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**Proposition O Citizens’ Bond Oversight Committee**

**Wednesday April 19, 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. Site Tour (5:30-6:00 p.m.)
2. Roll Call & Pledge of Allegiance

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

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

1. Public Comment

None

1. Approval of Meeting Minutes: 03/22/17 – Un-adopted

 Motion by Nick Marinovich, seconded by Diane Gerken. Motion approved.

1. Performance Audit Presentation and Questions/Comments

A presentation of the Moss Adam’s Report was given by Peder Jensen and Stephen Bacchetti. The state requirement for bond expenditure testing report time frame was from July 1, 2015-June 30, 2016, and the performance scope of the audit time frame is through December 2016. The positive findings: the implementation of time cards, the use of Account Ability Software, the hiring of a capital projects financing & reporting manager staff and district architect, internal procedures, utilization of other sources, CBOC meetings and site visits, and the Proposition O Website is updated.

The recommendations are described in detail along with the planned resolution in the District Response to Proposition O Performance Audit.

Moisés Aguirre clarified the difference between approval (asking the board for permission before the services were rendered) versus ratify (asking the board to approve the services after they done). Example was the board had to ratify the service of a tree removal after a storm.

Nick Marinovich asked what were the most improvements over the last three audits. They were: time card tracking, financial reporting (new financial position), and the standards and technical procedures.

Nick Marinovich asked what additional resources are needed to support the bond program. The audit committee felt the district needs a Long-Term Master Plan along with a Staffing Plan. Also, the district needs to implement a warranty tracking plan to insure documents/inspections keep the warranties valid.

Rafael Munoz asked about Value Engineering and when the uses this procedure. Karl Bradley stated that the district does not have a dollar amount set for when Value Engineering is required, but did state the district uses the collaborative process (district departments review the documents/plans).

Terrance McKearny questioned the use of cost benefits analysis. The audit team felt if there was a staffing plan and the long-range master plan with clear objectives, it would tie into the cost benefit analysis plan, along with a standard material list.

Diane Gerken requested an update on the district’s warranty plan. Ronald Malone presented that the maintenance department is in need of a preventative maintenance program and a robust software system (possibly in place by July 1, 2017) that can track warranties. Mr. Malone is in the process of realigning his staff so they are now responsible for the tasks they were hired for. This will take place on May 1, 2017.

1. Progress Report: Implementation of Performance Audit Recommendations

Discussion on the Implementation of the Performance Audit Recommendations given by Moisés Aguirre. The district is having bi-weekly meetings to address the issues brought forward by Moss Adams.

Robert Carriedo questioned where the district is in the development of the district master plan. Moisés Aguirre shared that the district is in the process of developing a master plan based on fire, life, safety/code compliance, conditions of the buildings and equity. The district is working on a clear strategy before moving forward. At this time, it is a work in progress.

1. CBOC Vacancies and Application Process-Update

The deadline is April 20 for the three vacancies.

1. Bond Project Updates

Karl Bradley gave an update on new and on-going bond projects.

1. Board Items Report

Karl Bradley gave an update on new and on-going bond projects.

1. Requests for Information
2. Athletic Improvements/Costs to Date-Planned Improvements

Karl Bradley reviewed the handout of active athletic improvements. Discussion on the Mar Vista High Pool’s long-range plan and who is going to fund and use the pool. Kathleen Cheers requested all a report of Proposition O funded athletic projects past and present. Karl Bradley will bring the exhibit to the May meeting.

1. Title IX Costs
2. Sweetwater High Various Improvements
3. Solar Power Update

Karl Bradley gave an explanation of the rate schedule. The CBOC would like a dollar amount of savings. The CBOC question the amount of cost per year to the district for upkeep. The district only has to pay for vandalism, which has been very minimal.

1. Committee Member Reports

Robert Carriedo would like a list of the audio/visual and the furniture/fixture/equipment inventory list for NCM.

Rafael Munoz commented on the progress of the district and the CBOC’s working relationship.

Terrance McKearney announced that Moisés Aguirre has joined the Taxpayers Association Committee.

Ditas Yamane was encouraged by the auditor’s report.

Diane Gerken requested the Whistle Blower Policy.

Nick Marinovich reported that he will be presenting at the Bond Oversight Basics Meeting about Sweetwater’s CBOC.

1. Meeting Schedule/Format
	1. Calendar site locations for future regular CBOC Meetings (site tours)-SOM May Meeting
	2. Tour of Plan Room
2. Staff Announcements/Chair Report
3. Adjourn at 8:14