

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE



NOVATO UNIFIED SCHOOL DISTRICT

**MINUTES OF THE REGULAR MEETING OF THE ICOC**

September 05, 2019

6:00 – 8:00pm pm

Novato USD District Office  
1015 Seventh Street, Novato CA

**Members Present:** Erich Mesenburg, Greg Coté, Brigit Nevin, Judy Adison- Hight, Ali Iqbal and Sylvia Barry

**Members Absent:** Jeffrey Vaillant

**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 6:01 pm

**Pledge of Allegiance**

**Welcome/Introductions:** None recorded

**Approval of the ICOC Agenda for September 05, 2019**

MOVED	SECOND	APPROVED
Brigit Nevin	Sylvia Barry	A motion to approve the Agenda for the September 05, 2019 meeting was approved and passed by a vote of 6-0 (Jeffrey Vaillant, absent).

**Approval of the ICOC Regular Meeting Minutes for May 15, 2019**

MOVED	SECOND	APPROVED
Brigit Nevin	Judy Adison-Hight	A motion to approve the Minutes for the May 15, 2019 meeting was approved and passed by a vote of 5-0 (Greg Coté, abstaining; Jeffrey Vaillant, absent).

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**Announcements:** None recorded

**Public Comment:** There was no public comment

**Staff Reports:**

### **Bond Facilities Project Update:**

Mike Woolard updated the committee on Summer 2019 progress of Measure G projects that occurred since the last committee updates in March and May, 2019. Included in the presentation were updates on the Center for the Arts, Center for the Sciences and Athletic Field Complex at NHS; STEM Center and Performing Arts Center at SMHS; Roof/Skylight Replacement projects at NHS, San Jose MS and Lynwood ES; and the HVAC Air Conditioning projects at Loma Verde ES, Lynwood ES and Olive ES. Also discussed were the San Jose MS HVAC upgrade project to Building "M"; new GMO facility on Parcel 1A at C Street; renovation of the Olive Ave warehouse for the new FANS facility; and Phase 3 of the One to World Chromebook rollout.

Committee questions included inquiry on the process and plans for Chromebooks at the end of their useful life, questions regarding parking and street signage at the location of the construction at Parcel 1A, and an inquiry into the refrigerant type used in the HVAC projects.

### **Change Order Update:**

Mike Woolard presented to the committee an outline detailing the two construction change orders for 2018-2019, as well as explained the types of change orders and the process for approvals.

### **ICOC Membership Term Review:**

The committee was presented with a table outlining the membership's individual representation category, terms served and completion date of current term. Mike Woolard gave a refresher on the committee's composition, eligibility and terms of service as outlined in the ICOC Bylaws.



Melissa Duggan advised the committee that the information would be incorporated onto the Committee's webpage.

## **Discussion/Action**

### **Annual Report Subcommittee Selection**

Greg Coté and Sylvia Barry volunteered to work on the 2018/2019 annual report.

### **ICOC Meeting Calendar for Project Site Walk and 2019-2020 Regular Meetings**

The committee discussed date options for the construction site walk and the subsequent regular committee meeting. A doodle poll will be sent out to narrow down date choices for the committee.

### **2019/20 Committee Photo**

Following adjournment, the committee will gather on the stairs for a group photo for the website.

## **Topics and Information for Next Meeting**

The ICOC briefly discussed the agenda for the upcoming construction site walk in the Fall 2019, and of the next regular meeting to be held sometime in February or March at the District Office. The site walk will encompass as many of the 2018-19 and currently active construction projects as possible. The regular committee meeting agenda will include the 2018/19 audit report from Christy White Associates, a presentation on the draft Annual Report of the Committee, as well as an update on 2019/20 projects.

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

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**Adjourned:** The meeting was adjourned by Chair Erich Mesenburg, at 7:45 pm, and the committee gathered to take their group photo.

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

*mi. dyland*

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