

Solano Community College District  
CITIZENS' BOND OVERSIGHT COMMITTEE  
February 2, 2009 – 5:30 pm  
Bldg. 1400 – Faculty/Staff Dining Room

UNADOPTED MINUTES

CALL TO ORDER

A meeting of the Citizens' Bond Oversight Committee was called to order at 5:35 pm, Monday, February 2, 2009, in the Faculty/Staff Dining Room of Building 1400, Solano Community College by Bruce DuClair, Chairperson.

Members Present:

Jesse Branch, College Foundation  
James Conlow, Construction/Trades  
Frank Crim, Construction/Trades  
Bruce DuClair, Taxpayers' Association  
Betty Frank, Senior Citizen Organization  
Carol Landry, Business Organization  
Lillian Nelson, Student Body President  
Rozzana Verder-Aliga, Business Organization

Members Absent: Jan Cox Golovich

Others Present:

Lisa J. Waits, Ed.D., Interim Superintendent/President  
Ron Richards, Program Manager, Kitchell CEM  
Lester Young, Project Manager, Kitchell CEM  
Stan Dobbs, Facilities Contractor  
Judy K. Anderson, Executive Assistant, Business Services

I. APPROVE AGENDA:

- Motion (Lillian Nelson), second (Jesse Branch) to approve the February 2 meeting agenda. Motion passed unanimously.

II. APPROVE MINUTES:

- Motion (Lillian Nelson), second (Jim Conlow) to approve the November 3 meeting minutes with amendment. Mr. Conlow indicated that in addition to adding the new column, "Projected Cost at Completion," he was interested in viewing "trailing expenses," or how much is estimated left to be paid. Motion passed unanimously.

III. MEASURE G PROJECT UPDATES & FINANCIAL SUMMARY:

- Ron Richards, Kitchell Program Manager, provided an update on the Measure G bond projects and financial summary as of December 31, 2008.

- Carol Landry requested to receive the update report earlier so there was time to review the information. Kitchell will provide an electronic copy of the report to be emailed to CBOC members when the agenda goes out.
- Bruce DuClair asked if there are sufficient funds to finish all the projects. Ron replied that the District has hired an accountant specifically for Measure G and is currently focused on all the revenue, included interest earned. Then, a complete audit will take place to compare Kitchell's reporting system and the District's accounting.
- Stan Dobbs added that the District is taking the prudent approach and wants to verify all the dollars. Even though it's a great bidding climate now, the District will be cautious until total revenue is determined. We do know that there's some savings on the expense side, however.
- Lillian Nelson requested an exact cost for the Bldg. 1400 faculty/staff dining room. She reported that the students contributed \$1.5 million. Stan Dobbs replied that the project is currently about 90% complete and Kitchell will provide the cost figure.
- Frank Crim asked about the Vallejo Center's balance of \$333,671. Ron said the original contractor has completed its work—the \$333,671 is money that is budgeted and held in reserve for a new contract to build a maintenance/utility enclosure that's needed.
- Ms. Landry noted the \$206,500 owner-requested expense. Lester Young replied it's for the Bldg. 400 second floor guard rail improvement for safety. The design is complete and Kitchell is waiting for the shop drawings. Project will be publically bid due to the estimated amount of work.
- Ms. Landry also asked about the current progress of the Vacaville Center. Ron said the foundation was poured and preparing to go vertical with steel.
- Mr. DuClair had a question regarding the Sports Complex projects. What does this sentence mean? *"Project completion delayed due to DSA approval of concrete structural details and CA Architect 'over-stamp'."* Ron replied that CMX Engineers is based in Arizona, and DSA wanted a California-based firm. The delay was to get a CA architect to sign onto the project.
- Jim Conlow wanted to know what does the EdMAC Report mean by "scope creep." Scope creep can mean expanding the project without the appropriate planning or approval process. The EdMAC Report warns of scope creep but does not cite anything in particular.

#### IV. EDMAC REPORT & MEASURE G BOND FUNDS:

- Dr. Waits reported on the EdMAC Report's findings and recommendations concerning Measure G dollars. The District has asked for a formal legal opinion on the \$1 million transfer issue. Dr. Waits indicated that, as of now, it seems to appear that \$217,000 should have been expensed differently. The expense was maintenance-related.
- Dr. Waits reported that the District can do either: 1) District repay Measure G or 2) District can pay for the expense.
- She announced that staff is now in regular contact with bond counsel, and asked if the CBOC would like David Casnocha to meet with them. Mr. Casnocha can answer their questions related to specific legal aspects of Prop. 39 and bond monies.
- The Committee agreed and welcomed an opportunity for Mr. Casnocha to meet the members. Dr. Waits requested Judy Anderson to contact Mr. Casnocha and schedule a date about three weeks from now.

- Dr. Waits reported that a recovery matrix has been created to track all recommendations, the responsible office area and the status. It will be sent to the CBOC.
- Dr. Verder-Aliga asked for clarification about the \$1 million transfer. Dr. Waits replied that the bond project cost was to be split between general unrestricted fund and bond fund monies. The District fronted more of the cost of one project, and the warrant was to repay the general fund for these expenses. The issue was the process for reimbursing the fund. There was no board resolution to authorize this and, secondly, this was not highlighted to the Board and the public. There is some remaining concern that the expense involved was for maintenance and that would not be allowable. Currently, the District has asked bond counsel for recommendations on what to do next.
- Carol Landry asked what about the status of the VP of Business Services position.  
Dr. Waits replied that the District will recruit for a replacement to begin July 1.

#### V. INFORMATION:

- Power Outage: Stan Dobbs gave a report on the recent campus-wide power outage incident that could've had a very severe impact on college operations. The college lost two out of five substations. He described the incident that occurred over a 3-day weekend. A power generator on a semi-truck was brought in to provide power to Bldg. 100 so at least registration could continue.
- He reported that several facilities staff worked around the clock, along with the contractor, Wulff Electric, to restore power just a few hours before start of classes on Tues, January 20.
- Mr. Dobbs recommends that the electrical upgrade be moved up the priority ladder. He said the Governing Board expressed support for this critical infrastructure need.
- Staff is asking bond counsel for its legal opinion whether Measure G funds can be used for the upgrade. A determination needs to be made whether it's in the original project list. If it's a maintenance issue, then it's a different funding source.
- Stan said that he's requesting the CBOC's acceptance and acknowledgement of the incident and support its need for top priority. Carol Landry indicated she had no objections. Bruce DuClair stated that he considers the CBOC advised and the District has its approval.
- Jim Conlow reported that he was called by a reporter from Vallejo, and he advised her to attend the meeting to get questions answered.
- Campus-wide Security Master Plan: Stan Dobbs reported that the campus community has spent time on developing a security master plan, with the assistance of a consultant specializing in security for educational institutions. It will take about two to three months to create the plan. An attorney reviewed the plan, and it's a legitimate Measure G expense.
- Dr. Waits said that students will definitely be involved in it. The estimated cost is \$45,000 and includes the Vallejo and Vacaville Centers.
- Jim Conlow asked whether staff consulted with other colleges. Stan answered yes, and the consultant has experience and background with creating plans for

colleges. The college interviewed eight firms, and he noted that all six members of the interview panel picked the same lowest bidder.

- Campus-wide Exterior Signage Master Plan: Stan Dobbs announced the college is undertaking a “way-finding” project that starts at the college entrance. It dovetails with the security plan. The plan will incorporate architectural design aesthetics to create exterior signage, kiosks, etc. to help students and the public locate buildings. The cost is \$65,000.
- Mr. DuClair noted that both are valid projects for Measure G.

#### VI. ITEMS/ISSUES FOR NEXT AGENDA:

- Mr. DuClair asked to switch the last two items and asked for agenda items for the next meeting before it adjourns for a tour.
- Due to Jan Cox Golovich’s recent resignation from the CBOC, Bruce asked District staff to announce the CBOC is seeking a replacement member.
- Bruce asked if the CBOC can be advised of change orders. He’s interested specifically in seeing the original work request and how it was negotiated down. He emphasized that he only wants to be aware of it—not to approve—as it’s not the purview of the CBOC. He said the Education Code stipulates the CBOC should be informed of change orders. Dr. Waits said that we can provide the information that is presented to the Board.
- Bruce requested new parking passes for 2009 for all members.

#### VII. CONSTRUCTION PROGRESS TOUR OF BLDGS. 1400, 1700A & 1700B:

- The CBOC decided to forgo the tour and take a tour at the next meeting.

#### VIII. ADJOURNMENT

- The meeting was adjourned at 7:15 pm.

jka