

**SANTA CRUZ CITY SCHOOLS**  
**BOND OVERSIGHT COMMITTEE MEETING**  
**Harbor High School Library**  
**300 La Fonda Ave., Santa Cruz, CA**  
**Meeting of March 1, 2018**

**Minutes**

**Call to Order**

Chair Bill Tysseling called the meeting to order at 6:03 p.m. in the Harbor High School Library.

**Attendance at Meeting:**

Colleen Harrison – Business Community  
Steve Houser – At Large  
Steve Kingsley-Jones – Elementary & Middle School Parent  
John McKelvey – At Large  
Kurt Meeker – At Large  
Thomas Parker – Senior Community  
William Tysseling – At Large, Chair

**Absent:**

Maryanne Campbell – Elementary & Middle School Parent

**Staff:**

Patrick Gaffney, Asst. Supt., Business Services, SCCS  
Chris Garcia, Construction Projects Coordinator, SCCS  
Catherine Meyer-Johnson, Admin. Asst., Business Services, SCCS  
Trevor Miller, Director, Facility Services, SCCS  
Kris Munro, Superintendent, SCCS  
Greg Torr, Finance Director, SCCS

**Public Visitors:**

None.

**Public Comment**

None.

**Approval of Minutes for 1/11/18 Meeting**

Members reviewed the draft Minutes for the 1/11/18 meeting of the BOC. The Minutes were approved (M/S/P, Harrison/Parker/8-0)

**Resignation of Richard Wyrsh**

An email from Richard Wyrsh, Representative at Large, was included in the agenda packet. His email announced his intention to resign due to increased workload at his job. Pat Gaffney stated that it was not necessary to replace Richard Wyrsh, as the BOC had more than seven members, including two members at large, as required by the BOC Bylaws.

**Measure A Financial Statements**

Pat Gaffney reviewed financial statements for Measure A, listing 2016-17 expenditures and liabilities by vendor. He tied the total of these expenses to the total on the auditor's balance sheets. Expenses were primarily for design and planning of Measure A bond projects.

**Measure B Financial Statements**

Mr. Gaffney reviewed similar financial statements for Measure B, and tied the expenses and liabilities for

Measure B to the auditor's balance sheets. Expenses were for design and planning of Measure B projects.

**Measure A & B Liability Reconciliation, Expenses by School**

The Liability Reconciliation listed expenses by vendors who worked on both Measure A & B projects and showed the percentage breakdown of expenses to each bond measure. Expenses by school were shown for Measure A and Measure B, including details on the services provided. Totals were tied to the totals shown on the auditor's balance sheets.

Discussion followed. Pat Gaffney explained the costs of bond issuance. Multiple architects worked on planning projects. Requests for Proposals were done for architectural firms, but were not required for specialized services vendors. Standards were developed and will be used when applying for matching grants. Colbi Technologies provided access to prequalified contractors. The percentages used on the Reconciliation spreadsheet provided a way to recognize expenses at fiscal year-end. Actual expenses are tied to particular projects at a later date. Finance Director Greg Torr explained that this is a generally accepted accounting practice to capture the estimated anticipated costs. Eventually all expenditures are accounted for by project. Members asked whether contracts with providers were written for each bond measure. It was explained that contracts between the District and the provider are defined by site. A purchase order may be issued to a vendor with costs split between different sites on the same PO. Different account codes are used for each site.

Superintendent Kris Munro introduced Chris Garcia, newly hired as Construction Projects Manager. He previously worked on bond projects with Campbell Elementary School District, and is an SCCS parent. The District has also hired Bond Projects Coordinator, who will handle the accounting side of bond projects.

**Annual Report**

The BOC Bylaws call for an annual report to be presented to the District's Board. Pat Gaffney presented a draft report which summarized the activities of the BOC and the work done so far on Measure A and Measure B projects. Members reviewed the proposed report. It was suggested that language be added to state: "Based on the audit report that we reviewed, the materials furnished us, and the conversations had in the three meetings," to the proposed "the Oversight Committee believes that all the 2016-17 expenditures made with Measure A and Measure B funds are aligned with the language as set forth in the ballot measures and hereby submit our report to the Board of Trustees". With this addition, the draft annual report was approved (M/S/P, Kingsley Jones/ Parker/8-0). The annual report will be presented to the Board at their regular meeting on 3/28/18. Chair Bill Tysseling plans to attend.

**Next Meeting**

It was proposed that the next meeting of the BOC be scheduled after 9/15/18. District staff will send out a Doodle poll to see what potential dates work for Members.

There being no further business, Chair Tysseling adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Patrick Gaffney  
Assistant Superintendent  
Business Services

Catherine Meyer-Johnson  
Administrative Assistant  
Business Services