

## Measure Q Citizens' Bond Oversight Committee

Wednesday, December 5, 2018 6:30 P.M.

City Council Chambers

600 East A St., Dixon, CA 95620

### Unadopted Minutes

#### NOTICE TO PUBLIC

Persons wishing to speak to agenda items may present their written request at this time. While the written request is optional, those making a written request will be recognized first. Persons wishing to introduce a subject not on the agenda may also present their request at this time. The Chair will recognize you for the discussion at the appropriate time.

Non-scheduled agenda items will be introduced under the Public Comment agenda section. Speakers will be allowed five minutes per topic.

#### I. CALL TO ORDER

##### A. Roll Call: Tad Smith, Chairperson

1. Tad Smith- P
2. Jack Caldwell- P
3. Julie Mustard- P
4. Jorjet Potier- P
5. Andrea Kett- P
6. Gary Riddle- P
7. Robert Strong - A

##### B. Adoption of the Agenda

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

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

NOES:

##### C. Reading and Approval of Minutes – Tad Smith, Chairperson

A motion to approve amended minutes was approved by all.

##### D. Consent Calendar – None

#### II. AGENDA

##### A. Review of the November Draft of Audit Report

The Committee reviewed the District's draft audit report. Ms. Mercado mentioned that it will go to the Board in January but wanted the Committee to review that money was spent in accordance with Measure Q. There are no audit findings. She went on to say that if the Committee had any comments, they are to take them to the Board for consideration before accepting and approving the audit report. The final draft will be due by Dec 15<sup>th</sup> but will not be approved until January 2019. Ms. Mercado will get date for when the final will go to the Board.

There was a question regarding the interest rates for future bonds being issued and having an impact on the assessed tax rates for Measure Q.

##### Public Comment-

A comment was made by the public stating that the information is on the MeasureQoversight.com website under the "Reports" tab.

Ms. Mercado said she can invite Rachel from Cooperative Strategies to come and talk about the tax rate

matter as well as Chuck Lomeli.

**B. Review of Recent Financial Statements**

Ms. Mercado went over the most recent financial statements report of what has happened within the last month since the last meeting. The report is from November 7<sup>th</sup> thru December 5<sup>th</sup>.

Chair Smith mentioned that last month Mr. Calise put out a mailer highlighting all of the construction work and repair work; he asked if that would continue and Ms. Mercado responded by saying they intend to on a quarterly basis.

Member Potier requested that for any of the encumbrances where the District went out to solicit that moving forward, she would like a copy of how they got to awarding the contract to that person. She would also like to see the bid documents as part of solicitation when they go out to bid. She mentioned that they need to start talking about a shared file. She said perhaps if the Committee opened up a Google drive where Ms. Mercado would send it to one of the members and they would put it in a shared folder for everybody. Chair Smith said their subcommittee should get together and see what they can do.

**Public Comment-**

Mrs. Riddle volunteered to put the information on the website. She said if Ms. Mercado sends the information to her, she would be more than happy to upload to the website.

Ms. Mercado said she can put documents on the website and forward them to Mrs. Riddle as well for the other Measure Q website.

Member Portier said she will send a link to the shared folder to Ms. Mercado so she can drop information into it.

**C. Strategy for Release of CBOC Annual Report to the Community**

Member Potier will get something to review by next week and is expecting that they should be done by the end of December or early January for her part. Chair Smith has a few paragraphs to work on. The Committee has to decide how to publicize the Annual Report.

**Public Comments-**

A suggestion from the public was to do a press release to all 3 local newspapers; Vacaville Reporter, Dixon Tribune and Independent Voice.

**III. REPORTS OF OFFICERS AND SUBCOMMITTEES**

**Public Comment-**

A suggestion was made to look at the Measure Q Oversight website if certain documents can't be found in the District's Measure Q website.

**IV. PUBLIC COMMENT**

**V. UNFINISHED BUSINESS**

**A. Measure Q Website**

There will be an initial meeting with the District. Member Mustard will email Ms. Mercado, Member Kett and Chair Smith with the information.

**B. Legal Charges against Bond Funds**

Ms. Mercado reviewed to see if the attorney expenses were charged to the bond and it was charged to the Measure Q bond. She went on to say that the attorneys also helped with a lot of different things such as contract development documents and she said it was a legitimate part of the expense of the bond. At the June meeting, Attorney Saldani was there to answer questions and clarify a lot of information that was miscommunicated and to clarify the laws so they do feel it was a valid expense of the bond. Member Potier suggested that in the future, if there is any upcoming reason an attorney is coming other than normal assistance, she asked to notify the Committee beforehand. Ms. Mercado

also said the District will reverse the \$2,400 and communicate with the Committee in the future before any meetings.

Public comment-

The Contra Costa Oversight Committee has an attorney paid by their district and not by the Bond. She went on to say that she feels that if the Committee has questions and they requested for the attorney to come to a CBOC meeting, she believes it should be charged to Measure Q but the District Board directed him to come and talk to the Committee so that is why it shouldn't be charged to the Bond.

D. Follow up on Requested Financial Documents to Complete Annual CBOC Report  
Have already discussed this item.

E. Bond Assessment Rate

Ms. Mercado said that if they bring in Mr. Lomeli and Ms. Rachel to come in they will be able to understand this more clearly. Ms. Mercado is to send Chair Smith Rachel's contact information from Cooperative Strategies.

Public comment-

She thinks Chair Smith and Member Potier have already received a copy of the email she sent to Ms. Bettencourt. She replied to an email from Mr. Dolan and she said that the Measure J rate was 53.75% and the Measure Q rate was 31.34% but she failed to say in that email that this rate is for fiscal year 2018-19. She feels that this tax rate does not apply to this report.

Vice-chair Riddle mentioned that he thinks that they should ask the school district for the auditor controller to provide information and to separate the two measures.

VI. NEW BUSINESS-

Chair Smith sent out an email request for members to take a look at their schedule between now and June 30<sup>th</sup>. He asked the members if they had any blackout dates where they know they will not be available for future meetings. Member Kett said she will be out of the state and country the last two weeks of January. Member Potier will not be available in any of the Wednesdays in January.

Update: Ms. Mercado said they got their plan out of DSA. Will try to get to bid in February for the middle school. With the security project, working on getting the fencing installed at Gretchen Higgins elementary over Christmas break.

Standing items for next agenda:

- Schedule- construction, they would like to be notified of what is going on at every meeting.
- Having a project budget summary
- Solicitation of projects
- Work on 18-19 report- need to keep on as standing item and not remove it.

Ms. Mercado said the District is currently only under on the Middle School project and will be going out to the State for modernization dollars. District is anticipating getting 3 million. Will submit to them in January and will probably hear back within 6 weeks and after that they will know if approved for the 3 million dollars. The District has been initially approved but not officially approved. The concern right now is bridge financing because there will be a cash flow issue between the completion of the project and when the modernization dollars will be received. She went on to say that they are talking about bridge financing during interim while they receive those funds. Cooperative Strategies can come and talk about the bridge financing as well as the tax rates. Co-Chair Riddle will contact the Treasurer, Charles Lomeli to come and discuss, perhaps for March or April .

VII. ANNOUNCEMENTS –

VIII. ADJOURNMENT- 8:06pm

