

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE



NOVATO UNIFIED SCHOOL DISTRICT

MINUTES OF THE REGULAR MEETING OF THE ICOC

March 4, 2019

Novato USD District Office
1015 Seventh Street, Novato CA

Members Present: Erich Mesenburg, Jeff Vaillant, Judy Adison- Hight, and Sylvia Barry

Members Absent: Greg Coté, Brigit Nevin, Ali Iqbal

Others Present: Tom Cooper (Board of Trustees)
Mike Woolard (Executive Director of Facilities)
Melissa Duggan (Bond Project Coordinator)
Yancy Hawkins (Assistant Superintendent Business & Operations)
~arrived during Discussion/Action items

Call to Order: The meeting was called to order at 6:05 pm

Pledge of Allegiance

Approval of the ICOC Agenda for March 4, 2019

MOVED	SECOND	APPROVED
Jeff Vaillant	Judy Adison-Hight	A motion to approve the Agenda for the March 4, 2019 meeting was approved and passed by a vote of 4-0 (Greg Coté, Brigit Nevin, Ali Iqbal absent).

Approval of the ICOC Regular Meeting Minutes for September 26, 2018

MOVED	SECOND	APPROVED
Jeff Vaillant	Judy Adison-Hight	A motion to approve the Minutes for the September 26, 2018 meeting was approved and passed by a vote of 4-0 (Greg Coté, Brigit Nevin, Ali Iqbal absent).

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Announcements – Committee and District Staff

Chair Erich Mesenburg gave a review of ICOC Committee responsibilities and duties as prescribed by California law and committee bylaws.

Welcome/Introductions

Mike Woolard welcomed Sarah Fiehler, auditor from Christy White Associates, who was attending to present the 2017/18 Measure G Financial and Performance Audit. Mike also thanked the committee for their flexibility in change of meeting date.

Public Comment There was no public comment

Discussion/Action

2017/18 Audit Report Presentation

Sarah Fiehler, auditor with Christy White Associates, presented the 2017/18 Measure G Financial and Performance Audit Report, which covers the reporting period of July 1, 2017 through June 30, 2018. The independent auditors issued an unmodified opinion (also known as a clean opinion) for both the financial statement as well as the performance audit, reflecting the district was in compliance with the ballot language, the Facilities Master Plan, and state laws and regulations.

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.

Several questions regarding the report and the auditing process were brought up by members of the committee. Sarah explained that internal controls utilized by the District are tested by the auditors, but that they don't issue an opinion on them. This is a standard, generally recognized auditing procedure. Sarah went on to explain that, depending on the severity, if a deficiency in internal controls was found, it would be expressed as a finding in the audit.

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The committee requested that for additional value and clarity of future audit reports, to include the population size of a sample pool from which they do testing. Regarding the current audit, Yancy Hawkins suggested that a letter to the committee with more information could be presented as a report at the next ICOC meeting in May. It was also suggested that going forward, the District would provide the committee with the audit in draft form so that they may have more time to review it. Sarah Fiehler said she would be happy to return and present her clarification letter to the committee in May.

Jeff Vaillant voted against approving the audit report, because he wanted the requested letter presented to the Board of Trustees at the same time as the presentation of the 2017/18 ICOC Annual Report on March 19th.

Approval of 2017/18 Measure G Financial and Performance Audit Report

MOVED	SECOND	APPROVED
Judy Adison-Hight	Sylvia Barry	A motion to approve the 2017/18 Measure G Financial and Performance Audit Report was approved and passed by a vote of 3-1 (Jeff Vaillant voted against, Greg Coté, Brigit Nevin, Ali Iqbal absent).

2017/18 Measure G ICOC Annual Report Draft Presentation

Mike Woolard began the presentation of the draft annual report, edited by Sylvia Barry and Greg Coté, and summarized some of the structural differences of this year's report from the 2016/17 report. Sylvia Barry then walked the committee through important edits, additions and clarifications that she and Greg included into the report. Jeff Vaillant made some suggestions to amend the annual report, which were accepted by the committee.

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Approval of 2017/18 Measure G ICOC Annual Report

MOVED	SECOND	APPROVED
Jeff Vaillant	Sylvia Barry	A motion to approve the 2017/18 Measure G ICOC Annual Report was approved as modified, and passed by a vote of 4-0 (Greg Coté, Brigit Nevin, Ali Iqbal absent).

Annual Form 700

A reminder to the committee from Mike Woolard that they need to complete their Conflict of Interest Form 700 form for the current year.

ICOC Meeting Schedule

Based on the normal regular meeting schedule, and the upcoming summer project site walks, Mike Woolard suggested confirming a May and September regular meeting date, with site walk meeting dates for the summer and fall set during each of those two meetings. Melissa Duggan will send a poll to committee members to get consensus on meeting dates.

Staff Reports

Lease Leaseback Construction Cost Mechanism

Yancy Hawkins gave a presentation to the committee on the differences between a lease-leaseback construction contract and the more familiar design-bid-build mechanism. Education Code requirements for the Lease Leaseback process, including prequalification procedures, utilizing a "best value" criteria, and utilization of a "skilled and trained" workforce provides the ability to better match contractor experience and performance with the project's needs. The cons to this mechanism includes the extensive prequalification process and more front-end work for district staff.

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Bond Facilities Project Update – Summer 2019 Projects

Mike Woolard provided the committee with a presentation on the current status and Summer 2019 construction plans for the following projects:

Novato HS Center for the Sciences, Center for the Arts and Athletic Field Complex;
San Marin High School STEM building and Performing Arts Center;
Air Conditioning projects at Loma Verde, Lynwood and Olive ES;
Air Conditioning project at San Jose MS;
Grounds, Maintenance and Operations relocation to new warehouse on C Street;
Remodel of Olive Ave warehouse and move of Food and Nutritional Services off the Lynwood campus to Olive Ave;
District-wide IT Infrastructure projects;
Phase 3 of 1 to World Chromebook distribution to students, and;
Various re-roofing projects around the district.

Topics and Information for Next Meeting

The ICOC briefly discussed the agenda for the next meeting of the committee, date TBD by poll of the committee. The agenda will include an update on Measure G projects, including those beginning construction Summer 2019; nomination and election of the committee chair and vice chair for 2019/20; and setting a date for the committee construction site walk in August.

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 8:06 pm.

Witnessed: _____

Vice-Chair of the Independent Citizens' Oversight Committee
Attested to on this 15thth day of May, 2019