

## MINUTES

### **MEETING DATE: June 18, 2012**

The CBOC met at 5:00 p.m., June 18, 2012, at the Brazosport Independent School District Administration Building, 301 W. Brazoswood Drive, Clute, Texas, with the following members present:

Donald Caldwell  
Jess Charpentier  
David Fritz  
Edward Garcia  
Louis Guidry  
Carolyn Kirk

Donald Lamont  
Terry McCollough  
John O'Connor  
Vinay Singhanian  
Johnathan Sublet  
Kirk Willson

The following members were absent:

Kay Aplin  
Gerald Roznovsky  
June Strambler

The following staff and Board of Trustee members were present:

Bill Frizzell  
Matt Williams (attend for Mason Howard)  
Jim Koch  
Dr. Karin Holacka  
Monty Burger

Danny Massey  
Sandra McCoy-Jackson  
Daniel Schaefer  
John Craig  
Rebecca Kelley

The following staff and trustee members were absent:

Christy Koury

The following individuals signed the register as visitors:

None

## AGENDA

### **Introduction and Welcome – Dan/Karin**

#### **Review CBOC Charter**

Dan Schaefer, CFO and Oversight Co-chairperson distributed and reviewed the charter with the committee to ensure all members understood the purpose and roles of the committee. Following some discussion the committee moved on to the next item on the agenda.

#### **Selection of Oversight Co-chairperson**

The committee elected to move this item to the end of the meeting.

At the end of the meeting, the nominations were made and included the following committee members:

1. Jess Charpenter
2. Kirk Willson
3. Terry McCollough

Following a close vote, the committee elected Kirk Willson as the committee Co-chairperson to serve with Dan Schaefer.

### **Member Term Selection**

Each member randomly selected either a 2 or 3 year term to serve on the committee. The committee Co-chairperson automatically received a 3 year term.

### **Bond Next Steps**

Mr. Dan Schaefer reviewed the next steps with the committee to help provide an understanding of all that is going on to ensure all taxpayer dollars are used in an efficient manner and that there is accountability for the items purchased. See detail of next steps on the website under meeting documents.

### **Review of District Processes/Procedures**

1. Purchasing/Bidding
2. Cash Management
3. Re-allocation of Project Funds – Mr. Dan Schaefer reviewed the goals of the bond, which is "to complete what we told the community we would do!" Mr. Schaefer explained that estimates were used in the bond development therefore actual costs could vary from those estimates. Administration recommended that any reallocation of funds from one approved bond items to another approved item be reported to the committee. However, any reallocation to a new item (change in scope) must be presented to the committee and if approved be recommended to the Board of Trustees for final approval.

Following some discussion, committee members agreed that any reallocation greater than 20% of the project costs from one approved items to another approved item would require committee approval. Anything up to 20% the administration has the authority to reallocate but is required to report to the committee.

### **Review of Timelines**

Projects – Mr. Monty Burger, CTO, reviewed the project timelines and indicated they will be posted to the District's website for the public to monitor progress.

Funding – Mr. Dan Schaefer reviewed the funding timeline which showed funding would not be received until August 23, 2012. For a complete timeline, see the District's website under meeting documents.

### **Reimbursement Resolution**

As funding will not be received until August 23, 2012 and there are certain items that need to be purchased before that date, the Board approved a reimbursement resolution, which allows the "General Fund" to loan funds for specified capital projects. Mr. Dan Schaefer reviewed the reimbursement resolution with the committee and a copy of the resolution is included in the meeting documents.

### **Project Items**

Mr. Dan Schaefer reviewed the project items and the spreadsheet that will be used to track the progress of the use of bond dollars. See a copy of the listing in the meeting documents included on the District website.

### **Question/Discussion/Suggestions of Items**

### **SCHEDULING AND UPCOMING MEETINGS**

Next meeting is September 26, 2012 from 5-6 pm at the Administration Building room D-7.

There being no further business, the meeting adjourned at 7:05 p.m.

