



Solano Community College District

MEASURE G CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC) MEETING

Fairfield Campus – Room 626

Solano Community College, 4000 Suisun Valley Road, Fairfield, California

Monday, February 11, 2013

5:30 p.m.

UNADOPTED MINUTES

Members Present

1. Mel Jordan, Chair, CBOC
2. Bob Charboneau, Taxpayers Association, Fairfield
3. Lyman Dennis, Senior Citizen Organization, Fairfield
4. Rick Ernst, Construction/Trades, Benicia
5. Eric Franchimon, Construction/Trades, Vacaville

Others Present

1. Peter Cammish, SCC
2. Rob Barthelman, Principal, VBN
3. Kirsten Moore, Vavrinek, Trine, Day & Company, LLP
4. Dwight Calloway, Director of Facilities, SCC
5. Jowel Laguerre, Ph.D., Superintendent-President, SCC
6. Yulian Ligioso, Vice President, Finance & Administration, SCC
7. Gary Moriarty, Project Executive, Account Manager, Kitchell
8. Lester Young, Senior Project Manager, Kitchell
9. Ines Zildzic, Project Manager, Kitchell
10. Janet Leary, Interim Business Operations Coordinator, SCC

Chair Melvin Jordan called the meeting to order at 5:37 p.m. and led those present in the Pledge of Allegiance to the Flag of the United States of America.

I. February 11, 2013, Agenda: *Approval*

A motion to approve to amend the agenda to include *Approval of January 28, 2012, Minutes* was made by Rick Ernst, seconded by Eric Franchimon, and unanimously carried.

II. January 28, 2013, Minutes: *Approval*

A motion to approve the minutes of January 28, 2013, was made by Rick Ernst, seconded by Lyman Dennis, and unanimously carried.

III. November 19, 2012, Minutes: Approval

A motion to approve the minutes of November 19, 2012, was made by Rick Ernst, seconded by Eric Franchimon, and unanimously carried.

IV. Comments from the Public

There were no public comments.

V. Measure G Bond Audit Report, Kirsten Moore, Vavrinek, Trine, Day (VTD) & Company, LLP

Ms. Moore distributed copies of the *Solano Community College District General Obligation Bonds Measure G Financial Audit for 2011-2012* and reviewed the report's cover letter which stated the financial statements *present fairly*, meaning the books and, therefore, the report were clean.

On Page 4 of the Financial Report, the *Statement of Revenues, Expenditures, and Changes in Fund Balance*, Ms. Moore clarified that the amount audited was the total expenditures amount, \$3,680,019. And she stated there were no findings.

When she reviewed the Performance Report, Ms. Moore clarified the verbiage of point #2, *Procedures & Results* section, and confirmed that VTD's sample included twenty-one transactions totaling \$1,544, 230 which represented 42 percent of the total expenditures, \$3,680,019. (She added that her firm needed to sample a minimum of 25% of the current year's expenditures.)

Both the letter and report that Ms. Moore presented are located here: http://www.solano.edu/measureG/CBOC_info.html

VI. Classroom Usage Data Report, Peter Cammish, Dean, Research, Planning, & Instruction

At the Committee's request (from the December 13, 2012, CampusTour/Meeting), Peter Cammish attended this evening's meeting and presented data for all three campuses on classroom usage. His slideshow included information on campus usage by time, number of sections by time of day, census enrollment by time of day, number of sections by day, and fill rates by location.

Peter answered questions regarding how many students attend Vallejo and Vacaville, and he said he would extract for a future meeting exact student headcounts for the two Centers. Mr. Cammish also spoke to enrollment projections to target and noted that, though enrollment is currently down, a robust summer session this year will compensate.

VII. Facilities Master Plan (FMP) Update, Rob Barthelman, AIA & Vice President, STV, Inc.

Mr. Rob Barthelman presented the latest facilities master plan, reviewed the priority list for Measure Q projects, stated he used his own cost estimating team to develop his numbers, and emphasized that the numbers he presented this evening were high-level and would change as budgets go up and down. Contingencies, room for growth, and capacity for change were built into the numbers reflected. There was a request to further break down the \$ amounts in future presentations, and Rob agreed he would. The Committee thanked Mr. Barthelman for being transparent in the effort to establish credibility.

Gary Moriarty noted that there will be ongoing analysis of the projects for the life of Measure Q, 15-22 years.

Discussions took place on different priority list items and how these projects align to the Educational Master Plan (EMP). Dr. Laguerre reminded the Committee that dynamic EMP and FMPs are in progress, and the District is eager to continue to demonstrate the best planning job it can every step of the way with the final phase of Measure G and all phases of Measure Q. Mr. Barthelman pointed out that two projects on the priority list, Building 100 (the Library) and Building 1200, will actually be funded by the State. Mel Jordan told the group that the District had to apply for these State funds, and getting this money (in addition to the bond passage) is a bonus.

There was a question about how the dollar amount for Measure Q, \$348M, was determined. Vice President Yulian Ligioso explained that the underwriters and investment bankers helped ascertain the District's bonding capacity, and Yulian confirmed that the governing board members had the information on how this amount was decided. He noted too that the campaign pollsters advised on the \$s Solano County voters would support. Mr. Charbonneau asked if there was a document in place for the District's need for \$348M before the election, and Mr. Barthelman stated this his project and priority lists did not exist prior to the November 2012 election.

When asked what the \$232M on the *Total Page* for the priority list represents, Mr. Barthelman stated it reflects 67% of the \$348M total bond.

Dr. Laguerre told the group that the District certainly has the needs to support projects for \$348M and added that a mistake was made with the 2002 bond, when the District went out for the lowest possible dollar amount. In 2012, he said the District listened to what \$ amount voters would support and went for that amount to ensure there would be no need again, for a very long time, to ask Solano County voters to support a college bond.

There was a request for Mr. Barthelman to break out the \$ amounts for items on the priority list, and Rob said he would have a revised list to members prior to the May meeting.

Rob's presentation from this evening's meeting as well as earlier Facilities Master Plan drafts (which were requested at this meeting) are located here:

VIII. Members Serving in Dual Oversight Capacity for Measures G & Q

Vice President Ligioso restated that for economy of scale, effectiveness, efficiency, and because the Committee is already knowledgeable in bond oversight, dual oversight of both Measures G & Q makes sense and was legal counsel's recommendation. He reminded members that they had agreed at its special meeting on January 28, 2013, to place an item for approval on the February 11, 2013 meeting agenda.

With the background provided, a motion to have the current members of the Citizens' Bond Oversight Committee for Measure G serve also in the oversight role for Measure Q was made by Bob Charbonneau, seconded by Rick Ernst, and the motion unanimously carried.

There was a request to have legal counsel present at the May 2013 meeting to discuss the extension and length of members' terms.

IX. Kitchell

▪ *2012-13 Q2 Quarterly Bond Update for Measure G*

Ms. Ines Zildzic and Mr. Lester Young walked the group through the newly revised *Measure G Quarterly Bond Progress Update* for Q2 and spoke to the projects in progress, future / planning projects, the financial summary, completed projects, and the master program schedule.

Ms. Zildzic said she is working closely with Vice President Ligioso to format the best report for the Committee, and she asked the group share their questions and comments so that the Kitchell team can incorporate them into future reports.

Chair Mel Jordan thanked Ines for the clarity of the report, for its being user-friendly, and said it had come a long way. The Committee members concurred that the report is more transparent, understandable, and focused on what is important to them.

The 2012-13 Q2 Quarterly Bond Update for Measure G resides here:

http://www.solano.edu/measureG/CBOC_info.html

▪ *Campus Tours Follow-Up*

Committee members stated they would like to tour the Vallejo Center. It was agreed to have the May meeting at that campus and to have the first item of business be a tour.

X. Items for the May 13, 2013, Meeting

- Campus Tour, Vallejo Campus
- Update from Peter Cammish, # of students at each campus
- Election of Vice Chair
- Legal Counsel to Provide Committee's
- Roles & Responsibilities
- Bylaws
- Terms
- Future Agendas
- Separate Information and Action Items
- Update on PLAs

IX. Adjournment

Chair Mel Jordan thanked the group, and the meeting adjourned at 7:30 p.m.

Respectfully submitted,

Janet Leary
Interim Business Operations Coordinator