

ADOPTED
MINUTES OF THE
MEASURE E
CITIZENS' OVERSIGHT COMMITTEE
2350 West Latham Avenue, Hemet, California 92545
Meeting of June 19, 2002

At their meeting of July 10, 2002 the Measure E Citizens' Oversight Committee, on a motion by Committee Member Purbeck and Vice chairman Agnes voted to approve the minutes as amended.

The first meeting of the Measure E Citizens' Oversight Committee was called to order at 6:30 p.m. on Wednesday, June 19, 2002, at the District Administration Office located at 2350 West Latham Avenue, Hemet, CA 92545.

Committee Members Present: Mr. Gerry Agnes
 Mr. James Calkins
 Ms. Barbara Johnston
 Mr. Robert Purbeck, Jr.
 Mr. Rohn West
 Mr. Joe Wojcik

District Staff Present: Mr. Richard Beck, Assistant Superintendent,
 Business Services
 Ms. Sandra Packham, Director, Facilities Planning
 Ms. Wendy Wiles, Attorney, Bowie, Arneson,
 Wiles & Giannone
 Ms. Sally Robinson, Attorney, Bowie, Arneson,
 Wiles & Giannone
 Mr. Kevin Pulliam, Auditor, Vavrinek, Trine, Day
 & Co.
 Mrs. Sandra Treece, Administrative Assistant,
 Business Services
 Mr. Joe Todd, Construction Manager

Committee Members Absent: Mrs. Michelle Jenkins
 Mrs. Margaret (Peggy) Kissack

Mr. Beck introduced members of District staff, attorneys and auditor. Members of the committee introduced themselves, providing information regarding their occupation, family and participation in the Hemet Unified School District.

Ms. Wiles reviewed the items on the proposed agenda, explaining the options of establishing the protocol of the meetings and Committee, and the order of presentations to the members. She also reviewed the documents included in the agenda packet that would be discussed in detail during the meeting.

Members of the Committee agreed to allow Ms. Wiles to act as facilitator for the first meeting until the structure of the committee could be determined at a future meeting.

Mr. West pointed out that the Guidelines provided indicate that the committee is to consist of 11 members. There was some confusion regarding the final decision of the Governing Board, and Mr. Beck said he would verify the Board's action and report to the Committee.

Mr. Beck explained briefly the "List of School Facilities Projects to be Funded with Proceeds of Bonds". In response to a question from Mr. Wojcik, Mr. Beck indicated that his goal is to have a more detailed list of the facilities projects available at a future meeting.

I. Preliminary

A. Appoint Discussion Leader

Members unanimously agreed to elect officers at a future meeting.

B. Call to Order

It was established that a quorum of members was present.

C. Approval of Agenda

Members unanimously approved the agenda for this meeting. Mr. West raised question on the agenda format. It was suggested by Committee members that the appointed Chair meet with the Assistant Superintendent, Business Services, ten days prior to the next scheduled meeting to determine the agenda, allowing time for preparation and posting to meet Brown Act requirements. Committee members could contact the Chair with items to be included on the agenda prior to the scheduled meeting with the Assistant Superintendent. In later action, the Committee agreed that the format would be as follows: Call to Order, Approval of Minutes, Committee Comments, Public Comments (with three minute limit which can be waived by approval by the committee), Action/Discussion Items.

D. Establishment of Quorum

Members requested the District to verify the number of members on the Committee.

E. Possible Appointment of Officers

Ms. Wiles discussed the options such as a chairperson or president, vice chair or vice president, secretary, and treasurer. The Committee may decide to use the District's services for secretary. Mr. West suggested appointing a chair and vice chair, with the secretary from the District. Members unanimously agreed.

II. Public Comments

There were no public comments.

III. Special Items

A. Role of Committee/Legal Statutes

Ms. Wiles reviewed the purpose, responsibilities, authorized activities and composition of the Citizens' Oversight Committee. Because there is very limited direction under California Education Code Sections 15264 and 35160, the Committee has substantial leeway in the structure of its meetings, frequency of meetings, and methods of reporting to the public. District staff is required to provide information and support to the Committee as requested.

Mr. Agnes asked if information about the bond sales and rates was available to the Committee. Mr. Beck responded that the District would provide reports as they become available, that the reports would probably only be on an annual basis as the bonds are sold.

Mr. Kevin Pulliam, the District's auditor, discussed the Committee's audit requirements and the time lines for reporting. There are two types of reporting – financial and performance. It was suggested that the Committee's annual audit coincide with the District's annual audit at the end of the fiscal year. Ms. Johnston raised the question on the frequency of reports, whether they could be more than annually, how they are presented to the public. It was suggested that they could be included on the District's web site and, also, in the *District Report*, which is published three times a year.

B. Update on Status of District Projects

Ms. Packham reviewed the Project Status Report dated June 6, 2002, which is provided to the Governing Board on a monthly basis. The report lists construction activities at each site, and all projects funded by Measure E are highlighted in red. She also indicated that the District utilizes other sources for funding the various projects listed, including Deferred Maintenance and Developer Fees.

Ms. Packham explained the Measure E Bond Summary Report for Modernization Projects. She indicated that the Proposed Budget shown was actually 40% of the total cost. The remaining 60% is expected to be funded by the November State School Bond.

The Estimated Budgets for Harmony Elementary and McSweeney Elementary were presented for committee review. Members questioned the Construction Inspections at \$125,400. Ms. Packham explained the necessity of an inspector on the project and the fact that he may be used on smaller projects as well. Mr. Beck explained that the District saved 25% of the architect fees by using a school design that had been used by another school district. Fees for the Division of State Architect and California Department of Education were also explained.

C. Update on State Funding

Ms. Packham explained the priority point system at the state level for school construction funding. She pointed out that the points are weighted for large urban school districts such as Los Angeles; however, Hemet Unified School District is in a position on the funding list to receive construction and modernization monies upon the passage of the November School Bond. Ms. Johnston asked if the District would be campaigning for passage of the bond. Mr. Beck explained that the campaign was statewide, that the District would be supporting the campaign, but not as actively as Measure E. Members were asked to encourage everyone to vote in the November election.

D. Establish Future Meeting Dates

It was suggested that District staff contact all committee members to schedule the next meeting. Wednesday, July 10, and Monday, July 15, were suggested as possible dates. Future meeting schedules will be determined at the next meeting.

E. Future Issues for Committee Consideration

Following items will be placed on the next agenda:

1. Set meeting schedule
2. Appointment of Chair and Vice Chair
3. Length of term
4. Schedule for submitting agenda items
5. Expenditure reports at each meeting
6. Updates on Bond issues
7. What constitutes a quorum
8. Reporting time lines

Mr. Wojcik and ~~Mr. Agnes~~ questioned the bid process and whether the committee should be participants in that activity. Ms. Packham explained that bid openings are scheduled randomly and often, that construction would be slowed down considerably if the Committee approved each bid. She explained the bidding requirements and procedures that must be followed by the District. Ms. Wiles explained that the function of the Committee is to receive and review information, but not to approve.

F. Establish Time Limit for Public Comments

On a motion from Mr. Agnes, seconded by Mr. West, the committee unanimously agreed that the time limit for public comments would be three minutes. However, a committee member may request a waiver of the restriction by asking the Chair. The Chair will then ask the committee members for approval. Upon approval, the person may continue.

Meeting was adjourned at 8:55 p.m.