

# INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE



## NOVATO UNIFIED SCHOOL DISTRICT

### MINUTES OF THE REGULAR MEETING OF THE ICOC

September 26, 2018

6:00 – 8:00pm pm

Novato USD District Office

1015 Seventh Street, Novato CA

**Members Present:** Erich Mesenburg, Greg Coté, Brigit Nevin, Jeff Vaillant, Judy Adison- Hight, Ali Iqbal and Sylvia Barry (who arrived following Agenda and Minutes approvals).

**Members Absent:**

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

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

**Pledge of Allegiance**

**Welcome/Introductions:** Trustee Derek Knell, who was sitting in for Trustee Tom Cooper, was introduced to the committee.

### Approval of the ICOC Agenda for September 26, 2018

MOVED	SECOND	APPROVED
Jeff Vaillant	Greg Coté	A motion to approve the Agenda for the September 28, 2018 meeting was approved and passed by a vote of 6-0 (Sylvia Barry, absent).

### Approval of the ICOC Regular Meeting Minutes for May 14, 2018

MOVED	SECOND	APPROVED
Jeff Vaillant	Brigit Nevin	A motion to approve the Minutes for the May 14, 2018 meeting was approved and passed by a vote of 6-0 (Sylvia Barry, absent).



### Approval of the ICOC Site Walk Meeting Minutes for August 22, 2018

MOVED	SECOND	APPROVED
Jeff Vaillant	Judy Adison-Hight	A motion to approve the Minutes for the August 22, 2018 Site Walk meeting was approved and passed by a vote of 4-0 (Greg Coté and Ali Iqbal abstained as they were not in attendance for the site walk; Sylvia Barry, absent)

### Announcements – Committee and District Staff

Trustee Knell thanked the Committee for their time and service to the District and community. Mike Woolard offered a brief reminder regarding Brown Act meeting protocols.

**Public Comment** There was no public comment

### Staff Reports

Bond Facilities Project Update: Mike Woolard updated the committee on the current progress of Measure G projects since the last committee updates in February and May, 2018 as well as from the site walk in August. The PowerPoint presentation also included information on new projects approved in Phase One by the Board of Trustees.

Change Order Update – Mike Woolard presented to the committee a spreadsheet outlining and detailing all construction change orders to date, as well as explained the types of change orders and the process for approvals.

As an adjunct to the information on the Measure G projects that took place during Summer 2018, Mike also shared with the committee the non-Bond construction and maintenance projects that occurred at several school sites over the summer.

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The committee requested information be presented at the next meeting on how lease/leaseback construction contracts work versus other construction contract mechanisms.

#### Discussion/Action

##### Annual Report Subcommittee

Greg Coté and Sylvia Barry volunteered to work on the 2017/2018 annual report.

##### 2018/19 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 discussed the agenda for the next meeting of the committee, to be held on February 7th, 2019 at the District Office from 6:00-8:00pm. The agenda will include the 2017/18 audit report from Christy White Associates, a presentation on the process of the lease/leaseback construction cost mechanism, as well as an update on upcoming Summer 2019 projects. Future committee meeting dates will also be discussed.

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 7:58 pm, , and the committee gathered to take their group photo.

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

A handwritten signature in blue ink, appearing to read "J. Waillant", is written over a horizontal line.

Vice-Chair of the Independent Citizens' Oversight Committee  
Attested to on this 7th<sup>th</sup> day of February, 2019

