



**ROWLAND UNIFIED SCHOOL DISTRICT  
CITIZENS' BOND OVERSIGHT COMMITTEE  
MINUTES**

November 17, 2016

6:30 PM

RUSD District Office Board Room  
1830 S. Nogales Street  
Rowland Heights, California 91748

**Attendance Taken at 6:35 PM:**

Present:

Ms. Natalie Moreno  
Mr. Nat Ornelas  
Mr. Harry Peterson  
Ms. Carla Sanchez  
Ms. Wendy Zhong

Absent:

Mr. Mike Wong

**CALL TO ORDER**

The Citizens' Bond Oversight Committee Meeting of the Rowland Unified School District was called to order by Mr. Harry Peterson, at 6:35 p.m.

**ROLL CALL**

Mr. Harry Peterson called roll and took attendance of the Citizens' Bond Oversight Committee.

Mr. Mike Wong was absent.

**FLAG SALUTE**

**I. PUBLIC COMMENTS**

**A. Written Requests to Address the Committee**

Mr. Roy Humphries addressed the Committee and commented on the by-laws, audits, and code of ethics.

## **II. INTRODUCTION**

### **A. APPROVAL OF AGENDA**

Approve Agenda of the 2006 & 2012 Citizens' Bond Oversight Committee Meeting of November 17, 2016.

**Motion Passed:** Approve Agenda. Motion by Ms. Wendy Zhong; second by Ms. Natalie Ornelas. The vote was unanimous.

## **III. PRESENTATIONS**

### **A. 2006 Bond Closeout Study**

Jeff Nigro, from Nigro & Nigro PC, led a discussion to develop the parameters of a 2006 Bond Closeout Study and get ideas on areas of concern. Mr. Nigro briefly reviewed the April 2016 presentation on the audit process. Mr. Peterson referenced the accounting for the 2000 Measure R Bond money. Mr. Nigro said all income received is from the bond, grants, interest, and developer fees.

Auditors review the expenses to determine if the money is all there. Records back ten years, to 2006, are reviewed. Mr. Nigro stated that 95% of bond audits are performance audits. Auditors take a detailed look at every dollar spent on a project and ensure that change orders were accurate. A bond closeout study is not routinely requested. Mr. Nigro indicated that auditors could select items independently and do a sampling of expenditures from a number of years.

Mr. Peterson commented that problem areas include: the acoustics in the Nogales HS Multipurpose Room (MPR), flooring changes, window glare, lack of overhead projector and electric outlets, and possible waste of funds. Mr. Neff noted that auditors would not determine if materials were appropriate to the project, but that the scope is what is needed. A closeout study is not a requirement.

Mr. Peterson added that there have been complaints regarding change orders. Ms. Moreno commented regarding a second verification of 13 change orders at Nogales HS, using 2006 funds. Mr. Rodriguez remarked that an acoustic engineer was not hired for the Nogales MPR. Flooring and acoustic panels were not included in the original plans.

Mr. Neff proposed that a study would include a review of change orders on the Nogales HS project and confirmation that no bond funds were used for administrative salaries.

## B. CBOC Training

Mr. Peterson reported that California League of Bond Oversight Committees (CaLBOC), a volunteer, non-partisan association of Citizen Bond Oversight Committee (CBOC) members, trains CBOC members. CaLBOC is holding its 6th annual statewide conference on Tuesday, April 25, 2017, at the California Chamber of Commerce, 701 J Street, Sacramento. Three members attended the conference last year on May 31, 2016.

Mr. Peterson remarked that the Rowland USD CBOC only has six members. He recommended the committee have seven and noted that the audit report should address that issue. Mr. Peterson summarized an item from the CaLBOC web site ([www.calboc.org](http://www.calboc.org)) regarding West Contra Costa USD, and shared where on the web site to find regulatory documents and training videos. The web site also includes links to California Education Code, The Brown Act, CA Constitution, Prop 39, and CBOC Best Practices Operation Standards.

Mr. Peterson talked about the Brad \_\_\_\_\_ investigation. CBOC asks for and receives eleven (11) documents each month and has found problems that others did not find.

## IV. Action Items

### A. CBOC Meeting Dates

**Motion Passed:** Approve meeting dates for the 2016-17 and 2017-18 school year. Passed with a motion by Mr. Nat Ornelas and second by Ms. Natalie Moreno. The yes votes were Natalie Moreno, Nat Ornelas, Harry Peterson and Wendy Zhong. The no vote was Carla Sanchez who indicated there were too many meetings.

Alex Flores distributed information regarding the CalBOC Annual Conference on May 31, 2016. This would be a good opportunity to learn more about the role of the Citizens' Bond Oversight Committee.

## V. **ADJOURNMENT**

The Committee adjourned the Citizens' Bond Oversight Committee of Thursday, November 17, 2016, at 8:15 p.m. Passed with a motion by Mr. Nat Ornelas and a second by Ms. Wendy Zhong. The vote was unanimous.

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Harry Peterson  
Citizens' Bond Oversight Committee Chair