

Solano Community College District
MEASURE G CITIZENS' BOND OVERSIGHT COMMITTEE
February 14, 2011 – 5:30 pm
Building 1400, Student Union Conference Room

ADOPTED MINUTES

CALL TO ORDER

A meeting of the Measure G Citizens' Bond Oversight Committee was called to order at 5:34 pm, Monday, February 14, 2011, in the Student Union Conference Room, Building 1400, Solano Community College Fairfield Campus by Chairperson Frank Crim.

Members Present:

Stan Arterberry, Business Organization, Vallejo
Robert Charbonneau, Taxpayers' Association, Fairfield
Frank Crim, Construction/Trades, Vacaville
John Glidden, Student
Carol Landry, Business Organization, Vacaville

Members Absent:

Rick Ernst, Construction/Trades, Benicia
Mel Jordan, Civic/Professional Organization, Benicia

Member Vacancies:

Vacant, College Foundation
Vacant, Senior Citizen Organization

Others Present:

Yulian Ligioso, Vice President, Finance & Administration
David Froehlich, Director, Facilities
Lester Young, Program Manager, Kitchell
Judy Anderson, Executive Assistant, Finance & Administration

- I. APPROVE AGENDA:
 - Motion (Carol Landry), second (Stan Arterberry) to approve agenda. Motion carried unanimously.
- II. COMMENTS FROM THE PUBLIC: None. Introductions made for new Vice President Yulian Ligioso.
- III. APPROVE MINUTES:
 - Motion (Carol Landry), second (John Glidden) to approve the minutes from the November 1, 2010 meeting. Motion carried unanimously.

IV. BOND PROJECTS UPDATE – 1ST AND 2ND QUARTERS:

- Dave Froehlich reported on the latest update to bond construction projects. Report production is back on schedule. Staff was slightly behind schedule due to year-end closing of books and reconciling. Staff is expecting to complete the 3rd Quarter by mid-April (in time for May 9 meeting). He is targeting to complete each quarter by middle month of each quarter.
- Lester Young reviewed the 2nd Quarter report. He updated the committee on projects in progress: athletic fields ADA work is done; meeting with HR and other administrative staff in Bldg. 600 for its remodel; portables will be used as swing space for Bldg. 600 occupants; police services has “long-term temporary” space worked out in Bldg. 1800-B (permanent space will be in next bond measure).
- The Vacaville Center is in close-out phase, waiting for DSA certification.
- After two presentations to the Governing Board, it gave its green light to proceed with eight new projects, leaving approximately \$3 million in uncommitted dollars remaining.
- Dave announced that all of the original list of 42 projects have touched or will touch all 42 projects.

V. DSA CLOSE-OUT LIST:

- Dave Froehlich provided a handout and reported on the status of the DSA close-out list. The District has 13 non-certified projects on the books. As reported at the last meeting, because it’s a major problem state-wide the Chancellor’s Office proposed a “strike team” concept of pooling resources and leverage to close-out hundreds of projects at community colleges (approx. 1100). He stated at this point it has not been as successful as intended. Instead, Kitchell is pressing the architects to close the projects. It involves seven different architectural firms, and all have been paid.
- VP Ligioso indicated it’s good to see that the architects for the non-certified projects are being pressed to close and finalize the projects.
- Dave gave an example of Bldg. 100’s certification is pending, due to modification of one door’s threshold per DSA requirement. He said part of the difficulty is DSA’s budget and staffing constraints and weighing the priorities of whether a District wants a construction project approved to proceed or a completed project closed and certified.

VI. BOND AUDIT – LETTER OF ENGAGEMENT:

- As requested from the last meeting, VP Ligioso shared the letters of engagement from Vavrinek, Trine, Day & Co. LLP (VTD), the District’s auditors, on its services relative to the bond’s financial and performance audit. VTD’s services will express an opinion. If the opinion is other than unqualified, it will be discussed with the Governing Board and CBOC.
- VP Ligioso reported the 2009-10 bond financial and performance audit should be complete within a month. The 2009-10 District audit was just recently finalized, was due to the state by December 31, 2010 but it obtained an extension to February 28, 2011 from the Chancellor’s Office.
- VP Ligioso reported that elements of the performance audit will include: ensure a separate building fund is established to account for

receipts/disbursements, review bond issue settlement statement and accounting records, verify that net proceeds all recorded in the separate fund, and set aside a debt service fund for interest and redemption. The auditors look at larger invoices, and try to get 25% coverage. If they find errors, they try to extend scope. They also look at procurement procedures and ensure the Public Contract Code is adhered to.

- Bob Charbonneau reported that he obtained copies of the performance audit from Yosemite and Redwoods CCD, whereby its auditors provided an opinion—he indicated their performance audits were in compliance with the requirements under Article XIII A of the Constitution. The District’s prior auditors did not state an opinion, and he did not believe it met the requirements.

VII. MEMBER VACANCY UPDATE:

- Judy Anderson reported the Board’s CBOC subcommittee will review and make recommendations for appointing individuals to fill two seats on the CBOC—college foundation and senior citizen organization vacancies. Their recommendations will be made at the February 16 regular Board meeting.

VIII. ITEMS ISSUES FOR NEXT AGENDA:

- None submitted.

IX. ADJOURNMENT: Meeting Adjourned at 6:17 pm.