

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE



NOVATO UNIFIED SCHOOL DISTRICT

MINUTES OF THE REGULAR MEETING OF THE ICOC

May 15, 2019

Novato USD District Office
1015 Seventh Street, Novato CA

Members Present: Erich Mesenburg, Jeff Vaillant, Judy Adison- Hight, Sylvia Barry, Brigit Nevin, Ali Iqbal

Members Absent: Greg Coté

Others Present: Tom Cooper (Board of Trustees)
Mike Woolard (Executive Director of Facilities)
Melissa Duggan (Bond Project Coordinator)
Yancy Hawkins (Assistant Superintendent Business & Operations)

Call to Order: The meeting was called to order at 6:02 pm

Pledge of Allegiance

Approval of the ICOC Agenda for May 15, 2019

MOVED	SECOND	APPROVED
Jeff Vaillant	Judy Adison-Hight	A motion to approve the Agenda for the May 15, 2019 meeting was approved and passed by a vote of 6-0 (Greg Coté absent).

Approval of the ICOC Regular Meeting Minutes for March 4, 2019

MOVED	SECOND	APPROVED
Jeff Vaillant	Judy Adison-Hight	A motion to approve the Minutes for the March 4, 2019 meeting was approved and passed by a vote of 4-0 (Greg Coté absent, Brigit Nevin and Ali Iqbal abstained due to not being present at that meeting).

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Welcome/Introductions

There were no guests present at the meeting.

Announcements – Committee and District Staff

Mike Woolard reminded the Committee of the importance of completing and turning in their Conflict of Interest Form 700 as soon as possible.

Public Comment There was no public comment

Staff Reports:

Committee Members (3) Reappointment for a Second Term 7-1-2019 through 6-30-2021

Mike Woolard presented the second term reappointment for members Jeffrey Vaillant, Ali Iqbal and Erich Mesenburg, who accepted to continue to serve on the ICOC for another two-year term.

As a refresher for the board, Mike offered to bring forward at a future meeting an explanation of the process and rotation for ICOC member terms.

Bond Facilities Project Update – Summer 2019 Projects

An overview of all the projects slated to begin construction during the Summer of 2019 was presented to the committee.

Mike Woolard discussed the issues of DSA delays that will affect the beginning of construction for the Novato HS Center for the Arts, Center for the Sciences, and Athletic Field Complex, as well as the San Marin HS STEM Center and the Performing Arts Center. Lease Leaseback contracts with Robert A Bothman Construction for the Athletic Field Complex, Wright Contracting LLC for the NHS Center for the Arts and Center for the Sciences and BHM Construction for the San Marin HS STEM and PAC were approved by the Board.

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Presentations were also given for: the Roofing/Skylight projects at Novato HS, Lynwood ES and San Jose MS; the HVAC/Air Conditioning projects at Olive ES, Loma Verde ES and Lynwood ES; the Grounds, Maintenance and Operations relocation to a new warehouse on C Street; the remodel of Olive Ave warehouse and move of Food and Nutritional Services off the Lynwood campus to Olive Ave; Phase 3 of the One to World Chromebook distribution; and the District-wide IT Infrastructure projects.

Yancy Hawkins explained the process and reasons for delaying the construction portion of the IT Infrastructure project at the two high schools until the Summer of 2020.

Mike shared with the Committee the community information outreach and staff outreach that has and will continue to be done for all of these projects.

Audit Process Letter

Yancy Hawkins shared a letter from the Measure G Independent Auditor Sarah Fiehler with Christy White Associates, which detailed information the committee requested at the presentation of the audit on March 4, 2019. Judith Adison - Hight asked for clarification regarding the personnel charged to the Measure G Bond Fund. Yancy outlined which personnel are included in the testing of the 2017-2018 audit.

Measure G Construction Bid Lists

Mike presented a spreadsheet to the Committee that outlines the Measure G construction bid lists, which includes Board approved construction budgets, bidders, bid amounts and in the case of projects using the Lease-Leaseback contract mechanism, the best value scores of bidders.

Measure G Communications Update

In anticipation of the upcoming summer construction season, Melissa Duggan shared communications and community outreach strategies since the last meeting and planned for the summer. A combined Parcel

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Tax/Measure G newsletter mailed to all Novato households, the ICOC Annual Report, neighborhood-specific construction mailers, school site construction signage, upcoming groundbreakings at the two high schools, Facebook and website posts are part of the overall communications effort.

Discussion/Action:

Nominations and election of Chair and Vice Chair for 2019/20

Approval of the ICOC Vice Chair for 2019/20

MOVED	SECOND	APPROVED
Jeff Vaillant	Brigit Nevin	A motion to nominate and select Ali Iqbal as Vice Chair of the Committee for the 2019/20 year was approved and passed by a vote of 6-0 (Greg Coté absent).

Approval of the ICOC Chair for 2019/20

MOVED	SECOND	APPROVED
Jeff Vaillant	Brigit Nevin	A motion to nominate and select Erich Mesenburg as Chair of the Committee for the 2019/20 year was approved and passed by a vote of 6-0 (Greg Coté absent).

ICOC Meeting Calendar and Site Walk

A doodle poll will be sent out to the Committee to set a date for a late summer site walk. The Committee agreed that depending on the eventual start date of the projects based on DSA approval, the site walk might be delayed until early fall in order to allow for observable progress to be made.

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Topics and Information for Next Meeting

The ICOC briefly discussed the agenda for the next regular meeting of the committee to be held on September 5, 2019. The agenda will include an update on Measure G projects, including those beginning construction Summer 2019; an update on Board Approved Change Orders, a review of ICOC member term limits, a 2019/20 Committee group photo, and setting a final date for the Committee construction site walk.

The final agenda will be reviewed/approved by the ICOC Chair and publically posted 72-hours prior to the next meeting.

Adjourned: The meeting was adjourned by Chair Erich Mesenburg, at 7:15 pm.

Witnessed: _____
Vice-Chair of the Independent Citizens' Oversight Committee
Attested to on this 5thth day of August, 2019

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