Committee Members Present:
Diane Ascher
Ted Bright
Lorraine Berry
Michael Hartnett
Gloria Jones
Nancy McCauley
Scott McKown
Donna Reeve
Dr. Walter G. Strauss
Barbara Tarasoff

Committee Members Absent:
Bill Scott, Chair

Others in Attendance:
V-Anne Chernock
Don Flowers
Al Harrison
Peggy Isozaki
Melinda Molloy
Leigh Sata
Dr. Frances White

1. Open Meeting
Following a roll call, Nancy McCauley declared the meeting open at 4:04 p.m. M/s (Jones/McKown) to approve the meeting agenda. The motion passed unanimously.

2. Membership
Dr. White brought to the attention of the committee that several committee members’ two year appointments will expire April 30, 2010. All Committee members whose terms will expire are eligible to re-apply for a second term.

Any individual wishing to apply for membership to the Citizens’ Oversight Committee must submit their application and letter(s) of recommendation to the Office of the Superintendent/President (835 College Ave. Kentfield, CA 94904), postmarked no later than Wednesday, March 31, 2010. Applications will be distributed through the Office of the Superintendent/President (415) 485-9508 or electronically through the Citizens’ Oversight Committee webpage http://www.marin.edu/MeasureC/coc/index.htm.

3. Election of Citizens’ Oversight Committee Co-Chair
Nancy McCauley was nominated as Co-Chair of the Committee. M/s (McKown/Berry) the motion passed unanimously.

4. Comments from the Audience on Items not on the Agenda
None.

5. Minutes
M/s (Tarasoff/McKown) to approve as corrected the minutes of the September 8, 2009 meeting. The motion passed unanimously.

6. **Auditor’s Report**
   Tina Treis of Perry-Smith Accountants, LLP reported on the independent audit on applying agreed-upon procedures that Perry-Smith Accountants, LLP was contracted to perform.

   During this audit accountants at Perry-Smith Accountants, LLP selected a sample representative of 50 warrants issued from January 1, 2009 – June 30, 2009 to check for mathematical accuracy and proper representation of Bond expenditures. Ms. Treis reported that her firm has concluded that each of the representative sample of 50 expenditures accurately represented a valid Bond expenditure; expenses were properly charged in the location indicated; expenses were properly coded; and were determined to represent construction, rehabilitation, or replacement of school facilities. They also determined that the expenditures were mathematically accurate.

   Ms. Treis also reported that there may be a change in the legislation to include assessing the efficiency of the money spent as part of the audit procedure. She is unsure of how this will affect our current process, but will keep the Committee informed as changes in the law come about.

7. **Quarterly Report**
   Leigh Sata of Swinerton Management and Consulting reviewed the Quarterly Report, through September 30, 2009. This report will be available on the website, along with a program summary and project budgets.

   Mr. Sata invited the committee to reference the project summary on pages 7-14 of the quarterly report. He noted that this information is a condensed and simplified version of what the charts on the pages following contain. Mr. Sata directed the Committee’s attention to the following highlights:
   - State furloughs being extended to 3 days per month are beginning to affect the District; SMCP has been in Division of the States Architect (DSA) review for over a year.
   - Community forums continue to take place quarterly; including one in July geared specifically to one of the HOA’s/neighborhoods in the area.
   - The gap between engineering estimates and actual bids are beginning to close as the economy begins to pick up. Contractors are currently bidding at cost; this will begin to change.
   - The new Fine Arts building is beginning to take shape, steel poles are visible and a large crane is on site to facilitate construction.
   - The New Main building at IVC has “skin and windows” it is scheduled to open early next year.
   - Ribbon Cutting for Trans Tech at IVC is scheduled for Tuesday, April 20, 2010, all are invited.

   The following questions were asked by the committee:
   - If a neighborhood wants their own meeting how do we get that to happen? Contact Heather Holliday or Elizabeth Bornstein at Swinerton. They can get one set up.
   - If Money is leftover will it be returned to the community? Probably not; the District has more needs than what the bond will allow. If there is left over money from currently approved projects it will go to the project(s) next on the list of priorities.
   - How much has been spent to date on the New Academic Center (formerly Gateway)? Approx. $200,000, this includes money spent for the design competition and preparation to seek state funding.
   - Do we have a legal opinion on the way we are spending money? Yes, we have several legal opinions and a court case versus College of San Mateo that backs up the way money is being spent.
   - Where is the running track on the Bond Spending Plan? It’s not in the bond spending plan and was not identified as a priority when the list of priorities was compiled.
• Have we considered a lease-lease back option for construction funding? *The bond spending plan wasn’t structured in such a way that would allow this.*

6. **Bond Spending Plan Review**

V-Anne Chernock Director of Modernization gave an update of the bond program and the bond spending plan.

At IVC projects underway include the Trans Tech modernization, which is nearly complete and the New Main building, which is well underway. At the Kentfield campus there are several projects going on. The Fine Arts building is underway, the steel frame of the building can be seen over the wall next to Harlan Center. The Performing Arts modernization will begin once the Fine Arts building is complete. The Science/Math/Central Plan (SMCP) building will be ready to bid the day it comes back from DSA, this bidding process takes approx 6 weeks. In the meantime Dance/Landscape, DSPS, and Dickson Hall have been closed and hazmat removal is underway.

The Bond Spending Plan went to the Board of Trustees on January 19 with two changes. Money was reallocated to the New Academic Center at Kentfield (formerly called Gateway) and reserves are now at approx. 5.5 million dollars.

The New Academic Center at Kentfield (formerly Gateway) will replace Olney Hall, Administrative Center, and the Administrative Center. The new building is proposed at 48,000 sq. ft., the current buildings make up approx. 46,000 sq. ft. The anticipated timeline is as follows: 2010 Design, 2011 DSA Review, 2012 start construction (contingent on SMCP completion because of swing space), 2014 complete.

Director Chernock invited the Committee to participate in the viewing of the two architect/engineer firm finalists’ presentation boards for the new Academic Center design. The BOT will select the winning firm at its February Board meeting. The times for viewing are as follows:

- February 1 – 4; 1:30pm – 3:30pm in the Portable Village (PV) building 4
- Monday, February 8, 7:00pm – 9:00pm Deedy Staff Lounge.

7. **Annual Report**

V-Anne Chernock, Director of Modernization presented the Citizen’s Oversight Committee Annual Report to the Board of Trustees, to the committee. She informed the committee of the steps for approval of this document: first the Citizen’s Oversight Committee must approve the document; next, it will be presented and subsequently approved by the Board of Trustees; once it receives Board of Trustee approval the report will become a public document.

The following revisions were made by the Committee:

- Page 2, second bullet, last sentence add the words “Bond Program” before “operating and management expenses.”
- Page 3, Conclusion, second paragraph, last sentence strike the word “still.”

M/s (McKown/Reeve) to approve as amended the Citizen’s Oversight Committee Report to the Board of Trustees. The motion passed unanimously.

8. **Next Meeting Agenda & Date (4:00 p.m., Tuesday, April 6, 2010)**

   a. Review quarterly report ending December 31, 2009 – Leigh Sata
   b. Auditor’s Report ending December 31, 2009 (if available) – Al Harrison

9. **Adjourn 5:31 p.m.**