

**LAKEPORT UNIFIED SCHOOL DISTRICT**

**2508 Howard Ave  
Lakeport, CA 95453**

**CITIZENS' BOND OVERSIGHT COMMITTEE  
MEETING MINUTES**

**Thursday, January 5, 2017**

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**1. OPEN SESSION- Call to Order at 5:42 p.m.**

**A. Roll Call**

**Present/Absent**

Dan Buffalo	Absent
Traci Champion	Resigned
Dan Camacho	Present
Jennifer Hanson	Present (arrived late!)
Judy Luchsinger	Present
Larry Powers	Absent
Karyn Rasmussen	Absent
Dennis Rollins	Present

Erin Smith-Hagberg and Linda Slockbower were in attendance as resource specialists.

Judy Luchsinger led the meeting due to the resignation of Traci Champion.

**2. APPROVAL OF THE AGENDA**

The Board may reorganize the order in which items are considered. The Board may, by 2/3 vote or if less than 2/3 are present, by unanimous vote, add items to the agenda if it was determined the item needed immediate action and that need for the action came to the attention of the Board after the agenda was posted.

Motion by: Judy Luchsinger, Second by Dan Camacho

Roll Call Vote:

1. Dan Buffalo	Aye	_____	Nay	_____	Abstain	_____	Absent	<u>X</u>
2. Traci Champion	Aye	_____	Nay	_____	Abstain	_____	Resigned	<u>X</u>
3. Dan Camacho	Aye	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
4. Jennifer Hanson	Aye	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
5. Judy Luchsinger	Aye	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
6. Larry Powers	Aye	_____	Nay	_____	Abstain	_____	Absent	<u>X</u>
7. Karyn Rasmussen	Aye	_____	Nay	_____	Abstain	_____	Absent	<u>X</u>
8. Dennis Rollins	Aye	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____

**3. ELECTION OF NEW PRESIDENT**

Traci Champion resigned from the Citizens’ Bond Oversight Committee and, given that she was President of the CBOC, a new president needs to be elected. Judy Luchsinger was nominated for the position of President of the CBOC.

Motion by: Dennis Rollins,      Second by Jennifer Hanson

Roll Call Vote:

1. Dan Buffalo	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
2. Traci Champion	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Resigned	<u>  X  </u>
3. Dan Camacho	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
4. Jennifer Hanson	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
5. Judy Luchsinger	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
6. Larry Powers	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
7. Karyn Rasmussen	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
8. Dennis Rollins	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>

**4. PUBLIC REMARKS & CONCERNS**

There were no public remarks or concerns.

**5. APPROVAL OF MINUTES FROM JULY 21, 2016**

There were two corrections to the minutes from July 21, 2016 – both involving the Roll Call Vote notations. Larry Powers was absent yet noted as casting a vote of “aye”. Karyn Rasmussen was present yet noted as casting both an “aye” vote and “absent”. Minutes were corrected to show that Larry Powers was absent during all votes and that Karyn Rasmussen voted “aye” to all votes. Motion to approve minutes as corrected was made.

Motion by: Judy Luchsinger,      Second by Dennis Rollins

Roll Call Vote:

1. Dan Buffalo	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
2. Dan Camacho	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
3. Jennifer Hanson	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
4. Judy Luchsinger	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
5. Larry Powers	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
6. Karyn Rasmussen	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
7. Dennis Rollins	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>

**6. APPROVAL OF EXPENSES**

Erin Smith-Hagberg and Linda Slockbower presented, and the committee reviewed, the Bond Expenditure Report, the Financial Summary Report, Bond Project Expenses by Fiscal Year Report and the Fund 21 Balance. It was reported that the bond website would have updates regarding the timeline for each project. The committee was also presented with a copy of the Independent Auditors’ Reports for the bonds and were pleased that there was no audit findings. The committee would also like to note that all expenditure reports are clear, concise, and accomplish an outstanding job in informing the committee on current, past and future bond expenditures.

Expenditure reports were approved.

Motion by: Dennis Rollins,      Second by Jennifer Hanson

Roll Call Vote:

1. Dan Buffalo	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
2. Dan Camacho	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
3. Jennifer Hanson	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
4. Judy Luchsinger	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
5. Larry Powers	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
6. Karyn Rasmussen	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
7. Dennis Rollins	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>

**7. DRAFT OF ANNUAL REPORT**

A draft of the CBOC Annual Report was developed and submitted for review by Dan Buffalo. The committee thought that the report was comprehensive and accurate but wanted to see two minor corrections. The committee wanted to note date ranges on the report and to see the total expenditures to date annotated at the end of the report. Linda Slockbower indicated that she would notify Dan Buffalo and explain the noted changes. Motion to approve CBOC Annual Report as corrected was made.

Motion by: Judy Luchsinger,      Second by Dennis Rollins

Roll Call Vote:

1. Dan Buffalo	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
2. Dan Camacho	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
3. Jennifer Hanson	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
4. Judy Luchsinger	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
5. Larry Powers	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
6. Karyn Rasmussen	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
7. Dennis Rollins	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>

**8. CONSTRUCTION PROJECTS UPDATE**

The committee was treated to an inspiring summary of construction projects from Superintendent Erin Smith-Hagberg. It was noted that the Terrace Middle School has new ramps, sidewalks, drains and gutters that will provide shelter to the students during inclement weather. New furniture has been bought for classrooms and the library at Lakeport Elementary School. Superintendent Smith-Hagberg presented the committee with pictures of the new library furniture and spoke of its functionality as well as its popularity amongst students and staff. It was also noted that the CLHS office was renovated and now presents a more inviting and functional space to students, staff and visitors. The committee was then given a full description of the upcoming CLHS Food Services project. This particular project will

create a state of the art central kitchen that can be used by the entire district. It will also include indoor and outdoor seating for students and staff. The CLHS Food Services project is expected to begin in early spring 2017.

**9. FUTURE AGENDA ITEMS**

- 1. Facilities Master Plan
- 2. Expenditure Reports

The next meeting will be Wednesday, April 19<sup>th</sup>, 2017 at 5:30 p.m.

**10. ADJOURNMENT                      Time 6:47 p.m.**

Motion by: Jennifer Hanson,      Second by Dennis Rollins

Roll Call Vote:

1. Dan Buffalo	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
2. Dan Camacho	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
3. Jennifer Hanson	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
4. Judy Luchsinger	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>
5. Larry Powers	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
6. Karyn Rasmussen	Aye	<u>      </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>  X  </u>
7. Dennis Rollins	Aye	<u>  X  </u>	Nay	<u>      </u>	Abstain	<u>      </u>	Absent	<u>      </u>