paperwork in a binder and when the project is completed the paperwork is given to the District. Charley keeps all completed project binders upstairs at the Corporation Yard.

A committee member asked Mike who he was employed by. Mike explained that he is contracted with ECS to do inspections. Paul mentioned that one of the challenges we have, because of where we are located within the state, is getting quality inspectors and that with Mike's knowledge of the District he is a huge benefit.

3. Financial Update

Paul explained the format that we are using to show quarterly expenses. For the second quarter the District spent \$352,496; for the year, just over \$500,000; and to date, \$1.6 million.

We are on the cusp of spending more money as upcoming projects are fast approaching. Paul informed the group that we save some funding by using In-House (IH) personnel. Paul thanked Charley and his crew for their hard work and dedication.

4. Project Updates

Charley presented an update on the projects in motion and informed the group that there is a six-week to six-month delay at DSA. That timeframe does not include any changes that may need to be made to a project. Lincoln Phase III is one of those projects delayed at DSA.

Alice Birney, 3-Classroom Addition: the District is soliciting bids now. We are using the Competitive Bid process. The Building is constructed and waiting for delivery.

Alice Birney, Restrooms: the playground restrooms have been updated. This was an IH project.

Technology: upgrades have been made to the network system. The Tech Department is updating wireless and access points. They will roll out at Lafayette after a test roll out at the District Office. This updated technology will drive our new bell/PA systems.

Lincoln: Phase III comments from the structural reviewer at DSA are back. We are now waiting for the final review.

Zane: security cameras are being installed beginning February 11, 2016.

Winzler, Playground: sod is being installed and then it will be ready for the children.

There was concern expressed by the COC that the wait at the DSA is going to make projects cost more. Paul and Charley both agreed that there is a cost factor when there are delays. The DSA has had a lot of turn-over lately and many bonds have been approved across the state, which is driving the delays.

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Project Updates (continued)

It was asked if we will have to cut back on the promise list. Paul said that is not likely, it will just push out our timelines.

As of right now, there is a nine billion dollar bond going on the November ballot, but the State is trying to come up with something different for the June ballot. More in the two - three billion dollar range. There will be a bond on a ballot; we just don't know whether it will be in June or November.

Gene asked if there was going to be training on the new security systems. Charley explained that there is training and that administrators have access to pull footage.

The COC asked to know more about the gym.

EHS Gym: the architect's projection was double the cost allotted by the Governing Board. New construction was marginally less than modernization. Even though costs are about the same, the life expectancy is double for a new structure. The Heritage Society would like to see it preserved.

All options presented at the town hall meeting are not feasible so the District is looking into different options. Information is still being gathered, but there will be another town hall meeting in the future.

A special meeting may be scheduled if the town hall meeting is before the next scheduled COC meeting.

5. Brown Act Training at May Meeting

The District does a lot of work with School & College Legal Services (SCLS) out of Santa Rosa. One of their attorney's is with us locally one day per week. Paul has reached out to her to do Brown Act training for the May meeting. No guest speaker and no site tours if he can arrange the training.

6. Site Tours

The COC still has Winship, Zane, and the gymnasium at EHS to tour. There is no urgency to get to the gym as we are still waiting on direction from the Board regarding the process we will pursue. We did receive direction at the town hall meeting to look into the historical aspect of the gym. Our architect has reached out to historical architects, but we will probably have another town hall meeting before a Board decision is made. The committee asked if there was a feeling one way or another at the town hall meeting as to what direction the community wanted to go. Paul stated that new construction was the feeling with the majority of those in attendance.

The August meeting was suggested as a time to visit Winship and Zane.

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7. Reporting Out to Public

An excerpt from the bylaws was read. The COC presents an annual report to the Board. It was mentioned at the last meeting that it should be done after the Bond audit came out. We will need to work on the report between now and the May meeting. Paul said it could be as simple or expansive as the committee wants it. Paul would like the committee to think about how they want to present the report, and where, for the public. The COC agreed that Paul and Denise would work on the contents of the report and they can keep the COC informed.

8. Directors & Officers Insurance

Keenan & Associates is the insurer behind our JPA. The COC is covered individually and collectively.

9. Bond Audit

Paul gave a broad overview of the Bond audit. In the future, as things pick up, we may want to bring in the auditor to go over the audit.

Independent Auditor Report: Paul went over this area with the COC. From the financial prospective, the auditor said we did what we were supposed to do properly. The auditor made positive statements about what they found.

Performance Audit: we are spending Bond funding the way it is allowed.

10. Form 700

Form 700 is a Statement of Economic Interests. Anyone who is on a committee or board with public interests has to fill out this form. It can be more involved or less involved, based on your finances and investments. The District can help somewhat but we will direct you to the website for questions. The forms will stay at the District Office once received. We are not required to send them to the State. The forms are due to the Business Office by April 1, 2016.

11. Set Next Meeting Dates: May 18, 2016 Set; August 16, 2016 Pending

May 18th is our next meeting. It was decided amongst the committee that August 17th was preferred for our summer meeting, as it a Wednesday.

F. ADJOURNMENT

Chair Jones adjourned the meeting at 5:47 p.m.

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Respectfully submitted,

Paul Ziegler
Assistant Superintendent / Business Services

Recording Secretary, Jen Snipes

CHAIR OF THE COMMITTEE

DATE

The next regular meeting will be held May 18, 2016, at 4:00 p.m. in the PDC Room #118 at 2100 J Street, Eureka, CA.
(MINUTES /js)