

LAKEPORT UNIFIED SCHOOL DISTRICT

**2508 Howard Ave
Lakeport, CA 95453**

CITIZENS' BOND OVERSIGHT COMMITTEE

MEETING MINUTES

Thursday, January 5, 2017

The agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability. A request for these documents in an alternative format, or for other disability-related modifications or accommodations, including auxiliary aids or services, may be made by contacting the superintendent at 262-3000. (California Government Code Section 54953.2; 42 U.S.C. Section 12132)

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 19th, 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> |