



HOOD RIVER COUNTY
SCHOOL DISTRICT
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Finance Advisory and Bond Oversight Committee Minutes
January 21, 2021 – 4:00 P.M.

Committee Members:

Present: Rich Polkinghorn, Saundra Buchanan, Kelly Beard, Jesus Becerra, Sandra Bielen, Brent Emmons, Columba Jones, Michael McElwee, Chrissy Reitz, Rich Truax, Nancy Rowley - OSEA Representative, Trish Leighton - HREA Representative, Jose Aparicio, Wenaha Project Manager.

Absent: Julia Garcia-Ramirez

Guests: Kyle Janicki and Tara Kamp of Pauly Rogers and Co., P.C.

Welcome & Call to Order – 4:00 P.M.

Superintendent Rich Polkinghorn called the meeting to order at 4:00 pm on January 21, 2021, in an online google meeting. Polkinghorn said that the Federal Corona virus Relief Act which was recently passed will bring federal funds into the district. He said that the exact amount is not known, but that the state would also be adding to the funds.

Polkinghorn said that preparation for reopening schools is underway, with a target opening date of March 1, 2021. He reminded the committee that CFO Saundra Buchanan has retired, but has been “working back” since June 30, 2020. Her final day will be February 16, 2021. He thanked her for her excellent service to the district and the community. He also commended her and the finance team for managing to produce seven unmodified audits in the last seven years, along with several awards for excellence in financial reporting.

Public Comment – 4:08 P.M.

Saundra Buchanan opened the meeting for public comment, but no comments were shared.

Reports & Discussions – 4:13 P.M.

a. Report on the capital projects and improvements program and schedule (Jose Aparicio, Wenaha Group)

José Aparicio presented the report, highlighting the many places where the bond projects have been completed. He showed photos of the finished Career and Technical Education (CTE) classrooms at the high school which are now furnished and ready to receive students. He also shared a diagram showing all of the areas where new carpeting has been placed throughout the high school.

He said Westside Elementary School crosswalks are in place on the north and west sides of the property, allowing for safer travels for children walking to and from school. He said that the county will maintain the crosswalks since they are part of the right-of-way for the county roads.

For Cascade Locks Elementary School, Aparicio showed the repaired skylights for the outdoor play area, which is now protected from inclement weather. He also showed some completed repairs on the Pine Grove School building roof.

Aparicio then said that one bond project – Hood River Middle School addition – is remaining, but that it is now going forward with cooperation from Hood River County. He said they expect to start in early spring.

He concluded by saying that there are some minor repairs to still take place, but they are waiting on suppliers in order to complete the work.

Committee members expressed gratitude for all who persisted with public relations to make sure that HRMS project could continue in spite of some opposition.

b. Review *Comprehensive Annual Financial Report for the year ended June 30, 2020* with auditor, Tara Kamp, C.P.A., Pauly Rogers and Co, P.C.

Tara Kamp, CPA, shared the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2020. Kamp said that this is the fourth CAFR which Buchanan has submitted for the district. She explained how the audit process works and what steps were taken by the district to prepare it. Kamp said that the district's business services team does a great job and provides all of the requested information in a thorough and professional manner.

Kamp said that Kyle Janicki was the project manager for the audit and they both agreed that HRCSD Business Services Department does excellent work. She said that this current audit was also unmodified and passed with flying colors.

In the discussion that followed, it was said that the HRCSD is excellent in their reporting efforts, which is demonstrated by awards such as the Certificate of Excellence in Financial Reporting (COE) from the Association of School Business Officials International (ASBO). The district has also received the Government Finance Officers Association of the United States and Canada (GFOA) award: the Certificate of Achievement for Excellence in Financial Reporting for its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2019.

Committee members asked if this is possible to continue. Both Buchanan and Kamp said that it is possible to duplicate as long as the process is maintained. They said it is difficult to start up after it has not been maintained.

c. Financial Report (Saundra Buchanan, Chief Financial Officer)

Buchanan went over the financial reports which are posted on the Budget/Finance pages of the district website in the Finance Advisory and Bond Oversight Committee section. She went over the Summary of Revenues and Expenditures as of December 31, 2020, pages 1 – 3. Then she covered

the narrative Financial Report as of December 31, 2020, beginning on pages four, with the Biennial Reserve Fund. She explained that the purpose of having the reserve is to protect the employees of the district from unnecessary layoffs. She said that because the state varies in how they release the money, and PERS varies from year to year, the reserve has kept the district on budget.

Polkinghorn affirmed the need for the reserve fund, and both thanked the board members for having the forethought in creating the Biennial Reserve Fund. Buchanan pointed out the PERS update on pages 9 – 10 of the narrative, and Fund 400 capital Construction Funds on page 5. She said that since 2016, the district has been able to invest \$67.6 million on bond projects, which have added value to the district and to the whole community.

Adjourn – 5:36 P.M.

RP:cw 1/22/2021