



**Minutes of the Citizens' Bond Oversight Committee  
Measure V Moraga School District  
September 27, 2017**

1. **Call to Order** – The meeting was called to order at 7:00 PM
  - a. **Introductions, Roll Call and Establishment of a Quorum**
    - i. **Introductions:**
      1. Chair Weir welcomed the Committee members and briefly introduced Anton Jungherr, Co-Founder of the California League of Bond Oversight Committees
    - ii. **Roll Call**
      1. Present: Scott Slyfield, Jessica Ruettgers-Meeks, Lynette Gibson, Kathy Ranstrom, Scarlett Lueder, Jack Weir, Aaron Cargain, Nick Carpenter, Greg Norton, Amy Kip-Kikugawa,
      2. Also in Attendance: Daniela Parasidis (MSD CBO), Bruce Burns (MSD superintendent)
    - iii. **Establishment of Quorum:**
      1. The chair determined a quorum was present.
        - a. **Orient members not in attendance at initial meeting, if necessary:**
          - i. The chair offered to meet after the meeting with CBOC members not in attendance at the prior meeting, June 14, 2017
2. **Review and approval of prior meeting minutes:**
  - a. Kathy Ranstrom motioned to approve the June 14, 2017 minutes. Scott Slyfield seconded the motion. The Committee unanimously approved the minutes.
3. **Public Comment for Non-Agenda Items:**
  - a. There was no public comment
4. **Presentation Anton Jungherr**, co-founder and director, CaLBOC:
  - a. Chair Weir introduced Anton Jungherr and explained Mr. Jungherr's educational and work background, including service as a CFO in several school districts, co-founding the California League of Bond Oversight Committees and member of the West Contra Costa Unified School District CBOC.
  - b. Mr. Jungherr explained the role of the CBOC, performance audits, Education Code related to the CBOC, separation of the CBOC and the school board, that the school board does not govern the CBOC, a measure requiring a 55% vote mandates a CBOC, the Brown Act, the



website should house all CBOC and Measure V documents (expense reports, budgets, project lists, unapproved and approved meeting minutes), financial and performance audits, program effectiveness and results, Request for Proposal language

**5. Organizational Matters:**

- a. **Establish CBOC subcommittees, roles and responsibilities:** Chair Weir provided a description of four committees (5.a. i.-iv.) and asked for CBOC members to serve on the subcommittees. Chair Weir offered to help on all committees. Names of subcommittee members follow:
  - i. **Audit:** Scarlet Lueder, Nick Carpenter
  - ii. **Site Inspection:** Aaron Cargain, Scott Slyfield, Lynette Gibson
  - iii. **Annual Report to the Public/Outreach:** Kathy Ranstrom, Jack Weir, Scarlett Lueder
  - iv. **Project/Cost Review:** Amy Kip-Kikugawa, Jessica Ruetters-Meeks, Greg Norton,
- b. **Review Brown Act as it applies to this CBOC**
  - i. Chair Weir reviewed the Brown Act noting among other matters, doing peoples business must done in public, majority of members must meet in order to conduct business (8 or more members), subcommittees can meet in private so long as there are less than 8 members present recognizing decisions will be made at CBOC meetings and in public.
- c. **Set policy for CBOC presentation to COE**
  - i. Chair Weir discussed presenting updates and annual reports to the school board. CBOC members were encouraged to attend school board meetings for updates and the annual report. Kathy Ranstrom and Greg Norton offered to present to the Board. For next agenda – plan a CBOC update to the MSD Board.

**6. District Report on the Bond Program:**

- a. Superintendent Burns presented a report with an accompanying Power Point covering the following information: selection of construction manager and architectural firm, two completed projects at Los Perales and Camino Pablo Schools and costs for these projects, fall roofing projects and costs, construction meetings, site input meetings, information gathering to develop future projects and scope and sequence, and RFP for a new auditor.
- b. CBO Parasidis presented an accounting update listing Projects, Budgets for Projects, Actuals and Balance

**7. Determination of Next Meeting Date:**

- a. The Committee will next meet on December 13, 2017

**8. Adjourn, in honor of 9/11 victims and first responders**

- a. The meeting adjourned at 8:05 PM