Hartnell College Vision Statement: Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

Hartnell College Mission Statement: Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

Citizens’ Bond Oversight Committee for Measure T
Minutes
Wednesday, July 19, 2017, 3 p.m.
411 Central Avenue, Building E, Room 112, Salinas, CA 93901

MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Category</th>
<th>Term</th>
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<th>Absent</th>
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<tbody>
<tr>
<td>1. Muñoz, Alfred, Chair</td>
<td>College Support Organization</td>
<td>1-year</td>
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<td>2. DiMarco, Angelo</td>
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<td>3. Firth, Steven</td>
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<td>4. Franscion, Wendy</td>
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<td>5. Gish, Yvearl, Vice-Chair</td>
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<td>2-year</td>
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<td>6. Guss, Deneen</td>
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<td>7. Kimbrough, Carol</td>
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<td>8. Labrier, Robert</td>
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<td>9. LeBarre, Mike</td>
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<td>10. Leonard, Grant</td>
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<td>11. Miguel, Timothy</td>
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<td>12. Mori, Sam</td>
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<td>13. Richardson, George (Ted)</td>
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<td>14. Silva, Elizabeth</td>
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<td>15. Wong, Frances</td>
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Others

<table>
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<tr>
<th>Name</th>
<th>Title or Representing</th>
<th>Present</th>
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<tbody>
<tr>
<td>Willard Lewallen</td>
<td>Superintendent/President, Hartnell College</td>
<td>x</td>
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<tr>
<td>Ben Figueroa</td>
<td>VP, Administrative Services, Hartnell College</td>
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<tr>
<td>Joseph Reyes</td>
<td>Executive Director, Facilities Planning and Construction Management, Hartnell College</td>
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<tr>
<td>Candi DePauw</td>
<td>Trustee, Hartnell Governing Board (Dist. 7)</td>
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CALL TO ORDER & INTRODUCTIONS
The meeting called to order at 3:00 PM by Chair Muñoz. An introduction ensued.

ADOPTION OF THE AGENDA

Motion to adopt agenda (Mike LeBarre, and Robert LaBrier simultaneously).
Second (Carol Kimbrough)
Motion carried: All in favor

Al Muñoz
PUBLIC COMMENTS
Trustee Candi DePauw thanked all who voted for Measure T, and stated that she is excited that many are taking time out of their busy schedules to commit to the work of this committee; their work is important. Measure T will enable great things to be accomplished for the District.

ACTION ITEMS
1. **Consider Election of Vice-Chair for Citizens’ Bond Oversight Committee (CBOC)**  
   Al Muñoz
   Chair Muñoz opened the floor to accept nominations for Vice Chair. He stated that the Vice Chair will run meetings when the Chair is not available.

   Vearl Gish was nominated by Carol Kimbrough. There were no other nominations.

   **Motion** to elect Vearl Gish as Vice Chair (Mike LeBarre)  
   **Second** (Deneen Guss)  
   **Motion carried:** All in favor.

2. **Consider Determination of Member Terms**  
   Al Muñoz
   **Motion** to set five (5) one-year terms and ten (10) two-year terms (Wendy Franscioni)  
   **Second** (Deneen Guss)  
   **Motion carried:** All in favor.

   Prior to the vote, Chair Muñoz stated that the Bylaws specify member-terms are two years; terms can be held consecutively or with a separation.

   Discussion centered on term limits, and how to divide the committee into one and two-year terms. After some discussion, two suggestions were made: 7 one-year and 8 two-year terms and 5 one-year and 10 two-year terms. The committee voted to set 5 one-year terms and 10 two-year terms. The committee proceeded to draw numbers and the following members will serve a one-year term **effective July 18, 2017.** Alfred Muñoz, Deneen Guss, Mike LeBarre, Grant Leonard, Frances Wong.

3. **Consider Designating Calendar of Meetings**  
   Al Muñoz
   **Motion** to hold quarterly meetings. (Deneen Guss)  
   **Second** (Carol Kimbrough)  
   **Motion carried:** All in favor

   Prior to the vote, Chair Muñoz stated that the Bylaws stipulate that the Committee shall meet at least once a year, but no more frequently than quarterly. He shared when he served on the CBOC for Measure H, he found that three meetings per year was adequate. Plus, the Committee may call special meetings if needed. Deneen Guss added that her experience was similar with Measure H; that quarterly meetings were sufficient to keep everyone informed.

   Wendy Franscioni suggested the Committee’s next meeting could be in October since bond funds would not be issued until sometime in September. A discussion ensued and the following questions were asked:
Q – Doesn’t the Bylaws state “no more than quarterly”.
A – Yes regular meetings should be no more than quarterly. The Committee may call special meetings as needed. Also, the Committee could form small working groups to accomplish specific tasks such as the development of the annual report.

Q – Won’t there be a need for more meetings early on and then meetings taper off as we progress?
A – Actually it is the reverse. In the early stages of a bond (i.e. at this point the bond has not been released/sold) the District is in the planning stages and there is little for the committee to review, but as bond funds are spent, the work of the committee increases.

Joseph Reyes confirmed that projects need to go through Dept. of State Architect and that large expenditures will begin in about a year – year and a half. Dr. Lewallen also noted that there are smaller projects, such as the re-roofing of older buildings on campus. (Building H and K) These projects will be started early to preserve the buildings so future renovations can be done.

Liz Silva asked if the meetings will be on Wednesdays at 3 pm. If so, she will have a conflict if the meetings do not end at 4:30 pm (latest). A discussion ensued and it was determined that the third week of the month was a good time for all. Further, it was determined that the length of meetings would average about an hour – maybe an hour and a half, but not over 2 hours.

The following meeting dates were identified: October 18, 2017, January 17, 2018 and April 18, 2018. Location to be determined.

INFORMATION/DISCUSSION/PRESENTATIONS

1. **Review CBOC By-laws with focus on CBOC duties and authorized activities**
   
   Dr. Lewallen reviewed the Bylaws with an emphasis on Section 3. Dr. Lewallen drew the committee’s attention to Sections 3.1 through 3.3.

   **Section 3. Duties.** To carry out its stated purposes, the Committee shall perform only the duties set forth in Sections 3.1, 3.2, and 3.3 hereof, and shall refrain from those activities set forth in Sections 3.4 and 3.5.

   3.1 **Inform the Public.** The Committee shall inform the public concerning the District’s expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

   3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure T; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses, in compliance with Attorney General Opinion 04-110, issued on November 9, 2004.

   3.3 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:

   (a) A statement indicating whether the District is in compliance with the requirements of Article XIIIa, Section 1(b)(3) of the California Constitution; and

   (b) A summary of the Committee’s proceedings and activities for the preceding year.
Dr. Lewallen then addressed Sections 3.4 and 3.5 and specified what the committee does not have jurisdiction over or responsibility for. Further, he stated, the Citizen’s Bond Oversight Committee represents the public. The primary responsibility of the CBOC is to ensure the funds are expended in line with what the voters approved. Measure H required 14 years to complete (2002 to 2016). The needs of an institution and the communities it serves change over a long period time and it is not unusual for the list of projects to change over that time. The CBOC assures that those changes stay in-line with the authorization given the District by the public. A second important responsibility for the CBOC is the publishing of an annual report that certifies the District expended funds according to what the voters authorized.

In Section 3.4 the duties of the Board and the Superintendent/President are specified. However, the information that falls into the items of 3.4 can be and are shared with the CBOC, even though not required. Section 3.5 includes items that are within the authority of the Board of Trustees and not the CBOC.

3.5 Measure T Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of proceeds of Measure T, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds of Measure T shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the projects based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.

(e) The selection of independent audit firm(s), performance audit consultants or such other consultants as are necessary to support the activities of the Committee.

(f) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board’s sole discretion as part of carrying out its function under Prop 39.

Dr. Lewallen noted that coming up is a status report, but as a precursor, the District is currently working with the architects for staging E building, which will be renovated. The District is looking to them to answer; how do we stage this? – How do we effectively, sequence the projects?

Chair Muñoz included that the auditors will prepare two audits. One is a financial statement audit and the other is a performance audit. A standard testing of expenditures, about 90% of the total dollar amount is tested. That is a large portion of the total costs. They look to see that the District has followed guidelines related to the bond election; what projects are being completed related to
the voter’s approval. The auditors will present to CBOC and Board of Trustees independently after their audit.

2. **Status of Measure T Plans and Initial Project**

   Joseph Reyes and Benjamin Figueroa

   Joseph Reyes provided an update on Measure T projects. He reported that, in June, the District entered into agreement with gkkworks and Belli architectural group to assist the District with the development of a master plan to implement projects as well as establish standards to ensure consistency across all projects. The first phase projects have been identified and categorized into new and renovation/modernization. Under new construction is the Soledad Education Center, North County Education Center, Nursing and Health Science building (Main Campus), expansion of the King City Education Center, and the renovation and modernization of buildings D and E. The Governing Board has authorized up to $70M for the first bond issuance to support the Phase I projects.

   **Q** - Vearl Gish asked if Merrill Hall would be renovated and used for the Nursing program.

   **A** – Dr. Lewallen responded that there will be a lot of activity that will require the movement of classes and programs and that plans are to use Merrill Hall as swing space. The new Nursing and Health Science building (24,000 sf) would enable the nursing program to double its graduates. Further, the building will house a small clinic to serve students and provide an opportunity for nursing students to gain experience within their field of study.

   **Q** - How many phases?

   **A** - At least 3 maybe 4; though the District is targeting three. Current projects that are not on the Phase I list include the re-roof of the main gym and performing arts buildings. These are the two oldest buildings and the roofs need replacement in order to prevent and preserve for later renovations. Additionally, the reconstruction of performing arts box office is in the works. This project is funded by the Foundation’s capital campaign project and a rendering of the box office will be brought to the next meeting.

3. **Measure T Ballot Language**

   Willard Lewallen

   Dr. Lewallen noted the voting ballot language is not the whole extent of Measure T. The ballot language (provided in the committee packet) identifies projects as new, renovation, accessibility needs (American Disabilities Act), technology, and site acquisition. The District does not want to spend money on “dirt”. Wherever possible the District will seek site donations, though the reality is there may be some funds spent on real estate. Dr. Lewallen provided an example of the King City parking lot. The District could not find a donor, so the District used Measure H funds on a parcel of land. The good news is that approximately 8 acres has been donated in Soledad. The land is in close proximity to Soledad Unified School District, between San Vicente Elementary School and the cemetery.

   **Q** - Is the District looking at using the Capital acquisition fund?

   **A** - There is some money there that could be used. It is the desire for Measure T to be used for all else and not real estate.

   **Q** – Vearl Gish: What real estate on Central Ave. is still ours?

   **A** – The college owns 4 houses and an apartment complex. One house is used for a college program. The rest are rentals.

   Dr. Lewallen stated that there is a list of the projects that was used for the campaign. The list, as well as pertinent documents, including minutes and agendas are on the Hartnell College website: [http://www.hartnell.edu/measure-t-bond-oversight-committee](http://www.hartnell.edu/measure-t-bond-oversight-committee); the webpage is in development.
Q - Robert LaBier- When will the committee sunset?
A - It will sunset in approximately 10 years. It will end with renovation of Buildings K and J and Merrill Hall and a building at Alisal.

It was suggested the committee tour the campus at the next meeting since not all members are familiar with the campus; a tour will be scheduled.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. None

NEXT MEETING(S)
Wednesday October 18, 2017
Wednesday January 17, 2018
Wednesday April 18, 2018

ADJOURNMENT
The meeting adjourned at 4:00 p.m.

Al Munoz