

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

**UNADOPTED MINUTES OF  
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING NO. 6**

***December 3, 2008***

**PRELIMINARY SECTION**

**CALL TO ORDER**

The regular meeting of the Citizens' Bond Oversight Committee was called to order at 7:00 p.m. by Mrs. Kathi Delegal, 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  
Mrs. Kathi Delegal, Committee Vice Chairperson  
Mr. Gilbert Acevez  
Dr. Theodore Ebenkamp  
Mr. Gilbert Moreno

**MEMBERS ABSENT**

Mr. Siong Yap

**BOARD MEMBERS  
PRESENT**

Robert Hildago, Vice President

**STAFF MEMBERS  
PRESENT**

Dr. Robert D. Wertz, Deputy Superintendent -  
Administrative Services Division  
Mr. Fred Diamond, Director - Building Services

**OTHERS PRESENT**

Mr. Jerry Vincent, Program Manager - Erickson-Hall  
Mr. Khary Knowles, Project Manager - Erickson-Hall

PRELIMINARY SECTION  
(Continued)

FLAG SALUTE

ACTION SECTION

I. APPROVAL OF MINUTES

MSC-(U)

Dr. T. Ebenkamp

G. Acevez

Approval of Minutes of the regular Citizens' Bond Oversight Committee meeting of June 18, 2008 and unofficial minutes from September 10, 2008.

II. PROGRAM MANAGEMENT REPORT

Presented at the time of the meeting orally by Erickson-Hall, Mr. Jerry Vincent and Khary Knowles.

Program Budget Report

- a. Program Status Report
- b. Bid Status of Various Projects

Discussion - Ref. CBOC6 attached.

(Reports on file in Administrative Services Division)

III. APPROVE QUARTERLY FINANCIAL STATEMENT

MSC-(U)

Dr. N. Ladhawala

Dr. T. Ebenkamp

Presented at the time of the meeting.

(Reports on file in Administrative Services Division)

IV. RECEIVE AND APPROVE PERFORMANCE AUDIT

MSC-(U)

K. Delegal

Dr. T. Ebenkamp

Presented and distributed at the time of the meeting by Vincent Lloyd & Stutzman, LLP.

(Audit Reports on file in Administrative Services Division)

(Ref. II)

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**ACTION SECTION**  
*(Continued)*

V. RECEIVE AND APPROVE FINANCIAL AUDIT

MSC-(U)

Dr. N. Ladhawala

Dr. T. Ebenkamp

Presented and distributed at the time of the meeting by Vincenti Lloyd & Stutzman, LLP.

(Audit Reports on file in Administrative Services Division)

VI. STAFF/COMMITTEE OTHER

No new information.

VII. ADJOURNMENT

MSC-(U)

K. Delegal

Dr. T. Ebenkamp

Meeting adjourned at 8:34 p.m.

Approved \_\_\_\_\_  
Date

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

RDW/KSK:ds/1c/yap

# Erickson-Hall Program Management

# MEETING MINUTES

No. CBOC6

Mailing Address:  
 1830 Nogales Street  
 Rowland Heights, CA 91748  
**Phone:** (626) 854-8578  
**Fax:** (626) 854-8517

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**PROJECT TITLE:** Rowland USD Program Management

**MEETING DATE:** 12/3/2008

**LOCATION:** RUSD Board Room

**SUBJECT:** Citizens' Bond Oversight  
 Committee: Measure R 2006

DID ATTEND	INI	ATTENDEE	JOB TITLE		
<b>RUSD Members of the Board</b>					
X	RH	Robert Hildago	Vice President		
<b>Rowland Unified School District</b>					
	CW	Cheryl A. Wambolt	Director - Purchasing Services		
X	BW	Dr. Bob D. Wertz	Deputy Superintendent		
X	FD	Fred Diamond	Director - Building Services		
	JW	Janice Wooden	Controller		
	MO	Maria Ott	Superintendent		
	NM	Nonette Martin	Director - Fiscal Services		
<b>Erickson-Hall Program Management</b>					
X	JV	Jerry Vincent	Program Manager		
X	KK	Khary Knowles	Project Manager		
<b>Citizens' Bond Oversight Committee</b>					
X	DL	Dr.Nimesh Ladhawala	Committee Chairperson		
X	GA	Gilbert Acevez	Commiittee Member		
X	GM	Gilbert Moreno	Committee Member		
X	KD	Kathi Delegal	Vice Chairperson		
	SY	Siong Yap	Committee Chairperson		
X	DTE	Theodor Ebenkamp	Committee Member		

ITEM	DESCRIPTION	STATUS	BALL IN COURT
00001	<b>CALL TO ORDER</b> 12/3/08: - The Regular meeting of the Citizens' Bond Oversight Committee was called to order at 7:00 pm by Mrs. Kathi Delegal, Vice Chairperson.	OLD	
00002	<b>ROLL CALL</b> 12/3/08: - Roll call was conducted. - Members present: - Dr. Nimesh Ladhawala - Kathi Delegal - Gilbert Acevez - Dr. Theodore Ebenkamp - Gilbert Moreno - Members not present: - Siong Yap	OLD	
00003	<b>ATTENDANCE</b> 12/3/08: - Listed above.	OLD	
00004	<b>FLAG SALUTE</b> 12/3/08: - Led by Mrs. Kathi Delegal.	OLD	
00005	<b>APPROVAL OF MINUTES</b> 12/3/08: - 6. I. Approval of Minutes: The Minutes of the regular Citizens' Bond Oversight Committee dated June 18, 2008 were approved.	OLD	

# Erickson-Hall Program Management

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**PROJECT TITLE:** Rowland USD Program Management

**MEETING DATE:** 12/3/2008

**LOCATION:** RUSD Board Room

**SUBJECT:** Citizens' Bond Oversight  
Committee: Measure R 2006

ITEM	DESCRIPTION	STATUS	BALL IN COURT
00006	<b>PROGRAM MANAGEMENT REPORT</b> 12/3/08: - 6. II. Program Management Report: Jerry Vincent and Khary Knowles presented the Program Management Report (see attached). The presentation incorporated updates regarding items from the following: - A. Measure R 2006 Bond Program - B. Fiscal Department - C. Building Services Department - D. Purchasing Department	OLD	
00007	<b>BUILDING SERVICES REPORT</b> 12/3/08: - Information provided in Item #6: Program Management Report.	OLD	
00008	<b>PURCHASING REPORT</b> 12/3/08: - Information provided in Item #6: Program Management Report.	OLD	
00009	<b>FINANCIAL REPORT</b> 12/3/08: - Item 6. III. - Approve Quarterly Financial Statement: APPROVED. - Item 6. IV. - Receive and Approve Performance Audit: APPROVED. - Item 6. V. - Receive and Approve Financial Audit: APPROVED.	OLD	
00010	<b>PROGRAM REPORT</b> 12/3/08: - JV presented revisions/updates to the RUSD Website to better inform the community, such as CBOC application forms and Measure R 2006 project status update location (child in a yellow construction hat). JV will continue to work with Gina Ward (RUSD) to keep the RUSD Website updated. - KD suggested a notification system be implemented for the RUSD Website updates for the community. Both a Press Release and an Annual Report Release were discussed as viable solutions. - BW mentioned that the District is watching the following financial issues: - 1. Interest Rate on selling Bonds: - Recent Bonds in other facets were attempted to be sold at a 6.9% interest rate and could not sell. 2. Arbitrage on Bond funds: - There is a taxation of Bond funds that are not spent in a certain period of time. - JV explained that the taxation is typically paying back interest funds beyond a certain percentage. This is not necessarily a bad thing for the District, but it would be beneficial if it is avoided. - Construction and major use of funds is expected to begin by Fall 2009. - In the future, CBOC Members requested reports, such as the Audit reports, be sent to them prior to the meeting for preliminary review. - BW requested that existing CBOC members consider re-applying for another term on the CBOC. BW noted that one position will be opening up assuming all other members re-apply to maintain their membership status. EH will post the updated CBOC Member application on the RUSD Website. - The process of CBOC Member approval was noted as such: - 1. BW reviews applications for approval. - 2. The Superintendent and Board President make a recommendation to the Board for approval. - 3. The Board approves the members.	OLD	
00011	<b>PROJECT SCOPE BINDER</b> 12/3/08: - EH mailed Project Scope binders to each member on the week of August 4, 2008.	CLO	

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**MEETING DATE:** 12/3/2008

**LOCATION:** RUSD Board Room

**SUBJECT:** Citizens' Bond Oversight  
Committee: Measure R 2006

ITEM	DESCRIPTION	STATUS	BALL IN COURT
00012	<b>CBOC MEETINGS</b> 12/3/08: - The next CBOC meeting is scheduled for March 11, 2009 at 7:00 pm in the District Board Room.	OLD	
00013	<b>MEETING ADJOURNMENT</b> 12/3/08: - Meeting adjourned by Dr. Nimesh Ladhawala at 8:34 pm.	OLD	

The above notes document our understanding of items discussed in the above referenced meeting. Unless a notice to the contrary is received within 48 hours of receipt of these minutes, the notations will be considered acceptable and shall stand as an accurate record at the discussions, decisions, and responsibility/action item assignments. Any accepted additions or corrections will be noted in the minutes of the next meeting.