



SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT

MINUTES OF THE CITIZENS' OVERSIGHT COMMITTEE MEETING Wednesday, October 6, 2004

The regular meeting of the Measure L Bond Citizens' Oversight Committee of the San Joaquin Delta Community College District was held on Wednesday, October 6, 2004, at 2:00 p.m. in the Board Room, Administration 103, 5151 Pacific Ave., Stockton, California.

Members Present: John Erb, Barbara King, Janet Lilly, Winnie Llamera, Scott Malm, Ray McCray, Perfecto Munoz, Dan Schroeder

Member Excused: Donna Gale

I. **Called to Order**

The Board meeting was called to order at 2:02 p.m. by Vice President of Business Services Andy Dunn.

II. **Communications**

1. Public Comments
There were no comments from the public.

III. **Welcome and Introductions**

- A. *Welcome* - Vice President Dunn welcomed the Committee members and thanked them for their willingness to serve on the Committee
- B. *Introductions* - Vice President Dunn introduced the following team members:
 - Claire Tyson – Director of Finance
 - David Casnocha – Bond Counsel
 - Albert Peché – Financial Advisor
 - Henry Amigable – Program Manager
 - Bob Bush
 - Tim Haley
 - Marsha Perry-Park
 - Jeff Scogin
 - Yvonne Sheffield – Administrative Secretary

} Measure L
Bond Team

IV. **Bond Counsel (*David Casnocha*)**

1. *Role of the Committee* - Mr. Casnocha reviewed the role of the Committee – to inform the public concerning the District's expenditure of bond proceeds; review

quarterly expenditure reports to ensure that bond proceeds were expended only for the purposes set forth in Measure L and no bond proceeds were used for any teacher or administrative salaries or operating expenses. The Committee shall present to the Board of Trustees, in public session, an annual written report including a statement indicating whether the District is in compliance with requirements of the California Constitution; and provide a summary of the Committee's proceedings and activities for the preceding year.

2. *Review of the Bylaws* – Mr. Casnocha walked through the Committee bylaws that the Board of Trustees approved when they established the Committee. The Committee is required to abide by the Brown Act, and a summary of the Brown Act was provided to the Committee.

It was noted that each member shall serve a term of two years, commencing on the date of the first meeting. No member may serve more than two consecutive terms. At the first meeting, members will draw lots to select three members to serve one year terms and the remaining members serving two year terms.

Committee members having any questions should contact Vice President Dunn or Mr. Casnocha.

V. Program Introduction

1. Vice President Dunn reviewed the binder materials:
 - November 2003 Adoption of Facilities Master Plan
Adoption of Resolution Calling for Election
 - April 1004 Reimbursement Resolution
 - May 2004 Adoption of COC Bylaws
 - July 2004 Certificate of Election Results
Authorize Contract with
Program Manager
Appoint COC (8 of 9 members)
 - August 2004 Appoint 9th and Final COC
Member
Program Management Plan
Overview
 - Appendix November 2003 Facilities Master
Plan

VI. Program Management

- A. *Overview of What Program Management Is* - Program Manager Henry Amigable, from Douglas E. Barnhart, Inc., commented that program

management starts with four high-level goals:

- Identify & mitigate risk “before it happens”
- Meet or exceed scope
- Meet or beat schedule
- Deliver program on or under budget

Mr. Amigable’s presentation also included typical bond program elements, Program Management Services, start-up, pre-construction services, design, procurement, construction oversight, and close-out and warranty.

- B. *Program Definition Plan* – Program Mobilization Specialist Bob Bush demonstrated the essential ingredients to a Program Definition Plan: program organization and infrastructure; program master plan including schedule & budget; quick start project initiation; staffing plan; cost control; Mt. House (as a special project); Cunningham Building (as a special project). He explained the six-month goals and how we get there. He also touched on re-engineering the “Bond” Master Plan to the “Program” Master Plan; integration of the Program Master Plan. Mr. Bush also explained some issues that are currently underway: Teaching Environmental Task Force is currently meeting; a Project Labor Agreement (PLA) pilot study; identifying quick start projects and initiation of those projects; architect/engineer pre-qualification and selection for the Cunningham Building renovation and expansion; and the program master schedule and prioritization.
- C. *Mt. House Status* – Mr. Amigable stated that the Mt. House education center is on schedule to be completed by June 2007. An architect is continuing with the schematic drawings; the off-site work is being coordinated with the on-site work; the construction budget is being verified; and the design and construction schedules are being coordinated. It was noted that matching funds are being sought and that the project fund and matching funds can be kept separate and documented.

VII. Financial Advisor

1. *Bond Sale Process*

Financial Advisor Albert Peché reviewed with the Committee that the tax rate on the bonds would not

exceed \$17 per \$100,000 assessed evaluation of property. San Joaquin County will issue monies from the bond. Mr. Peché explained the rating process for bonds...the higher the rating, the lower the interest cost. At this time, we are looking for an "A" or "AA" rating. Bond insurance allows us to have an "AAA" credit, which is the strongest credit. The College will be working with RBC Dain Rauscher to secure the bonds. Mr. Peché noted that he would work to get the lowest rate possible.

VIII. Committee Action

1. *Name Citizens' Oversight Committee Chair:*
The COC Bylaws states that "The Superintendent/President shall appoint the initial Chair to serve for an initial two (2) year term." On behalf of Dr. Rodriguez, Vice President Dunn appointed Dan Schroeder to serve as the Chair for the Committee.
2. *Elect Vice Chair:*
Perfecto Munoz, Barbara King, and Scott Malm were nominated by the Committee to serve as Vice Chair. Mr. Malm respectfully declined the nomination. Mr. Munoz received the majority of hand-written votes and will serve as Vice Chair.
3. *Draw Lots to Identify Those Serving Initial One-Year Terms:*
Other than the Committee Chair's position, lots were drawn by Committee members to determine their initial service term. The terms are as follows:
 - John Erb, 2-year term
 - Donna Gale, 2-year term
 - Barbara King, 1-year term
 - Janet Lilly, 1-year term
 - Winnie Llamera, 2-year term
 - Scott Malm, 2-year term
 - Ray McCray, 1-year term
 - Perfecto Munoz, 2-year term

Each Committee member gave a brief biography of themselves.

4. *Establish Meeting Schedule:*
A motion was made by Ray McCray and seconded by John Erb to have quarterly meetings with the option of scheduling special meetings as needed. The motion was unanimously carried.

A motion was made by Barbara King and seconded by Perfecto Munoz to schedule the quarterly meetings on the second Wednesday of the month (February, May, August, and November) at 3:30 p.m. The motion was unanimously carried.

It was requested that the February meeting begin at 2:30 p.m. in order that the Committee may tour the campus. Notices will be sent out to Committee members to remind them of the meetings, dates, and times.

IX. Other Business

1. Committee members were reminded that there is a web site for the Bond Program Management at www.bond.deltacollege.edu. There is also a section dedicated to the Citizens' Oversight Committee. Individual Committee member photos were taken at the meeting and will be posted, along with a brief biography, on the website. Meeting minutes and other pertinent information will be supplied at this web site.
2. A question was asked what was being done about selection of a Foothill and Lodi/Galt site for an attendance center. Vice President Dunn replied that by the time the February meeting comes around, he will be able to give a better idea on how other bond activities are unfolding.

A motion was made by Winnie Llamera and seconded by Janet Lilly to adjourn the meeting.

Committee Chair Schroeder adjourned the meeting at 4:10 p.m.

Respectfully submitted,

W. Andrew Dunn
Vice President of Business Services