
MINUTES
CITIZEN'S OVERSIGHT COMMITTEE MEETING
Tuesday, May 25, 2021, at 6:00 p.m.

The Citizens' Oversight Committee (COC) met at the Administrative Office, located at Azusa Unified School District Administration Building to convene the regular meeting.

1.0 Preliminary

A) Call to Order

COC meeting of the Azusa Unified School District called to order at 6:00 pm.

Assistant Superintendent of Business, Latasha D. Jamal called Citizens' Oversight Committee meeting to order at 6:00 pm.

B) Flag Salute

C) Roll Call

Called by Administrative Assistance, Melissa Vera.

CITIZENS' OVERSIGHT COMMITTEE MEMBERS

Veronica Verduzco	Present
Mayro Rico	Present
Dr. Jorge Chavarin	Present
Joseph Sedlacek	Present
Raziel Vallente-Chung	Present
Diana Williams	Present

Also, in Attendance:

Arturo Ortega, District Superintendent
Latasha D. Jamal, Assistant Superintendent of Business
Melissa Vera, Administrative Assistant

2.0 Open Session

3.0 Items from the Floor/Public Comment on Agenda and Non-Agenda Items

3.1 (COC) Public Comment on Agenda or Non-Agenda Items

4. COC Functions

4.1 Approve Minutes of the COC Meetings held on April 27, 2021

Joseph Sedlacek motioned to approve the agenda. Mayra Rico seconded the motion.

Motion Carried:

Aye:4 No:0 Abstain: 0 Absent: 0 Motion Passed 4/0

4.2 Review of 2019-20 Azusa Unified School District (AUSD) Measure K Audit Report

Member Raziel-Vallente Chung: Asked how are CPA Eide Bailly chosen?

Assistant Superintendent, Latasha D. Jamal: CPA Eide Bailly, was chosen through the RFP process for both the District fund and Bond fund have been our auditors for the past couple of years. We solicited all Auditors or accounting firms selected out of the subject matter.

Member Raziel-Vallente Chung: Inquired about capital projects? Wants to understand our role, and how is money spend and allocated.

Assistant Superintendent, Latasha D. Jamal: Projects were planted last year. We paused on all projects currently until we finished the school reorganizational process. Previous school committee identified the Bond went out District wide. Then they identified the projects based on in collaboration with the architects, plan and budget they identified the tiers on how they were going to work on each project that was presented the original CLC Team. Our role is to identify when there is a project we need to make sure expenditures is being allocated to the plan. Expenditures plan is compliant or language of the bond, meaning I'm not presenting to you to say okay. An advisory committee we basically advise the board of what's going on. We don't say yes or no but we do give an opinion.

Member Dr. Jorge Chavarin: Asked are we going to have access to the Facility Master plan, to know what projects are completed and exactly what needs to be finished? Concerned projects might have to be cut in half if we do not have enough funds.

Assistant Superintendent, Latasha D. Jamal: We have approximately 35 million left in our fund because track and field was completed a little less than the 5.8 million that here on the budget sheet from the audit report. As of June 30th, there was 40 million left in the bond fund. And based on the projects that was remaining this is how it was allocated from Azusa High School to Gladstone High School track and field. Center, Dalton, Lee, Paramount and Slauson so far, each project the architect submits to DSA and they come up with the plan based on cost and materials.

Member Dr. Jorge Chavarin: The question I had it looks like we're short if you look at the balance sheet that was actually submitted there's quote unquote 28 million in there only.

You're saying, it's going to cost us about somewhere in the neighborhood thirty-five million to complete these projects so are we cutting out some of these projects? What's the intent are they actually going to go after another bond? Where's the money coming from?

Assistant Superintendent, Latasha D. Jamal: We actually have funds in our Prop 39 so what it is that we have projects that qualify to submit to the state for reimbursement so as we completed projects in the previous years we submitted those expenditures and had reimbursement so now based on the reimbursement and what's left in the actual bond fund will cover the balance of the 40 million that would be due or the 35 for the last remaining projects. If those projects come to fruition because right now we have paused on all construction until we complete the reorganization process and or re-evaluation of the actual cost of these projects given that everything's actually skyrocketed with price.

Member Dr. Jorge Chavarin: Reevaluate the actual cost of the projects being everything has skyrocketed in price. Ang given if there is an upscale in additional cost Prop 39 will cover the additional funding.

Assistant Superintendent, Latasha D. Jamal: Yes, Sir based off of a tier so when I say like for instance Center modernization would include fencing would include underground utilities would include roofing would include pavement based on the funding that's available they will start in a tier.

Member Dr. Jorge Chavarin: I can understand that a little bit more now as opposed to just you know as I hate to put it this way it's a bunch of verbiage and all I look at is numbers.

Assistant Superintendent, Latasha D. Jamal: You can help me understand what would be better to present to you and I can better meet your needs going forward.

Member Diana Williams: Pleasure to be with everyone. My first question is suspending activity on the bond? Second, commenting on what Jorge said is to get a listing of all projects that have already been completed just to get clarification on where we are at this moment and where we have been since we have not been part of this process before. I know this has probably been a repetitive request in the past but just to see that information would be really helpful. I read the whole thing as well and need a little bit more clarification of our projects. If you could fulfill my request?

Assistant Superintendent, Latasha D. Jamal: No problem, I will fulfill that request that the entire committee that will be one of our presentations to see what we have done and what is left in the horizons.

Member Dr. Jorge Chavarin: Just to piggyback on that can we actually get a list of the contractors who actually rewarded some of these projects. I know you mention RFPs I'm beyond familiar with procurement process. And I actually just want to understand more about the procurement processes with regard to how does Azusa Unified judges actually go after a vet quote-unquote contractors and if were actually giving preferences to any small business out there within the community. You know at the end of the day we try to quote-unquote level the playing field but in my past experience it just seems like if you actually have a contract that has done a great job for you. We will continue to go back to him or her right which is not a problem however, in light of everything that's been on going with regard to the small business communities. Do we actually have any influence on how these contracts are going to be awarded in the future?

Assistant Superintendent, Latasha D. Jamal: So actually, we do have a full influence and we actually have an outside entity where all contractors that are interested in bidding for any of our projects we put in the newspaper they have to submit through the outside entity who vets their insurance who bets their tasks invest they're that they're abiding by the public works laws and regulations. Then from there we receive all the bids and then we have a ranking where we have a tally sheet based off experience with the district cost of materials how long they feel they're going to take to do the job. How much retention or how much projection for a change order and then based on that we make that decision we present to the Board of Education saying based on these criteria this is who we're awarding that bid to once the Board approves that we award that bid. We go back to our architect and say here's the winning bid and then the architect works with that contractor.

Member Dr. Jorge Chavarin: Thanks for clarifying that.

Assistant Superintendent, Latasha D. Jamal: You are so welcome.

Member Diana Williams: I have a question regarding the architect fees its quite high what are the fees for?

Assistant Superintendent, Latasha D. Jamal: Good question? We pay architect fees for several items DSA submissions, drawing out plans. I'm helping us become up to date and code for our fire codes or any other regulations; anytime you have a let's say we were going to want to modernize a kitchen one of our schools, well once you do a modernization you've required to do the entire school to make sure you're now compliant with the current code. But as long as you don't touch the school you don't have to come make sure you're in compliance so once we want to do a modernization you're required to do the entire school to make sure you're now compliant with the current code. As long as you don't touch the school you don't have to come make sure you're in compliance so once we want to do a modernization we need an architect that's going to help us with those plans to make sure one what are the codes that we have to come up to meet as well as submit the paperwork to DSA.

Member Dr. Jorge Chavarin: Exactly what is a survey for site purchase or is it the school district looking to buy something?

Assistant Superintendent, Latasha D. Jamal: No, so they'll do a survey that would be like a survey for land survey for soil testing and water but no we not looking to acquire anything.

Member Dr. Jorge Chavarin: Interesting four and a half million dollars right that doesn't seem a bit high?

Assistant Superintendent, Latasha D. Jamal: Remember this is all from the inception of the bond; I hope I'm using the right word so its not just that we spent in this one year this is from when the bond originally passed to date. I can get a break down of that amount if you would like but that's from the day the bond passed till June 30th, it's not just what we spent in one year. We have Director of Maintenance and Operations, Brian Allen who leads most of our bond our projects.

Member Dr. Jorge Chavarin: Actually, if you could get me a break down of all the expenditures I would greatly appreciate that. Balance sheets are old when will the next audit take place?

Assistant Superintendent, Latasha D. Jamal: We have to remember that the audit report we close our books every June 30th, then the auditor comes out around August and September to audit the book and they provide an opinion by December

so, we're always a year behind. And the audit report tells you from beginning to end your total amount. So, am I understanding the request you would like the total revenues broken down from the inception from the date the bond passed or what is the request?

Member Dr. Jorge Chavarin: Yes, I am.

Assistant Superintendent, Latasha D. Jamal: Okay from the date the bond passed; would that service by giving you previous year audit reports or what is the that you want for this request

Member Dr. Jorge Chavarin: Yes, just the complete breakdown complete breakdown since we actually passed the lines.

Member Diana Williams: Well if you break it down by line item to reflect the expenditure and just be a brief description. Because I too thought four and a half million by surveys was kind of high, but I do know that there was extensive work being done at Center when they had that issue with the piping or what have you so I mean I know all that stuffs expensive but just to get a visual of where it went would be nice.

Assistant Superintendent, Latasha D. Jamal: Yes, Ma'am. Mr. Joseph you have a question?

Member Joseph Sedlacek: I just wanted to say I agree with Diane and Jorge. It will help me better understand when I'm looking at the audited financial statements and I'm very familiar with those but just to get the back story It will just help me when I'm reading through them.

Assistant Superintendent, Latasha D. Jamal: That's not a problem at all. Okay so I have a list of all completed projects and where we are today as well las a breakdown of revenue and expenditures and Contractors that been awarded over a million.

Member Raziell-Vallente Chung: I just think over a million we've already spent 11 million so that list would be very short I think the half a million would probably be better just so that we have the ides of the universe that we're setting. The other think I would like that would be good to have is a year-on-year comparison so it was a year spent on year one year two you know just so that we know the progression. I'm basically saying that you know I reviewed this meeting says that I reviewed the expenditure of June on 2020, but I don't know how much was spent in 2020.

Assistant Superintendent, Latasha D. Jamal: Remember we are just reviewing the information we are not approving we are not agreeing.

Member Raziell-Vallente Chung: It's important for us to understand so for example in 2020 was of the 11 million was 2 million spend? Or was it 1 million I have no idea.

Assistant Superintendent, Latasha D. Jamal: I will get the breakdown for you. Any other questions or comments for discussion as far as the audit report? All right, hearing is seeing none and with that my commitment is to have the request fulfilled which is a list of all completed projects, a breakdown of revenue expenditures, contractors over half a million as well as year-to-year breakdown. I'm providing the roles for the three officers that we have.

5. Adjournment

Diana Williams motioned to approve the agenda. Joseph Sedlacek seconded the motion.

Motion Carried:

Aye:5 No:0 Abstain: 0 Absent: 0 Motion Passed 5/0

Latasha D. Jamal adjourned the meeting at 6:34 p.m.