

Measure Q Citizens' Bond Oversight Committee

Wednesday, July 18, 2018 – 6:30 P.M.

City Council Chambers

600 East A St., Dixon, CA 95620

Adopted Minutes

I. CALL TO ORDER

A. Roll Call:

Robert Strong, Chairperson -A
Tad Smith, Vice-Chairperson -P
Jack Caldwell, Member -P
Andrea Kett, Member -P
Julie Mustard, Member -P
Jorjet Potier, Member -P
Gary Riddle, Member -P

B. Adoption of the Agenda

A motion was carried by the following vote to adopt the agenda:

AYES: Smith, Caldwell, Kett, Mustard, Potier, Riddle

NOES:

C. Reading and Approval of Minutes – Tad Smith, Vice-Chair

A motion to approve minutes was approved by all.

D. Consent Calendar – None

II. AGENDA-

A. Approval of the Draft Letter Sent to the School Board Regarding the Audit Report

The Subcommittee met and agreed to work from the letter that was drafted at the end of March. The subcommittee agreed to reformat the letter. All members received a copy of this letter. Vice-Chair Smith stated that he would like to get signatures and then send it to the Board. Member Riddle and Vice-Chair Smith are on the agenda representing the Citizens' Bond Oversight Committee for the July 19th school board meeting. Member Riddle said that following this item, there will be a related item with the Board presenting various things regarding Measure Q and the CBOCs role. He wants to know if he is to address that matter, if the Committee is all in agreement regarding the CBOC's role and if there is anything that pertains to Measure Q then they have authority to look or ask for anything that pertains to it. He feels that it's important to come to an understanding with the Board. Member Potier said she agreed with him and feels that if the CBOC asks for any documentation that pertains to Measure Q, it's the District's best interest to provide it. Vice-chair Smith said the letter states that the CBOC wishes for the Board to review the four concerns that they have, acknowledge them and asked what can be done feasibly at this point. He continued by saying that it may be impossible to make changes to the audit report because it is so late but just asking them to investigate and determine what can be done. A motion by Member Potier was made and second by Member Caldwell to submit the letter regarding the audit report to the DUSD Board for their discussion tomorrow July 19th's meeting.

A motion was carried by the following vote:

AYES: Smith, Caldwell, Kett, Mustard, Potier, Riddle

NOES:

B. Elections for Chair, Vice Chair of the CBOC and Committee Assignments

Vice-Chair Smith stated that in their bylaws, the appointment as Chair and Vice-Chair runs for one year which is up for elections. The CBOC has been a committee for one year. Chair Strong has indicated that he will not seek the Chair position. The Chair and Vice-Chair are up for election tonight. Member Caldwell nominated Vice-Chair Smith for Chair and it was second by Member Kett. Vice-Chair accepted the nomination for Chair. Member Riddle was nominated by all CBOC members for the Vice-Chair position and he accepted.

Committee Assignments-

- Website Sub-Committee- Member Kett and Mustard
- Contract Review Sub-Committee- Member Potier, Riddle, and Caldwell
- Audit Sub-Committee- Member Riddle and Vice-Chair Smith

C. Committee Response to Emails from the Public Regarding the CBOC

The Committee members have their gmail accounts now set up. As far as responding to emails, Vice-Chair Smith proposed he will look through the emails and assign them to the Committee members. When an email is received, it will then be “blind copied” to everyone and then Vice-Chair Smith will delegate it to the appropriate sub-committee member to respond.

Public Comment- The public stated that the Brown Act Government Code 54957.5 says that any material that will be discussed in a public meeting shall be available for public inspection so an email that is received should be part of the CBOCs agenda as an attachment. Member Mustard said that perhaps there should be a sentence somewhere on the website where all of the members’ email addresses are stating that if people will be writing in, that the information is public information but the email address would be redacted and the content of it will be public information.

Vice-Chair Smith communicated to the website sub-committee committee to ask if they can put a little disclaimer that your comments are deemed public although the Committee will redact the email address.

D. Approval of the Press Release-Style Summary of the CBOC Actions as an Interim Report

Vice-Chair Smith said he did not have a press release summary for approval tonight. He wanted to link it to their walk-through tour of the future middle school. He’s been in contact with John Calise and he said that the only date he can do the tour is July 31st. Vice-Chair Smith suggested that they get a press release summary and link it to the tour they are going to get on Tuesday, July 31st. Vice-Chair Smith motioned to issue a short press release around July 31st. Member Caldwell made a move and Member Mustard second the motion. All were in favor for the one page summary release of what has happened within the school district regarding the construction and what the committee has done along with a few photos of the actual tour.

E. Planning for the Annual Year-End Report

Member Potier started out by saying that what was discussed before was a subcommittee was to be formed to find topics and then make suggestions between the three sub-committee members. They will then forward the information to Vice-Chair Smith so he can then disseminate. The sub-committee members are Vice-Chair Smith, Member Potier and Riddle. The idea was for the subcommittee to send out topics to everyone and then everyone was supposed to put in their say on

the draft annual report and bring it forward today but unfortunately they were not prepared so for the next meeting in August, they should definitely have a draft to present to the public for their input. Member Potier said she is not sure whether they will make the September cut though.

III. REPORTS OF OFFICERS AND SUBCOMMITTEES

A. Contract Sub-Committee-

Member Riddle and Potier will review information that they have received and will ask for additional information from John Calise. There was a presentation back in March where Member Potier had concerns about the numbers not matching so she will be addressing that prior to the draft report. She also pointed out that all contracts that go out to bid should be sent to the CBOC without them having to ask.

B. Audit Sub-Committee-

Member Riddle said he still has not seen the letter posted that was addressed to the Committee regarding the upcoming audit for the 2018-19 school year. He said that it was on the school board website but it should have been given to them so it can be included on their website too.

IV. PUBLIC COMMENT

A public member offered to set up a correspondence letterhead for the Committee. The Committee agreed that she will come up with three potential templates and then the Committee would be happy to pick one.

A public comment was made regarding the public being able to address the School Board or City Council on any item on their agenda even the 3 minute presentation. The public has the right to address every item except items that are *not* on the agenda.

V. UNFINISHED BUSINESS

A. None

VI. NEW BUSINESS

A. Set dates and times for future meetings

- Vice-Chair Smith will email Mr. Calise regarding an August meeting date and will also inform him about having the Dixon Middle School tour on July 31st.

B. Discussion of future agenda items

- Charles Lomeli, County Treasurer-Tax Collector

VII. ANNOUNCEMENTS

VIII. ADJOURNMENT

