



Citizens Bond Oversight Committee

For Solano Community College District
Measures G and Q Bonds

Special Meeting Minutes: Workshop

Tuesday, January 26, 2016
3:30p.m. – 5:00p.m.

Fairfield Campus Building 600, Board Room
Solano Community College, 4000 Suisun Valley Road, Fairfield, CA 94534

1. CALL TO ORDER

A Special Meeting of the Solano Community College District Citizens' Bond Oversight Committee was called to order at 3:30 p.m., on Tuesday, January 26, 2016, by the Chair Lyman Dennis.

2. ROLL CALL

Present

Lyman Dennis, Chair
Elisha Blue, ASSC
*Robert Charboneau
Neil Ferguson
David Fleming
Andre Stewart
Ward Stewart

Absent

Angelo Cellini
Hermie Sunga, Vice Chair

*Arrived after roll call

Other Present:

Celia Esposito-Noy, Superintendent-President
James Buchanan, Interim Director of Facilities
Laura Convento, Business Operations Coordinator
Tom Beckett, Interim Executive Bonds Manager



Pam Kinzie, Program Manager, Kitchell
Sandy Su, Fiscal Controls Manager, Kitchell

3. APPROVAL OF AGENDA

Mr. Dennis clarified that the action items were not for today's agenda, but for the next CBOC meeting.

4. COMMENTS FROM MEMBERS OF THE PUBLIC

None at this time.

5. INFORMATION (NO ACTION REQUIRED)

a) Discussion with the Interim Director of Facilities, Jim Buchanan & CBOC Members

Jim Buchanan has been an employee for the District for about 17 months. He began his career as a carpenter for 11 years, was employed at the Federal Bureau of Prisons for 21 years in the Facilities Department in various positions. Was hired for the Assistant Director of Facilities/Energy Management and is currently the Interim Director.

His current role at the college is to oversee the daily operations for the Maintenance department, attends the Bond committee meetings, manages the facilities budget, and deals with employee issues. His department covers six college sites (Main Campus, two centers, Auto Technology Building, Vacaville Annex and Nut Tree Airport), with limited staff (13 maintenance, 15 custodians).

His role with Measure Q is to identify areas of infrastructure and equipment that need replacement. He added that many of the projects were in place prior to his arrival, but since then he's been attending meetings with the project managers. Works closely with the Bond team to gather information.

The CBOC committee asked if they would be able to attend the Weekly Bond/Construction Meetings. Mr. Beckett mention the committee is more than welcome to attend. They are held at 360 Campus Lane on Wednesdays from 9-11 am.

b) Q&A re the November 18, 2015 Measure Q Quarterly Progress Update CBOC Members & Pam Kinzie

Mr. Dennis sent the November 18, 2015 Quarterly Progress Updates reports to the CBOC prior to the meeting.



Ms. Kinzie reported briefly on Measure G. Bond team is currently waiting for the Bond Audit report to be finalized and see how much money is left. There are a few small capital projects to propose to the board. They anticipate the report will be ready in March.

The report that Ms. Kinzie reported on covers activities from July 2015 - September 30, 2015. She added that the October - December 2015 progress report will be ready early February. The report is in three sections: Program Summary, Financials and Project Status. Program summary is divided in sections

- A. Current activities - Overview of program activity. Project summaries and a listing of Board Action for each meeting during the quarter.
- B. Program - Next 90 days - Prognosis for the next 90 days.
- C. Program Issues

Ms. Kinzie briefly discussed how to read the project status reports (where they are in construction process, pictures from the quarter, funding sources, start and completion dates). She highlighted the Bond Spending Plan. She noted the increases/changes to the Bond Spending plan that was approved by the Board to increase amounts for the Auto Tech and Bio Tech programs.

Ms. Kinzie mentioned the library project which was approved for state funding, if funding is available. She noted there will be a measure on the November ballot to fund this project. If no funding available, bond money will be spent to renovate the library at a later date.

A question was raised about the Veteran's office being moved from the science building. Mr. Beckett reported that discussions are still ongoing and a plan will be presented to the Board in February. He mentioned that this revision will address additional classrooms and an astronomy piece that was left out. The Veteran's piece is still ongoing, that has not been resolved.

Mr. Dennis asked about the change to from Lease Lease back to Design Build. Ms. Kinzie noted that both BioTech and AutoTech by the Design Build delivery method. She reported an ongoing court case in Fresno regarding the Lease Lease back delivery method. Mr. Beckett commented that a decision was made not to use the LLB method anymore.

CBOC member commented on the tree removal study and how it doesn't seem to fit in with capital projects. Ms. Kinzie commented that the trees may affect the infrastructure. In the case with the horticulture project, it is considered a capital improvement. Mr. Beckett added that tree removal is scheduled maintenance/capital outlay for safety issues. The CBOC member would like to see the bond language where it allows that.



Mr. Charboneau asked about the \$1 million dollars allocated to the Nut Tree Airport. Mr. Beckett commented that it was a joint venture with the Jimmy Doolittle Foundation. He commented that the school aeronautic mechanic technician program and the District currently leases a hanger. The District purchased a parcel of land in 2012 and will build a permanent facility for the program on the north side of Nut Tree. The Doolittle foundation paid the money upfront, and the District will use part of the money allocated to pay the pro-rata costs. (\$100k to Doolittle, the rest for CEQA, geotechnical studies, schematics, and other studies used to advance the project). The breakdown of the \$1 million dollars is on the Project Initiation Form (PIF).

Action Item: Mr. Beckett to send copy of the Aeronautics PIF document to CBOC.

c) Activity since the November 18 Measure Q Update, Pam Kinzie & Jim Buchanan

Ms. Kinzie reported since the last report, she highlighted a few items for Measure Q.

- \$6.6 million expended from October to December 2015
- The District has a new Superintendent-President.
- Still searching for an Executive Bonds Manager, Mr. Beckett will stay on board until April.
- The Governing Board approved new space guidelines and furniture standards. Maintenance is working with Bond on revisions.
- Reviewing cash flow for tranche one, made changes to schedule to help meet spending requirements.
- Initiated a small, local and diverse business (SLDB) outreach program. The bond has a 15% participation goal of for local business for small and large projects.
 - Not many state certified local firms
 - Veteran owned, minority owned, small business
 - Mr. A. Ward asked how hard could it be to find that in Solano County (Vallejo, Fairfield and Vacaville have over 100k residents).
 - Mr. Beckett noted the dis-incentives that it might be hard/costly for small businesses to get certified.
 - They noted the difficulties with these participation goals
- Bond team implemented the Eacdocs database program to manage large project documentation control.
- Software changes for website.
- Performing arts started construction/demolition in November. Building is gutted.
- For Biotech project, well along in design. Received approval for the construction documents from the DSA.
 - Construction/Sitework will start in May.
 - Sitework/Construction documents will be submitted in February.



- AutoTech in Vallejo, going through the same process as Biotech. Construction to start in August.
- Horticulture project - Large tree removed from site. Sitework construction documents were sent to the State. Will start bidding projects in Spring.
- Criteria documents in progress for Science building. On hold until decision is made with building components. Shortlisted three firms for design build.
- IT Infrastructure work to be completed in March. (District-wide).
- Small projects were also discussed.

6. ACTION ITEMS

Set agenda and date for next meetings:

Meeting of Auditor with CBOC Audit Subcommittee

- Set up a subgroup meeting with Auditor. Action Item for : Y. Ligioso
- Mr. Beckett to firm up date with Mr. Ligioso

Presentation by David Casnocha, JD, Managing Shareholder, Stradling, Yocca, Carlson & Rauth

- Mr. Ligioso wanted to have the Bond member training with Mr. Casnocha.

Dates: Tuesday Feb 2, 9, 16, 23, 28, March 8, 15, 22, 29.

- Mr. Dennis will send out the dates for the group, for the next CBOC meeting.

Discussion of draft outline for CBOC Report to the Public

- Mr. Charboneau suggested each member bring to items they want to include for discussion
- Mr. Dennis commented that Kitchell helped with the report last year, this year he suggested this report to come from the CBOC committee.

Mr. Charboneau asked if there was a conflict of interest with Mr. Fleming being on the Board for the Jimmie Doolittle Foundation. Mr. Beckett to check with Mr. Ligioso/and or Bond counsel if there is a conflict.

7. ANNOUNCEMENTS

None.

8. ADJOURNMENT

Moved by Mr. Ferguson and seconded by Mr. Fleming to adjourn the meeting. There being no further business, the meeting was adjourned at 5:03 p.m.