

**Albany Unified School District
Measure E
Bond Oversight Committee
District Office-Board Room
904 Talbot Avenue
Albany, CA 94706**

MINUTES OF:

Regular Meeting of October 15, 2009

MEETING CALLED TO ORDER:

David Burke called the Regular meeting on October 15, 2009 to order at 6:00 P.M.

MEMBERS PRESENT:

Peggy Thomsen, Bob Jacobs, Alan Riffer, Greg Lunkes, Chris Donahue, Anni Tilt, David Clahan

MEMBERS ABSENT:

Jesse Nawy, Chris Donahue

OTHERS PRESENT:

Marla Stephenson, Dave Burke

ELECTION OF OFFICERS:

The Committee motioned to keep the same Chair and Vice-Chair. Peggy moved to approve the motion, seconded by Bob. All voted aye and the motion carried.

PUBLIC COMMENT PERIOD: None

OLD BUSINESS:

Approval of Minutes:

Minutes of August 20th meeting were amended and approved. Moved by Peggy and seconded by Anni. All voted aye. Additionally, the Committee would like to have the meeting minutes prior to the next meeting so they have time to review them. From now on, the meeting agenda and prior meeting minutes will be sent out together.

NEW BUSINESS

Comments by Committee Members

Alan provided the committee with a draft letter that he put together for the Annual Board Report. The committee reviewed the letter and would like a few sentences added that would indicate that expenditures have been made but not yet reimbursed by Measure E. Alan will add the following to the letter at the end of the 2nd paragraph, "Payments through June 30, 2009 for design services, site costs, and demolition have been advanced from other district funds. Once those payments have been reimbursed from Measure E funds they will be subject to this Committee's oversight". Peggy motioned to approve the letter with the two additional sentences. Seconded by Bob, all voted aye and the motion passed.

The Committee would also like the website updated to include the sustainability features that will be added to the pool project.

ROUTINE UPDATES

Pool Committee Update

The Pool Committee has met and is discussing finishes and colors. An ad-hoc committee will be formed to focus on the colors. The Committee will also do a constructability review as well as review the cost estimate. There have been two independent cost estimates to date. The preparers of each of the cost estimates also got together and came up with a joint cost estimate. At the 90% construction document stage there will be another cost estimate prepared. DSA bin time runs from 4-6 weeks before DSA reviews the plans. DSA reviews for structural, fire life safety, and accessibility issues and they also review those same items for any change orders. The question was asked if DSA reviews Title 24. Dave will check with DSA. The Board approved the sustainable features, transfer of \$700,000 to the project if needed. After, DSA approval, the District will apply for state modernization matching funds of APPROXIMATELY 3.2 million.

Design Scope and Schedule Update

Dave went over the presentation that was given to the Board (it is also posted on the website). As stated earlier in the meeting, the Board approved the sustainability features and the transfer of \$700,000. CEQA is complete, demolition is complete. Hope to have plans submitted to DSA by the end of November. Anticipate DSA approval in April, bids in May, and start construction in June, with the project complete in May 2011. There will be a pre-qualification process for contractors and hope to have 6-12 contractors that meet the qualifications.

Budget Update

Dave presented the budget update and provided handouts to the Committee. One of the handouts shows the expenditures for the fiscal year to day (started July1). Dave reviewed the expenditures. There will be quarterly reports for the Committee to review. The COC had many questions regarding the layout of the report. There was some concern that the budget/expenditures the COC was reviewing in Dave's handout were not the most current information. Marla wants to make sure that the last \$700,000 that is spent for the project is the money that was transferred to the project. Possibly this money could be put in the contingency and only be spent it needed. Want to make sure that if the \$700,000 is not spent, that it ends up back in the General Building Fund. Alan, David, Marla, and Laura will meet to determine the best format and easiest way to convey and review the data. The Committee reiterated their charge is to ensure that expenditures fall within the language of Measure E.

Pool Demolition Update

Dave stated the there were a few change orders to the project-one for \$1,656.00 for re-working utilities and \$6,000 to re-grade the site. There was also a brief discussion of the fence issue which led to problems with the sewer lines. The contractor picked up the cost of the sewer repair.

NEXT MEETING: The next meeting will be set for January 21, 2010 at 7:00pm.

OTHER BUSINESS: None

ADJOURNMENT:

Peggy moved to adjourn. Seconded by Anni.

Meeting was adjourned at approximately 7:50 p.m.

DATE OF APPROVAL: January 21, 2010