

*Rowland Unified School District
1830 S. Nogales Street, Rowland Heights, CA 91748*

**UNADOPTED MINUTES OF
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING**

WEDNESDAY, JANUARY 16, 2008

PRELIMINARY SECTION

CALL TO ORDER

The regular meeting of the Citizens' Bond Oversight Committee was called to order at 7:14 p.m. by Dr. Nimesh Ladhawala, Committee Chairperson, at the offices of the Rowland Unified School District, Board Room, located at 1830 S. Nogales Street, Rowland Heights, CA 91748.

ROLL CALL

MEMBERS PRESENT

Dr. Nimesh Ladhawala, Committee Chairperson
Mr. Gilbert Acevez
Ms. Tiffany Chou
Dr. Theodore Ebenkamp

MEMBERS ABSENT

Mr. Gilbert Moreno, Committee Vice Chairperson
Mrs. Kathi Delegal
Mr. Siong Yap

STAFF MEMBERS PRESENT

Dr. Robert D. Wertz, Assistant Superintendent -
Administrative Services Division
Mrs. Nonette Martin, Director - Fiscal Services
Mrs. Cheryl Wambolt, Director - Purchasing Services
Mrs. Janice Wooden, Controller
Mr. Jerry Vincent, Program Manager - Erickson-Hall
Mr. Khary Knowles, Project Manger - Erickson-Hall

STAFF MEMBERS ABSENT

Dr. Maria G. Ott, Superintendent of Schools
Mr. Fred Diamond, Director - Building Services

(Ref. I)

PRELIMINARY SECTION
(Continued)

FLAG SALUTE - Led by Dr. Wertz.

ACTION SECTION

2.I. APPROVAL OF MINUTES

MSC-(4-0) Dr. Ebenkamp Mr. Acevez

To approve the Minutes of the regular Citizens' Bond Oversight Committee meeting of September 12, 2007.

(Ref. I)

2.II. PROGRAM MANAGEMENT SERVICES

Dr. Wertz introduced members of the Program Management Team from the firm of Erickson-Hall: Jerry Vincent, Program Manger, and Khary Knowles, Project Manager. Mr. Vincent provided the Committee with a summary of his experiences working with district bond programs.

2.III. A. 2006-07 FINANCIAL REPORT

MSC-(4-0) Dr. Ladhawala Mr. Acevez

To approve the 2006-07 Financial Audit Report.

Dr. Wertz introduced Gema Ptasinski and Dan Warden of Vicenti, Lloyd, & Stutzman, LLP, and explained the Proposition 39 requirement for both a financial and a performance audit. Mrs. Ptasinski reviewed the financial audit report and responded to questions and comments by several committee members.

(Appendix Reference)

(Ref. I)

ACTION SECTION
(Continued)

2.III. B. 2006-07 PERFORMANCE AUDIT REPORT

MSC-(4-0) Dr. Ladhawala Dr. Ebenkamp

To approve the 2006-07 Performance Audit Report.

Mr. Warden reviewed with the Committee the Performance Audit Report, including the one finding regarding the posting of Committee information to the web site.

(Appendix Reference)

2.III. C. ANNUAL REPORT TO THE COMMUNITY

Dr. Wertz distributed draft copies of the Citizens' Bond Oversight Committee Annual Report to the Community 2006-07. The Committee reviewed the draft carefully and suggested that some additional information be included. Specifically, stating that two (2) members are designated as "at-large", the process/procedures to apply for membership to the Committee; a correction to Dr. Ebenkamp's name; two (2) grammatical changes to the Activity Section; and adding a new section that summarizes the findings of the audit reports.

Dr. Wertz stated the changes would be made, and a revised draft sent electronically to members for their feedback. If all members are satisfied, the report will be published.

(Appendix Reference)

2.III. D. MEASURE R PROGRAM FINANCIAL REPORT

Mrs. Martin presented the Financial Report for the Measure R Program as of December 31, 2007, and responded to questions from the members.

(Appendix Reference)

ACTION SECTION
(Continued)

2.IV. PROJECT STATUS REPORT

Due to Mr. Diamond's illness absence, Dr. Wertz gave a brief oral summary of the major projects in progress.

2.V. BID STATUS OF VARIOUS PROJECTS

Mrs. Wambolt distributed copies of the bid and contract status of the projects and real-time financial information.

(Appendix Reference)

2.VI. STAFF/COMMITTEE OTHER

A. Membership Application Process –

Dr. Wertz reviewed the process for membership application and selection. He encouraged two (2) members present, whose terms were ending, to re-apply.

B. Schedule Special Meeting

Dr. Wertz stated he did not recommend a second meeting in January, 2008, but would rather wait until the regular March meeting to elect officers, seat new members, and ratify the Annual Report to the Community.

CONFERENCE SECTION

2.VII. ADJOURNMENT

MSC-(4-0)

Dr. Ladhawala

Dr. Ebenkamp

To adjourn the meeting at 8:23 p.m.

Approved _____
Date

Dr. Robert D. Wertz, Assistant Superintendent
and Acting Secretary to the Citizens' Bond
Oversight Committee

RDW:lc/yap
March 4, 2008