



Jacoby Creek School District
Citizens' Bond Oversight Committee for Measure K Meeting

July 31, 2018
Open Session 5:30 p.m.

Library: 1617 Old Arcata Road, Bayside, CA 95524

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A digital copy of the Committee packet is available at www.jcsk8.org. Chromebooks will be available at the meetings if members of the public would like to access the packet digitally. If you are interested in a hard copy of the packet, please contact Tim Parisi at (707) 822-4896.

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Citizens' Bond Oversight Committee for Measure K Meeting Agenda, July 31, 2018
Minutes

Meeting Opened by Chairperson/Vice-Chairperson: 5:40pm

Members Leaving Early: none.

Members Present: Chris Freeman, Dayton Griffith, Aaron Hohl, Garrett McSorley

Members Arriving Late: none.

Members Absent: Rebecca Garwood

Adjournment: 6:10 pm.

OPEN MEETING: 5:30 PM, CALL TO ORDER:

1. CALL TO ORDER/AGENDA

1.1 Agenda: Items to be removed from the agenda or changes to the agenda will be made at this time.

Action: moved to approve agenda: Griffith, second: Hohl, passed: unanimously

2. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

2.1 Comments by the Public

Information

The public is invited to address the Committee regarding items that are not on the agenda. The Committee is not allowed under the law to take action on matters that are not on the agenda. The public will have an opportunity to comment on all agenda items as those items are heard this evening.

3. CONSCENT AGENDA

3.1 Approval of the Minutes of the October 18, 2017 meeting

The link below leads to the minutes.

<https://drive.google.com/open?id=1hX5LT3935u6o0cdxqKEZ7O1IUOY3DiNcOwGEVDaiZyo>

Action: moved to approve the minutes of the October 18, 2017 meeting: Griffith, second: Hohl, passed: unanimously

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4. COMMITTEE MEMBERSHIP AND TERMS

4.1 Elect a Chairperson and a Vice-Chairperson

The Chairperson is responsible for chairing the committee meetings and delivering committee reports to the Board. The Vice-Chairperson asks as the Chairperson in her or his absence.

Action: moved to nominate Chris Freeman as chairperson: Griffith, second: Hohl, passed: unanimously
A vice-chairperson was elected. However, that individual was a volunteer member of the committee.
The committee will take up this item at its next meeting.

4.2 Terms of membership

Information

The Committee will review the terms of membership of each of its members.

Two year terms, 2017-18, 2018-19: Chris Freeman, Rebecca Garwood, Garrett McSorley

One year term, 2017-18: Dayton Griffith, Aaron Hohl

The District has continued to reach out to community members individually and through its website to recruit members to the committee. The District requests that committee members completing a one-year term consider volunteering for another one-year term.

Dayton Griffith and Aaron Hohl volunteered to serve on the committee for a one-year term during 2018-19. The District will request that the Board of Trustees approve their membership to the committee.

Brenna Goodman has volunteered to serve on the committee for a two-year term during 2018-19 and 2019-20. District will request that the Board of Trustees approve her membership to the committee.

5. AMEND BYLAWS

Section 5.3 of the current Bylaws requires committee members to complete and submit a Form 700 financial disclosure document yearly. The Assistant Superintendent recommends that this requirement be deleted from the bylaws by deleting the yellow highlighted portion of Section 5.3, which the link below leads to.

<https://drive.google.com/open?id=1ClweZklrI8JdzLAEUNBy-JUBaHcschN8CXbHqYL8D7Y>

Action: motion to approve the change in the bylaws: Hohl, second: Griffith, passed unanimously
The District will request that the Board of Trustees approve the change to the by-laws.

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6. BOND PROCEEDS

6.1 Performance Report by an Independent Auditor

Information

David L. Moonie & Co, LLP audited the 2017-18 management of the bond fund by the District. There were two findings in the audit, one regarding the minimum number of members of the Citizens' Bond Oversight Committee and another regarding the due date of the audit. The District has and will address those findings. The link below leads to the Performance Report.

<https://drive.google.com/open?id=14eIyIEhiP8pphAH04csnc8tJK6Q9MwMmM>

6.2 Review of the Management of Bond Proceeds

Information

During 2017-18 the District has had bond expenses of \$566,092.71, which were charged to the bond fund. The link below leads to the report that details those expenses.

<https://drive.google.com/open?id=1N0dK2N2v8kh75DVfCjkmKspQzfh9SYOrSO7B5QsX-A0>

6.3 Citizens' Bond Oversight Committee (CBOC) for Measure K
Annual Report to the Board on the 2017-18 Management of Bond Proceeds

The committee will review the Superintendent's recommendation for the Annual Report to the Board on the 2017-18 Management of Bond Proceeds. The link below leads to that report.

https://drive.google.com/open?id=1_2vjm_7RFcfz6Z1Ff74HGPS0dAjkCXYifiBp5rSjJtQ

Action: move to approve the Annual report: Griffith, second: Hohl, passed unanimously

The committee recommends that the District provide more detail be provided in the Annual Report to explain the purpose of the service in order to make the report more informative.

The District will make the changes recommended by the committee and request that the Board of Trustees approve the Annual Report.

7. SET NEXT MEETING DATE

7.1 The CBOC is required to meet once yearly. The committee may choose to meet more frequently if it so chooses.

Action: move to set the next meeting date for Tuesday, October 23, 2018, at 5:30 pm: Griffith, second: Hohl, passed unanimously