

## Meeting Minutes

August 23, 2011  
5:00 p.m., Board Room

**Members Present:** James Booth, Ron Coats, Aaron Contreras, Larry Edmundson, Susan Nieblas, Kent Van Gelder

**Members Absent:** Judi Battey, Richard Greenhagen, William Martinez, Ron Peavy

### **District Staff Present**

Gloria Harrison, President, CHC  
Charlie Ng, Vice Chancellor Fiscal Services  
Scott Stark, Facilities Project Manager  
Mike Strong, Interim Vice President Administrative Services, CHC  
Steve Sutorus, Business Manager

### **Guests Present**

Domingo Camarano, Regional Executive, Kitchell BRj Seville  
Bonnie James, President/CEO, BRJ & Associates  
Diana Johnson, Program Manager, SBVC, Kitchell BRj Seville  
Bruce McDonald, Senior Project Manager, CHC, Kitchell BRj Seville  
Sheila Nelson, Contract Administrator, Kitchell BRj Seville  
Jaelin Palmer, Student, CHC

### **Welcome/Introductions**

Ron Coats opened the meeting at 5:04 p.m. and self-introductions were made. Charlie Ng spoke to the committee about the Kitchell BRj Seville staff members present at the meeting.

- Diana Johnson and Bruce McDonald head up the construction at SBVC and CHC, respectively, and will be presenting information to the committee. They are close to the field and have firsthand knowledge of the status of each project.
- Sheila Nelson is the Contract Administrator for the bond program, administering contracts and handling the budget.
- Domingo Camarano was introduced as a principal on behalf of Kitchell BRj Seville.

Charlie then spoke to committee members about Scott Stark who is the new District Facilities Project Manager. Scott will assist in managing the bond program, spending 80% of his time on bond program issues. Accordingly, his position will be 80% funded by the bond, as allowed by Prop 39. Charlie referred the committee to a legal advisory from the California Community Colleges Chancellor's Office that verified the legality of this action.

### **Approval of March 15, 2011 Minutes**

The minutes were approved by consensus.

### **Public Comment**

There was no public comment.

### **State of Measure M Bond Program & Revised Project Lists**

Charlie explained to the committee that the original Measure M budget of \$500 million had to be scaled back due to the current reduction in property values. When Measure M was adopted, the assumption at the time was that property owners would not be charged at a rate higher than \$25 annually per \$100,000 of their assessed property value. One factor affecting the rate being charged to homeowners is property value – if property values fall, the rate of repayment increases. Unfortunately, since the values in our District have fallen so dramatically, the rate of repayment is already close to the \$25 maximum, even though only approximately half of the bond measure has been issued. What this means is that the District has had to reduce the bond program budget to \$250 million.

In light of this course of events, the colleges have reduced their construction priority lists. These revised lists were reviewed by the committee.

### **Financial Information on Projects**

Committee members discussed the new format for presenting financial information on the different projects, which had been updated to reflect their input. Further recommendations were made, including:

- Add a legend that clarifies the use of brackets, i.e. in the Variance column, the brackets indicate a negative number, when in fact the figure represents an increase over the budget.
- Define "soft costs" and "hard costs", and better separate them in the chart.
- Define "amendments" vs. "change orders".
- Change the labels on the CHC Infrastructure projects to be specific and not just 1, 2, 3, etc.
- Enhance the Cost to Date tables so that they tie into the Soft Costs/Hard Costs Variance tables.

**Measures P&M Updates**

Diana Johnson presented information on Valley College projects and Bruce McDonald presented information on Crafton Hills.

**Financial Review**

Steve Sutorus advised that the bond audit for fiscal year 2011 is underway and the report should be ready in time for the November meeting. The auditor performing the audit is Christy White Accountancy. He then presented the Schedule of Bond Project Expenditures & Leveraged Funds as of June 30, 2011.

**Membership**

After having served two consecutive two-year terms, the following committee members stepped down: Ron Coats, Susan Nieblas, Ron Peavey and Kent Van Gelder. Charlie thanked the members for their faithful service and presented them with certificates.

After having served one two-year term, Larry Edmundson advised the committee that he would stay on for another two-year term. *[Although not present, Judi Battey's initial two-year term has also expired, however, subsequent to the meeting, she advised the District that she is willing to serve another term.]*

**Revised By Laws**

In the interest of time, this item was tabled until the November meeting.

**Adjournment**

The next meeting is scheduled for November 10, 2011 at 5:00 p.m. Ron Coats adjourned the meeting at 6:45 p.m.

Kelly Goodrich, Recorder