

# INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE

NOVATO UNIFIED SCHOOL DISTRICT (NUSD)

1015 Seventh Street, Novato, CA 94945

## MINUTES OF THE REGULAR MEETING OF THE ICOC

February 7, 2018

6:00 – 8:00 pm

Novato Unified School District Office, Room 102

**Members Present:** Sylvia Barry, V-Anne Chernock, Ali Iqbal, Brigit Nevin, Erich Mesenburg, Jeff Vaillant.

**Members Absent:** Greg Côté

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

**Call to Order:** The meeting was called to order at 6:00 pm

**Pledge of Allegiance**

**Approval of the ICOC Agenda for February 7, 2018**

MOVED	SECOND	APPROVED
Jeff Vaillant	Erich Mesenburg	A motion to approve the Agenda for the February 7, 2018 meeting was approved by a vote of 6-0.

**Approval of the ICOC Regular Meeting Minutes of January 11, 2018**

MOVED	SECOND	APPROVED
Brigit Nevin	Ali Iqbal	A motion to approve the minutes from January 11, 2018 was approved and passed by a vote of 4-0. Erich Mesenburg and Jeff Vaillant abstained as they were not in attendance.

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## **Announcements**

### **ICOC Committee Photo**

Mike Woolard, Director of Facilities, announced that we would be taking a picture of the ICOC committee immediately following the meeting adjournment.

### **Bond Facilities Project Update**

Yancy Hawkins, Assistant Superintendent Business & Operations, gave an update on the status of the district's CTEFP facilities grant funding application for the San Marin HS Biotechnology program in the new STEM building.

## **Staff Reports**

### **Form 700**

Yancy Hawkins provided additional information to the committee regarding the purpose and best practices in having the committee complete a Form 700.

### **Audit Report Presentation**

Sarah Fiehler with Christy White Associates presented the Measure G Audit Report as of June 30, 2017. They issued an unmodified opinion (also known as a clean opinion) for both the financial statement as well as the performance audit. The performance audit opinion states that the district complied with compliance requirements of Measure G. Sarah also explained that the audit states that there were no audit findings, which in their opinion is excellent. She then explained the procedures and testing used to form their opinions.

A discussion was had amongst the committee members and staff regarding change orders. Mike Woolard and Yancy Hawkins explained the various types of change orders and agreed to bring to the committee in the fall a staff report on district procedures on change order management, as well as updates during the year on the status of project change orders. Chair asked that if there were no further questions, that a motion to accept the audit report was needed.

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## Acceptance of the Measure G 2016/17 Audit Report to Be Presented to the Board of Trustees March 6, 2018

MOVED	SECOND	APPROVED
Erich Mesenburg	Sylvia Barry	A motion to accept the Measure G 2016/17 audit report from Christy White Associates to be presented to the Board of Trustees on March 6, 2018 was approved by a vote of 6-0.

## Bond Facilities Program and Project Update

Mike Woolard began with a program update regarding state and regional cost ramifications affecting contractor competition and material costs. Additionally, Yancy Hawkins explained how escalation, Prop 39 bond financing repayment requirements and cash flow will impact the full project list.

Mike presented a project update of all phase one district wide and site specific projects. His presentation was tabled part way through to allow discussion and acceptance of the annual report; the presentation was continued following that discussion.

## Annual Report

V-Anne asked for comments on the annual report, and commended the sub-committee of Greg Coté and Sylvia Barry with doing a great job for the committee. Mike Woolard explained the new graphs on bond issuance and bond expenditures through June 30, 2017. A distribution plan was discussed, and V-Anne asked for a motion to approve the report for presentation to the Board of Trustees.

## Approval of the Measure G ICOC 2016/17 Annual Report for Presentation to the Board of Trustees March 6, 2018

MOVED	SECOND	APPROVED
Jeff Vaillant	Erich Mesenburg	A motion to approve the Measure G ICOC 2016/17 Annual Report to be presented to the Board of Trustees on March 6, 2018 was approved by a vote of 6-0.

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## Public Comment

There were no public comments.

## Topics and Information for Next Meeting

The ICOC discussed agenda topics for the next meeting March 14, 2018 at the District Office.

The draft agenda will include a Bond Facilities Project Update on the summer 2018 projects and the Novato HS and San Marin HS Performing Arts and STEM building projects; nomination and election of the chair and vice chair for 2018/19; and setting a meeting schedule/calendar for 2018/19.

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

The next previously scheduled regular ICOC meeting was to be on Thursday, May 17<sup>th</sup>, 6:00 – 8:00pm, but the committee requested a new date due to scheduling conflicts of the committee members. Monday, May 14<sup>th</sup>, 2018, 6:00 – 8:00pm at the NUSD office was selected.

Adjourned: The meeting was adjourned at 7:51 pm, and the committee gathered for a photograph.

Witnessed: \_\_\_\_\_



Vice-Chair of the Independent Citizens' Oversight Committee

Attested to on this 14<sup>th</sup> day of May, 2018