



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

May 16, 2019
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.jcsc8.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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Jacoby Creek School District
Citizens' Bond Oversight Committee for Measure K Meeting Agenda, May 16, 2019
Minutes

Meeting Opened by Chairperson/Vice-Chairperson: 5:40 pm
Members Present: Aaron Hohl, Rebecca Garwood, Chris Freeman
Adjournment: 6:27 pm

Members Leaving Early: none.
Members Arriving Late: none.

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.
A motion was made to approve the agenda.

Action: AH, RG, unanimously

2. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

2.1 Comments by the Public

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.
No public comments

Information

3. CONSENT AGENDA

- 3.1 Approval of the Minutes of the October 23, 2018 meeting
The link below leads to the minutes.

Action: RG, AH, unanimously

<https://drive.google.com/open?id=1DFqpruclJGrgsdiuy9AvUnOX1pXBIUMrR5OTu7yfR08>

A motion was made to approve the minutes.

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4. COMMITTEE MEMBERSHIP AND TERMS

4.1 Terms of membership

Action: RG, AH, unanimously

The Committee will review the terms of the committee members.

The current terms of the committee members are:

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

Two year Term: 2018-2019, 2019-20: Brenna Goodman

One year term: 2018-19: Dayton Griffith, Aaron Hohl

Background:

Performance Audit Finding:

Our 2017-18 Performance Audit (see agenda item 6.1 below) found that one of our members, Dayton, is ineligible to serve on CBOC committee because he works for the District as a substitute teacher.

Without Dayton, there are two vacancies on the committee. One for a taxpayer's organization representative and one for a senior citizen's representative. The District will continue to reach out to community members individually and through its website to recruit members to the committee.

Recommendation:

The Assistant Superintendent recommends the following terms for the committee members. This change will make committee member terms end in either 2020 or 2021.

Two year terms, 2019-20, 2020-21: Chris Freeman, Rebecca Garwood, Garrett McSorley

Two year Term: 2018-2019, 2019-20: Brenna Goodman

One year term: 2019-20: Aaron Hohl

A motion was made to accept the recommendation of the Assistant Superintendent to change the terms of office. The term of one committee member who was not present was changed. This committee member may decide not to serve out the term if so desired.

4.2 Elect a Chairperson and a Vice-Chairperson

Action: AH, RG, unanimously

The Chairperson is responsible for chairing the committee meetings and delivering committee reports to the Board.

The Vice-Chairperson acts as the Chairperson in her or his absence.

The committee by-laws prescribe that a Chair and Vice-Chair be elected once a year. Since the composition and terms of the committee membership has changed, the Assistant Superintendent recommends that the committee elect a Chair and Vice-Chair at this meeting.

A motion was made to elect Chris Freeman Chair and Rebecca Garwood Vice-Chair.

5. AMEND BYLAWS

Action: AH, RG, unanimously

Section 5.4 of the current By-laws does not allow committee members to serve more than three consecutive terms. The link below leads to Section 5.4. The Assistant Superintendent recommends that the Committee delete the text highlighted in yellow and insert the text highlighted in green. If approved, this change will be taken to the Board of Trustees as a recommendation to change the Bylaws.

<https://drive.google.com/open?id=1376iXyAP7B68JWW1Og3tqAhxYu9QUY4eqVp8rwBRxos>

A motion was made to approve the Assistant Superintendent's recommendation to change the Bylaws.

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6. BOND PROCEEDS

6.1 Performance Report by an Independent Auditor

Action: RG, AH, unanimously

At the March 11, 2019 meeting of the Board they approved an audit service agreement with David L Moonie & Co. (DLM) to perform a Performance Audit on the Measure K General Obligation (GO) Bond of 2016. DLM 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 (CBOC) and another the status of one of the CBOC members.

Finding 1: The CBOC is required to have 5 members from specific stakeholder groups in the District. The CBOC needs one additional member from a taxpayer's organization to have a full component.

Finding 2: One of the members of the CBOC worked for the District as a substitute teacher. This is not permitted by the statute governing GO bonds. This member served on the CBOC as a representative of the stakeholder group, "senior citizen" and his term expires on June 30, 2019.

Finding 1. & 2: The District will continue to advertise for CBOC members on its website to fill the vacant positions on the CBOC.

The links below lead to the auditor's representation letter and the Performance Report.

<https://drive.google.com/open?id=0BzpPJyEkmUVESFdCdFY0SFBnRjJsMjZVb0hITVF2MG0wRzIF>

<https://drive.google.com/open?id=19j7uDt4-AA7hLY3xJhRpC3yJDwxBko9Y>

The committee approved the 2017-18 use of bond proceeds at its July 31, 2018 meeting in its Annual Report to the Board on the 2017-18 Management of Bond Proceeds.

A motion was made to approve the Performance Audit for the Bond.

6.2 Review of the Management of Bond Proceeds

Information

The Assistant Superintendent will present a review of the current use of the Bond proceeds during 2018-19. The link below leads a list of the current uses:

<https://drive.google.com/open?id=1zHHA5er4IK58WS3fwxUnIPTbWVBnmAgJ>

The Assistant Superintendent gave a report on the use of the Bond proceeds during 2018-19 and the planned use of the Bond proceeds for 2019-20. Construction will be starting on Project One, Contract One on June 14, 2019.

7. SET NEXT MEETING DATE

Action AH, RG, unanimously

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

Currently a meeting is scheduled for July 24, 2019 that has to be rescheduled. At the next meeting of the committee will review and consider for approval its Annual Report to the Board on the 2018-19 Management of Bond Proceeds. This meeting can take place anytime after the Northern Humboldt Union School District closes the books for the District. Typically this is at the end of July.

A motion was made to select a tentative date of Wednesday, May 13, 2020 at 5:30 pm for the next meeting of the committee.