

# WILLOWS UNIFIED SCHOOL DISTRICT

## **MEASURE B CITIZENS' BOND OVERSIGHT COMMITTEE MEETING**

**Tuesday, March 14, 2017 – 5:30 p.m.**  
**Willows Unified School District Office**  
**823 W. Laurel Street – Room 302**  
**Willows, CA 95988**

### MINUTES

1. **Welcome and Introductions** – Dr. Geivett introduced the members of the committee:  
Janet Perez, Jim Lambert, Sylvia Hoenike, Dennis Asbury, Jamie Millen, Natalie Wolder, David McDonald, and Michelle Thomas. District Staff Members in attendance were Debby Beymer and Julie Soeth.
2. **Bond Oversight Committee Overview**
  - a. **Role of the Committee/Bylaws** – Dr Geivett reviewed the role of the committee and went over the bylaws. The committee is an oversight committee and not an advisory committee. The main duties of the committee are to review expenditures to ensure the District is spending money on what was promised to the voters and present an annual written report to the Board at a Board meeting. The annual report must include a statement indicating whether the District is in compliance and a summary of the committee's proceedings and activities for the preceding year.
  - b. **Term of Membership** – Per the Resolution, membership is made up of 2 and 3 year terms. By a draw, the following members were assigned either a 2 or 3 year term:
    - 3 Year Term Members:
      - Jim Lambert
      - Sylvia Hoenike
      - Natalie Wolder
    - 2 Year Term Members:
      - Michelle Thomas
      - Jamie Millen
      - Janet Perez
      - David McDonald
      - Dennis Asbury
  - c. **Rules of Order - Discussion**
    - **Preparation of Meeting Agenda and Minutes** – District Office staff will prepare, send out, and post all agendas and minutes via e-mail and on the website.
    - **Attendance/Quorum** – The Brown Act calls for a majority of the 8 members to be in attendance at each meeting, so at least 5 members need to be at each meeting in order to have a quorum.
    - **Consensus Decision Making** – The committee will use consensus decision making at all meetings.
    - **Other Rules of Order/Brown Act** – Dr. Geivett presented information on the Brown Act and Open Meeting Laws and went over the importance of following the rules.

3. **Election of Officers** – Janet Perez nominated Jim Lambert for Chair. Sylvia Hoenike nominated Janet Perez for Vice Chair. They were elected by the consensus of the committee.
4. **Approve Agenda** – The committee approved the agenda.
5. **Bond Sales and Project Update**
  - The District has been working with Eastshore Consulting to follow procedures related to the “finance” aspects of going out for a bond election and after the successful bond passage, aspects of selling the bonds. Preliminary steps have been taken to sell the bonds to include hiring an underwriter and paying agent. A pre-pricing conference will take place on March 27, 2017, and a final pricing conference call will take place on March 28, 2017, with the hope that the District will receive the funds in April.
  - There is no information yet as to when or what money the District might receive from Proposition 51, the state bond that passed in November 2016.
  - The District recently secured a contract with George Roofing to replace the roof at Willows High School this summer. They will be doing some preliminary work during Spring Break. Materials will be purchased from Garland Roofing.
  - There is a meeting scheduled with Rainforth Grau Architects on March 24, 2017, to begin going over what projects need to have plans drawn and submitted to the Division of State Architects (DSA).
6. **Future Meeting Dates/Times** – Meeting dates will be set on an as needed basis and will continue to be held at the District Office/Willows Community High School in Room 302 at 5:30 p.m. unless otherwise noted. The committee asked to tour the facilities and will begin with Murdock Elementary School (MES) on April 12, 2017 at 3:30 p.m.
7. **Adjournment and Next Meeting** – The meeting adjourned at 6:45 p.m. The MES tour will be on April 12, 2017, at 3:30 p.m., and the next meeting will be held on April 25, 2017 at 5:30 p.m.