

**Minutes of Citizens' Bond Oversight Committee**  
**Meeting of October 17, 2003**  
**9:00-11:00 a.m. \* Business Services Conference Room**  
**\* 211 Ridgway Avenue**

The meeting was called to order at 9:00 a.m.

In Attendance: Oversight Committee Members Jack Atkin, Patty Collis, Lilo Kangas, William Keck, Omar Medina, Evelyn Zientek; Staff Members Doug Bower, Louise Bostrom

Patty Collis moved to approve the minutes of the previous meeting and Jack Atkin seconded. The minutes were accepted.

**Review of Requested Information** At the last meeting committee members requested formatting changes made to the spreadsheet "New Bond Projects-Estimated/Actuals" The revisions were made and new reports were handed out. A copy of the full Facilities Master Plan was given to each member and it was reviewed. A copy of a Board Agenda Bid Authorization item was given to each member to illustrate the level of detail presented when the Board authorizes bids.

Lilo Kangas asked how it is determined what work will be done at the schools. Measures B and C funds were presented to the voters as a means of providing funding to continue facility improvements that have been ongoing for over ten years.

Omar Medina asked what the source of funds is for the recently awarded bid to install security cameras at three sites. The funding source is Secondary Bonds from the 1991 bond election. Doug stated his preference would have been to use funds from redevelopment fees, but right now the 1991 Secondary Bonds have adequate funds and the redevelopment fund does not. He will bring the funding issue back to the Board Facilities Sub-Committee after it is determined how much will be collected in redevelopment fees.

Omar also expressed a concern that the agenda was not posted on the district web site. It was explained that it was a clerical error and in the future all agendas will be posted on the web site.

Mr. Atkin had requested copies of Education Code references and articles in the California Constitution applying to the bond funds. Those were distributed to all members.

In the future, all requests for information will be listed at the bottom of the minutes.

**Review of Expenditure Activity** Jack Atkin said that he felt the work of the committee is to compare the ballot to the projects accomplished on the estimated and actuals spreadsheet. Lilo asked if the committee's role is to review expenditures after the projects have taken place. Jack had spoken to a member of Citizens' Bond Oversight Committee for Santa Rosa Jr. College and they have reviewed activities already taken

place. However, the junior college did bring to their Citizens' Bond Oversight Committee a project not on the list and asked for committee ~~approval~~ **input**. Patty Collis said we should match up the ballot and facilities expenses without going into great detail. Jack had already matched Cook and Santa Rosa Middle School to the ballot. Patty requested maps of sites be given to all members.

The committee members divided up all the schools to compare the ballot with the plan. The following are the assignments: Jack Atkin will review Santa Rosa Middle, Lewis Adult, Doyle Park, Fremont; Patty Collis will review Montgomery, Piner, Proctor Terrace, Hidden Valley Satellite; Lilo Kangas will review Comstock, Rincon Valley, Steele Lane, Hidden Valley; William Keck will review Cook, Slater, Lincoln, Monroe; Omar Medina will review Santa Rosa High, Elsie Allen, Lehman, Biella; Evelyn Zientek will review Maria Carrillo, Ridgway, Burbank, Brook Hill. District wide projects were assigned to all members.

**Performance Audit** The financial and performance audit report is expected from Stephen Roatch Accountancy sometime in mid-November and it will be distributed to all members when available.

**Nomination of Chair** Lilo Kangas moved and William Keck seconded the nomination of Jack Atkin as committee chair. Doug will prepare a Board agenda item to have the Board appoint him on the November 12 agenda.

**Future Meetings** Jack asked for input from the committee on frequency of meetings. They would like to meet frequently until a comfort level is reached that everything is in order. Doug suggested that members report their questions to Jack via email and he will email them to Doug for a response. A deadline was set for October 31 for all members to submit questions. Next meeting will be held on November 14 to review the reports and answer any questions.

**Other** A new announcement will be put in school newsletters to recruit additional members to the committee. ***Jack raised a question as to compliance with legal committee composition.*** Jack suggested a more proactive approach such as making phone calls to seniors and other organizations for member recruitment. Omar suggested that one of the committee members attend a junior college oversight committee meeting.

Meeting Adjourned at 10:45 a.m.

## **Requests for Information**

Maps of Sites