



Proposition R



At Work!

Southwestern Community College District

Proposition R Citizens' Bond Oversight Committee January 16, 2013

MINUTES

1. CALL TO ORDER

The meeting was called to order at 5:35 p.m.

Members Present: Thomas Davis, Joe David Casillas, Matt Kriz, Nicholas Segura, Jr.

Members Absent: Adela Garcia, Edward Gutierrez

Staff Present: Steve Crow, Nirav Desai, Lillian Leopold, Melinda Nish

2. PUBLIC COMMENT

None.

3. APPROVAL OF MINUTES OF DECEMBER 19, 2012 (ENCLOSURE)

Motion: Tom; Second: Nick. Unanimous approval.

4. MARCH 20, 2013 CBOC MEETING TIME

It was discussed at the last meeting to possibly meet at 4:30 – 6:00 to accommodate for the Governing Board Workshop regarding the Facilities Master Plan scheduled at 6:30. Matt asked if the 3rd Tuesday's quarterly could be the revised meeting schedule. No objections from the members present.

Melinda mentioned there are two opportunities to attend the consultants' presentation of the Facilities Master Plan. There is a presentation scheduled for February 21st. This is an all community forum, most likely either 7:00 or 7:30 a.m. on the Chula Vista campus. The consultants are hosting a breakfast meeting for the community. The CBOC members are strongly encouraged to attend this forum where there will be ample opportunity to ask questions. The invitation list will include all the chambers, non-profits, and other organizations and community members who may be interested. The March 20th meeting will be a Governing Board Workshop presentation of the Facilities Master Plan, an evening meeting most likely beginning 6:00 or 6:30. Lillian will be meeting with the consultants to discuss the advertising techniques for the forums. She will send the CBOC members the link containing the Facilities Master Plan.

Future CBOC meetings will be held quarterly on the 3rd Tuesday of the month. The next meeting will be held Tuesday, March 19th at 5:30. Motion: Nick; Second: Tom. Unanimous approval.

5. UPDATE OF PROP R EXPENDITURES AND PROJECT UPDATES (ENCLOSURE)

Nirav presented the Update of Prop R Expenditures and Project Updates PowerPoint to the committee.

Tom mentioned a safety issue at the intersections of Gotham and Otay Lakes Road as well as Elmhurst and Otay Lakes Road – involving pedestrians at the 8:00 hour. Steve will pass along to Chief Cash the issue of the crossing light for pedestrians as well as the traffic light being timed too short. Melinda agreed that at the beginning of the primary terms this is a safety issue.

Steve shared that there is a small component of technology that is being done in Phase I that we are about to embark on with Ben Seaberry, IT Director. The Governing Board recently approved a component of our technology upgrades to our ERP system that is in conjunction with our hardware and network infrastructure. This item does not appear on the report presented at this meeting, but will appear in future budgets and reports. There is a component of those types of expenditures that we have done our due diligence to keep under 5% of any issuance of any bond. This will be a topic we will review – possibly in a workshop item for the future.

Tom asked about the remainder of Prop R funding – what is the procedure to outline a set of programs that will absorb the remainder of the Prop R funding.

Steve: the projects that were included in the Prop R Expenditure Update and Project Updates currently total approximately \$43M. After we get the final Facilities Master Plan there will be a sequencing of buildings and a rough estimate of what they will cost. We will be completing a separate budget analysis of what our budget needs to be concurrent to our architectural drawings etc. That work will be done immediately. We will have a better idea April or May of what the sequencing and timeline will be.

6. UPDATE OF PROP R ANNUAL AUDIT JULY 2011 – JUNE 2012 (ENCLOSURE)

This will be on the February 13, 2013 Governing Board agenda for approval. We have invited the auditing firm to attend the meeting to present the financial audits for the District as well as the Proposition AA and Proposition R audits.

7. UPDATE OF DRAFT FORMAT FOR CBOC ANNUAL REPORT

Lillian distributed the revised CBOC Annual Report. The following have been added to the report:

- list of CBOC actions
- information of how much has been invested through June 30, 2012
- information regarding what has changed during the year
- the Educational Master Plan and Facilities Master Plan
- a date for the community forum, and
- information regarding Proposition R

Lillian believes all concerns mentioned at the last meeting were addressed.

Approval for format and content was suggested.

Nick asked if more pictures including students could be added. Lillian will do this.

Tom would like to have more time to review the report and would like to see the final product before approving. The committee will need to meet again prior to February 6 if the report is not approved tonight. The committee members present agreed to meet again for final approval of the report on Friday, February 1 at 5:30. The members present agreed to meet at this time, but no action could be taken because quorum was lost when Joe Casillas needed to leave the meeting just prior to this decision to meet again. The committee will need to meet quorum on February 1 in order to take action regarding the report.

8. VACANT CBOC POSITION

This agenda item was addressed during item #7 in order to meet quorum before Joe Casillas left.

Motion: Nick: Second: Tom - to accept the resignation of Israel Garza. Unanimous approval.

9. OTHER ITEMS

Tom: Balfour Beatty – how did they manage to avoid the problems that Echo Pacific and BCA Architects fell into since their contract was awarded at the same time as the other two firms. Nirav stated that Balfour Beatty is a renowned international firm and they have a very stringent process beginning with procurement continuing through the project completion.

Steve: There is a Governing Board Workshop February 27, the topic is Brown Act Training.

Melinda: This will be a two part workshop. First part Brown Act training – inviting all committees that fall under the Brown Act, such as Prop R CBOC, SWC Foundation, and Associated Students. The lead presenter will be Trevin Simms, an attorney with Lozano Smith, serving as our general council. Second part will be Governance workshop dedicated to the Governing Board. Most likely this workshop will begin at 6:00 or 6:30 for a duration of approximately 90 minutes (for the Brown Act portion).

Melinda: Governing Board is subject to Brown Act and have been using a tool since August. BoardDocs, a software application that is housed in the clouds so it can be accessed from any internet source. This is a secure application. All items are loaded into BoardDocs. BoardDocs has allowed their subscribers with a surcharge of \$8,000 to allow an unlimited number of committees to use the BoardDocs application. There would be no charge to the CBOC but she believes that this would be an excellent organizational tool to support what the CBOC does. There would still be the CBOC website but this would be useful to the committee. If we choose to pay the surcharge for this option she would like to take some time to show the committee (at one of their regular meetings) the application and see if it is something the committee would like to utilize.

10. COMMITTEE COMMENTS / REQUESTS

Melinda: The Governing Board approved and directed staff to begin negotiations for Community Benefits Agreement related to the Prop R building projects. The formal negotiations began last week. We anticipate to complete negotiation of the agreement during the first quarter of this year.

Matt recapped the dates discussed during the meeting. They are:

- February 1, 5:30 – 7:00p.m., CBOC meeting to approve the final format of the annual report
- February 13, Governing Board meeting
- February 21, Community Forum (in the morning)
- February 27, Governing Board Workshop (6:00 or 6:30p.m.)
- March 19, next regularly scheduled CBOC meeting (following the February 1 meeting)
- March 20, Governing Board meeting

11. ADJOURNMENT

The meeting was adjourned at 6:46.