



Briggs School District

12465 Foothill Rd., Santa Paula, CA 93060 (805) 525-7540 FAX (805) 933-1111

**MEASURE K
CITIZENS' OVERSIGHT COMMITTEE
ANNUAL MEETING
Monday, June 12, 2017 – 4:00 PM
Briggs School Library**

AGENDA

I. PRELIMINARY

- A. Call To Order
- B. Establishment of Quorum
- C. Public Comments
Any citizen may address the Committee concerning any item that has been described in the notice for this meeting before or during consideration of that item. No action will be taken on any item not appearing on the agenda. The maximum time limit per speaker is three minutes.
- D. Approval of Agenda ACTION
- E. Approval of June 6, 2016 Minutes ACTION

II. SPECIAL ITEMS

- A. New Business INFORMATION
- Introduction of New Members ACTION
 - Acceptance of Certification of the 2015 – 2016 Annual Proposition 39 General Obligation Bonds
 - Measure K Performance Audit
- B. Project Updates INFORMATION
- Briggs School Windows Replacement
 - Portables at Oliveland's
 - Maintenance & Operations (M&O) Building INFORMATION
- C. General Discussion DISCUSSION
- D. Committee Member Comments DISCUSSION
- E. Agenda Items for Next Meeting INFORMATION

III. ADJOURNMENT

Responsibilities of the Citizens' Oversight Committee [Ed Code 15278(b), 15280(b)]

1. Review and report on expenditure of taxpayers' money for school construction.
2. Ensure that bond revenues are only expended for Measure K projects
3. Ensure that no bond revenues are expended for District salaries.
4. Make all reports available to the public.
5. Provide periodic reports on the Committee's activities and findings.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent's Office (805-525-7540). Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

The Brown Act has been amended as a result of Senate Bill 343. As of July 1, 2008, the District is required to make documents (revised or otherwise), distributed to the Committee within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available for public review in the District office.

BRIGGS ELEMENTARY SCHOOL DISTRICT
12465 FOOTHILL ROAD
SANTA PAULA, CALIFORNIA 93060

**MEASURE K
CITIZENS' OVERSIGHT COMMITTEE
ORGANIZATIONAL MEETING**

**Monday: June 6, 2016
4:00 P.M.
Olivelands School Library**

I. Preliminary

- A. Call to Order: The meeting was called to order at 4:00 PM by Deborah Cuevas.
- B. Establishment of Quorum: Ms. Cuevas declared a quorum present.
- C. Public Comments: None
- D. Approval of Agenda: Lindsay Nielsen moved to approve the agenda. Harold Edwards seconded. Motion carried.

II. Special Items

- A. New Business: Introductions were made after establishment of quorum.

Harold Edwards – Member who is active in a business organization representing the business community located within the school district

Gilbert Estrada – Member active in a senior citizens' organization

Marisol Chavez – Member who is a parent or guardian of a child enrolled in the school district

Peter Tolley - Member who is a parent or guardian of a child enrolled in the school district

Claudia Mancilla – Member who is a parent or guardian of a child enrolled in the school district and active in a parent-teacher organization

Lindsay Nielson – Member who is active in a bona fide taxpayers' organization

- B. Citizens Oversight Committee Orientation: Ms. Cuevas gave an orientation to all members present on the roles, function and legal responsibilities of the committee as a whole and as individual committee members. The orientation covered the following:
- Presentation/Discussion of Purpose and Functions of Measure K Citizens' Oversight Committee
 - Presentation/Discussion of the Ralph M. Brown Act (California Open Meeting Law)
 - Discussion of Citizens Oversight Committee Officers:
Ms. Cuevas called for nomination for President and Clerk – Claudia Mancilla has volunteered to be the President and Peter Tolley volunteered to be Clerk of the committee.
 - Presentation Regarding Conflict of Interest

- Authorization, Issuance, Sale and Use of General Obligation Bonds and Bond Funds – Measure K

C. Project Updates: CBO Tami Peterson presented the project and budget update as of June 6, 2016 for Measure K.

Beginning Fund Balance: \$2,324,003.23.

Projects:

- Olivelihoods Modular Classrooms - \$17,364.64 – Project Complete
- Briggs Windows Project - \$1,360,437.86 – Projected Budget (Project in progress)
- Briggs and Olivelihoods Shade Structure - \$39,572.81 - Projected Budget (Project in progress)

Projected Ending Fund Balance: \$911,627.92

D. General Discussion: None

E. Committee Member Comments: None

F. Agenda Items for Next Meeting: None

III. Adjournment

Ms. Cuevas adjourned the meeting at 4:35 PM.

BRIGGS ELEMENTARY SCHOOL DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
MEASURE K
PERFORMANCE AUDIT

Thirteen Months Ending June 30, 2016

BRIGGS ELEMENTARY SCHOOL DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
MEASURE K
PERFORMANCE AUDIT
June 30, 2016

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Briggs Elementary School District
Santa Paula, California

We have conducted a performance audit of the Briggs Elementary School District's (the "District"), Measure K General Obligation Bond funds for the thirteen months ended June 30, 2016.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page three of this report which includes determining the District's compliance with the performance requirements for the Proposition 39 Measure K General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution, as they apply to the Bonds and the net proceeds thereof. Management is responsible for the District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution. Accordingly, we do not express any assurance on internal control.

The results of our tests indicated that, in all significant respects, the District expended Measure K General Obligation Bond funds for the thirteen months ended June 30, 2016, only for the specific projects developed by the District's Board of Trustees, and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

Vicenti, Lloyd + Stutzman LLP

VICENTI, LLOYD & STUTZMAN LLP
Glendora, California
December 6, 2016

BRIGGS ELEMENTARY SCHOOL DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
MEASURE K
PERFORMANCE AUDIT
June 30, 2016

BACKGROUND INFORMATION

In November 2000 the voters of the State of California approved Proposition 39 authorizing the issuance of general obligation bonds by California public school districts and community colleges, under certain circumstances and subject to certain conditions. In November 2014, a general obligation bond proposition (Measure K) of the District was approved by the voters of the District. Measure K authorized the District to issue up to \$2.5 million of general obligation bonds to finance various capital projects, and related costs, as specified in the bond measure provisions of Measure K.

Pursuant to the requirements of Proposition 39, and related state legislation, the Governing Board of the District established a Citizens' Bond Oversight Committee and appointed its initial members. The principal purpose of the Citizens' Bond Oversight Committee, as set out in state law, is to inform the public as to the expenditures of the proceeds of the bonds issued pursuant to the Measure K bond authorization. The Citizens' Bond Oversight Committee is required to issue at least one report annually as to its activities and findings.

Section 1(b)(3)(C) of Article XIII A of the California Constitution requires the District to conduct an annual independent performance audit to ensure that the proceeds of the bonds deposited into the Measure K bond fund have been expended only for the authorized bond projects.

BRIGGS ELEMENTARY SCHOOL DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
MEASURE K
PERFORMANCE AUDIT
June 30, 2016

OBJECTIVES

The objectives of our performance audit were to:

- Determine whether expenditures charged against Measure K Bond funds have been made in accordance with the bond project list approved by the voters through the approval of Measure K in November 2014.
- Provide the District Board and the Citizens' Bond Oversight Committee with a performance audit as required under the requirements of the California Constitution and Proposition 39.

SCOPE OF THE AUDIT

The scope of our performance audit covered the thirteen months period from June 1, 2015 to June 30, 2016. The sample considered object and project codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other state or local funding sources, other than the proceeds of the bonds, were not included within the scope of our audit. Expenditures incurred subsequent to June 30, 2016, were not reviewed or included within the scope of our audit or in this report.

BRIGGS ELEMENTARY SCHOOL DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
MEASURE K
PERFORMANCE AUDIT
June 30, 2016

PROCEDURES PERFORMED

We obtained the general ledger prepared by the District for the thirteen months ended June 30, 2016, for the Measure K Bond Building Fund. Within the fiscal year audited, we obtained the actual invoices and other supporting documentation for expenditures to ensure compliance with the requirements of Proposition 39 and Measure K with regards to the approved bond projects list. We performed the following procedures:

- We reviewed the projects listed to be funded with general obligation bond proceeds as set out in the Measure K election documents.
- We selected a sample of expenditures for the thirteen months ended June 30, 2016, and reviewed supporting documentation to ensure that such funds were properly expended on the authorized bond projects.
- We verified on a sample basis that Measure K Bond Building funds were expended on the authorized bond projects and not used for salaries of school administrators or other operating expenses of the District.

BRIGGS ELEMENTARY SCHOOL DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
MEASURE K
PERFORMANCE AUDIT
June 30, 2016

CONCLUSION

The results of our tests indicated that, in all significant respects, the District has properly accounted for the expenditures associated with Measure K bond funds and that such expenditures were made on authorized bond projects and not expended for salaries of school administrators or other operating expenditures.