Citizens’ Oversight Committee Minutes

April 24, 2012, 4:00 p.m.
Administrative Center, Room 108
Kentfield Campus

Approved

Committee Members Present:
Bill Scott, Chair
Robert Borinstein
Ted Bright
David Colton
Charlotte Kissling
Scott McKown
Donna Reeve
Josh Raffner

Committee Members Absent:
Russell Brubaker
Paul Tandler

Others in Attendance:
David Wain Coon
Al Harrison
Tina Treis, Crowe Horwath
Don Flowers
Peggy Isozaki
Laura McCarty
Bob Thompson
Kathy Joyner
Anne Daley
Bill Krill

1. Open Meeting
Following roll call, Chair Bill Scott declared the meeting open at 4:05 p.m. M/s (Bright/Scott) to approve the meeting agenda. The motion passed unanimously.

2. Membership
Dr. Coon thanked everyone for attending the meeting and asked for introductions. He noted that there were five applications received from individuals interested in serving on the Committee and that he would be recommending the Board of Trustees appoint those individuals at the Board meeting on May 15, 2012. The “Taxpayer Organization” seat is currently vacant.

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

4. Minutes
M/s (McKown/Bright) to approve the minutes of the January 24, 2012 meeting. The motion passed unanimously.

5. Auditor’s Report
Al Harrison introduced Tina Treis from Crowe Horwath who briefed the Committee on the mid-year report which reviews a percentage of expenditures between July 1, 2011 and December 31, 2011 to assure they are mathematically correct, tied to a vendor and expended appropriately. She confirmed that the expenditures reviewed were mathematically correct and that each of the 50 expenditures tested were properly expended.

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6. **Quarterly Report**
   Anne Daley of Swinerton Management and Consulting briefed the Committee on aspects of the Quarterly Progress Report and the status of a number of projects, including Math/Science, Performing Arts, PE Track Renovation and the swing space in Austin Science related to the NAC project. There was discussion about checks and balances on projects, the need to have extensive communication with staff about work spaces, the need to have a cut-off for design changes and the differences between punch list items and changes to projects as a result of staff requests or needs.

7. **Bond Spending Plan**
   Laura McCarty shared a summary of actions taken by the Board of Trustees in March, June and December 2011 to update the Bond Spending Plan. She explained changes to specific projects, gave details about added projects and where the funding was transferred from. Regarding the New Academic Center, there was a question about what the cost would be to switch from Chilled Beam Systems to Heat Pumps. Ms. McCarty will get those figures.

8. **New Academic Center (NAC)**
   Ms. McCarty updated the Committee on the status of the NAC, identifying the changes made to reduce scope on this project due to the high estimate in the fall. Changes include reducing square footage from 54,000 to 43,000, reducing administrative services housed in the NAC, and reducing the capacity of the large classroom/meeting space. The Board has approved a budget augmentation to this project and is aware that the escalating market will reduce what we can get for our money. The Committee thanked Ms. McCarty for the detailed report and the team’s diligence to make this building a showcase that we can be proud of. This is a key building and it is important that the community understand that there are expenses related to the sloped site, demolition of four existing buildings and the Tacqueria, relocation of employees to swing space, care of heritage trees, and relocation of utilities. The site presents challenges due to a location near two major streets, student population and consideration of Indian midden areas. It is expected that the moves from the four buildings to the swing space will occur during the spring of 2013.

10. **Next meeting Agenda & Date (4:00pm, Tuesday, September 11, 2012)**
    a. New Member Orientation (DWC)
    b. Elect Chairperson (DWC)
    c. Audit (Harrison)
    d. Quarterly Report ending 6/30/2012 (Daley)
    e. Follow-Up Questions from Last Meeting (McCarty)
    f. New Academic Center (McCarty)
    g. Science/Math Waterproof Windows (McCarty)
    h. Tour of Science Math (Optional - Wear Closed Toe Shoes)

11. **Adjourn: 5:04 p.m.**