

**BANNING UNIFIED SCHOOL DISTRICT
161 W. WILLIAMS STREET
BANNING, CALIFORNIA**

**MINUTES OF THE 25th GENERAL MEETING OF
CITIZENS OVERSIGHT COMMITTEE, MEASURE R**

April 2, 2014

Meeting held at:
**District Administration Center
Board Room**

1. Call to Order

The meeting was called to order at 5:10 p.m.

2. Roll Call and Establishment of Quorum

Present: Richard Krick, *Committee President*; Susan McQuown; Carole Ranney-Davies; Kerri Mariner; Diana Benhar

Absent: Veronica Topete

Community Member Present: David Heiss, Record Gazette

BUSD Staff Present: Robert T. Guillen, Superintendent of Schools & Kookie Williams, Account Technician

Guests Present: Roger Clarke of Ruhnau, Ruhnau & Clarke (RRC), Project Architects, & Kris Meyer of Ledesma & Meyer (L&M), Project Construction Management

3. Approval of Minutes

Motion by Carole Ranney-Davies to **Approve** Minutes of February 5, 2014:
Sue McQuown seconded the Motion to **Approve**

Ayes – 5

Nays – 0

Motion carried

4. Communications

Community Concerns

None

Committee Concerns

Sue McQuown stated her concern about spending so much on legal fees (for the Solar Panels on the 2-story building at BHS) and asked if it wouldn't be cheaper to just use that money to fix the problems ourselves. Other members asked if the District is going after insurance bonds for Solar Panel repairs.

Richard Krick questioned that with only \$5,000 left in Measure "R" what use is there in having a Citizens' Oversight Committee.

Cabinet Comments

Robert Guillen commented saying that legal obligation currently coming out of Measure "R" funds (*BHS 2-classroom Solar Panels*) is necessary because the District cannot stop now what it has begun or it will totally lose out on issues in need of reparation, and that repairs to fix the problems would cost far more than current legal obligations. The District has to use legal means to go after insurance bonds.

Robert Guillen stated that Measure "R" monies needed to complete the BHS Athletic Facilities, Phase 2 Project have already been encumbered and so until the Project is complete, the District will need oversight. In addition, the Committee will need to issue a Report for the current fiscal year (2013/2014) even after the Project is complete. According to Board Policy #7214.1, 11.0 (a)(b)(c) "The term of the Oversight Committee shall expire at the end of the fiscal year in which: All...Bond proceeds... have been expended; The ...Committee has issued its final annual report... The... Committee has... conducted its final meeting, which shall be scheduled after notice of ... all proceeds having been expended."

5. Information/ Discussion

5.1 Conflict of Interest Form 700 2013/2014

Monica Alexander, Superintendent's Confidential Secretary, needed everyone to have the forms filled out and back to her by April 1, 2014 or the District is non-compliant. All but one member had returned the form as of this meeting and he is aware that it is due.

5.2 Search for New Measure "R" Oversight Member

Sue McQuown and Kerri Mariner have recruits in mind and will contact them. David Heiss from Banning's Record Gazette will put the District's letter inviting applicants in the paper as a Public Service Announcement (free of charge) if the ladies' efforts are not successful.

5.3 Updates from Project Architect & Construction Manager

Kris Meyer (L&M) gave the following status of construction updates and Roger Clarke (RRC) answered questions raised during the April 2nd meeting:

- Tennis Courts – the storm drain and electrical underground is 95% complete. L&M expects the setting of fence posts between courts will be complete the week ending April 4th. Contractors have begun setting formwork for court concrete, reinforcement to be installed this same week, or the next, so that the first pour for the tennis court concrete will follow right after.
- Adding Drinking Fountain at Tennis Courts – one of the two fountains has been deleted from the Concession area to be placed at the Tennis Courts instead
- Concession Building – the CMU (*masonry unit*) is complete. Structural steel and decking is complete. Interior and exterior framing is 75% complete. Roofing is complete. Exterior concrete around the building to be poured April 3rd if weather permits.
- New Drive Approaches – the old exit to offsite sidewalk and curb was demolished and the two new drive approaches have been poured. Construction crews are using the existing old drive approach until the tennis courts get poured, at which time they will grade and build the parking lot (*including the removal of the existing old drive approach*). The new drive approaches will have had plenty of cure time by then, and will be opened up for use. Cal Trans and the City of Banning have inspected the new drive approaches.
- Dying vegetation due to broken sprinkler main, loose wires, etc. – everything has been put back in place and fixed, including the rain/moisture sensor for the sprinkler system and vegetation is looking better.
- Batting Cages – they are nearly complete, bringing them to where they should have been in Phase 1. RRC has employed SportsCourt to do the work at no charge to the District.

5.4 COC Purpose of Informing the Public of District Expenditure Compliance

Carole Ranney-Davies **moved to accept the Sample Draft of an Annual Report in its first reading** and the **motion** was seconded by Kerri Mariner. *The motion carried.*

Ayes – 5

Nays – 0

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5.4 continued...

Members agreed to go over the Report and bring it back in June for the next scheduled meeting. Roger Clarke (RRC) mentioned that there may be a time-frame that the Report needs to be issued within, and that time-frame *may* be within the fiscal year of the Audit Report.

5.5/5.6 VTD Tracker Expenditure Reports for 2012/13 & 2013/14

All previous questions were answered to the satisfaction of the entire Committee present and it was agreed that they made sense and were acceptable. New spreadsheets were introduced, breaking down the Measure "R" expenditures and encumbrances into two categories: BHS Athletic Facilities, Phase 2 Project, and all other Measure "R" listed by Resource, in order to simplify reports for the Committee and to use less paper in the future. Future VTD Tracker Expenditure Reports will be available on request.

6. Action

6.1 Establish Future Meeting Date and Time

The Committee Members present at the time, by consensus approved the next meeting time and date of *5:00 p.m. on Wednesday, June 4, 2014 in the District Office Board Room.*

The following future meeting dates and time were also agreed upon as follows:

Wednesday at 5:00 p.m. –
August 6, 2014
October 1, 2014

7. Future Agenda Items

Is the funding for the equipment for the Concession Stand already encumbered? Members would like to obtain the wish list of equipment for BHS Athletic Facilities, Phase 1 and the Actual Purchase list for the same. Report findings of an inventory of equipment actually purchased.

8. Adjournment

At 6:18 p.m., Sue McQuown motioned that the meeting adjourn. Kerri Mariner seconded the Motion. The motion carried and the Committee adjourned at that time.

Ayes – 5

Nays – 0