

**CITIZEN'S BOND OVERSIGHT COMMITTEE
MEETING MINUTES
JANUARY 11, 2016**

The meeting of the Sonoma County Junior College District Citizen's Bond Oversight Committee was held on January 11, 2016 in Bertolini Room 4733, on the Santa Rosa Campus. The meeting was called to order at 4:00 p.m.

Committee Members Present:

- Frank Briceno
- Pam Chanter
- Micheael Coutre
- Kerry Mahoney Davison
- Paul Kelley
- Sue Nelson
- Mark Walsh
- Nelson Weller
- Joshua Pinaula

Others Present:

- Frank Chong
- Paul Bielen
- Doug Roberts
- Leigh Sata

1. APPROVAL OF MINUTES, JULY 20, 1015

Correction to the minutes from the July 20, 2015 meeting, Pam Chanter was not in attendance. After a motion by Michael Coutre that was seconded by Paul Kelley, the committee unanimously approved the minutes of the July 20, 2015 meeting.

2. PUBLIC COMMENT

There were no public comments.

3. INTRODUCTIONS

Dr. Chong welcomed and introduced Leigh Sata, Director of Capital Projects. The meeting participants introduced themselves.

4. ADMINISTRATIVE ISSUES

After a motion by Paul Kelley, that was seconded by Pam Chanter, the committee moved to reappoint Joshua Pinaula to the CBOC as the Student Representative.

Mr. Sata explained that CBOC is legally obligated to hold at least one meeting per year. He suggested that a good practice would be quarterly meetings, in April, July and October, due to more business to discuss. Meetings were decided to be held quarterly, the second Monday of the month at 4:00 p.m.

5. 2015 BOND AUDIT REPORT

Doug Roberts, Sr. Vice President of Finance and Administrative Services, presented the June 30, 2015 Bond Audit Report.

- The auditors gave a “clean opinion” and there were no findings of noncompliance regarding expenditures. The audit was previously presented to the Board of Trustees.
- Measure A had a little over \$9.5 million left as of June 30, 2015.

6. BOND PROGRAM EXPENDITURES TO-DATE

Doug Roberts, Sr. Vice President of Finance and Administrative Services presented an overview of money spent for 2014-15 and thus far for 2015-16.

- \$3.1 million was spent in 2014-15, including:
 - Technology upgrade, 3 year project - \$2 million per year
 - Bertolini HVAC issues - \$250,000
- 2015-16 to date: \$3.6 million was spent, leaving a projected \$6.1 million of Measure A funds available.

Mr. Roberts stated that, given the rate of Measure A spending this year, the District should consider issuing the first set of Measure H bonds. In determining the size of the issuance, one of the concerning issues is potential arbitrage, where interest earnings in excess of what is paid on the bonds is due to the IRS. This is not an issue if 85% of bond issuance funds are spent within 3 years.

Leigh Sata added that we will continue to move quickly through the planning process, in order to minimize the number of bond sales and to start projects as early as possible. The goal is to minimize issuance costs and the loss of buying power.

Dr. Chong reiterated that 2015-16 is a planning year and once complete, the District will be very aggressive utilizing the 2030 Plan Steering Committee and the Facilities Master Planning team to complete a draft of the facilities master plan by the Spring of 2016.

7. UPDATE ON MEASURE A PROJECTS

Paul Bielen, Interim Dean, Facilities Planning & Operations, reported the following progress on various Measure A and Facilities Projects:

- Bertolini HVAC Return Air Abatement Project:
Facilities Planning & Operations (FPO) cleaned and removed all unwanted debris in the attic space of Bertolini Hall. This project was the result of indoor air quality concerns from end-users working in the space. The work resulted in one important design concept, the usage of a ducted return air stream instead of an open plenum.
- 1700/1710 Mendocino Ave Parking Lot Project:
This project is near completion and will support the Burdo Culinary Arts Center and includes a farm stand on the corner of Mendocino and Carr Avenues. The Farm stand hours will correspond with the Culinary Arts Center’s operational hours and include a late afternoon time slot for local residents.

- **Pedroncelli Front Lobby Space at District Police:**
The front lobby of Pedroncelli District Police Dispatch has been expanded to include a secondary dispatch station for much needed additional workspace, and to adhere to ADA compliance issues. This project is nearing completion.
- **Bailey Hall Boiler Replacement:**
The Cogen Fire resulted in a lack of heat for Bailey Hall. FPO is in the final stages of replacing associated piping, and a boiler for Bailey Hall.
- **Plover Student Equity Project:**
This project is complete and the Director of Student Equity, Genevieve Bertone, and Administrative Assistant Regina Mahiri, have moved into their new location at Plover Hall room 539 and 540.
- **Maggini Hall Room 2923 Project:**
Eight student stations for a total of 28 have been added to Maggini Hall, room 2923, to accommodate enrollment growth.
- **Public Safety Training Center Building 500 Shooting Range:**
In an effort to improve safety and ergonomics, the District is purchasing and installing a conveyer to collect bullet fragments from the shooting range at the Public Safety Training Center.

8. UPDATE ON MEASURE H ACTIVITY

Leigh Sata, Director of Capital Projects, presented a power point on recent Measure H activity and reported the following:

- A \$9 billion State capital outlay education bond will be on the ballot in November, 2016. If the bond passes, \$2 billion is available to Community Colleges.
 - The District applied for and received notification that it will receive \$27.2 million in funding for the Chemistry/Math replacement building. [Correction: the District will receive \$33 million in funding, more than originally reported, due to projected escalation].
- The Measure H website will be used for external communication and will utilize the software tool “Basecamp” for internal communication.
- The District’s existing institutional planning process will be utilized in the creation of the Facilities Master Plan (FMP). The plan specifically links the existing Educational Master Plan (EMP) to the FMP by means of a “bridging document.” In addition, the FMP will include building assessments, district building standards as well as the master plans.
 - The joint venture team of Gensler and Quattrochi-Kwok Architects was hired to provide master planning services for the District.
 - The bridge document will be prepared by Dr. Eva Conrad and the District’s institutional planning team, led by Dr. KC Greaney.
 - The architectural portion of the facilities condition assessment was completed over the winter break with the assistance of Interim Dean of Facilities, Paul Bielen, and includes a database of underground utilities.
- Other Findings:

- The District's "Heritage" buildings on the Santa Rosa campus have mechanical and electrical systems that are nearing or at the end of their useful life. Consideration should be given to these buildings.
- Site and landscape design improvements should target water reduction.
- Sustainability considerations should include an analysis of the "long term cost of ownership."
- Signage and Wayfinding is in need of upgrading. In the short term, temporary signs will be placed on the corner of Elliot and Mendocino to assist students seeking Plover Hall (the District's first stop for registration).
- A decision to move forward with a proposed electronic sign on Hwy 101 (on Armory Drive) is on hold, pending the completion of the FMP. Paul Bielen and Leigh Sata will coordinate facilities projects as the master planning effort is completed.
- Burbank Auditorium was selected as the first major Measure H project.
 - The goal is to complete the project in 2018 (to coincide with the 100th year anniversary of the District).
 - The existing "heritage" building is over 75 years old and in need of repair and modernization.
 - Community support and stellar reputation of the District's Theater program (as well as the Summer Repertory Theater), were taken into account in the decision making process to choose this building.

9. NEW BUSINESS

Jaime Penaherrera may not be able to serve on CBOC, due to recent employment with the City of Santa Rosa. The question is whether this is a conflict of interest. Staff will research this issue and report back at the next meeting.

The committee meeting adjourned at 5:00 p.m.

NEXT MEETING: April 11, 2016 at 4:00 p.m. in Bertolini 4733