The meeting of the Sonoma County Junior College District Citizens’ Bond Oversight Committee was held on January 27, 2015 in Bertolini Room 4733, on the Santa Rosa Campus. The meeting was called to order at 9:31 a.m.

Committee Members Present: Frank Briceno
Pam Chanter
Michael Coutré
Kerry Mahoney Davison
Charles Judson
Paul Kelley
Nelson Weller

Others Present: Frank Chong
Tony Ichsan
Kate Jolley
Doug Roberts
Susan St. Clair

INTRODUCTIONS
The meeting participants re-introduced themselves.

1. APPROVAL OF MINUTES, OCTOBER 16, 2014
After a motion by Nelson Weller, that was seconded by Paul Kelley, the committee unanimously approved the minutes of the October 16, 2014 meeting.

2. PUBLIC COMMENT
There were no public comments.

3. 2014 BOND AUDIT REPORT
Doug Roberts gave an overview of the bond audit report, issued by Gilbert Associates, Inc. The bond audit report specifies that the financial statements present fairly, in all material respects, the financial position of the Measure A Bond Fund of the District, as of June 30, 2014, as well as the changes in financial position for the year in accordance with generally accepted accounting principles. During the audit, no deficiencies in internal control were identified, and the results of the audit tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards. The performance audit report states that the District expended Measure A General Obligation Bond funds for the year ending June 30, 2014, only for the specific projects developed by the
District’s Board of Trustees and approved by the voters, in accordance with the requirements of Proposition 39.

During a discussion about the auditor selection process, Doug Roberts said there are only a few audit firms that perform educational audits. All auditors need to meet peer review requirements, including Gilbert Associates. Doug has experience with Gilbert Associates and finds the firm to be highly competent, delving into records and asking probing questions. Doug said the Ed Code requires the District to conduct a Request for Proposals (RFP) every six years. The next RFP will be conducted in three years.

4. BOND PROGRAM EXPENDITURES TO-DATE
Doug Roberts reviewed the bond expenditures to-date spreadsheet saying that the B. Robert Burdo Culinary Arts Center was the last major building construction project completed. He added that in 2014/15, the District has been performing a lot of needed repair and replacement of equipment. At the end of June 2014, there is about $20 million left in Measure A bond funds. The District set aside $1 million for technology in 2014/15.

During a discussion about Measure H bond funds, Doug said when a bond is issued, a district is supposed to spend 85% within three years. When the bond is issued, the district wants a plan in place so that it is ready to go. Doug said there are bond issuance costs and the district wants to be “shovel ready” before issuing the bonds. Planning and strategy will be important because improvements will need to be staged since the existing buildings cannot be taken down.

The Facilities Master Plan needs to be updated. The District also needs to synchronize the sequencing of projects, as well as develop standards regarding the modernization of the “legacy” buildings.

Frank Chong said he envisions the Facilities Master Plan as three aspects: new construction, modernization of existing buildings, and technology.

5. PROGRESS REPORT ON VARIOUS MEASURE A PROJECTS
Tony Ichsan, Dean of Facilities Planning and Operations, reviewed the progress on Measure A projects including the Analy Village modulars project, re-roofing of Plover Hall, various technology projects, as well as the $330,000 lighting retro-fit to LEDs which resulted in energy savings and the District received an incentive of about $90,000 from PG&E.

6. COMMITTEE MEMBERSHIP
Regarding the transition to Measure H, Frank Chong said a new bond oversight committee will be formed and invited the current CBOC members to apply if they are interested to serve on the bond oversight committee. The Board Facilities Committee will review all applications and in a public meeting make a recommendation to the Board of Trustees regarding committee appointments.

The committee adjourned at 10:25 a.m.

**NEXT MEETING:** Date to be announced.