

OAK PARK UNIFIED SCHOOL DISTRICT
5801 E. CONIFER STREET
OAK PARK, CALIFORNIA 91377
(818) 735-3206

BOND MEASURE CITIZENS' OVERSIGHT COMMITTEE

MINUTES

DATE: April 18, 2012
TIME: 7:00 p.m.
PLACE: Oak Park Unified School District Office
5801 E. Conifer Street
Oak Park, CA 91377
PRESENT: Members: Ann Waldman, Barbara Schwartz, Eric Christensen,
Helene Winston, Jason Wilburn, Mike Green, Dan Perini,
Vance Taylor, Stephen Yeoh, Carl Belichesky. Staff and
Visitors: Martin Klauss, Dennis Kuykendall, Tom Wulf, Susie
Harris
ABSENT: Melody Rafelson, Sherwin Samuels

Meeting called to order by chairperson Ann Waldman at 7:05 p.m. Guests were introduced.

Mrs. Waldman made a motion to change the agenda order, Barbara seconded, all approved. Mrs. Waldman moved to have committee member Barbara Schwartz take minutes, Mr. Yeoh seconded, all approved. Linda O'Gara was thanked for her efforts and time.

Measure R Financial Data: Mr. Klauss reported his department has been working diligently on financial data but it is not yet complete. They have set a goal for completion by the May 2nd Facilities Planning Committee meeting and at that time it will be forwarded to the COC.

Ms. Susie Harris presented a financial report on Measure R dated February 29, 2012. Mrs. Schwartz inquired about Balfour Beatty totals for 2011. Mrs. Waldman inquired about legal counsel expenses that may be incurred by Measure R funds. Mr. Klauss said bond counsel had not been charging for Measure R questions from the district.

Modernization Matching Funds: Mrs. Waldman inquired about State matching funds. Mr. Klauss said the State provides 60 percent to Measure R funds' 40 percent for modernization projects. Mr. Wulf explained the State pays up to a capped amount based upon a number of "credits." The credits are a formula of how the State looks at the age of facilities and the number of students served. Using that formula, they come up with a dollar amount. By way of example, Mr. Wulf said for OPHS the amount was \$2,760,047. The State came up with a pupil count of 611 students and we received \$4,516 per student. The State comes up with a total dollar amount that is the maximum they can provide to the district. Mrs. Waldman asked if we go over the modernization do we collect more funding to which Mr. Wulf stated we do not. Mrs. Waldman asked when OPHS Building E would be completed. The work will occur this summer. She also asked if we knew when the district would receive State matching funds. Mr. Klauss stated our district is in the State's "unfunded priorities"

category. A few months ago the district applied to be given priority funding. Mr. Klauss said State matching funds may be received as early as this fall. Mr. Kuykendall added that in order to qualify for the payout it is required we have at least 50 percent of the work under contract within 90 days of the funding. Mr. Wulf said the FPC has done all that is possible to be on the State's priority list.

District Accountant Position: Mr. Klauss provided the computation of salaries to be charged to the Measure R bond fund. Mrs. Schwartz asked if this expenditure was in the Master Plan. Mr. Wulf said he was not aware of these fees and this was the first time he has seen a time sheet, as well. Mr. Klauss said he plans to discuss reporting these funds in the Master Plan with Mr. Wulf. Mr. Wulf stated he became aware that these charges were going to be made to the Master Plan 30 days ago. Mr. Klauss pointed out the approved amount to be charged to Measure R funds is up to 55% of the district salaries for documented time and thus far the figures are far below this percentage. Mr. Klauss said he sees this being a separate line item in the Master Plan, such as with Balfour Beatty. Mrs. Waldman said that as a Measure R subcommittee we need to know how much is left in the Measure R bond fund and that the Measure C6 subcommittee would like to see financials, as well. Mr. Klauss commented that he expects to see an increase in salary time charged to Measure R bond funds because there is a gearing up for the summer projects.

Measure R Facility Repair and Maintenance: Mrs. Schwartz inquired what "mod space" is and "carrier units" and it was explained the first is the office trailer for Balfour Beatty located at the district office and the latter are HVAC's. Mrs. Schwartz also inquired about the soccer field restrooms issue adjacent to OVHS and was informed the issue must have been resolved. Mrs. Waldman asked about the status of the twelve open DSA items that occurred prior to the passage of Measure R. Mr. Wulf said he would provide the list and commented they are all building issues and should fall within Measure R guidelines. Mrs. Waldman asked if ADA upgrades had been approved and Mr. Kuykendall confirmed they were DSA approved this past week. Mrs. Schwartz inquired about the Brookside sidewalk concrete repairs that occurred over spring break. Mr. Wulf explained there was a need to repair the heave between the curb-line and the grass. He further explained the county refused to take care of it, although it is the county's responsibility to do so. It required DSA approval and ironically the county also wanted to approve the plan. Mr. Wulf further explained an unknown with the project was a broken water main line underneath that saturated the ground under the school eating area. It is believed during the installation of the waterline a "nick" occurred in the gas line. So both water and gas were leaking. The cost for the water and gas repair work was \$11,300.

Measure R Draft Annual Report: Mrs. Schwartz reported that due to a communication breakdown the subcommittee did not receive financials until April 11th that had been available April 4th. Therefore the subcommittee did not have time to meet and write a draft report.

Mrs. Waldman inquired about the emergency roof repairs at OHES. Mr. Wulf said they pressed the issue on this being a warranty repair but that was not the case. There is an overflow drain that is at a higher elevation over the flashing. Mr. Kuykendall commented that ROES had a roof leak that was an overflow issue again (an existing roof, not a new roof).

Mr. Belichesky inquired about project management fees and the utilization of an outside project management company. Mrs. Schwartz explained there are a couple of routes districts take in structuring project management and the OPUSD opted to hire an outside firm for this purpose. It is a usual and customary management structure for school districts. Mrs. Waldman said Balfour Beatty also has been closing old DSA projects as only so many projects can be open at any one time. This

has driven up Balfour Beatty costs. Mr. Taylor asked if the Balfour Beatty estimate of 10-15 percent of their current costs attributed to the closure of DSA projects included current projects and was told that no, that is not the case.

Parcel Tax: Mr. Klauss provided the OPUSD 2010-2011 Parcel Tax Salary Support Report. He stated a little less money came in than the prior year. Mrs. Schwartz said that since these figures had just become available the Parcel Tax Annual Report had not yet been drafted and would be presented at the next COC meeting.

Measure C6 Draft Annual Report: Mr. Christensen presented the C6 subcommittee's draft report. Mr. Christensen said one challenge the subcommittee had was obtaining detail on some of the numbers. The subcommittee met with Jane Mintz and Susie Harris. He reported proceeds were spent according with the bond. Mr. Perini answered questions about the statement regarding the district planning over the life of the bond. Mr. Perini said there had been an approved plan by the Board of Trustees and the subcommittee believed it would be prudent for the Board to go back and see how funds are spent to-date. The subcommittee recommends the Board take a hard look at spending plans for the future. Mr. Christensen added the subcommittee would like to see the plan more of a "live" document and ensure the District does not go through the funds faster than planned, but rather have a long-term plan. Ms. Winston commented that technology will not be able to be updated in later years if the funds are gone in the next few years. Mrs. Schwartz asked what the length of time is for the plan and Mr. Klauss stated it was a 15-year plan. Mr. Christensen commented that he believes it should be ensured that the plan keeps up with the vision considering how fast technology changes. Ms. Winston gave an example of how the COW's (computers on wheels) are moving to their second life; new COW's going into the classroom and old ones become teachers' laptops. Five years ago teachers received new laptops. Mr. Christensen summarized by saying, "Do we have sufficient funds for the life of this bond issuance?" Mr. Klauss commented that the district hasn't figured out if the financial climate will be right for the timing of the next bond issuance. Mr. Christensen said the Board should look at either slowing down the pace of the spending or accept the funds will run out early. Mr. Wilburn said that knowing new technology is a constant there should be pre-planning. Mr. Yeoh said Ms. Mintz has been very good about managing the funds. Mr. Perini said the Board should look at what was their plan from the beginning and see how it compares and re-evaluate it going forward. Ms. Waldman said she would like to see more of such detail in the report, and said perhaps these thoughts could be communicated verbally to the Board of Trustees. Mrs. Schwartz moved, Mr. Yeoh seconded, all approved the C6 Annual Report. Mr. Christensen asked if new furniture costs would come out of C6 funds or modernization funds for BES. The answer was not known.

Mr. Green moved to table the minutes, Mrs. Schwartz seconded it. Mrs. Schwartz will edit the previous minutes and forward them to Mr. Klauss for the May COC meeting.

Future Agenda Items: Approve of Measure R Annual Report, approve of Parcel Tax Annual Report, approve minutes from January 18th COC meeting.

Mrs. Waldman moved, Mr. Yeoh seconded, all approved meeting adjournment at 9:00 p.m.

Recorded by Barbara Schwartz