

April 18, 2011, 4:00 p.m.  
Administrative Center, room 108  
Kentfield Campus

**Approved**

**Committee Members Present:**

**Bill Scott, Chair**

**Nancy McCauley, Co-Chair**

**Ted Bright**

**Russell Brubaker**

**David Colton**

**Scott McKown**

**Donna Reeve**

**Dr. Walter G. Strauss**

**Paul Tandler**

**Committee Members Absent:**

**Diane Ascher**

**Robert Borinstein**

**Michael Hartnett**

**Josh Rafner**

**Others in Attendance:**

**David Wain Coon**

**Don Flowers**

**Al Harrison**

**Peggy Isozaki**

**Laura McCarty**

**Melinda Molloy**

**Leigh Sata**

**1. Open Meeting**

Following a roll call, Bill Scott, Chair declared the meeting open at 4:06 p.m. M/s (Bright/McCauley) to approve the meeting agenda. The motion passed unanimously.

**2. Welcome**

Dr. Coon welcomed the Committee. He announced that Commencement would take place on Saturday, May 28 at the Diamond P.E. Complex.

**3. Comments from the Audience on Items not on the Agenda**

None.

**4. Minutes**

M/s (Brubaker/McCauley) to approve the minutes of the January 25, 2011 meeting. The motion passed unanimously.

**5. Auditor's Report**

Jeff Jensen of Perry-Smith, 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, LLP selected a sample representative of 50 warrants issued From July 1, 2010 – December 31, 2010 to check for mathematical accuracy and proper representation of Bond expenditures. Mr. Jensen reported that his 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.

## **6. Quarterly Report**

Leigh Sata of Swinerton Management and Consulting reviewed the Quarterly Report, through December 31, 2010. 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 6-13 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:

- Noise mitigation continues; complaints are being monitored and addressed.
- The Modernization Team is working with the Board of Trustees to evaluate and revise the Bond Spending Plan.
- FF&E and some other issues are still being worked on in the Fine Arts Building
- The Performing Arts Building is currently being bid, it is expected to bid at least 10% under budget
- Swinerton is finishing closing out the Trans Tech Building and the New Main Building

## **7. Bond Spending Plan**

Laura McCarty, Director of Modernization presented the proposed revisions of the Bond Spending Plan. She brought the following highlights to the committee's attentions:

- Revisions include the movement of money from finished projects into other project budgets
- Bids are beginning to tighten; bids were once coming in up to 30% below the estimated budget, they are now coming in at approx. 10% under estimated budgets
- The Modernization team is finding that contractors are aggressively seeking change orders for reasons including user requests, architectural oversight, unforeseen issues, and code changes

## **8. New Academic Center**

Laura McCarty, Director of Modernization, shared with the Committee the process for the New Academic Center design. User groups will be identified and will include two representatives from the community. The community members will be selected through an application process. There will be two community forums in June and July, a Board Study Session in August, and Board approval of the design in September.

The Modernization team would like to invite a member of the Citizen's Oversight Committee to assist in the selection of the community members appointed to the design group. Nancy McCauley was appointed by the Committee.

## **9. LEED Update**

Laura McCarty, Director of Modernization shared with the Committee the projected and confirmed LEED Certifications of the different completed projects within the Bond. They are as follows:

- **Diamond PE Center, KTD – Gold, confirmed 4.13.2010**
- **Trans Tech Complex, IVC – Silver, pending**
- **New Main Building, IVC – Gold, Pending**
- **New Fine Arts Building, KTD – Gold, pending**

**10. Next Meeting Agenda & Date (4:00 p.m., Tuesday, September 13, 2011)**

- a. Review quarterly report ending March 31, 2011 & June 30, 2011 – Leigh Sata
- b. Auditor's Report ending June 30, 2011 (if available) – Peggy Isozaki

**11. Adjourn 5:24 p.m.**