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"THE MISSION OF THE WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT IS TO PROVIDE HIGH QUALITY INSTRUCTION, AS STUDENT ACHIEVEMENT IS OUR TOP PRIORITY."

Measure I and Measure A  
Citizens' Bond Oversight Committee Meeting

MINUTES

Tuesday, February 19, 2019 @ 6:00 pm

District Office  
462 Johnson St  
Sebastopol, CA 95472

1. **Opening** – The meeting was called to order at 6:00 p.m.  
Roll Call and Establishment of Quorum  

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| <u>Present</u><br>James Conner (Business Member)<br><br>Jonathan Kadlec (Parent of Child in District)<br>David Stecher (Member at Large) – <i>Interim Chair</i><br>Erica Vogel (Active Parent in District)<br>Martin Webb (Senior Citizen)<br>Vacant (Tax Payer Association) | <u>Absent</u><br><br>Glenn Fricker (Member at Large) |
|--|--|
2. **Pledge of Allegiance** – Jennie Bruneman led the Pledge of Allegiance.
3. **CBOC Meeting Minutes** – No minutes to approve.
4. **Public Comments** – Public Comments on non – agenda items relating to Citizens' Bond Oversight Committee Issues (15 minute limit, 3 minutes per individual) –  
Jim Walton addressed the committee regarding the Santa Rosa Junior College Public Relations marketing materials for Measure H.  
Jennie Bruneman addressed that the District will be updated the District web site.
5. **Regular Agenda**
  - A. Committee Membership and Term Selection – Jennie Bruneman reviewed the Committee Membership and term selection. Ms. Bruneman reviewed the committee members will draw term limits of either one or two years; a one year term expiring on February 29, 2020 and a two year term expiring on February 28, 2021. No committee member may serve for more than three consecutive terms. The following draw selection took place for term limits:
    - Jonathan Kadlec - 2 year term
    - James Connor - 2 year term
    - Glen Fricker - 1 year term
    - David Stecher - 1 year term
    - Martin Webb - 2 year term
    - Ericka Vogel - 2 year term

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- B. Election of Committee Chairperson and Vice Chairperson – Jennie Bruneman reviewed at the first meeting of the Citizens’ Bond Oversight Committee (CBOC), it is necessary to elect a Chair and a Vice Chair. The following nominations took place:  
Martin Webb moved to elect David Stecher as the committee Chairperson. Jonathan Kadlec seconded the motion. David Stecher accepted the nomination. Approved by 4 yes, 0 no, 1 absent, 1 vacant. Martin Webb nominated Jonathan Kadlec for Vice Chair. David Stecher seconded the motion. Jonathan Kadlec accepted the nomination. Approved by 4 yes, 0 no, 1 absent, 1 vacant. David Stecher, yes, Jonathan Kadlec, yes, James Connor, yes, Martin Webb, yes, Erica Vogel, absent, Glenn Fricker, absent.
- C. Presentation from Phil Henderson District Legal Council: The Brown Act  
David Stecher introduced Phil Henderson, District Legal Council with Orbach Huff, Suarez & Henderson LLP. Mr. Henderson reviewed the following:
- The Brown Act
    - Purposes of the Brown Act
    - Applicability
    - Legislative Body
    - Meetings
    - Agenda Requirements
    - Violations of the Brown Act
- D. Presentation from Phil Henderson District Legal Council: The Roles and Responsibilities of the Board, Staff and the CBOC – Mr. Henderson reviewed the following:
- Roles and Responsibilities of Board, Staff and CBOC
  - District Governing Board
    - General Powers
    - Provide Facilities for the Education of Children
    - Determine the Method of Financing
    - For a Proposition 39 Bond Measure, appoint a Citizens’ Bond Oversight Committee (CBOC)
    - Implement the Bond Program
  - District Staff
    - General Powers / Delegated Authority
    - Carry Out Bond Program
    - Report to Board and CBOC
    - Provided Administrative and Technical Assistance to the CBOC
  - Citizens’ Oversight Committee
    - Inform the public concerning the expenditure of bond revenues
    - Alert the public to any waste or improper expenditure of school construction bond money
    - Actively review and report on the proper expenditures
    - Advise the public as to whether the District is in compliance with accountability requirements
    - Provide oversight

A discussion took place regarding:

When dealing with the public regarding the oversight committee, in the event of conflict, how is that to be resolved?

If the committee has an issue with what is going on, initial step should be to address with staff, bring inquiry to Board if not addressed efficiently

The CBOC is responsible to report to the public

It was reviewed that there is an opening on the CBOC for a Taxpayer Association committee member

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E. Measure I Bond Building Fund Financial and Performance Audit Report -

Mary Schafer reviewed the Performance Audit Report. The following items were reviewed:

- New auditor was hired by the West Sonoma County Union High School District, Christy White Associates to perform a financial audit and a performance audit for Measure I Bond Funds
- Reviewed cost of the auditor
- Very thorough audit and no findings
- Not a lot of activity for 17-18, next year will be more interesting with more active construction
- CBOC made up of 2 bonds, Measure A and Measure I
- Each bond reported separately
- Committee chair to attend February 27, 2019 Board Meeting to report findings.

Martin Webb moved to approve the Measure I Bond Building Fund Financial and Performance Audit Report. Jonathan Kadlec seconded the motion. Approved by 5 yes, 0 no, 1 vacant. David Stecher, yes, Jonathan Kadlec, yes, James Connor, yes, Martin Webb, yes, Erica Vogel, yes, Glenn Fricker, absent.

F. Meeting Calendar for 2018-19 and 2019-20 – Jennie Bruneman reviewed the proposed meeting calendar for 2018-19 and 2019-20. The following discussion took place regarding:

- Quarterly meetings
- Organizational meeting
- Annual Report – April 23
- April 23 we can meet at El Molino and tour the construction site of the Performing Arts Center
- Reviewed the calendar and meeting dates, the following recommendations were made:
  - The November date needs to be adjusted to November 19
  - February 18 move to February 25
  - A revised calendar will go out

Jonathan Kadlec moved to approve the Meeting Calendar for 2018-19 and 2019-20 with the amendment to adjust the November meeting to the 19<sup>th</sup> and February 25 in place of the 18. James Connor seconded the motion. Approved by 5 yes, 0 no, 1 vacant.

6. **Public Comments** – Public Comments on non – agenda items relating to Citizens’ Bond Oversight Committee Issues (15 minute limit, 3 minutes per individual) - None

7. **Future Agenda Items from Committee Members**

8. **Future Meetings:** April 23, 2019

9. **Adjournment Meeting** The meeting adjourned at 7:12 p.m.