



**Minutes of the Citizens' Bond Oversight Committee  
Measure V Moraga School District  
February 6, 2020**

1. Meeting called to order: 6:41 p.m.
2. Members Present: Nick Carpenter, Larry Jacobs, Greg Norton, Jack Weir
  - a. Also present: Bruce Burns, Daniela Parasidis
  - b. Committee Representation was discussed, as was the need to follow up with Committee Members Lynnette Gibson and Doug Massa to see if they want to remain on the committee. If not, the CBOC will need to recruit for these positions. Superintendent Burns will work with his Executive Assistant to reach out to both members.
3. Minutes from the prior meeting were approved. Motion: Weir; Second: Carpenter; All present voted "yea".
4. There was no public comment.
5. Subcommittee Reports
  - a. Audit Subcommittee – Carpenter reported that the subcommittee met in January and was presented with a DRAFT 2018-19 Performance Audit Report by Heather Daud of Christy White, Inc., accounting firm. The audit indicated that everything is in good order and there were no findings. The audit subcommittee was confident in the audit and moved to approve that the audit be brought to the Governing Board for approval in March.
    - i. On February 4, 2020, the Audit Subcommittee met with the CBO to review bond expenditures for July 1, 2019-January 31, 2020. The committee reported all documents appear to be in order, all expenditures accounted for and follow bond language, and that proper internal controls were in place. A suggestion was made to add the CBOC's approval of the performance audit to the district's website.
  - b. Site Inspection – Jacobs reported site inspections were held in February at CP and DR. Sub-committee members were impressed with the projects thus far, especially the new CP Administrative Office configurations, new ADA ramp and new solar tubes. In addition, the committee noted that Donald Rheem is still a big construction project and that the sites have been well maintained around safety during this process.
  - c. Annual Report – Weir reported that the committee has not met yet. Superintendent Burns offered to reach out to committee member Ransstrom to have an Annual Report drafted, shared with other subcommittee members and ready for the Board in March and should include reference to the 2018-19 Financial Audit and Performance Audit.
  - d. Project Cost Review – Norton reported the review of the project budgets for all projects. During his review, the Change Orders for the Camino Pablo project were high and this was



mainly due to the add alternates to the project. Members were confident the work completed was in compliance to the budget, ADA and scope.

6. The Annual Report is planned to be presented at the June board meeting.
7. CBO Parasidis informed the committee that CWA, independent auditor, provided and reviewed the 2018-19 "DRAFT" Performance Audit with the Audit Subcommittee. She reported that the next step would be to get any feedback (and if none) the final blessing of the CBOC prior to taking the final performance audit to the Governing Board for approval in March. CBOC approved moving forward with placing final performance audit for Governing Board approval in March.
8. CBO Parasidis reviewed the Project Status Report for all projects. This report illustrated the original budget, adjustments, revised budget, commitments, expenditures and project balances. In addition, this report listed all contracts for each project. Superintendent Burns shared a slide show of each phase of the current projects at Camino Pablo and Donald Rheem. In addition, he elaborated on project changes at Camino Pablo.
9. The Committee adjourned at 7:40 PM.
  - a. Next Meeting is tentatively set for May 7, 2020 at 6:30pm.