

Solano Community College District
CITIZENS' BOND OVERSIGHT COMMITTEE
November 3, 2008 – 5:30 pm
Bldg. 400, Room 414

ADOPTED MINUTES

CALL TO ORDER

A meeting of the Citizens' Bond Oversight Committee was called to order at 5:31 pm, Monday, November 3, 2008, in Room 414 of the Student Services Center, 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
Jan Cox Golovich, Civic/Professional
Carol Landry, Business Organization
Lillian Nelson, Student Body President

Members Absent:

Betty Frank, Senior Citizen Organization
Rozzana Verder-Aliga, Business Organization

Others Present:

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

I. APPROVE AGENDA:

- Motion (Lillian Nelson), second (Jan Cox Golovich) to approve the November 3 meeting agenda. Motion passed unanimously.

II. APPROVE MINUTES:

- Motion (Jan Cox Golovich), second (Lillian Nelson) to approve the August 4 meeting minutes. Motion passed unanimously.

New CBOC members (Jesse Branch, James Conlow, & Frank Crim) were introduced to the rest of the Committee, District staff, and Kitchell staff.

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 October 15.

- Ron reported that Measure G expenditures to-date total \$91.2 million. Ron summarized the 20 completed projects, projects in progress, and future planned projects. All budget figures reflect all costs to date—"checks were issued."
- He went on to report that from a construction standpoint Bldg. 1800A is complete but from a cost standpoint, there are outstanding invoices.
- He indicated that all expenses for Buildings 700/800/900 are carried under 700.
- There will be savings reflected in the rebenchmarking process. The Measure G Bond Steering Committee will review and redistribute the saved dollars to fund future planned projects.
- Ron reported that he's confident that Bldgs. 400, 700/800/900, 1800A, and the Vallejo Center will be 100% complete by the next quarterly report.
- The Vallejo Center security system project budget is contained within the overall Center budget.
- James Conlow asked whether contract budgets, encumbrances, and change orders (all committed costs) are in the report. Ron emphasized that this report format is designed to show all actual expenses.
- Carol Landry asked whether the rebenchmarking exercise has occurred. Ron replied that the Measure G Steering Committee meets on November 10. He estimated there is \$9 million in reserves to roll back into projects. For example, Bldgs. 1200 & 1300 and the sports complex have about \$4 to \$6 million dollars allocated to it.
- The final budgets for Bldgs. 300, 500, & 1500 were over-budget primarily due to them being the first buildings to be renovated and many unforeseen conditions were encountered.
- Carol Landry noted that Building 100 has a large contingency. This is because Bldg. 100 will undergo an interim renovation (during Spring 2009) before a full reconstruction occurs. The District has submitted a Final Project Proposal (FPP) for the major remodel to the State for matching dollars. The allocation won't occur for at least another five years, but the facility needs to be usable in the interim, thus, there is a budget for an interim remodel.
- Jan Cox Golovich reported that she heard about several items: there were fumes coming into Room 809, the badminton court lines are not clearly marked on the gym floor, and there may be ADA issues in the Student Health Center. Ron replied that he will check into the fumes in Room 809, the lines were redone in the gym, and the door thresholds are being adjusted and automatic doors function now in accessible parts of Building 1400.
- Frank Crim reported that he was told that possibly \$1 million was transferred from the Measure G budget into the District's general fund.
- IS/P Lisa Waits answered that there was a budget transaction that was the result of the District initially paying the cost of the campus technology upgrade. The District went from an antiquated stand-alone system known as the QSS system to the fully-integrated Banner system. The upgrade was in the Measure G ballot. The transfer amount crossed more than one fiscal year and "repaid" the general fund. An independent audit conducted showed that all expenses were appropriate. The process could have been more transparent.
- IS/P Waits further reported that an auditor is reviewing and checking all financial processes and a public report will be published soon. The CBOC will receive a copy as soon as it's completed.

- Carol Landry asked how are bond projects approved and completed. There is a Measure G Bond Steering Committee comprised of the senior management team: Supt/President, Vice Presidents of Academic Affairs, Business Services, Student Services, and Technology. Kitchell staff also participate on the committee. Each building has its own steering committee where ideas are vetted and recommendations forwarded to the Measure G Steering Committee. The committee looks at the entire campus and what's best for the District. All final recommendations are forwarded to the Governing Board to approve or disapprove.
- Jan Cox Golovich stated that she wants the CBOC to be more than a "rubber stamp" committee. A message needs to be sent to the Board to make everything more transparent and to not let this occur again. The budgets must be kept separate to be credible. She expressed concern that the CBOC was not told. She was very proud of Measure G's accomplishments and to underscore that borrowing does not happen again.
- IS/P Waits completely agrees and believes the public can still be proud of the Measure G accomplishments. She assured the CBOC that this is a new and isolated event. The Board sets policies and there are good procedures in place.
- James Conlow commented that there may be more citizens who are questioning what happened.
- Ron Richards noted that he'll add a column to the update report entitled "Project Cost at Completion."
- Bruce Duclair announced the Vacaville Reporter recently had a nice article about the new gymnasium.

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

- The meeting was adjourned at 6:39 pm.
- The CBOC proceeded with a tour of current construction projects. The tour was led by Ron Richards and Jennifer Davlin, Program Managers with Kitchell.

V. ITEMS/ISSUES FOR NEXT AGENDA:

- None presented.

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