

Minutes of Citizens' Bond Oversight Committee
Meeting of November 14, 2003
9:00-11:00 a.m. * Business Services Conference Room
*** 211 Ridgway Avenue**

The meeting was called to order shortly after 9:00 a.m. by Chair Jack Atkin who noted that a quorum was not present.

Committee members Jack Atkin, Patty Collis and Lilo Kangas and staff members Doug Bower and Louise Bostrom were present. Committee members William Keck, Omar Medina and Evelyn Zientek were absent

Approval of Minutes of the October 17, 2003 Meeting Jack Atkin and Lilo Kangas requested a couple of modifications to the minutes from the October 17 meeting. The minutes could not be voted upon due to the lack of quorum.

Committee Membership Finding Jack commented that the members may wish to consider making a formal finding that the District has not yet complied with statutory membership requirements. Doug indicated he has been recruiting and hopes to have additional potential members at the December meeting.

Distribution of Minutes As meeting minutes are produced they will be emailed to all members for review and corrections.

2001-02 District Financial Audit Jack reported he has completed his review of the 2001-02 draft District audit report.

2001-02 and 2002-03 Bond Performance and Financial Audit Doug distributed draft copies that were recently received from the District auditor. The audit was based on an extensive sampling of over 80% of the District's Prop 39 transactions. No audit exceptions were identified in the report.

Campus Site Maps As requested by committee members in October, site maps of each district school were distributed to all members present.

Review of Expenditure Activity Lilo suggested postponing discussion of expenditure activity and that it be stressed to other members the need and importance for attendance. Written responses to committee member questions were distributed.

Methods of Making and Reporting Findings Jack stated that the primary role of the committee is to gather facts and report findings. The committee has the latitude to choose how it comes to agreement on findings, either by a specified vote or a consensus. He would like the committee to consider reporting findings separate from regular meeting minutes and that they be published on the district website. Findings would also be included in the annual report that the committee is required to produce. The fact that the District is currently out of compliance relative to committee composition is an example of such a finding. Patty noted that the District did initially make the appropriate effort to recruit members by publishing notices in the newspaper and in school newsletters and

that it has appointed every member who has applied. Lilo suggested not meeting again until there is a full committee of required members so that the all members would participate equally in the committee's activities. Jack indicated that the Sonoma County Taxpayers Association has had discussions with the District about bond campaigns over the years. He said SRJC contacted the Association immediately after their bond measure passed but Santa Rosa City Schools did not. In addition, he indicated that response by the District to the Association's calls regarding representation on the committee was not timely. Lilo added that the committee has urged the District to step up their efforts to recruit additional members.

With regard to making and reporting such a finding, Jack suggested the committee could report to the public either in a findings report or as report in the minutes. Patty said the committee could also request an item on a Board of Education agenda for this purpose. Jack felt it would be appropriate to make a report to the Board, but the committee's primary responsibility is to the general taxpayer. Lilo reiterated that all committee members should be present to participate in the discussion. The group then briefly discussed the reporting period for the annual report.

Future Meetings and Terms of Office Jack would like to set a specific meeting schedule and establish a clear methodology for determining terms of office. He will include these issues on the next agenda.

Web Site The committee requested a separate link on the District web site.

Next Meeting December 5 at 9:00 a.m. Doug will be inviting prospective members.

Construction Manager Position Doug shared the job announcement for a Schools Facilities Construction Manager position that was established following the recent retirement of the Maintenance and Operations Director who managed the District's facility improvement program. He explained that the Measures B & C ballots do provide for construction management services but the ballots also indicate no administrator salaries are permitted. Doug said that procuring construction management services from private firms usually costs about 3% of a project's value, but having the services done in-house by an employee generally costs less than 1% of the value of all projects done in a given year. Jack suggested the committee would like to comment on the use of Measure B and C funds for this purpose and will include an item for that purpose on the next agenda.

Adjournment

10:30 a.m.

LB/DB 11/18/03; 12/4/03