

Citizen's Oversight Committee

Minutes

February 10, 2021

At approximately 5:11 p.m., Jose Macias, Citizen's Oversight Committee (COC) chair, greeted those present. Norma Macias, Director of Facilities, Maintenance, Operations, and Transportation Called roll and quorum was reached. The meeting was called to order and Mr. Macias conducted the meeting.

Introductions:

- Roll Call

Present:

- Jose Macias
- Jennifer Cobian
- Cathi Eredia
- Heidi Carrillo
- Joanna Haro
- Julia Ruedas

Absent:

- Luis Aguilar
- Cynthia Arredondo
- Erica Mondragon

Approval of Agenda:

Moved: Jennifer Cobian Seconded: Cathi Eredia Action: 6-0

Approval of Minutes (January 13, 2020)

Moved: Jennifer Cobian Seconded: Cathi Eredia Action: 6-0

Public Comments:

No public comments.

Presentation:

Norma Macias, Director of Facilities, Maintenance, Operations, and Transportation, discussed the Annual Written Report. She reviewed Attachment A, Measure D Bond Expenditures form 2008 to June 2020. The report listed all the fiscal years, itemized expenses each year, and the last column lists the grand total of the projects. Ms. Macias asked if anyone had any questions or comments regarding the Written Report. She informed the committee the report would be presented to the Board in March.

Joann Haro, COC member, asked if the next ground-breaking project was for the field at Rosemead High School. Ms. Macias responded that she was correct. The project was awarded and the District was breaking ground at the beginning March. Wael Elatar, Chief Business Official, mentioned that it was awarded in January and Rosemead High School was the first school following Arroyo and Mountain View High School which are currently in the planning stage. HMC Architect was awarded for all four schools. There is a consensual design. The first phase is the track and field and the second phase will be the snack bars. Jennifer Cobian, COC Co-Chair thanked everyone for the details and the report helped her get the big picture. Ms. Cobian asked if we need to approve the report?

Approval of Annual Written Report:

Moved: Cathi Eredia

Seconded: Julia Ruelas

Moved: 6-0

Comments/Round Table

Heidi Carrillo, COC member, asked for a copy of the written report. Ms. Macias mentioned that it was emailed but would resend it.

Mr. Elatar shared we are getting ready to sell the second series and will go back to the Board and add more projects as we are getting more money and State matching funds. The District is looking into a project management software and staff will be meet again to see if we will be using the software with our projects. It will help us manage/assist with projects.

Mr. Elatar shared that our auditors identified an issue with Fund 14. The Districts needs to adjust and correct, an accounting element. We have never had an issue with this before and used the same auditors in the past; but will be adjusting the closing dollars for each project within the same fiscal year. Invoices need to be processed in the fiscal year the work, services and or goods are received. If we receive an invoice for June it must be accounted for in June. Although it seems easy, it is a process. We will ask for an invoice in advance from contractors so we have an idea of the payment to close the books every year for the right months or year.

Mr. Macias asked if a contractor calls at end of the year for example in December, but does not complete the work, do we still have to pay them? Mr. Elatar informed him our fiscal year is July 1st through June 30th and we're not fiscally independent. Mr. Macias thanked Mr. Elatar for the information.

Date and time for future meeting:

Wednesday, May 12th 5:00 p.m.

Adjournment:

Moved: Jennifer Cobian

Seconded: Jose Macias

Action: 6-0

The meeting ended at approximately 5:40 p.m.