

**NOVATO UNIFIED SCHOOL DISTRICT
CITIZENS' OVERSIGHT COMMITTEE**

Wednesday, January 25, 2005

5:00 – 7:00 PM

Room 107

DRAFT MINUTES

Members Present: Thomas James, Larry Levy; Thomas Meehan, Dean Moser, Jack Watson

Others Present: Dave Ashe, Construction Manager; Jim Cerreta, Chief Financial Officer; Michelle Howard, Project Coordinator

1. CALL TO ORDER

Committee Chair Dean Moser called the meeting to order at 5:05 pm.

2. PUBLIC COMMENT

There was no public comment.

3. ACTION: Approval of the Minutes

The minutes of the Citizens' Oversight Committee meeting of December 7, 2005 were approved as submitted.

4. STAFF REPORTS:

• **2006 Projects**

This summer's projects include Hamilton Mod P2, Rancho Exterior Paint, Olive Mod P2, Pleasant Valley Mod P1, Pleasant Valley Turf Renovation, San Ramon Mod P1, San Jose Mod P3, Sinaloa Mod P2, Novato Mod P3, and San Marin Mod P2. Staff provided the committee with a spreadsheet that lists each project's timeline and estimates and budgets.

Staff also answered questions in regards to the bid process and quality control. The District advertises in both the Marin IJ and the Press Democrat for any upcoming bids. The bidder must have a general contractor license in order to qualify to bid the project. The District is obligated to accept the low bid. The bid packet is then reviewed very closely for any errors or omissions and license and references are verified. When everything is verified the low bidder for the project is recommended to the board for approval. Once approved, notice of award is issued and then typically seven days later notice to proceed is issued. Once the project has started and to insure quality of work and timely completion of the project Staff is at the job site daily until project completion. The District also hires a DSA approved inspector for each job to oversee the technical aspects of the project.

5. DISCUSSION

- **Survey:**

The comments on the survey questions were received and included in the original survey questions and were supplied to the committee for review. Committee Member Thomas Meehan supplied a listing of survey questions from Total School Solutions. The committee decided that the questions were directed towards communication and not quality. It was asked to have the revised survey questions created on the Survey Monkey website for a trial run for the committee and to respond to John Silvestrini for final ok.

- **Quorum:**

Jim Ceretta stated that in the board policy for the Citizen's Oversight Committee, it states "Committee decisions will be made by majority vote." The law does not require a quorum. Committee Chairman, Dean Moser requested that the policy be amended to state "Committee decisions will be made with at least three members are in attendance."

- **Master/Expenditure Budget Update:**

Staff provided a master/expenditure budget worksheet updated as of December 31, 2005 for the committee to review and bring their questions to the next meeting.

- **Bond Financial Audit**

Jim Ceretta recommended to the committee that we stay with the Districts financial audit and not have a special bond financial audit. The Districts financial audit sampled 25% of bond projects and with the new performance auditor will also be reviewing financials, he believes that will be sufficient. The committee agreed to save the District the cost of the special audit.

- **Performance Audit:**

The performance audit was not ready yet and will be available at the next meeting. Staff will provide a draft copy of the audit when available via mail and email.

6. OPEN AGENDA

There were no open agenda items.

7. ITEMS FOR THE NEXT AGENDA

- **Survey Update**
- **Performance Audit Draft**
- **Master/Expenditure Budget Questions**
- **Financial Audit Draft Review**

8. ADJOURNMENT

The committee voted unanimously to adjourn the meeting at 6:30 pm.