

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Citizens Oversight Committee

MINUTES

August 7, 2002

Committee Participants: Randy Churchill (chair), Jack Dickenson, Don Facciano, Gerald Gooss, Mary Howard, Bob Huber, Lee Ingraham, Hank Lacayo, Rex Laird, Ted Martens, Mary Anne McCabe, Albert Mendez, Ashlee Omary, Jere Robings, Sandra Rosales, Jane Rozanski, William Steinmeyer, Richard Taylor, Connie Tushla, Michael Wesner, Kay Wilson-Bolton

Guests: Handel Evans and John Stephens (Bond Consultants), Jim Walker (Acting Chancellor), Robert Barna (RBC Dain Rauscher representative), John Getz and Sharon Suarez (attorneys at law)

The meeting was called to order at 3:00 p.m. by Handel Evans.

I. Roll Call

Roll call was taken and a quorum was established.

II. Introductions

The members of the Citizens Oversight Committee introduced themselves, along with the guests seated at the table and District staff. Chancellor Walker thanked the committee for their willingness to serve and explained that the bond funds and the District's general fund monies are, must be, and will remain completely separate. Dr. Walker then thanked Randy Churchill for agreeing to chair the committee for this year. At this point, Mr. Churchill took over the meeting.

III. Bylaws, Role and Purpose of the Committee

The committee took a moment to review the Bylaws. There was a correction to the Bylaws under Section VI.A.1., which should read, "A quorum shall consist of one more than **half of** the total membership." Attorney Sharon Suarez then explained that the role of a Citizens Oversight Committee is to ensure that the District is expending bond funds only for authorized purposes. The committee's role is to inform the public as to these expenditures. It is their duty to become informed about the bond measure, review the formal audit reports and act as liaisons between the District and the public to assure the public that the bond measure implementation meets the intent of the voters who approved Measure S in March. This committee reports to the VCCCD Board of Trustees.

IV. Public Meeting Law Orientation

Attorney Suarez briefed the committee on the Brown Act, which governs public meetings. John Getz also cautioned the committee that an informal gathering, such as lunch in a restaurant, could be construed as a meeting if committee issues were discussed.

V. Bond Measure S Overview

Robert Barna informed the committee that the first series of bonds (\$85 million) has been issued, and the proceeds will be available to the District on August 21, 2002. The term of the bonds is 25 years and the interest cost was 4.763%. The projected 2002/03 tax levy is \$17.90 per \$100,000 assessed valuation. These are general obligation bonds. The prospectus should be published August 8.

VI. Review of College Projects and Allocations

Handel Evans described the process of how the bond construction projects and funding levels at the campuses and the District Service Center were determined. It is his plan that as the construction projects proceed, the District's web site will be expanded to show the individual projects and the progress on each. Mr. Evans explained that, although the first issuance of the bond was for \$85 million, there will be many other costs associated with beginning these construction projects and not all this amount will be directly applied to tangible building materials. There are many necessary related fees for services that must also come out of the money, i.e. construction manager (scheduled to start in September), architects, environmental engineers.

The process for selecting the construction management firm was discussed. The Request for Qualifications (RFQ) was posted online and Statement of Qualifications (SOQ) submittals were requested. The submissions were screened and eligible companies were interviewed. It is anticipated that a recommendation to the VCCCD Governing Board will be made August 20. The same process is being utilized for architectural firms. The intention is to prescreen the firms, establish a list, and keep that list for at least a year. Architectural firms without an office in the county will be expected to partner, when practicable and where possible, with local firms.

The campuses' Academic Master Plans and the Facilities Master Plans must be reviewed, along with the infrastructure levels on the campuses (telephone lines, sewer and water lines, etc.). Mr. Evans briefed the committee on the ways that projects are funded, explaining that some projects will likely have mixed funding sources (state money and bond money).

VII. Meeting Calendar

Mr. Churchill asked the committee for their input on meeting frequency. He suggested perhaps meeting quarterly, however, it was suggested that monthly meetings might be better at first, then less frequently as things move along. Because the construction manager begins Sept. 1, Mr. Evans suggested waiting until then, so that the committee could meet him. After polling the committee members about the most convenient time and day of the week to meet, the next meeting was set for 3:00 p.m. on Monday, October 7. The meetings will rotate among the colleges and the District Service Center in the future. Ashlee Omary, student committee representative from Moorpark College, suggested that perhaps Moorpark College could host the October 7 meeting, however, this must be confirmed with Dr. Eva Conrad, President of Moorpark College. The exact location of the October 7 meeting will be published at a later date.

VIII. Public Comments

Public comments were then heard by the Chair. Discussion ensued regarding the capital program at Ventura College.

IX. Adjournment

The meeting adjourned at 4:30 p.m.