

**Albany Unified School District  
Measure E  
Bond Oversight Committee  
District Office-Board Room  
1051 Monroe Street  
Albany, CA 94706**

**MINUTES OF:**

Regular Meeting of August 16, 2010

**MEETING CALLED TO ORDER:**

The meeting was called to order at 5:00 P.M.

**MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Marla Stephenson, Allan Garde, Dave Burke,

**PUBLIC COMMENT PERIOD:** None

**OLD BUSINESS:**

Approval of Minutes:

Member Donahue motioned to approve the April 22 meeting minutes, seconded by Member Thomsen. All voted aye (abstention by Anni since she was not present at that meeting) and the motion was approved.

**NEW BUSINESS:**

Comments by Committee Members – None

**ROUTINE UPDATES**

Pool Committee Update

The pool committee has not met since the last COC meeting in January. It is undecided if they will need to meet again.

Design Scope and Schedule Update

The Committee asked Mr. Burke how the DSA process went for the pool project. Per Mr. Burke, the pool project went smoothly except for one issue which was the cross bracing (gusset plate) for the glass elevations. The architect met with the DSA engineer prior to submittal to ask if the gusset plate would be an issue in the approval. The DSA engineer stated that it would not be a problem. The DSA engineer stated that the architect met with had left DSA, and soon afterward another DSA engineer reviewed the project. That DSA engineer was not familiar with the gusset plate design therefore it took longer to get the approval.

Superintendent Stephenson stated she was unhappy that DSA would speak to a citizen regarding the status of pool project and not notify the District of this communication (Sharenow). At a minimum, the District should have been cc'd on the correspondence.

Mr. Burke stated that pool was the 1<sup>st</sup> increment of the project and the portables were the 2<sup>nd</sup> increment. The portables will already be DSA approved but the site work will require DSA approval. The DSA approval should either be over the counter or a “minor” approval and should only take a few weeks.

### Budget Update

Allan Garde provided the budget update. There has been approximately \$57,569 in expenses for the quarter and primarily for professional services. Bollo Construction has a lump sum contract and has not increased their price even though the process has been extended by a year. They have completed the preconstruction phase of the project and are now in the construction phase.

### Construction/Schedule Update

Superintendent Stephenson stated that a concern arose regarding the timing of the pool project bid opening. The original bid opening date was August 17<sup>th</sup>, but there were many other bids opening that same day/week. On the advice of David Burke, Superintendent Stephenson decided to move the bid opening date to August 25<sup>th</sup> at 2pm. This potentially allows more contractors to bid the project and for them to focus on pool project to get the best bid. The selected contractor will go the Board on September 7<sup>th</sup> and the Notice of Award will be given to the contractor on September 8<sup>th</sup>. Construction is expected to start by the end of September and the contractor has 300 days to finish the project. The contractor will provide a schedule to show how they will meet the 300 day timeline. The Inspector of Record has been hired and is basically the onsite representative for DSA even though they are paid by the District. Superintendent Stephenson has provided American Modular a non-binding letter of intent for the Gen 7 buildings to lock in the price. The neighbors will be notified that construction will be starting. Construction will continue during the school day.

### **OTHER BUSINESS:**

Committee Organization – Per Superintendent Stephenson, all the committee members have been “re-upped” for another two year term. There is a need to elect new chair people. The Committee nominates Greg Lunkes to be the Chairperson, motion by Member Thomsen and second by Member Tilt. All voted aye and the motion passed. Member Tilt is then nominated to be the Vice Chair, motion by Member Thomsen and second by Member Riffer. All voted aye and the motion passed.

### Process of Financial Audits

The financial audit is scheduled for October 14-15<sup>th</sup> 2010. There will also need to be an operational audit. Per Mr. Burke, the operational audit is commonly referred as a performance audit and is required by Proposition 39. The performance audit is required to assure that the expenditures meet the language of the approved bond. The cost of the audit comes out of the District’s general fund. Additionally, the same consultant can provide both types of audits. The financial audit will be complete in December and will be presented to the Board in January. The Committee will need to complete their annual report based on the auditor’s report.

**NEXT MEETING:** The next meeting will be on October 21, 2010 at 5:00pm.

### **ADJOURNMENT:**

Member Lunkes moved to adjourn.

Meeting was adjourned at approximately 5:50 p.m.

**DATE OF APPROVAL:**  
October 21, 2010