

Solano Community College District
MEASURE G CITIZENS' BOND OVERSIGHT COMMITTEE
November 1, 2010 – 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 5:30 pm, Monday, November 1, 2010, 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
Rick Ernst, Construction/Trades, Benicia
Mel Jordan, Civic/Professional Organization, Benicia
Carol Landry, Business Organization, Vacaville

Members Absent:

John Glidden, Student

Member Vacancies:

Vacant, College Foundation
Vacant, Senior Citizen Organization

Others Present:

Jowel C. Laguerre, Ph.D., Superintendent/President
Roy Stutzman, Consultant, Finance & Administration
David Froehlich, Director, Facilities
Lester Young, Program Manager, Kitchell
Judy Anderson, Executive Assistant, Finance & Administration

Roy Stutzman introduced Frank Crim as the new Chairperson of the CBOC, who was recently appointed by Dr. Laguerre. Mr. Crim thanked former Chairperson Jesse Branch for serving as chair.

- I. APPROVE AMENDED AGENDA:
 - Motion (Stan Arterberry), second (Rick Ernst) to approve agenda. Motion carried unanimously.
- II. COMMENTS FROM THE PUBLIC: None
- III. APPROVE MINUTES:
 - Motion (Stan Arterberry), second (Rick Ernst) to approve the minutes from the August 2, 2010 meeting. Motion carried unanimously.

IV. COMMITTEE TO APPOINT VICE-CHAIR:

- Per CBOC Bylaws, the committee appoints its Vice-Chair.
- Motion (Rick Ernst), second (Stan Arterberry) to appoint Carol Landry as Vice-Chair. Motion carried unanimously.

V. BOND PROJECTS UPDATE:

- Lester Young reported on progress of the last phase of bond projects. Bldg. 1300 has about 60% construction documents complete, the design time was extended to include added scope. It's expected the project will go to DSA this winter.
- Some final contractual work is being completed at the athletic fields renovation project.
- All repairs to water damages resulting from the flood last spring at the Vacaville Center are complete and were covered by the contractor's insurance.
- Mr. Young provided a handout showing a list of 12 construction projects that are still pending to receive final certification from DSA. The DSA is awaiting certain required documents in order to close out and certify the projects. Many of the documents must come from the architect and the District will stay on top of it to obtain these documents.
- Due to furloughs and budget cuts at DSA, a large backlog exists of uncertified projects statewide. In conjunction with the Chancellor's office, the District will participate in a "strike team" effort to close out projects at community colleges state-wide. There is a participation fee for each project we need certified; however, the cost is lower than if the District was working solo on certifying projects—we're pooling resources.
- Bldg. 600 renovation discussions are in progress. Dave Froehlich reported interviews have begun with the occupants for their space needs, what's realistic, etc.
- Parking upgrades and portables will be at the Vallejo Center to accommodate new partnership with Sonoma State University. Rick Ernst remarked about a student's concern about poor lighting in the parking lot (graveled side). This will be addressed in the upgrades. Dr. Laguerre reported that we have added a Community Service Officer for security as well.
- Dave Froehlich shared the District's two Final Project Proposals (FPP) are still at the State. As everyone is aware, there is no state bond measure on the election ballot—the next opportunity for potential funding would be in November 2012. The FPPs were recently adjusted for inflation.
- Initial discussions on a next bond measure are taking place.
- The financial summary in the "blue book" are as of June 30, 2010 for 2009-10. There will be another update prepared for first quarter ending September 30, for 2010-11.
- Dave extended an invitation to the CBOC members to attend the Governing Board Study Session on November 3 for a presentation on Measure G. He noted that the District will have accomplished work on all 42 of the projects on the original list.

VI. 2008-09 FINANCIAL AND PERFORMANCE AUDIT:

- Roy Stutzman reported on the 2008-09 financial and performance audit. Perry Smith, the auditors, found no exceptions, inconsistencies and made no recommendations.
- Dialogue centered around whether the audit is a document that meets Prop. 39 criteria and mandates. Robert Charbonneau expressed concern that he believes the document is not an audit – not a detailed examination that expresses an opinion. The auditors indicate that it makes no opinion and the document is solely to assist the CBOC. Further, the auditors stated it was not engaged to perform an examination or express an opinion. He's not making assertions of impropriety but simply questions whether this meets the criteria and requirements set forth in Prop. 39 on conducting an annual financial audit.
- Dr. Laguerre indicated a public report to the community will go out that includes Measure G and CBOC. The annual report is posted on the college's website. Dave Froehlich shared that he has seen similar audit report formats at other districts.
- In order to know whether the District is fulfilling and living up to its promise to voters and complying with Prop. 39 requirements (the fundamental question), the committee needs to know that the audit is complete, thorough and meets the requirements.
- Melvin Jordan noted that he has confidence in the mathematical accountability that everything is transparent and all expenditures are appropriate. The auditor is to provide the extra level of credibility.
- Motion (Frank Crim), second (Rick Ernst) to accept the 2008-09 financial and performance audit as written. Motion carried unanimously.
- District staff will follow-up and provide the CBOC with further specific details on the auditor's letter of engagement—what does "agreed upon procedures" mean and Proposition 39's criteria for the audit of bond funds. A visit or conference call with Perry Smith would be helpful.

VII. MEETING DATES AND FINANCIAL REPORTING PERIODS:

- The impetus behind adjusting the meeting dates was due to the financial summary section contained in the bond project update (blue book). This is to provide sufficient time, after each quarter, for the District and Kitchell to prepare the blue book and financial summary so it can be reported to the Board and CBOC. Its purpose is to show current, running expenditures on a project – they are not final numbers or audited.
- Committee consensus was to shift the meeting schedule for 2011 and going forward to the **second Mondays** each quarter. Same time and place: 5:30 pm, Room 1421. Judy Anderson to send the schedule and annual parking pass to each member.

VIII. ITEMS ISSUES FOR NEXT AGENDA:

- Audit – Letter of Engagement (agreed-upon procedures, etc)
- 2009-10 bond audit.
- Update on the DSA close-out list.

IX. ADJOURNMENT: Meeting Adjourned at 6:45pm.