

## Citizens Bond Oversight Committee

For Solano Community College District  
Measure Q Bond

### Meeting Agenda

Thursday, November 9, 2023

3:00PM

**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://solano-edu.zoom.us/j/88125534135>

Or iPhone one-tap (US Toll): US: +16699006833,,88125534135# or +16694449171,,88125534135#

Or Telephone:

Dial:	+1 669 900 6833	+1 669 444 9171	+1 253 215 8782	+1 346 248 7799
	+1 719 359 4580	+1 253 205 0468	+1 929 436 2866	+1 301 715 8592
	+1 305 224 1968	+1 309 205 3325	+1 312 626 6799	
	+1 386 347 5053	+1 507 473 4847	+1 564 217 2000	
	+1 646 931 3860	+1 689 278 1000	+1 360 209 5623	

Meeting ID: 881 2553 4135

Or Skype for Business (Lync): <https://solano-edu.zoom.us/skype/88125534135>

*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

Dawn LaBar  
Cary Leider  
Glenn Loveall  
Steve Neff  
Tamuri Richardson  
Janet Roberts  
Andre Stewart  
Ward Stewart  
Vacant, Associated Students

- 3. APPROVAL OF AGENDA**
- 4. COMMENTS FROM MEMBERS OF THE PUBLIC**
- 5. APPROVAL OF AUGUST 9, 2022 MEETING MINUTES**
- 6. FINANCIAL AND PERFORMANCE AUDITS (YEAR ENDING JUNE 30, 2022)**
- 7. COMMITTEE MEMBERSHIP UPDATE**
- 8. SELECTION OF NEW CBOC VICE CHAIR**
- 9. UPDATE ON ANNUAL CBOC REPORT TO THE BOARD – FY2020-2021 REPORT**
- 10. FY2021-2022 ANNUAL CBOC REPORT TO THE BOARD**
- 11. SLDBE PROGRAM**
- 12. UPCCAA PROGRAM**  
<http://www.solano.edu/purchasing/UPCCAA.php>
- 13. QUARTERLY PROGRESS REPORTS** *(all Reports sent to CBOC members and posted on the District website)*  
2022 Q3 Report (June 1, 2022 through September 30, 2022)  
2022 Q4 Report (October 1, 2022 through December 31, 2022)  
2023 Q1 Report (January 1, 2023 through March 31, 2023)  
2023 Q2 Report (April 1, 2023 through June 30, 2023)
- 14. BOARD OF TRUSTEES MONTHLY PROJECTS UPDATE REPORTS** *(all six Reports sent to CBOC members upon completion and Report contents posted on the District website)*  
May 2023 – October 2023
- 15. PROJECT SUMMARY UPDATES**
- 16. MEETING SCHEDULE, PROTOCOL WHEN NO QUORUM AND NEXT MEETING DATE**
- 17. ANNOUNCEMENTS**
- 18. ADJOURNMENT**

*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.**

# UNADOPTED MEETING MINUTES

## Citizens Bond Oversight Committee

For Solano Community College District  
Measure Q Bond

### Meeting Agenda

Tuesday, August 9, 2022  
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:**

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Or iPhone one-tap (US Toll): US: [+16699006833,91308723135#](tel:+16699006833,91308723135) or  
[+13462487799,91308723135#](tel:+13462487799,91308723135)

Or Telephone:

Dial:                   +1 669 900 6833  
                          +1 346 248 7799  
                          +1 253 215 8782  
                          +1 301 715 8592  
                          +1 312 626 6799  
                          +1 646 876 9923

Meeting ID:    913 0872 3135

Or Skype for Business (Lync): <https://cccconfer.zoom.us/skype/91308723135>

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## **1. CALL TO ORDER**

A meeting of the Solano Community College District Citizens' Bond Oversight Committee (CBOC) was called to order at 3:31p.m., on Tuesday, August 9, 2022, by Priscilla Meckley-Archuleta, in the absence of a CBOC Chair.

## **2. ROLL CALL**

### Present

Dawn LaBar

Cary Leider

Tamuri Richardson

Andre Stewart

Ward ("Ace") Stewart

### Absent

Glenn Loveall

Janet Roberts

Vacant, Senior Citizens' Organization

Vacant, Associated Students

## **3. APPROVAL OF AGENDA**

It was moved by Dawn LaBar and seconded by Andre Stewart to approve the agenda. The motion was passed unanimously.

## **4. COMMENTS FROM MEMBERS OF THE PUBLIC**

There were no comments from members of the public.

## **5. APPROVAL OF April 12, 2022 MEETING MINUTES**

It was moved by Andre Stewart and seconded by Cary Leider to approve the meeting minutes from the CBOC meeting held on April 12, 2022. The motion was passed unanimously.

## **6. COMMITTEE MEMBERSHIP UPDATE and SELECTION OF NEW CBOC CHAIR AND VICE CHAIR (along with quick review of CBOC Bylaws)**

An update on the status of CBOC vacancies was provided by Priscilla Meckley-Archuleta.

The Board adopted CBOC amended and restated Bylaws were reviewed focusing on specific highlighted sections related to duties/authorized activities, Conflicts of Interest, removal/vacancies, regular meetings, and officers. Priscilla Meckley-Archuleta will send the Ethics Policy Statement to all Committee members to sign and return for District records.

The Committee members discussed the responsibilities of the Chair with outgoing Chair Ward Stewart, who was present as a member of the public. After discussion, Tamuri Richardson made a motion to be elected Chair. This was seconded by Dawn LaBar. Following further discussion, the motion was approved unanimously. It was decided to postpone election of Vice Chair to the next meeting when the full Committee membership may be in attendance.

The meeting was turned over to Chair Richardson.

## **7. ANNUAL CBOC REPORT TO THE BOARD**

A draft of the annual Report to the Board had been sent to Committee members for review prior to the meeting by outgoing Chair Ward Stewart. The Committee members reviewed the draft and provided comments and feedback. The revisions were noted and incorporated into the draft. It was moved by Andre Stewart and seconded by Dawn LaBar to approve the draft as revised. The motion passed unanimously.

It was agreed that Chair Tamuri Richardson will present the Report at the September 21, 2022 Board of Trustees meeting following an introduction by outgoing Chair Ward Stewart. Outgoing Chair Ward Stewart will provide Chair Tamuri Richardson with last year's annual report PowerPoint presentation as a template for this year's presentation to the Board. It is expected that this Board meeting will be via Zoom, and Priscilla Meckley-Archuleta and Lucky Lofton will coordinate getting this added to the Board agenda for the noted meeting and will ensure that information needed for participation will be sent to both outgoing Chair Ward Stewart and Chair Tamuri Richardson.

## **8. QUARTERLY PROGRESS REPORT**

The Quarterly Progress Report dated June 15, 2022 was reviewed with the Committee members by Lucky Lofton. There was discussion about the typical review process and questions from CBOC members were answered. There was discussion about Change Orders and Amendments, as well as UPCCAA (Uniform Public Construction Cost

Accounting Act) and the District's SLDB (Small, Local, and Diverse Business) Program. Priscilla Meckley-Archuleta will send links and information on both Programs to the CBOC members.

## **9. PROJECT SUMMARY UPDATES**

In conjunction with the review of the Quarterly Report, projects were discussed. Questions regarding the On-Campus Housing Project and the Autotech Security Project were answered by Lucky Lofton and Priscilla Meckley-Archuleta.

## **10. UPCOMING MEETING SCHEDULE**

Members discussed scheduling the next CBOC meeting and agreed on November 1, 2022 at 3:30 PM.

## **11. ANNOUNCEMENTS**

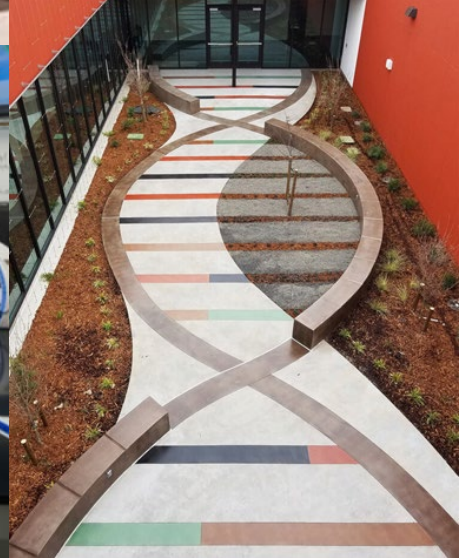
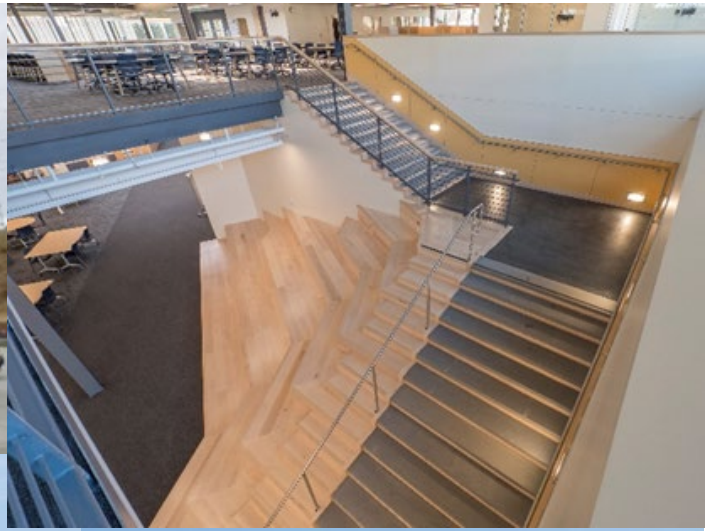
Thanks to outgoing Chair Ward Stewart and congratulations to new Chair Tamuri Richardson were shared, and there were no announcements.

## **12. ADJOURNMENT**

It was moved by Tamuri Richardson and seconded by Dawn LaBar to adjourn the meeting. The motion was passed unanimously. Meeting was adjourned at 4:59 p.m.

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Solano Community College District  
Citizens' Bond Oversight Committee  
Fiscal Year 2020-2021  
Annual Report  
21 September 2022

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## **INTRODUCTION**

This report describes the activities and includes opinions of the Citizens' Bond Oversight Committee (CBOC) of the Solano Community College District (District) during the 2020-21 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 2019-20.

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, 2021.

## **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 the 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.

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 2020-2021 Fiscal Year:

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)  
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)  
Glenn Loveall, Construction Trade Organization (appointed 10/7/20)

## **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 Citizens' Bond Oversight Committee (CBOC).

## **SUMMARY OF CBOC ACTIVITIES FOR FISCAL YEAR 2020-2021**

The CBOC held meetings on the following dates in Fiscal Year 2020-21: September 8, 2020, December 8, 2020, March 9, 2021, and June 8, 2021 (no quorum).

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

**July 15, 2020:** Chair Ward Stewart presented the 2018-2019 Annual Report to the Governing Board via Zoom.

**September 8, 2020:** Lucky Lofton discussed select past projects and described unforeseen conditions that had to be overcome during the course of construction. Projects included the Biotechnology Building in Vacaville, Auto Technology Building in Vallejo, Science Building in Fairfield, Library and Learning Resource Building in Fairfield, Performing Arts Building in Fairfield, Annex Building in Vacaville, and Substation #1 and #2 Replacement in Fairfield. Members joined the discussion by asking questions, which were responded to by Lucky Lofton.

Lucky Lofton discussed the lessons learned from past projects, including the experience gained from implementing both design-bid-build projects and design-build projects. Included in the discussion were both positive and negative experiences implementing both design-bid-build and design-build delivery methods, as well as a brief description of how State funding can impact the design and delivery method for a project. Members joined the discussion by asking questions, which were responded to by Lucky Lofton.

Lucky Lofton provided a project summary and status of current projects.

**December 8, 2020:** Lucky Lofton reviewed some recent change orders and amendments, which were referenced in the July 1, 2020 – September 30, 2020 Quarterly Progress Report. Committee members asked questions, and Lucky Lofton provided responses.

Lucky provided a project summary and status of current projects. Projects discussed included: Library/Learning Resource Center, Early College High School Portables, Bleacher Replacement – Baseball and Soccer, Vacaville Classroom Building ‘Annex’ Renovation (Phase 2) – Corbels Removal, Pedestrian and Vehicular Wayfinding Signs, Baseball and Softball Clubhouses, and Early Learning Center Modernization (Design). Members joined the discussion by asking questions, which were responded to by Lucky Lofton.

**March 9, 2021:** Ward Stewart discussed his experience as a selection committee member for a new audit firm and provided a description of the process and status. Committee has selected firm CLA, which will be taken to the Board of Trustees for approval.

Priscilla Meckley-Archuleta briefly discussed the Quarterly Progress Report, including brief status reports for select projects. Questions were asked by members and responded to by both Priscilla and Lucky.

Lucky Lofton discussed the status of ongoing projects, including the Library and Learning Resource Center Project, Early College Portable Project, Building 300 Modernization, Campus Directory Signage Project and Baseball and Softball Clubhouse Project. Questions were asked by members with responses provided by both Lucky and Priscilla.

**June 8, 2021:** There was no quorum so no official business was conducted. There was a discussion of the bond audit report that included no negative findings. Lucky Lofton provided updates on the progress of the various projects including the Library and Learning Resource Center. Questions were asked by committee members about change orders and contract amendments.

Two committee members agreed to provide an initial review of the draft of the 2019-20 Annual CBOC Report.

## **BOND PROJECTS AND FINANCIAL SUMMARY**

Measure Q active projects this fiscal year included:

### Fairfield Campus:

- a) Library/Learning Resource Center (Building 100 Replacement)
- b) Horticulture (Phase 1)
- c) Horticulture (Phase 2) - Modular Restroom Building
- d) Small Capital Projects:
  - Building 300 Modifications-Mailroom and Graphics
  - Bleacher Replacement-Baseball and Soccer
  - Parking Lot #1 Resurfacing
  - B1800B Print Shop
  - Childcare Building 200A Repair
  - Early Learning Center Modernization (Study)
  - Building 1600 Cosmetology Improvements
  - Building 300 HVAC Assessment
  - Early College High School Portables
  - Fairfield Campus Building Exteriors (Design)
  - Pedestrian & Vehicular Wayfinding Signs (Design)
  - B1800B Exterior Roof Canopy
  - Baseball and Softball Clubhouse Replacement
  - Science Building Improvements
  - Building 200 Entry Tower Fascia Replacement

### Vacaville Center:

- a) Vacaville Center Annex Building – Corbel Removal (Phase 2)
  - Aeronautics Nut Tree Facility Improvements.

### Vallejo Campus:

- a) Small Capital Projects:
  - Autotech Dyno Room Reconfiguration

Districtwide:

- a) IT Infrastructure (Phase 2) Projects:
  - Classroom Technology Upgrade
- b) IT Infrastructure (Phase 3) Projects:
  - Classroom Technology Upgrade
  - Faculty/Staff/Student Computer Replacement
  - Printer & Copier Replacement
- c) Small Capital Projects:
  - District Wide FF&E
  - Capital Equipment
- d) ADA Improvements (Phase I)
  - FF Campus Bleachers Replacement/Field Close Out
  - ADA Transition Plan Update

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## FINANCIALS AS OF JUNE 30, 2021

Status <sup>(4)</sup>	PROJECT NAME	MEASURE Q PROJECT BUDGET AS OF 10/7/2020 BSP <sup>(1)</sup>	BOT APPROVED CHANGE	MEASURE Q PROJECT BUDGET AS OF 2/17/2021 BSP <sup>(2)</sup>	OTHER FUNDING BUDGET <sup>(3)</sup>	REDEVELOPMENT FUND	OTHER FUNDING EXPENDITURES AS OF 6/30/2021 <sup>(5)</sup>	MEASURE Q EXPENDITURES AS OF 6/30/2021 <sup>(5)</sup>	PERCENT SPENT
	<b>FF CAMPUS</b>								
A	Library & Learning Resource Center	\$ 23,300,000	\$ -	\$ 23,300,000	\$ 20,148,000	\$ 1,500,000	\$ 19,289,437	\$ 12,266,304	70.2%
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)/Costume Shops	\$ 13,700,000	\$ (1,666,849)	\$ 12,033,151	\$ -		\$ -	\$ 33,151	0.3%
C	Science Building (Phase 1)	\$ 35,005,734	\$ -	\$ 35,005,734	\$ -		\$ -	\$ 35,005,734	100.0%
A	Science & Math Building (Phase 2)/B300 Renovation	\$ 8,000,000	\$ (5,000,000)	\$ 3,000,000	\$ -		\$ -	\$ 1,137	0.0%
F	Career Technology Building (CTE)	\$ 3,000,000	\$ 1,500,000	\$ 4,500,000	\$ -		\$ -	\$ -	0.0%
A	Agriculture (Horticulture)	\$ 2,000,000	\$ (629,000)	\$ 1,371,000	\$ -		\$ -	\$ 1,348,467	98.4%
F	Modernization B1400	\$ -	\$ 4,000,000	\$ 4,000,000	\$ -		\$ -	\$ -	0.0%
A	On-Campus Housing	\$ -	\$ 500,000	\$ 500,000	\$ -		\$ -	\$ 897	0.2%
F	Early Learning Center Expansion	\$ -	\$ 2,500,000	\$ 2,500,000	\$ -		\$ -	\$ -	0.0%
	<b>VV CAMPUS</b>								
A	VV Classroom Building Purchase & Renovation	\$ 8,200,000	\$ (295,534)	\$ 7,904,466	\$ -		\$ -	\$ 7,065,029	89.4%
C	Biotechnology & Science Building	\$ 33,315,666	\$ -	\$ 33,315,666	\$ -		\$ -	\$ 33,315,666	100.0%
A	Aeronautics & Workforce Development Building	\$ 15,000,000	\$ (12,915,270)	\$ 2,084,730	\$ -		\$ -	\$ 1,380,467	66.2%
F	Student Success Center/LRC	\$ 15,500,000	\$ (14,300,000)	\$ 1,200,000	\$ -		\$ -	\$ -	0.0%
F	Fire Training	\$ 6,250,000	\$ (5,750,000)	\$ 500,000	\$ -		\$ -	\$ -	0.0%
C	Vacaville Center HVAC Upgrade	\$ 2,150,306	\$ -	\$ 2,150,306	\$ -		\$ -	\$ 2,150,306	100.0%
	<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	\$ (20,800,000)	\$ 1,200,000	\$ -		\$ -	\$ -	0.0%
F	Career Technology Building	\$ 19,800,000	\$ (1,600,000)	\$ 18,200,000	\$ -		\$ -	\$ -	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	\$ -		\$ -	\$ 6,698,067	47.2%
C	Utility Infrastructure Upgrade (Energy)	\$ 24,671,331	\$ -	\$ 24,671,331	\$ 712,447		\$ 712,447	\$ 24,671,331	100.0%
A	5 Megawatt Solar Installation (Solar Energy)	\$ -	\$ 13,000,000	\$ 13,000,000	\$ -		\$ -	\$ 10,319	0.1%
F	Replacement Substations 3, 4 and 5	\$ -	\$ 3,000,000	\$ 3,000,000	\$ -		\$ -	\$ -	0.0%
F	Modernize Pool and Equipment	\$ -	\$ 2,500,000	\$ 2,500,000	\$ -		\$ -	\$ -	0.0%
	<b>ADA &amp; CLASSROOM IMPROVEMENTS</b>								
A	Small Capital Projects	\$ 15,582,235	\$ 15,295,723	\$ 30,877,958	\$ -		\$ -	\$ 8,903,147	28.8%
A	ADA Improvements	\$ 10,900,000	\$ (2,900,000)	\$ 8,000,000	\$ 50,000		\$ 50,000	\$ 418,806	5.8%
	<b>PLANNING, ASSESSMENTS &amp; PROGRAM MANAGEMENT</b>								
A	Program Management, District Support and Planning	\$ 26,130,000	\$ 27,433,000	\$ 53,563,000	\$ -		\$ -	\$ 19,654,942	36.7%
	<b>RESERVE, INTEREST &amp; TREASURY FEES</b>								
	Program Reserve	\$ 7,806,743	\$ (968,912)	\$ 6,837,831	\$ -		\$ -	\$ -	
	Treasury Fees	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 528,185	
	<b>TOTAL BOND SPENDING PLAN</b>	<b>\$ 353,103,686</b>		<b>\$ 353,181,844</b>	<b>\$ 34,670,447</b>	<b>\$ 1,500,000</b>	<b>\$ 33,811,884</b>	<b>\$ 197,218,625</b>	<b>55.8%</b>

(1) Per Bond Spending Plan Revision Approved by BOT 10/7/2020.

(2) Per Bond Spending Plan Revision Approved by BOT 2/17/2021.

(3) Note other funding sources include State Funding, Proposition 39 Energy and Solano Transportation Authority.

(4) A=Active Project; F=Future Project/Project On Hold; C=Closed Project.

(5) 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.

## BOND AUDIT REPORTS FOR FISCAL YEAR 2020-2021

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 2020-21 are available on the District website: [www.solano.edu/measureq](http://www.solano.edu/measureq)

## **CBOC COMMENTS AND RECOMMENDATIONS**

Once again, this year, District Staff attended all meetings and treated members of the CBOC with respect and appeared to value the role of the CBOC.

District Staff provided project updates at every scheduled meeting. They also welcomed committee members' questions and answered them capably. In particular, members asked for clarification about change orders that had been presented at Governing Board meetings. Information and documentation requested were provided without apparent reservation.

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 were helpful and appropriate, and was welcomed by the CBOC.

In the past, the CBOC recommended that the District go out to bid and consider changing accounting firms periodically for the annual bond and general campus audits. Members of the CBOC are pleased that this recommendation was followed and that a new firm was hired.

## **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 to the best of members' knowledge that the District is in compliance with the requirements of Article XIII A Section 1(b)(3) of the California Constitution.



## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **Small, Local and Diverse Business Program**

**Revised June 6, 2018**

#### **I. OVERVIEW**

In 2012 voters approved Solano Community College District's Measure Q Bond to upgrade educational facilities and expand access to university college courses for District students and area residents. The Solano Community College District (District or College) has determined that the Solano County community can benefit tangibly not only from this structural expansion but through the contracting and purchasing opportunities that the Measure Q Bond program will produce. To this end, the Solano Community College District has established a Small, Local, and Diverse Business Program (SLDBE Program) to ensure access, equity and inclusion of Solano County businesses in the area of construction contracting associated with Measure Q Bond expenditures. This Small, Local and Diverse Business Program reflects the District's commitment its core value of *Equity*. The SLDBE program is innovative and inclusionary; defining and promoting *Diversity* in contracting and procurement by extending Measure Q Bond Program opportunities to Solano County small businesses, minority-owned business, women-owned business and those owned by disabled veterans.

Solano Community College District will take steps to encourage these Small, Local, and Diverse Business Enterprises (SLDBEs) to participate in Measure Q construction projects at the prime contractor and subcontractor level, and as suppliers. The program is compatible with District commitments in the Project Labor Agreement (PLA) executed with the Napa-Solano County Building and Construction Trades Council. The District anticipates that its Small, Local and Diverse Business Program will also enhance the employment of Solano County residents as local firms are more likely to hire local residents. However, the SLDBE Program does not interface directly with local hire strategies addressed in the PLA (See <http://www.solano.edu/search/?q=Measure+Q+Project+labor+Agreement&cx=01079521487372>). The Small, Local, and Diverse Business Program affirms the District's commitment to contribute to the economic vitality of Solano County.

## II. DEFINITIONS

The following is a list of definitions for terms used throughout this SLDBE Program. The terms are arranged in alphabetical order.

1. "Bid" shall mean and include an offer by a bidder or contractor to perform or provide labor, materials, or equipment to the District for a price.
2. "Bidder" shall mean a person or firm who submits a bid.
3. "Construction work" shall mean all public projects as defined by section 22002(b) of the California Public Contract Code, including construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any District-owned, leased, or operated facility.
4. "Contract" shall mean and include any agreement between the College and a person or company to provide labor, services, materials and/or equipment for construction work.
5. "Contractor" (See definition of prime contractor).
6. "College" shall mean the Solano Community College District.
7. "District" shall mean the Solano Community College District.
8. "Diverse" shall mean a firm whose ownership has been certified by one of the certifying agencies recognized by the District **as either**: 1) at least 51% minority (MBE or DBE), 2) at least 51% female (WBE or DBE), 3) at least 51% disabled veteran or veteran (DVBE).
9. "Goals" shall mean the relevant share of Small Local and Diverse Business Enterprise participation.
10. "Joint venture" shall mean an association of two or more businesses to carry out a single business enterprise for profit, for which purpose they combine their property, capital, efforts, skills and knowledge. Each party to the joint venture must hold a current, active license in good standing and must share in risks and gains to the extent of the party's participation in the joint venture. To be counted for the purposes of this program, the individual firms of the joint ventures must be certified by an agency on the District's recognized list of certifying agencies.
11. "Local" shall mean a business enterprise with a business location in Solano County.
12. "Small" shall mean a business enterprise which together with any affiliates has 100 or fewer employees and has averaged annual gross receipts of fourteen million dollars (\$14M) or less over the previous three years. Such firms include any that are certified by the State of California General Services Agency.
13. "Participation" shall mean using one or more SLDBE firms to satisfy the District's subcontracting goals in the execution of the contract.
14. "Prime Contractor" shall mean any person(s), firm, partnership, corporation, or joint venture that submits a bid to perform construction related work, and/or enters into a contract with the District.
15. "Project" shall mean a contract or series of contracts required to complete construction related work that meets prescribed occupancy and use criteria.
16. "Subcontractor" shall mean any individual, partnership, corporation or other legal entity entering into a contract with the prime contractor to perform a portion of the work or supply materials, services and equipment required to complete the project.
17. "Supplier" is a firm that owns, operates or maintains a warehouse, production facility or store in which the materials, supplies or equipment described in the Specifications and required under the contract are both kept in stock and regularly sold to the public in the usual course of business.

### III. PROGRAM IMPLEMENTATION

#### ***Solano Community College District***

The Solano Community College President or designee will assume primary responsibility for implementing and achieving the goals of the program, and review all aspects of the program's operations. The program requirements may be supported by District staff, the Measure Q Program Manager or another consultant as determined by the President.

#### ***Program Goals***

Following a Two-Year Pilot Program, the District goals were adjusted to align the program with the realities of the Solano County business community. The District's SLDBE Program will have an aspirational goal of 20% (prime and subcontractors, suppliers) for Measure Q Bond construction projects. SLDBE goal requirements will be achievable through the combined participation of the following:

- Local DBE Businesses (minimum 10%)
- Local non-DBE Businesses
- Non-local DBE Businesses

DBE businesses include:

- Certified Small Business Enterprises (SBEs)
  - Certified Minority-owned Business Enterprises (MBEs)
  - Certified Women-owned Business Enterprises (WBEs)
  - Certified Disadvantaged Business Enterprises (DBEs)
  - Certified Disabled-Veteran-owned Business Enterprises (DVBEs)
1. Design Build: Overall project combined participation goal of 20% for Small, Local, and Diverse Businesses. The District will count one hundred percent (100%) of the materials, supplies and services purchased from SLDBEs towards reaching the combined 20% goal.
  2. Other Construction Projects with estimated contract values of \$5,000 or more: 15% Small, Local, and Diverse Business contracting/subcontracting goal. However, for the small projects between \$15,000 and \$250,000, the contracting provisions will request contractors to consider the SLDBE program as an opportunity to assist the community but will not include a fixed 20% goal or require Good Faith Efforts. These projects typically are fast turnaround and a good faith effort is not always possible. The intent will be to solicit bids from small, local and diverse vendors to ensure that the 20% goal is met from a cumulative standpoint for the smaller projects. The District will count one hundred percent (100%) of the materials, supplies and services purchased from SLDBEs towards reaching the combined 20% goal.

## ***Program Procurement***

District Program Managers or their designees will include SLDBE requirements in their project specifications, bid documents and contracts. Likewise, SLDBE Program requirements will flow down appropriately to subcontractors and be included in bids, specifications and contracts with lower tier subcontractors. Prior to award, recommended contractors will be required to submit certification documents for all SLDBE businesses included in their bids. As the District is not a certifying agency, it will accept the certifications listed below.

### *List of Certifications Recognized by the District*

- State of California Department of General Services (SBE, Microbusiness, DVBE)
- Federal Department of Transportation/California Department of Transportation DBE, MBE, WBE
- California Unified Certification Program (CUPC)—All Member Agencies – DBE
- California Public Utilities Commission (CPUC) – MBE, WBE
- Western Region National Minority Supplier Development Council (MBE)
- Women Business Enterprise National Council (WBENC)

## ***Program Compliance***

**1. Design Build (D/B) and Lease-Leaseback (LLB) Contract:** As part of their response packages submitted to the District, Design Build and Lease-Leaseback teams will be required to include a plan for how they intend to meet the 20% SLDBE goal. Failure to include the plan in their packages may render their proposals non-responsive.

- The Construction Manager will monitor the Design Build or LLB team progress in achieving the 20% SLDBE goal throughout the contract and coordinate with the Bond Program Manager for overall program compliance. Project contractors will be required to submit quarterly SLDBE contractor/subcontractor/supplier reporting sheets (Appendix A-Monthly SLDBE Report Form) that track and display contract values with these firms.

**2. Hard Bid Contract:** General contractors bidding on District projects will be required to meet the 20% SLDBE goal by listing their small, local, and diverse subcontractors and/or suppliers on the SLDBE Bid Form (Appendix B-SLDBE Bid Form) and submitting this with their bid. Contractors who fail to meet the 20% SLDBE goal must submit evidence of having made a Good Faith Effort to attempt to achieve the 20% SLDBE goal:

- a. These contractors must submit the Good Faith Effort Checklist (Appendix C -GFE Checklist) with the bid;
- b. The apparent low bidder must submit Good Faith Effort Documentation within two business days after bid opening. Note: The participation of a general contractor that meets the criteria for SLDBE shall be counted toward the 20% goal. The District will count one hundred percent

(100%) of the materials, supplies and services purchased from SLDBEs towards reaching the combined 20% goal.

**3. Good Faith Effort (GFE) To Attain SLDBE Goals:** District contractors will be expected to meet the District SLDBE Program goals. If SLDBE goals are met a Good Faith Effort will not be required. In order to award a contract to a prime contractor that has not met the SLDBE goals, the District will require them to undertake and document their Good Faith Efforts to meet the goals. Successful bidders that do not achieve the SLDBE and use Good Faith Efforts to comply with the program will be required to submit their Good Faith Effort Documentation within two (2) business days after bid opening. The District or its designee will review these efforts and make a determination of whether the contractor made a Good Faith Effort to attain the goals. Failure to make a Good Faith Effort or to comply with these requirements will render the bid or solicitation submitted non-responsive.

- The Construction Manager will monitor the general contractor's progress in achieving the 20% SLDBE goal throughout the contract and coordinate with the Bond Program Manager for overall program compliance. Project contractors will be required to submit quarterly SLDBE contractor/subcontractor reporting sheets that track and display contract values with these firms.
- No SLDBE listed on the general contractor's bid form may be substituted or removed from the contract or have its contract modified without prior written College approval.
- In the event of a SLDBE substitution, the general contractor must make a good faith effort to replace the substituted subcontractor with another SLDBE and must submit evidence of this effort to the District.

**4. Tracking and Reporting:** The Construction Managers will track and report on their respective projects and expenditures directed to SLDBEs within the informal bidding program and coordinate with the Bond Program Manager for overall program compliance

**5. Participation:** All managers and contractors working on the District's Bond program will be expected to participate in good faith with the Small, Local, and Diverse Business Enterprise program. During the term of a contract any willful failure to comply with the participation goals agreed upon by a Design Build, Lease-Leaseback team or a low bidder shall be deemed a material breach of contract.

## **IV. Outreach Strategies**

The District or its designee will utilize several strategies to ensure that the Solano County business community is aware of its intent to do business with small, local, and diverse firms. It will seek to keep local businesses informed of District opportunities and encourage firms to participate in the District's bidding and procurement processes.

### ***Opportunity Identification***

Those parties assigned responsibility for implementing the SLDBE program will meet with Measure Q Bond Project/Construction Managers to identify best inclusionary options for smaller, local and diverse construction contractors and suppliers based on construction delivery methods for each project bid package. They will create a series of 18 month look ahead plans throughout the course of the Bond program for:

1. District Bond construction opportunities below the \$4.5M PLA threshold.
2. Subcontracting and supplier opportunities within the PLA structure.
3. Contracting opportunities for small projects with a value between \$5,000 and \$250,000 that can be targeted to SLDBEs.

### ***Business Engagement***

The District or its designee will undertake at minimum the following outreach activities to ensure that small, local and diverse firms are informed of District bidding opportunities and are encouraged to participate in the District's procurements processes.

1. Assemble and generate appropriate information about specific Bond related bid opportunities – fact sheets, flyers, short descriptions for electronic messaging.
2. Generate an outreach schedule to align with upcoming Bond related contracting and supplies.
3. Disseminate information to outlets accessible to or targeted to local firms: websites, social media outlets, organization newsletters, newspapers, etc.
4. Host events to inform local firms of specific District opportunities as well as how to bid on those activities.
5. Facilitate matchmaking between general contractors and potential local subcontractors and suppliers.
6. Outreach to and partner with union affiliates to connect with smaller local signatory firms and encourage them to bid on District opportunities.
7. Obtain lists of local contractors and suppliers from other public agency databases, current Bond contractors and suppliers, chambers of commerce (including ethnic chambers), industry associations, veteran groups; complete direct email/phone/mail outreach to potential local contractors and suppliers to invite them to District outreach events and inform them of upcoming opportunities.

8. Incorporate outreach information into general SCC community outreach for Bond program; targeting local chambers of commerce and business organizations.

### ***Tracking, Compliance Monitoring and Reporting***

1. Solicit demographic information from current District Bond contractors and suppliers. Track and report information.
2. Solicit demographic information from all contractors and suppliers awarded contracts with District including lower tier subs.
3. Require District prime contractors to track payments to SLDBEs including lower tier subcontractors and suppliers tied to monthly invoicing procedures.
4. Program Manager to monitor compliance with SLDBE program requirements.
5. Maintain a clear tracking and reporting structure to facilitate data collection and quarterly reporting on results of SLDBE participation.
6. Prepare periodic reports to the Board of Trustees regarding program achievements no less than annually.

### **Appendices**

- Appendix A – Monthly Invoicing Report
- Appendix B - Bid Information
- Appendix C - Good Faith Effort Checklist Sheet

1. Enter info for each contracted subcontractor.
2. Enter '1' in each applicable column to indicate whether a contractor/subcontractor is Local or certified as DBE/DVBE/MBE/WBE/SBE.
3. A 'Local' business is one which has a business address in Solano County or City of Winters.



**APPENDIX B  
SLDBE BID INFORMATION**

PROJECT NO. \_\_\_\_\_ BID OPENING DATE \_\_\_\_\_ BIDDER \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

BIDDER REPRESENTATIVE COMPLETING THIS FORM: \_\_\_\_\_

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

NAME OF SLD BE	CERTIFIED BY	CERTIFICATION FILE NO.	DESCRIPTION OF WORK OR SUPPLY	LOCAL	MBE	DVBE	DBE	WBE	Small	DOLLAR VALUE OF CONTRACT

LOCAL DBE BID AMOUNT \$	= ACHIEVED	%
(Minimum 10%)		
LOCAL NON-DBE BIDAMOUNT \$	= ACHIEVED	%
NON-LOCAL DBE BID AMOUNT \$	= ACHIEVED	%

[illegible]

**PROVIDE THE NAME, ADDRESS, & TELEPHONE NO. FOR EACH SLDBE FIRM LISTED ON THE FRONT OF THIS FORM.**



**SOLANO COMMUNITY COLLEGE DISTRICT**

**SMALL, LOCAL AND DIVERSE BUSINESS PROGRAM  
APPENDIX C**

**GOOD FAITH EFFORT (GFE) CHECKLIST SHEET (2 pages)**

To be completed by all Bidders who do not achieve SLDBE participation goals

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Name of Bidder (please print legibly)

**PLEASE INITIAL TO INDICATE EACH ACTION TAKEN.**

\_\_\_\_\_ Bidder attended pre-solicitation or pre-bid meeting scheduled by Solano Community College District

\_\_\_\_\_ Bidder identified and selected specific items of project for which the contract will be awarded to be performed by SLDBE.

\_\_\_\_\_ Bidder advertised, not less than 10 calendar days before the bid opening date in one or more daily or weekly newspapers, trade association publications, minority or trade oriented publications, trade journals, or other media, as specified by Solano Community College, for SLDBEs interested in participating in the project.

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Name of publication in which advertisement was placed

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Date advertisement appeared

\_\_\_\_\_ Bidder provided written notice of his/her interest in bidding on the contract to SLDBEs at least 10 calendar days prior to the opening of bids.

- \_\_\_\_\_ Bidder followed up initial solicitations of interest by contacting SLDBEs to determine, with certainty, whether enterprises were interested in performing specific items of the project.
- \_\_\_\_\_ Bidder provided interested SLDBEs with information about the plans, specifications, and requirements for the selected subcontracting of material supply work.
- \_\_\_\_\_ Bidder requested assistance from community organizations; SLDBE contractor groups; veterans groups; local, state or federal disadvantaged business assistance officers; and/or other organizations that provide assistance in the recruitment and placement of SLDBEs as they are available.
- \_\_\_\_\_ Bidder negotiated in good faith with SLDBEs and did not unjustifiably reject as unsatisfactory bids prepared by any SLDBEs.

Bidder certifies that all actions marked on the checklist were performed by the Bidder prior to the bid opening date. Failure to complete the above checklist may result in finding the proposal to be non-responsive, subject to the Solano Community College's determination. This checklist is provided as a courtesy to the bidder and is not intended to be a waiver of or modification to any of the Specifications included in the Contract Specifications or in other Contract documents, including but not limited to the SLDBE Program. Each bidder must comply with all Specifications and Contract documents. The undersigned states that the representations made herein are made under penalty of perjury.

\_\_\_\_\_  
Name of Authorized Firm Representative (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Firm Representative

\_\_\_\_\_  
Date