

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT**  
**Independent Citizens' Bond Oversight Committee**  
**Tuesday, November 19, 2002**  
**Meeting #1**

**FINAL MINUTES – Approved 2/18/03**

The Independent Citizens' Bond Oversight Committee of the Placentia-Yorba Linda Unified School District was called to order by Mr. David Verdugo, Assistant Superintendent of Executive Services, at 6:00 p.m. on Tuesday, November 19, 2002, at the District Educational Center, 1301 East Orangethorpe Avenue, Placentia, California, in the Superintendent's Meeting Room.

1. PLEDGE OF ALLEGIANCE: Jan Wagner, President, Board of Education
2. ROLL CALL

Members Present:

- Keith Debrucky
- Warren Hennagin
- Owen Holmes
- Robert Hyde
- Judy Johnson
- Tom Lindsey
- Art Moncrief
- Eric Padget
- Bill Walls

3. WELCOME AND INTRODUCTIONS

Mr. David Verdugo greeted participants. Members, staff, and others present introduced themselves.

4. BOARD PRESIDENT/SUPERINTENDENT'S REMARKS

Mrs. Jan Wagner, President of the Board of Education, thanked members for their willingness to serve during this incredibly exciting and challenging time for the school district. She stressed that each project—from the construction of new schools to modernization—is important. She added that the district is committed to using the money judiciously and appreciates the committee's help in doing that.

Dr. Dennis Smith, Superintendent, thanked members for volunteering to be a part of the committee, commented on the high caliber of member qualifications, and acknowledged their desire to give back to their community. He added that the committee would have both official and unofficial duties. Unofficial duties would include serving as a liaison to the community and asking many questions. The district is committed to providing each committee member the support needed in the discharge of his/her duties. The Superintendent then reviewed the official duties of the committee which include serving as a watchdog for the use of Measure Y funds, review of annual financial and performance audits of bond proceeds, issuing reports of the committee's activities, and functioning in compliance with the mandates of the Brown Act. As a point of clarification, Dr. Smith indicated that the district would share information with the committee regarding construction companies hired to complete projects, materials used, and project specifications but that these are among the items that are not included under the

committee's specific scope of responsibility. He encouraged members to keep the district informed of any concerns they may have. Dr. Smith added that Rosemary Gladden, the district's Public Information Officer, would be available to the committee to help with the provision of information to the community/school board.

Committee discussion included: sequence of modernization projects, availability of Measure Y funds and matching state funds, and prioritization/completion of identified projects.

Mrs. Wagner, Dr. Smith, and Rosemary Gladden excused themselves at 6:34 p.m. due to responsibilities at another board meeting and the Yorba Linda City Council meeting.

#### 5. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Mr. David Verdugo provided opportunity for public comment with no one responding.

#### 6. REVIEW OF BINDER/PROPOSED COMMITTEE PROCEDURES/RECORDER

Mr. Verdugo then directed attention to the Independent Citizens' Bond Oversight Committee – Measure Y binder that was previously provided to members, placing particular emphasis on information related to the Duties of the Committee (Tab 5), the Brown Act (Tab 6), and the bond project list (Tab 9). He added that Connie Freeman, Administrative Assistant, would be serving as the recorder for the first meeting of the oversight committee but that the recorder for future meetings would be provided by either Turner Construction or 3DI, consultants hired by the district to assist with project management.

Mr. Verdugo indicated that the law requires designation of a committee Chair and Vice Chair. Committee members indicated a desire to allow opportunity for members to self-nominate. David Verdugo will provide committee members information regarding the duties of the committee's Chair and Vice Chair. Those interested in serving in these positions should contact David Verdugo at 985-8727 or [dverdugo@pylusd.k12.ca.us](mailto:dverdugo@pylusd.k12.ca.us) prior to the next meeting.

#### 7. PRESENTATION OF FACILITIES PROGRAM

Mr. Mike Bailey, Director of Facilities and Planning, presented an overview of the Measure Y Capital Improvement Program and provided a related handout to attendees. Points of discussion included scope of work, timeline, budget, project management, and the work that has been completed to date. Committee members were provided opportunity to ask questions regarding the information presented.

#### 8. PERFORMANCE AUDIT

Mr. Don Trigg, Assistant Superintendent of Administrative Services, shared information regarding the purpose of the mandated performance audit. He added that the district's request for proposals as related to selection of an auditing firm is now in progress. In response to the district's request, Warren Hennagin will represent the bond oversight committee on the performance audit selection panel in January 2003.

9. PROJECT ACCOUNTING

Mr. Ron Smiley, Director of Fiscal Services, provided information on the accounting procedures in place for Measure Y monies (Fund 21) and distributed a related packet of information.

10. REQUESTS/INFORMATIONAL ITEMS

Mr. Verdugo facilitated specific requests and informational items from the committee:

- Inquiry: What type of interaction does the Board of Education desire with the bond oversight committee.
- Matrix reflecting the status of projects at each school site.
- Fax/E-mail copies of newspaper articles related to PYLUSD construction and/or modernization projects.
- Synopsis of accounting procedures (internal controls) that are in place as related to Fund 21 (Measure Y monies).
- Copies of Fund 21 Board agenda backup information.
- Clarify Brown Act stipulation regarding non-meeting discussions.
- Copy of Modernization Project – Phasing information.
- Duties of bond oversight committee Chair and Vice Chair.

11. ADJOURNMENT: 9:04 p.m.

12. NEXT MEETING: Tuesday, February 18, 2003  
6:00 p.m.  
District Educational Center  
Superintendent's Meeting Room