



**Minutes of the Citizens' Bond Oversight Committee
Measure V Moraga School District
October 4, 2018**

1. The meeting was called to order at 6:34 PM.
2. Chair Weir confirmed introductions were not necessary, as the group has been together for over a year now and is familiar with each other.
3. The minutes were approved with two edits – changing Item 5. c. to include “in 2018” and correcting Item 6 spelling of Chari to “Chair”. Lueder – motion; Gibson – second; unanimously approved.
4. Public comment: No Public Comment
5. Subcommittees reported the following:
 - a. Audit: Audit Committee member Nick Carpenter reviewed the purpose of the subcommittee and reviewed the Audit Committee Expense Review Report. The report included: Bond issuance, issued, encumbered and expended funds through September 30, 2018. The report listed individual projects, approved category, approval date, budget, YTD expended, encumbrance, purchase order number, vendor, invoice and payment dates. There were no findings or concerns reported.
 - b. Site Inspections – Committee Member Gibson reported that the committee met with Superintendent Burns on October 2, 2018 to visit all four campuses. Committee Member Gibson expressed that she was overall impressed by all the Quickstart projects she inspected and mentioned that the tax payers’ dollars have been spent very well so far.
 - c. Annual Report – Committee Member Ranstrom reported that the committee met on June 4, 2018 to discuss the format and timing of the Annual Report. She shared the Annual Report provided by neighboring Acalanes Union School District as an example of what an Annual Report can look like. It was suggested to provide this report on a semi-annual basis in the Fall and Spring. Chair Weir recommended sending the Annual Report to the local press.
 - d. Project/Cost Review – Committee member Norton explained there was nothing to report at this time and that a report will be brought to the next meeting.
6. Discuss and review DRAFT Annual Report: Committee Member Leuder reviewed the DRAFT Annual Report in the packet. Committee members agreed to issue a “Preliminary” Annual Report noting that it is not final since the Annual Performance Audit has not yet been completed by the District’s Financial Auditor. This is due to the CBOC by March 31, 2019. The “Preliminary” Annual Report will be drafted by Committee Member Ranstrom, distributed to members for review and final draft of the “Preliminary” Annual Report will be presented to the Annual Report Subcommittee for approval to release. Ranstrom – motion; Leuder – second; unanimously approved.
7. Audit Status: CBO Parasidis informed the committee that the auditors will be at the District Office October 29-31, 2018 to audit the Districts Financials and Measure V Bond Expenditures.



8. Bond Progress Update: Superintendent Burns distributed a hard copy of the presentation which: identified three “buckets” (infrastructure, enhance classroom environment and safety) of Measure V projects; outlined the process as Chapter I (Stakeholder Input, Steering Committee Input, Identification of Quickstart Projects, and Communication to the Board), Chapter II (Schematic Design and Design Development Process, Construction Documents, Submittal to the Division of State Architect) and Chapter III (Construction Procurement).
9. The committee agreed to meet on April 18th at 6:30 PM. During this section of the meeting, Chair Weir shared that he will be resigning as Chair of the Moraga School District CBOC. He will continue on the committee as the Tax Payers Association Member. Vice Chair Leuder requested interest in participating in the Audit Subcommittee. Committee Member Jacobs volunteered.
10. The meeting was adjourned at 7:42 PM.