



## Mill Levy Override Oversight Committee

### MEETING NOTES

June 18, 2019

6:00-7:30 p.m.

Administration Building Boardroom

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**Members present:** Deirdre Aden-Smith, Jason Clemens, Jacqueline Dowds-Bennett, Stacey Fisher, Joseph Ford, Jane Morgan, Ed Plute, Jay Smith, Debbie Williams, Daniel Yaciuk

**Members absent:** Dana Barton, Cynthia Bernard, Jerry Carney, Kenneth Davis, Erin Hobson, Jesse Kruckeberg, Chip MacEnulty, Jim Mahoney, Bob Miner, Karen Petersilie, Vickie Tonkins

**Guests:** Josh Chism, Mykel Donnelly, Julie Ott, Jan Rennie, Terry Seaman

**Ex-Officio members present:** Glenn Gustafson and Amber Hickman

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#### Preliminary Items:

1. Welcome and Introductions

Dr. Plute welcomed all and opened the meeting at 6:00 p.m.

2. Approval of the Agenda

The committee reviewed this evenings' agenda and after such the agenda was approved as is.

3. Approval of the Meeting Notes

Dr. Plute called for a motion to approve the meeting notes from May 21<sup>st</sup>, and the minutes were unanimously approved with no changes.

4. Monthly Financial Statement Update

Mr. Gustafson reviewed the MLO financial statement for May 2019. His explanation included that this statement is only accounting for one of the two property tax payments were expecting this month. The second payment will roll in at a later date, to be expected at the end of the month. Mr. Gustafson also mentioned the need to review unspent funds once the fiscal year is wrapped up.

**Action:**

5. None

**Non-Action Items:**

6. *Presentation: 2017 MLO: PIP 8 Capital Renewal/ Replacement*

Mr. Chism and Mr. Seaman reviewed the PowerPoint presentation they provided. The Presentation included topics on; revising the facilities master plan, maintenance/operations planning, prioritizing projects by what is most important, HVAC being the most expensive projects, work order systems, assessments on a regular basis, reviewing MLO funds spending for the previous years and plans for the future, the ever increasing construction project costs, department staffing, time of the year the most construction projects are done, the facilities website/communication to the community, and rolling unfinished construction projects. The presentation was followed with questions which included, definitions of terms used, Coronado boiler progress, water piping issues at Wasson and Russell, issues with the current work order system, concerns with the Tabor limits, receiving a BEST grant, updates on the Mitchell health clinic, specifics on how the inflation factor with the 2017 MLO works, and when the payments on the bond debt are completed.

7. *Discussion: FY 18/19 Unspent MLO Funds*

Mr. Gustafson started the discussion with some background on the topic which included, the difficulties in rolling unspent monies at the end of the year, the current process being unspent funds at the end of the year automatically get rolled into the bond debt reduction PIP, certain content areas regularly struggle with spending their funds on time, and if the committee were to consider rolling funds into the next fiscal year differently than we do now, then there are many specifics/processes to consider. Mrs. Donnelly was present at the meeting to bring to the committees attention her request to roll MLO funds into the next fiscal year due to multiple factors, one of which being late in the year staff turnover. The committee continued to discuss the topic which included, why the funds are not being spent in time, how the committee would handle the rolling of MLO fund requests, being consistent with roll-over funds processes, looking at these instances on a case by case basis or creating a general overarching rule, and a discussion on the process to change the current unspent funds roll-out. After further discussion the committee decided, that regarding Mrs. Donnelly's request to roll roughly \$60,000 of unspent funds into the next fiscal year, would mean that her request would have to go before the committee again but as an action item, but only once the last fiscal year is completely wrapped up which would be in late September. The committee asked Mrs. Donnelly to return in September for a presentation on how she would spend the rollover funds and the plan to spend the entirety of the funds for the current year, after which the committee would vote. If the requests passes the vote in September, the approved roll over amount will not hit her accounts until mid-year, so the funds she's requesting will not be made available until January.

8. *Update: PCG Team Bi/Triennial Audit*

Mr. Gustafson's update included reviewing the project plan that the PCG team provided, the plan showed they are right on schedule and in the final stages.

9. Update: Districts Strategic Plan

Mr. Gustafson updated the committee on the progress of the districts strategic plan. Mr. Gustafson's update included, reviewing the ends and lead sheet documents, and the roll out/ kick off is scheduled for August. Mr. Gustafson's update also included the anticipated next steps, which are, being unsure how they will exactly align the strategic plan with everything and the budget, having a new staffing formula, and reviewing KPIs.

10. Review: MLOOC FY19 and discuss FY20

Dr. Plute reviewed the MLOOC meetings progress from FY 18 through current, and concluded with asking the committee to provide us with feedback to further improve the committee and its practices. Mr. Gustafson wrapped up the review with the statement that he wants the members of the committee to feel confident in knowing exactly how the district is allocating and spending funds as approved by the voters, and it is this understanding and confidence that he hopes will help them with sharing what they know with the community and people close to them.

Future Agenda Items  
2017 MLO KPIs

**Adjournment:**

Dr. Plute adjourned at 7:30 p.m.

**Future Meetings:**

No Meeting in July  
Tuesday, August 20<sup>th</sup>, 2019 in the Administration Building's Boardroom 6:00 p.m.