



HARTNELL COLLEGE

Citizens' Bond Oversight Committee for Measure T Minutes

January 16, 2019 @ 3:00 PM [APPROVED]

411 Central Avenue, Building E, Room E112, Salinas, CA 93901

MEMBERS

Name	Member Category	Present	Absent
1. Muñoz, Alfred Chair	College Support Organization	x	
2. Francioni, Wendy	At-Large		x
3. Gish, Vearl	Senior Citizens' Organization		x
4. Guss, Deneen	At-Large	x	
5. Kimbrough, Carol	At-Large	x	
6. LeBarre, Mike	At-Large	x	
7. Leonard, Grant	At-Large		x
8. Miguel, Timothy	At-Large	x	
9. Mori, Sam	At-Large	x	
10. Richardson, George (Ted)	Taxpayer Organization	x	
11. Silva, Elizabeth	At-Large	x	
12. Wong, Frances	Student		x

Others

Name	Title or Representing	Present	Absent
Willard Lewallen	Superintendent/President, Hartnell College	x	
Joseph Reyes	Executive Director, Facilities Planning and Construction Management, Hartnell College	x	
Manuel Osorio	Trustee, HCCD	x	

CALL TO ORDER & INTRODUCTIONS

The meeting called to order at 3:04 PM by Mr. Muñoz.

Alfred Muñoz

ADOPTION OF THE AGENDA

Motion: Mike LeBarre

2nd: Carol Kimbrough

Vote: Unanimous

Adopted: **YES**

Alfred Muñoz

PUBLIC COMMENTS

No public comments

ACTION ITEMS

1. Consider: Adoption of previous meeting(s) minutes: Oct. 31, 2018 Alfred Muñoz
 One typo was corrected, Action Item 1. Date of minutes changed from April to July
Motion: Carol Kimbrough
2nd: George Richardson
Approval: One abstention (Elizabeth Silva) 7 Ayes **APPROVED**

2. Consider: Adoption of previous meeting(s) minutes: Nov. 14, 2018 Alfred Muñoz
Motion: Mike LeBarre
2nd: Carol Kimbrough
Approval: Unanimous **APPROVED**

INFORMATION/DISCUSSION/PRESENTATIONS

1. **Report: Annual Report Presentation to Board Dec 11, 2018** Alfred Muñoz
 Mr. Muñoz presented the report to the Hartnell College Board of Trustees on December 11, 2018. The report was unchanged from the last presentation to the committee on October 24 2018. The HCCD Board of Trustees accepted the report with no questions. The December submission and acceptance of the annual report was the earliest of any recent CBOC annual reports. This will be the standard to meet for all upcoming reports.

2. **Measure T Status and Summary** Joseph Reyes
 At this time four of the five projects in Series A (first series of bond projects) have been submitted to Dept. of State Architect (DSA). DSA focuses on three areas of plan/project review, Accessibility (ADA), Fire/Life Safety, and Structural. At this point, DSA has requested answers on structural item questions for the King City project. Responses to DSA questions are in the process of being drafted and re-submission to DSA is scheduled for February 26, 2019.

North County/Castroville – have had two programming/design committee meetings for development of the criteria/bridging documents and a third is being planned. The No. County/Castroville project is the project that will be Design/Build in delivery, rather than Design/Bid/Build. This project is on track to break ground in March 2020

Discussion and update of PG&E's use of the North County property was next. PG&E's Phase 1 of their project is complete, and the District was paid for the use of the property as a staging area. The District has also been contacted about extending the current agreement. With PG&E's current situation, we are waiting to hear from them to go forward with the extension.

An observation of the solar panels removed from Lot #3 was voiced. This project is almost complete. The removed arrays have been installed at Lot #6.

A question regarding the college having a Project Labor Agreement (PLA) in place was voiced. The ballot language of the bond precludes having a PLA and there is no plan in having one. President Lewellen added that unlike municipalities, the District could not adopt a local preference policy. He also noted consultation with representatives of the construction industry happened at the time of the ballot initiative; those consulted were in favor of the language and were not supportive of a PLA.

3. Financial Statements

Alfred Muñoz

In absence of a representative from the HC Business Office, whom would normally review the financial documents, Mr. Muñoz gave the committee a primer on utilization of the documents, as he is familiar with the formats having utilized them when he was CBO at Hartnell.

Four (4) documents were provided to the committee for review, (posted on website). They are:

1. Statement of Net Position/Statement of Revenues, Expenditures and Change in Net Position (page 18 and 19)
2. Budget Expense Summary Report (BEST)
3. HCCD General Leger Detail Trial Balance report for Fund 46
4. Excel Pivot table (pdf format) of Budget and Actuals for Fund 46

The first documents are the Statement of Net Position and Statement of Revenues, Expenditures and Change in Net Position for Fund 46. These two pages provide the broadest look at the bond funds status.

Document #2 is the Budget Expense Summary Transactions (BEST). This document will provide more detail, but still is broad in that it does not identify specific projects. Used in conjunction with the general ledger print out (document #3) a more detailed accounting of what the expenditures are for the report period is provided.

The BEST report identifies object codes and a description – second column (i.e. 55200 Travel & Conference, 54300 - Supplies & Materials). The General Ledger Detail Trial Balance document also uses these object codes - Ref. No. column (located at the top just under the header). On the General Ledger, the reader can find the detail information for the object code listed on the BEST document going down the Ref. No. column. An object code will be listed more than once if used for more than one of the bond projects.

Example: Object 55700 Legal & Audit Expenses identifies actual expenses as \$20,892.00 (Doc #2)

On the General Ledger document (Doc#3), 55700 listed once, also named as Legal & Audit Expenses. In the Debits column, all expenses (invoices) are listed for the period of the report, reflecting the \$20,892.00 sum and closing balance.

An object code may be used for each project. 56215 Preliminary Tests is an object code used for Soledad, King City etc. projects. By adding the closing balance of each of these projects for preliminary tests, the total should equal, in the BEST report, the sum found in column four - Actuals.

The fourth document provided is a pdf version of an excel pivot table that provides the budget and actuals sums only for the object code by area and project.

Committee members were asked to review the documents and bring questions to the next meeting, or if there are any questions in helping to use and understand the documents members can email Dawn Henry or Mr. Muñoz.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Next meeting date was established for April 24,

Alfred Muñoz

NEXT MEETING(S)

APRIL – April 24, 2019 @ 3:00 PM in Bldg. S Room S218

ADJOURNMENT

Meeting adjourned at 4:10 PM

Alfred Muñoz |