

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE



NOVATO UNIFIED SCHOOL DISTRICT

MINUTES OF THE REGULAR MEETING OF THE ICOC

January 25, 2020

9:00am – 12:00pm

Measure G ICOC Site Walk

District Office

1015 7th Street, Novato CA

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

Members Absent: Sylvia Barry (arrived following Public Comment period), Brigit Nevin

Others Present: Tom Cooper (Board of Trustees)
Mike Woolard (Executive Director of Facilities)
Melissa Duggan (Bond Project Coordinator)

Call to Order: The meeting was called to order at 9:00am

Pledge of Allegiance

The Pledge was deferred due to no flag present in view.

Approval of the ICOC Agenda for January 25, 2020

MOVED	SECOND	APPROVED
Jeff Vaillant	Greg Coté	A motion to approve the Agenda for the January 25, 2020 meeting was approved and passed by a vote of 5-0 (Brigit Nevin, absent, Sylvia Barry, delayed).

Public Comment No public comment was received during the public comment period.

Project Site Walks

The committee first traveled from the District Office via district van to 819 Olive Avenue.

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819 Olive Avenue Warehouse FANS Tenant Infill Project –

The committee gathered in front of the warehouse, as Mike Woolard explained the details of the FANS Tenant Infill project. Once inside, the committee first walked through the FANS staff office space, while Mike discussed the program efficiencies that come from having the staff and warehousing capability under one roof. Out in the warehouse, the committee viewed the large capacity freezer and chiller, the prep room and the warehouse pallet racking around the interior perimeter of the building. Questions arose regarding pallet rack mounting, future exterior window replacement, and the industrial fly fans installed at each warehouse entrance that were required by the Marin County Health Department. The new site became operational in February, with most of the staff moved in by the end of the month. The FANS tenant infill project had three Board approved change orders within the allowable 10 percent, as well as a Board approved time extension settlement due to City of Novato and Marin County Health requirements on the project.

The committee traveled via district van to 971 "C" Street.

GMO Warehouse Project at 971 "C" Street –

As the grounds were muddy surrounding the active construction area, the committee met in the driveway at the construction entrance as Mike explained the overall project. A member of the community was in attendance and accompanied the committee and staff as they were able to walk along the sidewalk at the perimeter of the construction fencing, and see the foundation work that was in progress. There were questions regarding the temporary housing set up on site for the district's GMO staff to operate while the new building is under construction, as well as general plans regarding the building construction. The project general contractor has four Board approved change orders, due primarily to Sanitary District and Fire department requirements, unforeseen conditions and design modifications. The metal building fabricator has two approved change orders covering energy efficiency and geo-technical

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requirements. Committee member Ali Iqbal had to leave the site walk following the GMO Warehouse visit, due to a prior commitment.

The committee traveled via district van to Lynwood Elementary School.

Lynwood Elementary School –

The committee observed work on two projects at this site. First, Mike Woolard explained the details of the 3 School HVAC installation project, which included similar installation at Olive Elementary and Loma Verde Elementary schools. The committee was able to view the exterior condensing units while Mike spoke of the efficacy of the new energy-efficient heat pump units in each classroom, providing needed heating and cooling in each room. The HVAC project completed on schedule, with one Board approved change order within the allowable 10 percent.

The 3 School ReRoof and Skylight project was discussed. This project replaced old and damaged skylights within the classroom wings at Lynwood ES, repaired dry rot and leaking skylights on the San Jose MS gazebo, and included new energy efficient roof replacements of the Gordon Gym and three classroom wings at Novato High School. One change order was approved by the Board, due to unforeseen dry rot conditions at Novato HS.

Also discussed was the area FANS occupied on the Lynwood campus prior to moving to the new Olive Ave Warehouse space.

The committee traveled via district van to Novato High School.

Novato High School School –

From a vantage point overlooking the on-going construction for the Athletic Fields Complex and the Center for the Arts, the committee was able to witness the in-progress work to date. For the Athletic Fields

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Complex, grading was mostly complete on the three field surfaces, and the five new tennis courts (which the committee was able to observe up-close later in the site walk) were being readied for the school site's tennis team to utilize for practice. Under a Lease/Leaseback contract, this project has not used any of the project's construction contingency as of the site walk.

The committee was also able to view the foundation preparations for the Center for the Arts. Mike Woolard discussed the additional soils work required by the geotechnical engineer due to an unforeseen condition. This work will be covered by the construction contingency within the Lease/Leaseback contract. The project lost a little time due to weather delays and some footing design changes, but Mike communicated to the committee that once the concrete work is completed and framing begins, a specific completion date will be determined.

Moving to the other side of the campus, the committee was able to walk through the building under construction for the Center for the Sciences. Foundations have all been poured and framing was in progress. The committee had questions regarding the construction timetable, as well as specifics to the layout of the building. Mike also discussed design energy efficiency components, as well as the fact that DSA-required structural changes to the project will require some utilization of the project Lease/Leaseback construction contingency.

After leaving the Center for the Sciences, the committee walked over to view the new tennis courts constructed as part of the Athletic Field Complex. Questions were asked regarding additional gates, DSA fence structural requirements and surface color.

The committee traveled via district van to San Marin High School.

San Marin High School

Framing was mostly complete and MEP work was beginning at the STEM Center at San Marin. The committee walked throughout the building, and

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had questions regarding the construction timetable, framing and MEP details, as well as specifics regarding the Bio-Technology labs. Mike informed the committee that the project is still on schedule for an August 2020 completion.

As the Performing Arts Center was still in the foundation and footings formwork and rebar stage, it was only able to be viewed from the construction safety fencing. Mike explained to the committee that due to a longer than anticipated DSA review time and because of weather delays, that a specific completion date will be determined. once the concrete foundation and footing pours are completed and framing begins. Discussion occurred regarding Lease/Leaseback construction contingency utilization due to unforeseen conditions.

The committee traveled via district van back to the District Office parking lot

Adjourned: The meeting was adjourned by Chair Erich Mesenburg at 12:05pm.

Witnessed: _____

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Vice-Chair of the Independent Citizens' Oversight Committee
Attested to on this 18th day of March, 2020