

**Citizen Oversight Committee
Meeting Notes
October 19, 2011
6:00 p.m.**

Committee Members

Mark	Chedekel	Citizen Oversight Committee
Stuart	Brunet	Citizen Oversight Committee
Trevor	Hughes	Citizen Oversight Committee
Benedetto	Cico	Citizen Oversight Committee
David	Metz	Citizen Oversight Committee

Staff

Eileen	Rohan	Superintendent
David	Casnocha	Attorney, Stradling Yocca Carlson
Kathleen	Clow	Business Manager
Bret	Joyner	Director of Maintenance & Operations
George	Baranoff	Bond Program Manager
Cindi	Clinton	Bond Administrative Coordinator

Welcome

Superintendent Rohan welcomed the committee and thanked them for their participation in the committee.

Introductions

Staff introduced themselves. Committee members introduced themselves and talked about their interest in serving on the committee.

Roles and Responsibilities of Citizen Oversight Committee

David Casnocha reviewed the roles and responsibilities of the Citizen Oversight Committee.

Highlights

- Committee was established in accordance with the Prop. 39 provisions and is subject to the Brown Act (open meeting) law.
- Members receive no compensation for serving on committee
- Chair of committee establishes the agenda
- Role of the committee is to reviews expenditure reports to ensure funds are expended on Measure A projects
- Reviews annual audit and presents an annual report to the Board at a public meeting.
- Does not select auditor, however may request auditor attend meeting to explain and review annual audit with the committee
- Committee has oversight over the Bond funds; however the committee may ask to hear about other funds, i.e. deferred maintenance and developer fees accounts.
- Informs the public

- District Newsletter, board presentation, written annual report
- Annual report presented after audit
- COC website
- Confirms via site visits actual work.
- Reviews copies of deferred maintenance plans (see above)
- Has the right to receive all information that the Board receives relating to the Bond
- Must meet at least once a year but no more than quarterly
- District provides support to the committee
 - Posts meetings in accordance with the Brown act
 - Prepares agenda for Chair of committee
 - Prepares minutes
 - Provides Meeting room
 - Maintains records
 - Establishes Internet web site for committee
- Committee is terminated after all Bond dollars are spent

Public Comment

Bret Joyner opened public comment. There was no public comment; Bret Joyner closed public comment.

Appointment of Committee Chairperson

Superintendent Rohan appointed Benedetto Cico as the Chairperson of the committee for 1 year.

Election of Committee Vice Chairperson

Election of Vice Chair will be deferred to the next meeting.

Determination of Length of Terms for Committee Members

There are currently openings on the committee. Superintendent Rohan is working on bringing forth a recommendation to fill the open positions to the Board of Trustees. The committee agreed that the current members would fill the two year commitment on the committee and the new members would fill the one year commitment on the committee.

Report on sale of bonds

First sale of Bond was for 10 million dollars. The District has a very good rating AA+ Fitch AA- Standard and Poor's. Bond proceeds were deposited in the County of Marin treasury and interest earned will stay in the Bond Fund account. District reasonably expects to be able to spend the proceeds of the first sale of Bond within the 3 years limit in accordance with the law.

Review Bond Projects

George Baranoff reviewed the Project list with the committee.

The major projects at each campus are:

- #141- White Hill Academic and Enrichment Classrooms - Begin June 2011 – 1 year to complete
- #151-Manor Academic Classrooms -Begin 2014 except one classroom currently in design
- #161-Wade Thomas Academic Classrooms-Begin in 2014
- #171-Brookside Lower Academic Classrooms-Begin in 2014
- #181-Brookside Upper Academic Classrooms -Begin in 2014

In addition

Project #142-White Hill Building 100 Renovations

Project #144-White Hill Gym will be deferred until 2015 pending state grant money

Project #190-District wide/bond office

Project 1XX--Board Contingency - Board has discretion on how to spend

Other project numbers will be used for site wide projects, site improvements, and interim classrooms.

George expressed that state funding is uncertain however staff is confident that all projects except Project 144, the White Hill gym can be completed using bond funds. In order to receive state funding projects must have DSA approval. Due to the uncertainty of the States financial situation, staff is moving forward with the elementary site plans since funding is on a first come-first served basis.

The original budget was developed based on plans developed prior to Bond passage. In May 2011 staff revised the allocations to reflect the whole sum of work and the Board approved this as revision #1 to the initial budget. All revisions to the budget will come to the Board for approval and to the Citizen Oversight Committee for review.

George Baranoff answered questions about the lease leaseback concept, state funding and the cost of architects.

New Business

Next meeting February 15, 2012

Committee requested the following information:

- Staff will research liability coverage for committee members
- Construction projects timeline will be e-mailed
- Definitions of construction terms will be e-mailed
- Full master plan-will be e-mailed
- Staff will provide sample Citizen Oversight Committee annual reports at the February 15th meeting

Additional information requests between meetings should be directed through the committee chair to the superintendent.

Adjourn

Chairperson Cico adjourned the meeting.