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**Proposition O Citizens’ Bond Oversight Committee**

**Wednesday March 22, 2017**

**TIME: 6:00 p.m. Meeting PLACE:** Sweetwater Union High District Offices

1130 District Offices-Room A/B

 Chula Vista, CA 91911

**Meeting Minutes**

1. Call Meeting to Order

Meeting was called to order at 6:01 p.m.

1. Roll Call & Pledge of Allegiance

Present: Robert Carriedo, Diane Gerken, Daniel Gutowski, Terrance McKearney, Nick Marinovich, Rafael Munoz, and Ditas Yamane.

District Staff: Moisés Aguirre, Karl Bradley, Ronald Malone, Roxanna Travers, and Diane Wilderson

1. Public Comment

Introduction of Ronald Malone, the new Maintenance Manager for Sweetwater Union High School District. Discussion on computer software that will track warranties for the district.

1. Approval of Meeting Minutes: 02/22/17 – Un-adopted

 Motion by Ditas Yamane, seconded by Diane Gerken. Motion approved. Terrance McKearney abstained.

1. CBOC Vacancies and Application Process - Update

Applications were posted on the district website; emails were sent through Canvas, Jupiter Grades, and Peachjar; ads were placed in the local newspapers, and will be on social media. Discussion on extending the due date from March 31 to April 20. Robert Carriedo would like to also include robo calls to insure more applicants. Motion made Rafael Munoz to allow the district to extend the due date if there were not enough qualified applicants. Seconded by Daniel Gutowski. Motion carried.

1. Bond Project Updates

Discussion on bond projects given by Roxanna Travers. Discussion on iPads and if the money was abated to the general funds. The iPads Project is a completed and to date, there has been no discussion on abating the funds. Discussion on the $120,000, per site, for site master plan. Nick Marinovich questioned the total salaries per month paid from the Proposition O Bond money. Roxanna Travers will bring next meeting. Kathleen Cheers questioned what was going to happen to the ceiling fans that were purchased under the bond. Discussion on the difference between a comprehensive master plan and a site master plan.

Discussion on the Bonita Vista High Track and Field Project and the findings of the EIR. The public review period will begin at the beginning of April 2017 with a report back from the EIR in June 2017.

Rafael Munoz wanted to know when the district rents versus buys a portable classroom. The cost analysis was that if the portable is going to be used for more than seven years, the district should purchase the portable classroom.

Kathleen Cheers questioned the contractor that is installing the track and field turf at Hilltop High School. Karl Bradley stated that the contractor meet the qualifications for the bid.

Discussion on the Terrazzo floor at Sweetwater High School.

1. Performance Audit Update

Moisés Aguirre reported that Performance Audit will be presented at the March 28, 2017, board meeting. Facilities and Operations Department is looking into bring in additional support from the San Diego County Office of Education in order to make progress with the recommendations and observations from Moss Adams.

Nick Marinovich had a phone conference with Daniel Gutowski and Ditas Yamane regarding the performance audit. The committee would like to see a six-month review of the Performance Audit. They would also like an update of the criteria of the RFP to be a qualification-based (at 25 not 30 percent cost basis) process for the auditor. Nick Marinovich will write a letter regarding these two issues.

Kathleen Cheers made comments on the process of how the district selects the bond auditors, on the internal auditor, and her concern about the district doing its own six-month audit.

Nick Marinovish made a motion that the scope of the review includes a six-month review by the auditor. Diane Gerken seconded the motion. Passed

Terrance McKearney made a motion that the evaluation criteria for the selection of the consultant for the Performance Audit consultant emphasis sound technical approaches over cost, with cost factor no more than 25 percent. Diane Gerken seconded. Approved

1. Whistleblower Policies and Procedures

Daniel Gutowski would like to see the board regulations. Will revisit at the next meeting.

1. Subcommittee Assignments and Process

Please read the Performance Audit for the April CBOC Meeting.

1. Committee Member Reports

Terrance McKearney would like request a presentation on the new enterprise system for linking maintenance with the other operating systems.

Terrance McKearney would like someone from Sweetwater School District to be part the Tax Payer Association subcommittee to review the criteria for school bonds.

Robert Carriedo requested information on the cost effectiveness of the solar panels that were installed at the school sites.

Diane Gerken requested information on the warranties and where the warranties will be stored. Ronald Malone said he is going to research the warranties and the district’s preventive maintenance plan.

1. Meeting Schedule/Format
	1. Calendar site locations for future regular CBOC Meetings (site tours)-MVH April Meeting
	2. Tour of Plan Room
	3. Future Meeting with Board of Trustees
2. Staff Announcements/Chair Report
3. Adjourn at 8:07