

**Citizens Bond Oversight Committee**  
For Solano Community College District  
Measure Q Bond

**Meeting Agenda**  
**Tuesday, June 23, 2020**  
**3:30 p.m.**

**Due to social distancing guidelines, this meeting will be conducted via Zoom. Links, call in information and meeting ID number to join the Zoom meeting are below:**

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/94629219030>

Or iPhone one-tap (US Toll): +12532158782,94629219030# or +13017158592,94629219030#

Or Telephone:

Dial:

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 346 248 7799 (US Toll)

+1 646 876 9923 (US Toll)

+1 669 900 6833 (US Toll)

Meeting ID: 946 2921 9030

International numbers available: <https://cccconfer.zoom.us/u/acS323SAdN>

Or Skype for Business (Lync):

<SIP:94629219030@lync.zoom.us>

*Please Note: Members of the public may address the CBOC on any item within the CBOC's jurisdiction. In order to ensure questions for the CBOC are addressed, please complete a blue card available at the press table and submit it to the Chair at the beginning of the meeting. Persons addressing items included on the agenda will be heard at the time the item is considered. Persons requesting to address items or subjects that are not on the agenda will be heard under the agenda item, "Comments from Members of the Public." The CBOC cannot take action on any items not on the agenda unless authorized by law. Matters brought before the CBOC that are not on the agenda may, at the CBOC's discretion, be placed on a future agenda. The CBOC Chair reserves the right to modify the order of business in the manner she/he deems appropriate. As a courtesy to others, please silence all electronic devices during the meeting.*

**1. CALL TO ORDER**

**2. ROLL CALL**

Ward Stewart

Cary Leider

Tina Lowden  
Andre Stewart  
Janet Roberts  
Dawn LaBar  
Doriss Panduro  
Daniom Ghebremichael  
Vacant, Construction/Trades, Vacaville

3. **APPROVAL OF AGENDA**
4. **COMMENTS FROM MEMBERS OF THE PUBLIC**
5. **APPROVAL OF MARCH 10, 2020 MEETING MINUTES**
6. **CBOC 2018-2019 ANNUAL REPORT**
7. **QUARTERLY PROGRESS REPORT**
8. **PROJECT SUMMARY UPDATE**
9. **UPCOMING MEETING SCHEDULE**
10. **ANNOUNCEMENTS**
11. **ADJOURN**

*Materials related to an item on this Agenda submitted to the CBOC after distribution of the agenda packet are available for public inspection in the Bond Business Operations Coordinator's Office in the Administration Building, 4000 Suisun Valley Road, Fairfield, California 94534. All meeting materials provided at time of publication are available on the Solano College Web site at [www.solano.edu](http://www.solano.edu) for public inspection.*

**Pursuant to Government Code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in the meeting should contact the Executive Bonds Manager's Office at (707) 864-7855 no later than three days prior to the scheduled meeting. Meetings are held in locations which are wheelchair accessible.**

**DRAFT**

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## Citizens Bond Oversight Committee Annual Report 2018-19

### **INTRODUCTION**

This report presents activities and opinions of the Citizens' Bond Oversight Committee (CBOC) of the Solano Community College District (District) during the 2018-19 fiscal year. The CBOC is required to prepare and present to the District's Board of Trustees, in public session, an annual written report, which includes a summary of the CBOC's activities and a statement indicating whether the District is in compliance with requirements that the bond revenues have been used only for the purposes authorized by the bond measure.

During this period the CBOC met four times but did not have a quorum for one of the meetings. Committee members received updates from District staff on the progress of Measure Q projects. The District and its consultants were forthcoming in providing and presenting requested information and project status updates. During this fiscal year, an annual report was created and presented to the Governing Board for the year 2017-18.

The CBOC reports that to the best of its knowledge the District has complied with the requirements of state law in its accounting for and expending of bond funds. Information regarding the projects for the bond measure is provided in this report. Expenditures are cumulative through June 30, 2019.

### **ABOUT THE SOLANO COMMUNITY COLLEGE DISTRICT**

Solano Community College was established in 1945 as Vallejo Junior College, as it was part of the Vallejo City Unified School District until 1967 when the College became a countywide institution. The 192-acre Fairfield campus, centrally located just off Interstate 80, was completed in 1971 and opened with 5,000 students. Since then, facilities, programs, staff and services have expanded to meet the needs of a growing County.

The College's service area encompasses the communities of Benicia, Dixon, Fairfield, Suisun, Vacaville, Vallejo and Winters, as well as Travis Air Force Base. Many graduates of the area's fifteen public high schools and three private schools take advantage of the educational opportunities offered by Solano Community College.

## Solano Community College CBOC 2018-19 Annual Report

The College currently serves about 11,000 students annually at facilities on the main Fairfield Campus, Vacaville Center properties, and Vallejo Center properties.

### **CITIZENS' BOND OVERSIGHT COMMITTEE**

The Solano Community College District's Citizens' Bond Oversight Committee is comprised of nine members representing required constituent groups from throughout the District's service region.

The CBOC is responsible for the review of bond expenditures and preparation and presentation of an annual report. Solano Community College District's CBOC has oversight responsibilities for Measure Q. CBOC members serve a term of three (3) years, commencing as of the date of appointment by the Board. No member may serve more than two (2) consecutive terms. CBOC members are not compensated for their services.

#### **Committee Members During 2018/2019 Fiscal Year:**

Tina Lowden, Senior Citizen Organization, Winters (appointed 4/5/17)

Andre Stewart, Member-At-Large - Benicia (appointed 11/19/15)

Ward Stewart, Chair, Member-At-Large – Vallejo (appointed 9/2/15)

Janet Roberts, Taxpayers' Association – (appointed 1/17/18)

Holly Brown, Construction Trade Organization – (appointed 9/20/17)

Cary Leider Construction Trade Organization - (appointed 3/6/19)

Dawn LaBar, Educational Foundation – (appointed 1/17/18)

Doriss Panduro, Business – (appointed 1/17/18)

Danion Ghebremichael, Student Association (appointed 5/16/18)

### **MEASURE Q BOND PROGRAM SUMMARY**

The Solano Community College District had two bond authorizations: Measure G, approved by voters in 2002 (\$124.5 million) and Measure Q (\$348 million) approved by the voters in 2012. The proceeds from these bonds are to be used for site acquisition, facility renovation, construction of new facilities, and equipment procurement.

Both Measure G (closed in June 2017) and Measure Q were passed under Proposition 39 provisions, which allow passage of school bond measures with 55% voter approval if certain conditions are met. Proposition 39 allows the District to use bond funds only for projects described in the bond measure language. The funds cannot be used for staff salaries or projects not described in the language of the bond measures. It also mandates the formation of a

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Citizens' Bond Oversight Committee (CBOC).

## **SUMMARY OF CBOC ACTIVITIES FOR FISCAL YEAR 2018/2019**

The CBOC scheduled meetings on the following dates in Fiscal Year 2018/19: August 14, 2018; November 13, 2018; February 26, 2019 (no quorum); and April 23, 2019.

Following is a brief summary of the highlights of each meeting.

August 14, 2018: Pam Kinzie (Kitchell) gave a brief presentation on change orders with Lucky Lofton (Bond Manager) providing clarification on some points. Lucky Lofton provided updates on the current Measure Q projects including the Science Building and Veterans' Center, Library/Learning Resources Center, Horticulture Rest Room Building, Fairfield Campus Entry Sidewalk, and the Vacaville Center Intersection Improvement Project. Committee members were taken on a tour of the Science Building Project.

November 13, 2018: Committee members reviewed the Measure Q Quarterly Progress Update for the quarter ending September 30, 2018. Lucky Lofton brought the committee up to date by providing a summary of current projects progress.

February 26, 2019: There was no quorum as only four committee members were present. Nonetheless, Rob Diamond discussed the financial and performance audits for the last fiscal year. Lucky Lofton reviewed the Project and Quarterly Progress Update Report for the quarter ending December 31, 2018. Janet Roberts agreed to assist Ward Stewart in the creation of the Annual Report for the 2017-18 Annual Report. Committee members were taken on a tour of the Makers' Space and Robotics Labs.

April 23, 2019: Lucky Lofton provided costs of the Maker's Space and Robotics Lab projects. Rob Diamond provided hard copies of the fiscal year 2018-19 performance and financial audit reports. The discussion concluded with 'no findings' from both audit reports. Committee members reviewed a draft of the CBOC's 2017-18 Annual Report and approved it. Chair Ward Stewart will present it to the Governing Board at a subsequent public meeting.

June 19, 2019: Chair Ward Stewart presented the 2017-18 Annual Report to the Governing Board.

**BOND PROJECTS AND FINANCIAL SUMMARY**

Measure Q active projects this fiscal year included:

**Fairfield Campus:**

- Science Building (Phase 1)
- Library/Learning Resource Center (Building 100 Replacement)
- Horticulture Modular Restroom Building

**Vacaville Center:**

- Vacaville (Annex) Classroom Building Renovation (Phase 2)
- Vacaville Center Annex Building Corbels Removal (Phase 1)
- Vacaville Center Annex Building Monument Sign
- Biotechnology and Science Building Fume Hood Controls
- Vacaville Center Intersection Improvements
- Vacaville Center HVAC Upgrade
- Aeronautics & Workforce Development Building Sign & Awning
- Aeronautics Nut Tree Facility Improvements

**Vallejo Campus:**

- No active projects at this campus this reporting period.

**District-wide:**

- Utility Infrastructure Upgrade – Solar
- IT Infrastructure (Phase 2) Projects: Network Upgrade, Classroom Technology Upgrade, Faculty/Staff/Student Computer Replacement, Printer & Copier Replacement, Email System Upgrade, and Technology Upgrade at the Vacaville (Annex) Building
- Small Capital Projects: Building 1200 Signage, Portables Low Voltage Revisions, Building 1800 Makers Lab and Robotics Renovation, Building 1800B Existing Corridor Renovation, Autotechnology HVAC Acoustic Study, B300 Exterior Room Identification Signage, B300 Room 306 Modifications, Building 1900 Office Renovation, and B300 Modifications-Mail and Graphics

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## Solano Community College CBOC 2018-2019 Annual Report

### Solano Community College District

#### Measure Q Bond



(Financial as of 6/30/2019)

Status <sup>(4)</sup>	PROJECT NAME	MEASURE Q PROJECT BUDGET AS OF 12/05/2018 BSP <sup>(1)</sup>	BOT APPROVED CHANGE	MEASURE Q PROJECT BUDGET AS OF 2/06/2019 BSP <sup>(2)</sup>	OTHER FUNDING BUDGET <sup>(3)</sup>	REDEVELOPMENT FUND	OTHER FUNDING EXPENDITURES AS OF 06/30/2019 <sup>(5)</sup>	MEASURE Q EXPENDITURES AS OF 06/30/2019 <sup>(5)</sup>	PERCENT SPENT
	<b>FF CAMPUS</b>								
A	Library & Learning Resource Center	\$ 24,300,000		\$ 24,300,000	\$ 20,148,000	\$ 1,500,000	\$ 2,620,063	\$ 507,895	6.8%
C	Performing Arts Building (Phase 1 B1200 Renovation)	\$ 6,229,718		\$ 6,229,718	\$ 13,760,000		\$ 13,760,000	\$ 6,229,718	100.0%
F	Performing Arts Building (Phase 2)	\$ 13,700,000		\$ 13,700,000	\$ -		\$ -	\$ 33,151	0.2%
A	Science Building (Phase 1)	\$ 36,600,000		\$ 36,600,000	\$ -		\$ -	\$ 33,858,419	92.5%
F	Science & Math Building (Phase 2)	\$ 8,000,000		\$ 8,000,000	\$ -		\$ -	\$ -	0.0%
F	Career Technology Building (CTE)	\$ 3,000,000		\$ 3,000,000	\$ -		\$ -	\$ -	0.0%
A	Agriculture (Horticulture)	\$ 2,000,000		\$ 2,000,000	\$ -		\$ -	\$ 1,266,354	63.3%
	<b>VV CAMPUS</b>								
A	VV Classroom Building Purchase & Renovation	\$ 8,200,000		\$ 8,200,000	\$ -		\$ -	\$ 6,971,685	85.0%
A	Biotechnology & Science Building	\$ 33,383,435		\$ 33,383,435	\$ -		\$ -	\$ 33,291,070	99.7%
A	Aeronautics & Workforce Development Building	\$ 15,000,000		\$ 15,000,000	\$ -		\$ -	\$ 1,275,858	8.5%
F	Student Success Center/LRC	\$ 15,500,000		\$ 15,500,000	\$ -		\$ -	\$ -	0.0%
F	Fire Training	\$ 6,250,000		\$ 6,250,000	\$ -		\$ -	\$ -	0.0%
A	Vacaville Center HVAC Upgrade	\$ 2,153,557	\$ (3,251)	\$ 2,150,306	\$ -		\$ -	\$ 2,147,787	99.9%
	<b>VJ CAMPUS</b>								
C	Vallejo Property Purchase Belvedere	\$ 4,794,343		\$ 4,794,343	\$ -		\$ -	\$ 4,794,343	100.0%
C	Vallejo Property Purchase Northgate	\$ 6,871,471		\$ 6,871,471	\$ -		\$ -	\$ 6,871,471	100.0%
F	Site Improvements	\$ 2,825,000		\$ 2,825,000	\$ -		\$ -	\$ -	0.0%
C	Autotechnology Building	\$ 23,735,961		\$ 23,735,961	\$ -		\$ -	\$ 23,735,961	100.0%
F	Student Success Center/LRC	\$ 22,000,000		\$ 22,000,000	\$ -		\$ -	\$ -	0.0%
F	Career Technology Building	\$ 19,800,000		\$ 19,800,000	\$ -		\$ -	\$ -	0.0%
C	Vallejo Center HVAC Upgrade	\$ 2,135,178		\$ 2,135,178	\$ -		\$ -	\$ 2,135,178	100.0%
	<b>INFRASTRUCTURE IMPROVEMENTS</b>								
A	IT Infrastructure Improvements	\$ 14,200,000		\$ 14,200,000	\$ -		\$ -	\$ 5,807,558	40.9%
C	Utility Infrastructure Upgrade (Energy)	\$ 24,671,331		\$ 24,671,331	\$ 712,447		\$ 712,447	\$ 24,671,331	100.0%
	<b>ADA &amp; CLASSROOM IMPROVEMENTS</b>								
A	Small Capital Projects	\$ 8,753,246		\$ 8,753,246	\$ -		\$ -	\$ 3,599,043	41.1%
A	ADA Improvements	\$ 10,900,000		\$ 10,900,000	\$ 50,000		\$ 50,000	\$ 388,082	4.0%
	<b>PLANNING, ASSESSMENTS &amp; PROGRAM MANAGEMENT</b>								
A	Program Management, District Support and Planning	\$ 25,400,000		\$ 25,400,000	\$ -		\$ -	\$ 15,426,957	60.7%
	<b>RESERVE &amp; INTEREST</b>								
	Program Reserve	\$ 11,072,666	\$ 27,802	\$ 11,100,468	\$ -		\$ -	\$ -	
	Treasury Fees	\$ -		\$ -				\$ 528,185	
	<b>TOTAL BOND SPENDING PLAN</b>	<b>\$ 351,475,906</b>		<b>\$ 351,500,457</b>	<b>\$ 34,670,447</b>	<b>\$ 1,500,000</b>	<b>\$ 17,142,510</b>	<b>\$ 173,540,045</b>	<b>49.5%</b>

<sup>(1)</sup> Per Bond Spending Plan Revision Approved by BOT 12/5/2018

<sup>(2)</sup> Per Bond Spending Plan Revision Approved by BOT 2/6/2019

<sup>(3)</sup> Note other funding sources include State Funding, Proposition 39 Energy and Solano Transportation Authority

<sup>(4)</sup> A=Active Project; F=Future Project/Project On Hold; C=Closed Project. VV Aeronautics Project activity associated with property purchase and schematic design/budget confirmation only.

<sup>(5)</sup> District is currently in fiscal year-end close and is also in process of the annual financial audit, any variances will be included in the next quarterly report

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## **BOND AUDIT REPORTS FOR FISCAL YEAR 2018/2019**

In accordance with Proposition 39, Measure Q contains strict financial safeguards, including a requirement that an independent audit be conducted annually to ensure bond funds are spent on classroom and facility improvements as identified in the ballot measure.

Measure Q had a clean financial audit, with no findings. The Auditor found that the District properly accounted for the expenditures and bond funds were spent on authorized projects.

The Financial and Performance Audit Reports for fiscal year 2018/2019 may be available on the District website: [www.solano.edu/measureq](http://www.solano.edu/measureq)

## **CBOC COMMENTS AND RECOMMENDATIONS**

District Staff treated members of the CBOC with respect and appeared to value the role of the CBOC.

Whether or not a quorum was attained, District Staff provided project updates at every scheduled meeting. They also consistently answered all members' questions capably and competently. Information and documentation requested were provided without apparent reservation. District Staff gave tours of Measure Q funded projects when committee members requested them.

Neither District Staff, nor the Superintendent/President restricted the number of meetings the CBOC chose to conduct, nor were agenda items limited or controlled by other than CBOC membership, via its Chair. The cooperation and participation by District Staff was helpful and appropriate, and was welcomed by the CBOC.

During the CBOC's fall 2019 meeting, Rob Diamond, Vice President, Finance and Administration, informed members that the Measure Q bond had been refinanced at a lower interest rate thus saving tax payers approximately \$21 million. Although the CBOC received this excellent news during the 2019-20 fiscal year, we believe this was a significant positive event that should be made known to the public at large.

The CBOC learned that the firm that conducted the performance and financial audits the last few years was taken over by a larger company; however, the staff conducting the audits remained essentially the same as in prior years. The CBOC recommends that the District go out

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to bid and consider changing accounting firms periodically for the annual bond and general campus audits.

During the 2018-19 fiscal year one of the four scheduled meetings did not have a quorum. Over the years there has been a problem getting quorums. There was a vacant position during much of this past year. The CBOC understands that it is not always easy to find volunteers who fit the needed criteria for placement on the committee, but urges the Governing Board to act quickly to fill vacancies once they occur.

### **CBOC COMPLIANCE STATEMENT**

Bond expenditures and bond projects have been reviewed by the Citizens' Bond Oversight Committee to ensure the money is spent only on school facility improvements authorized by Measure Q. Bond expenditures are audited annually by an independent audit firm retained by the District. The CBOC has reviewed the audit reports, District Quarterly Progress Update Reports, and other materials requested from the District, and believes the District is in compliance with the requirements of Article XIII A Section 1(b)(3) of the California Constitution.