

**MENIFEE UNION SCHOOL DISTRICT MINUTES  
MEETING OF THE MEASURE Q BOND CITIZENS' OVERSIGHT COMMITTEE**

November 18, 2019  
District Education Center Training Room

Menifee Union School District  
29775 Haun Road  
Menifee, California 92586

**Present:**

Debbi Manion  
Stu Blaze  
John Corlett  
Ken Fregin  
Marc Haist  
Gloria Sanchez

**Absent:**

**1. Call to Order**

Minutes:

The meeting was called to order by Chairperson Gloria Sanchez at 4:30 pm.

**2. Roll Call and Establishment of Quorum**

Minutes:

Roll Call showed that all Committee members were present. Also in attendance for all of the meeting was Assistant Superintendent, Business Services, Ambur Borth; Director of Facilities, Jim Sellers; Governing Board Member, Bob O'Donnell, and Assistant Superintendent Secretary, Kristin Simpson.

A quorum was established.

**3. Public Comment**

Minutes:

There were no requests to speak.

**4. Approve Minutes from October 15, 2019 Meeting**

Members received the October 15, 2019 meeting minutes via email prior to meeting and a hard copy at the meeting.

Minutes:

**Motion Passed:** John Corlett motioned to approve the minutes of October 15, 2019. Motion was seconded by Debbi Manion.

ABSTAIN	Stu Blaze
YES	John Corlett
YES	Ken Fregin
YES	Marc Haist
YES	Debbi Manion
YES	Gloria Sanchez

## 5. Review Updated Financial Information

Ambur Borth reviewed the updated Fund 21 Detail Report that shows only expenditures from 2018-19. What is shown is the vendor name, project, retention vendor, and notes.

Debbi Manion expressed that if the report only shows a vendor name and it isn't apparent in the vendor name what they do, then they still don't know what the money was spent on. She would like a little more explanation in the notes section as to what each vendor does and what the money was spent on.

Ambur Borth said that we can go over each vendor and tell you what they do. Jim Sellers went line by line to let the Committee know what each vendor was paid for on each project.

We will revise the report adding more detail to it and send it out to the committee for approval prior to submitting the Annual Report to the Governing Board on December 10, 2019.

Ambur Borth discussed the allegations against Neff Construction and Corona-Norco Unified School District with the Committee. The District has worked with Neff for over 15 years and just worked with them on ES#14 and are currently working with them on the Harvest Hill STEAM Academy addition. Ambur assured the Committee that these allegations do not affect Menifee Union School District in any way. She said that when she first started at the District she had all of our all of our funds inclusive of CFDs which is not a requirement to make sure the way we are doing business in our Facilities Department came back clean; and all of those audits came back clean. Although we have a business relationship with this vendor, I don't suspect we had anything similar in nature occurring to what happened at Corona-Norco USD with their Assistant Superintendent of Facilities. Mrs. Borth wanted the Committee to be aware of this. I am committed to transparency and the Committee's responsibility is to ask questions, so don't feel bad asking questions. My job is to make sure you are satisfied with all the information provided to you. If you don't feel comfortable with the information provided to you, you don't have to submit this report in December. You have until March to do so. If you want more time to look at the financial data, take it.

Debbi Manion asked who audited our Facilities money. Mrs. Borth replied that it was Vavrinek, Trine, Day & Co. (who are now called Eide Bailly).

Jim Sellers said that Neff Construction is not on a Measure Q project right now. Mrs. Borth said they did work on ES#14. Mr. O'Donnell noted that they will be working on Liberty High School for Perris Union High School District. Mrs. Borth also noted that Corona-Norco USD has also continued to work with Neff Construction.

## 6. Develop Annual Report

A Draft 2018-19 Annual Report was sent to all Committee Members via email to review prior to the meeting.

Gloria Sanchez noted that we have a vacancy of the Committee. Mrs. Borth indicated that we currently advertising that vacancy on the District's website. Mrs. Sanchez and Mrs. Borth reviewed the draft report with the Committee.

Mrs. Borth noted that all the COC information is located on the COC webpage and encourages to the Committee to view it as well as the Facilities webpage to view project pictorials. Like I said, since I was hired, I have tried to increase our financial transparency.

Gloria Sanchez asked the Committee is they would still like to submit their annual report to the Governing Board in December or wait until the Fund 21 Detail Report is updated and reviewed. The Committee voted that they would review the revised financial report via email and respond to Kristin Simpson individually if they approved the report. If all members approved the report, the report would then be submitted to the Governing Board on December 10, 2019 as planned. The Annual Report was approved by the Committee.

**Motion Passed:** John Corlett motioned to approve the Committee sending the Annual Report to the Governing Board on December 10, 2019 if the Committee members approved the revised Fund 21 report via email. Motion was seconded by Stu Blaze.

Debbi Manion asked when there are add-ons to contracts how do we know what those add-ons are for each one. Are we overseeing those too? Mrs. Borth replied that add-ons are the responsibility of the Board to approve. The Committee's responsibility is verify that we spending the money in the manner in which we stated the money will be spent. The Board's responsibility is to determine how we spend the money and the projects. One example in Menifee Valley Middle School. Initially the budget was \$20 million. This project is now \$42 million. Part of that is sewer work; and part of that sewer work, they've hit rock, and they are working at night. None of that was in the initial budget and anticipated. So there are going to be change orders. Not all of the cost is coming out of Measure Q funds. We have Lease Revenue Bonds and CFDs.

## 7. Determination of Next Meeting Date

The Committee with attend the December 10, 2019 Governing Board meeting to present its 2018-19 Annual Report.

It was determined that the next meeting of the COC will be on Tuesday, March 17, 2019. The meeting location is to be determined (possible site visit). The time will be between 10am – 12 noon.

## 8. Adjourn

Meeting adjourned at 5:21 pm.