

ADOPTED  
MINUTES OF THE  
MEASURE E  
CITIZENS' OVERSIGHT COMMITTEE  
2350 West Latham Avenue, Hemet, California 92545  
Meeting of December 4, 2003

The meeting of the Measure E Citizens' Oversight Committee was called to order at 6:35 p.m. on Thursday, December 4, 2003, at the District Administration Office located at 2350 West Latham Avenue, Hemet, CA 92545.

Committee Members Present:                   Mr. Joe Wojcik, Chairman  
  Mr. Gerry Agnes, Vice Chairman  
  Mr. James Calkins  
  Mrs. Margaret (Peggy) Kissack  
  Mr. Rohn West  
  Mr. John "Matt" Brudin  
  Mr. Robert Kaylor  
  Mr. Frank Lewis

Committee Members Absent:                   Mr. John McCain

District Staff Present:                        Mr. Richard Beck, Assistant Superintendent,  
  Business Services  
  Ms. Sandy Packham, Director Facilities, Planning  
  Mr. Brian Rough, Auditor from Vavrinek, Trine,  
  Day & Co.  
  Ms. Susan McLavey, Administrative Assistant,  
  Business Services

I.     PRELIMINARY

A.     Call to Order

B.     Roll Call

Mr. Wojcik called the meeting to order at 6:35 p.m., indicating that a quorum had been established.

C.     Approval of Agenda

On a motion by Mr. Lewis, seconded by Mrs. Kissack, the agenda for the meeting was approved.

D.     Approval of Minutes

On a motion by Mr. West, seconded by Mrs. Kissack, the minutes of the September 18, 2003 meeting were approved with the following correction under Item IV. SPECIAL ITEMS(A): Approval of 2001-02 Audit Report – Varvrinek, Trine, Day & Co. Last sentence should read Mr. Brudin abstaining as he was not a member of the committee at the time the audit was performed.

II. COMMITTEE COMMENTS

III. PUBLIC COMMENTS

None

IV. SPECIAL ITEMS

A. Approval of 2002-03 Audit Report – Vavrinek, Trine, Day & Co.

Mr. Beck introduced Brian Rough, auditor from Vavrinek, Trine, Day, & Co. Mr. Rough presented the audit for approval stating there were no audit findings or adjustments. Discussion on the parameters established for the audit not being fully reflected in the audit report occurred with the consensus that the report needed to reflect the parameter established on projects with 20 or less invoices, all invoices would be audited, verification of timely payments from barnhart to all subcontractors, and if an incident was found further investigation would be made to determine if it was an isolated incident. The committee also asked for an approval from legal counsel on the audit format. These corrections need to be completed before the audit is presented to the Governing Board at the December 16, 2003 meeting. On a motion by Mr. Agnes, seconded by Mr. West, the committee unanimously approved the audit with the conditions of legal counsel endorsement and the additional language on the parameters and scope of the audit be added. If this does not happen, Mr. Beck is to bring the audit back for approval.

B. Projects Status Report

Ms. Packham gave an overview of the status of all the projects. She informed that Committee that 8 relocatables would be at Harmony and McSweeny Elementary Schools at full master plan. Next summer's modernization projects would be at 10 sites at a cost of approximately \$5 million funded with Measure E and the State Building Fund monies. Further discussion on these items will occur at the January meeting. The Hemet High School Stadium is scheduled for demolition beginning March 2004. Jacob Wiens CEQA and DTSC studies underway. Ms. Packham explained that the OPS is asking for a document that doesn't exist with the City of Hemet, which affects future eligibility funding. We are attempting to resolve this issue. Ms. Packham spoke briefly about a joint-use facility project at the Valle Vista annex being looked at.

C. Financial Reports

Ms. Packham discussed the new format of the reports and explained the District is piloting a new software program. These reports give an e more complete overview of the whole picture of Measure E and State Funded projects. She explained how expenses are split between both funds, the District share 20% and State share 80%. She explained that Hemet High is showing as over budget, however not all change orders have been taken to the Board which will adjust the figures.

D. Annual Report

Mr. Beck discussed areas that need to be certified, statements based on the audit and based on bond sales. On a motion by Mr. West, seconded by Mrs. Kissack, unanimous approval of the annual report.

E. Citizens' Oversight Committee Report

The ad hoc committee met prior to the regular Citizens' Oversight Committee meeting and proposed that item #4, the state funding augmentation article be included in the report. Corrections were made to the report including the dates of future meetings to be added and the dates of the second annual audit would be formalized. It was agreed that Mr. Beck would make the necessary corrections and finalize it with Mr. Wojcik.

F. Future Items and Issues for Committee Consideration

The Committee requested a tour of the Hemet High School modernization project. The tour will be scheduled for January 5, 2004, with members meeting Ms. Packham at the high school at 4:00 p.m.

V. ADJOURNMENT

The meeting was adjourned at 7:45 p.m.