

**SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT**

**BOND OVERSIGHT COMMITTEE**

**MEETING MINUTES**

July 14, 2009

ATTENDEES: Susan Willats (Committee Chair)    George Wylie (Trustee)  
Jim Sikora (Vice-Chair)                            Kathy Ritchie (Trustee)  
Beth Hollenbeck (Member)                        Erik Slaughter (Construction Mgr)  
Elaine Rinkert (Member)                         Liann Reyes (CBO)  
Sue Seegar (Member)

ABSENT:        Mary Ann Clare (Member)  
                  Peter Tasseff (Member)  
                  Susan Weber (Trustee)

**CALL TO ORDER**

Susan Willats called the meeting to order at 3:15pm.

**APPROVAL OF THE MINUTES**

The Minutes from the April 14, 2009 meeting were approved.

**APPROVAL OF THE AGENDA**

The Agenda for today's meeting was approved.

**FINAL AUDIT REPORT**

The official 2008 Measure O Audit Report was distributed to members of the Committee. The report was prepared by the audit firm, Vavrinek, Trine, Day & Co. The firm auditor, Tom Brewer, attended the April 14, 2009 meeting to discuss his report with the Committee prior to presenting the final report. After reviewing the report, Liann Reyes answered questions and provided clarification as needed.

**BUDGET UPDATE**

Liann Reyes submitted the Measure O Financial Activity report for the period July 1, 2008 through June 30, 2009. She explained that the period ending June 30, 2009 has not been audited as yet, therefore, the report contains unaudited actuals. She stated that this report contains a regular update of Measure O spending and is system generated on a quarterly basis. Liann Reyes proceeded to give a detailed description as to how to read and understand the report. She stated that currently everything pertaining to the Measure O budget is business as usual. Liann Reyes asked the committee if they wished to receive this report on a regular basis. Members of the committee agreed this would be a helpful tool. Erik Slaughter added that he is very comfortable with the position we are in with our budget at this time.

## DISTRICT COMMITTEE RECOGNITION

Service awards were handed out to all members of the Bond Oversight Committee. Members of the Committee were recognized at the May 20, 2009 Board of Directors Meeting as a means of honoring their leadership and commitment to the District.

## DSA UPDATE (Erik Slaughter)

Erik Slaughter informed the committee that SLE's project has received DSA approval. In the past few months, there have been many delays with DSA. The major cause of these delays is due to the State budget crisis. Erik Slaughter advised that writing letters to the Governor's Office complaining of DSA turnaround time would probably be the most pro-active thing we could do to help get DSA back on track. Recently, some of the State budget restrictions have been lifted which will allow DSA to hire additional people, out-source, and suspend work furloughs.

## UPDATE ON SLE CLASSROOMS (Erik Slaughter)

- The SLE Classroom job walk is scheduled for tomorrow, July 15, 2009 at 9:00 am. The bid process will begin on July 30, 2009 and a good turnout is expected.
- A special Board of Trustees meeting is scheduled for August 5, 2009, to approve the contract for the SLE site work.
- The construction plan calls for the removal of the canopy section during summer break. If for any reason this is unable to be accomplished this summer, it will have to wait until winter break, or when there are no students on campus. The anticipated completion date for the Meehlais Modular is the first of the year. It will be necessary to re-direct traffic while construction is taking place. Erik plans on being on site a lot of the time during this phase of construction.
- The shed will be moved on the first day of the project and construction fencing will be set up as a barrier.

## LIBRARY UPDATE (Erik Slaughter)

- Liann Reyes and Erik Slaughter will be putting together a pre-qualification list for contractors for the new library. Due to the size of the project, pre-qualified contractors are recommended.
- The library plans were sent to DSA last month. It is expected that they will be out of DSA by January 2010. Ground breaking is anticipated for Spring of 2010.

## P.G.& E. UPDATE (Erik Slaughter)

Erik Slaughter told the committee that at this time there isn't anything going on with P.G.& E. He regularly communicates with them but there are no critical decisions that are called for at this point in time. P.G.& E has advised that since we will be building the new library on the High School grounds, we may require a service upgrade. This possibility is under investigation by P.G.& E. and once they make the final determination they will advise us.

## COMMUNICATION AND AGENDA BUILDING

Discussion took place as to what specific activities should be communicated to the public. It was agreed that all milestones, ground breakings, photos of completed buildings, plan or schedule changes should be publicized.

Susan Willats will work with Erik Slaughter to write up the ground breaking press release which will include photos. The information they assemble will be brought to the committee for their endorsement before releasing to the press. It will be noted in the release that the Bond Oversight Committee is regularly reviewing expenditures and monitoring the project schedules.

## ADJOURNMENT

The meeting was adjourned at 4:10pm. The next Bond Oversight Committee Meeting is tentatively scheduled for Wednesday, October 14, 2009, at 3:15pm in the District Office Conference Room.