



Solano Community College District

**JOINT MEASURE G and Q CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)
MEETING**

Fairfield Campus - Room 1421

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

Monday November 18, 2013

5:30 PM

ADOPTED MINUTES

Members Present:

1. Mr. Melvin Jordan
2. Mr. Gary Bertagnolli
3. Mr. Lyman Dennis
4. Mr. Hermie Sunga
5. Mr. Robert Charboneau
6. Dr. Walter Quinn

Members Absent:

1. Mr. Eric Franchimon
2. Mr. Gabriel Johnson

Others Present:

1. Mr. Leigh Sata, Executive Bonds Manager, Solano Community College District
2. Ms. Leslie Fay, Business Office Coordinator, Solano Community College District
3. Mr. Dwight Callaway, Facilities Manager, Solano Community College
4. Ms. Ines Zildzic, Program Manager, Kitchell CEM
5. Mr. Bob Fuselier, Kitchell CEM
6. Mr. Arturo Castillo (ASSC)
7. Mr. Jon Alexander
8. Mr. Toni Murray (SCC Student/Alumni)

Chairman Melvin Jordan called the meeting to order at 5:30p.m. and led those present in the Pledge of Allegiance to the Flag of the United States of America.

I. November 18, 2013, Agenda: *Approval*

A motion to approve the agenda was made, seconded and unanimously carried.

II. August 12, 2013, Minutes: *Approval*

A motion to approve the minutes from August 12, 2013 was made, seconded, and unanimously carried.

III. PUBLIC COMMENTS:

No public comments were made at this meeting.

IV. ACTION ITEMS:

- Terms of the Committee Members were distributed and adopted according to the CBOC By-Laws.
 - The Committee requested information on the procedures to re-appoint Mel Jordan as Chairman.
- Chairman Jordan expressed the importance of the CBOC members following the attendance requirements.
 - The Chairman requested to address these requirements according to by-laws at the next meeting.
- Tour of Vallejo Campus:
 - The Committee decided to hold off until something is happening or perhaps join the BOT Tour when they visit the sights in the future.
- Member Charboneau requested for future meetings that information is received before the Board meeting in order to review and be prepared to ask questions.

V. INFORMATION ITEMS:

I. Quarterly Bond Update:

Presenter - Ines Zildzic, Kitchell CEM, Program Manager

A. Projects in Process:

- Building 600
 - a. Administration Renovation- DPR is the Construction Lease-Leaseback contractor. The focus has been to complete the Board Room including Layout and interior finishes. Project schedule was confirmed and drawings will be submitted to DSA by Nov. 28. Anticipation of gaining DSA approval is by the of February, for approval by the BOT in March. Construction completion is in Oct.2014, occupancy in November /December 2014.
- Vacaville Parking Lot
 - a. This project is approximately 65 % complete and anticipated completion is January 2014.
- Building 1100
 - a. Following the Ca. State Chancellor's office regarding Districts 5 year Construction Plan and state funded projects, it was determined that demo of the portables is directly related to the Library project (State Funded). If portables were demo prior to start of the Library it would create a challenge in retaining State Funding for the Library project. District is looking at options for the portables until the Library project is completed.
- District- wide PV Projects (Solar Panels)
 - a. Vallejo is complete and operational;
 - b. Vacaville is in progress and is hoped to be completed in January 2014;

- c. Fairfield and Vacaville campus P G & E Electrical tie-ins were successfully completed weekend of November 9, 2013;
 - d. Fairfield North parking lot solar panel installation is complete and overall project construction is 80 % complete;
 - e. Fairfield South parking lot solar installation was initiated on November 6, 2013 and is scheduled to be completed by mid-December. . This project is approximately 50% complete and the anticipation is that work on the final P G & E interconnections will begin in next several months.
- Member Sunga asked about the PG& E rebates.
 - It was reported that all is going through the Chancellors office and that there is a PG&E coordinator working with the District–CCIOU.
 - Mr. Sata explained that all the rebates will go back to the operational budget.

B. Future/Planned Projects:

- Vallejo and Vacaville Center Entry Way Signage
- Building 1600 Renovation/Equipment-Cosmetology
- Building 1900 Renovation/ Equipment – Equipment Maintenance/Warehouse
- Campus-Wide Landscaping (improvements)
- CTE Lab Renovation

C. Completed Projects:

- Building 1000 Renovation/Equipment
- Upgrade Security/Exterior Lighting
- Vallejo Center
- Vacaville Center
- Student Services Center 400
- Gymnasium Renovation & Adaptive PE Addition
- Building 700 & 800 Annex
- Student Union Bookstore Modernization- building 1400
- Building 1800A & B Renovation
- Utility Infrastructure Phase I & II (Hydronics)
- Sports Complex Phase I & II
- Campus-wide Tech Upgrade Phase I
- Building 300 Renovation /Equipment
- Building 100 (Interim Remodel)
- Building 500 Renovation/Equipment
- Building 1500 Renovation/Equipment
- College Infrastructure
- ADA Phase I & II
- Building 1200 Renovation (Interim Remodel)
- Nut Tree Project
- Campus-wide Exterior Painting
- Stadium Renovation/Track- Building 2500
- Campus-wide Signage Study
- Two Science Room Ventilation- Building 300

D. Financial Summary Measure G

- Report on the Bond Revenue Expenditures as of the 4th Quarter 2012/2013: Ms. Zildzic described the budget topline and the current projects with footnote

descriptions. There are several projects that are now complete. If there were funds remaining as part of those project budgets, each project scope was evaluated closely, for several projects, remaining funds were appropriated to the program contingency. Projects with additional scope needs were reviewed closely and additional funding was allocated from the contingency. This is why some of the project budgets show a variance (under “Variance Column” in the report). Ms. Zildzic explained that currently there is an overall variance of (\$269, 928.). Considering this shortfall, there is a plan in place to bring the overall program back into the budget. Currently the team is working on a couple of approaches to support the cost run overs that were unpredicted (Value Engineering on B600 as an example)

- Chairman Jordan approved of the seeing the best practices used and appreciated the savings due to prioritization.
 - The Design Team, and Kitchell are looking very closely to bring some of the projects noted back into budget.
 - There was a question raised about the Child Development Center and why it was cancelled.
 - i. Leigh Sata reported that the bids were too high at the time and that what they needed was so costly that it will be done and upgraded with Measure Q. The Team will work with the faculty to develop and implement a project that addresses the user needs.
 - Chairman Jordan asked that the transparency of money (movement from projects to contingency) be communicated to the CBOC.
 - i. This should be provided as a follow-up item.
 - The Committee asked Kitchell to bring some visuals to the next meeting due to the time lapse between meetings.
 - i. Member Gary Bertagnolli asked that more narrative be given with the explanation of changes on the budget. He also requested that all materials be submitted to them at least a week before the Committee meets.
 - Member Bob Charboneau requested a list of the Buildings that were PLA’s.
 - Member Lyman Dennis asked Kitchell to explain what “lease-lease back” meant. Bob Fuselier with Kitchell gave a brief explanation of the concept. the Lease-Lease back construction delivery method is considered an alternative delivery method to the traditional Design-Bid-Build (also referred to as hard bid projects). Lease-Leaseback helps to take the risk off the District and project is designed and built through a best value process vs. the lowest bid. Under California state law, Districts are authorized to enter into agreements with contractors based on qualifications and price to deliver their facility improvements. Through lease-leaseback contract mechanism, the District pays the contractor payments Due to the best value approach, the contractor is involved during the design and as such change orders are minimized and project schedule requirements are met. .
- E. Master Plan Program Schedule:
- Fine Arts- Building 1300 – Closeout Feb. 2014
 - Vallejo Center Parking Expansion- Closeout Feb. 2014
 - Admin. Reno- Building 600- Closeout Jan. 2015
 - Vacaville Parking Expansion- Closeout March 2014
 - Vacaville Center Annex- Tenant Improvements/Furniture
 - District-wide Photovoltaic Project-
 - i. SCCD- district-wide PV Project- complete- May 2014

II. Update Measure Q:

Presenter - Leigh Sata, Executive Bonds Manager

- A. Jimmy Doolittle Education Air and Space Museum at the Nut Tree Airport
- The College sees a beneficial connection between the math /engineering departments and the Aeronautics curriculum.
 - All CBOC members will get the PDF of the presentation for reference.

VI. Agenda Items for next Board Meeting:

1. Discussion of the by-laws to address the attendance requirements of CBOC members.
2. The current and future projects that use Project Labor Agreements
3. Discussion of the Master Plan from 2009

VII. Next meeting: February 10, 2014

VIII. Meeting Adjourned 7:15PM

Respectfully submitted,
Leslie Fay, Interim Business Operations Coordinator