

MEETING MINUTES

JANUARY 13, 2016, 5:00 P.M., SBCCD BOARD ROOM

Members Present – **Ken Coate, Albert Garcia, Frank Reyes, Linda Roberts-Ross, Betsy Starbuck, Kevin Retana, Patricia Small**

Members Absent – **Sam Irwin, Gabriel Jaramillo**

District Staff Present – **Jose Torres**, Vice Chancellor, Business & Fiscal Services; **Fath-Allah Oudghiri**, Director, Facilities Planning & Construction

Kitchell/BRJ Staff Present – **George Johnson**, Bond Program Manager

Welcome/Introductions

Ken Coate started the meeting at 5:04 pm. Self-introductions were made for the benefit of first time attendees Betsy Starbuck and Kevin Retana. Betsy joins the CBOC as the representative of a taxpayer organization; Kevin as student representative from CHC.

Approval of Minutes

Albert Garcia made a motion to approve the minutes from November 18, 2015, which Frank Reyes seconded. **The minutes were approved** with the following vote.

Ayes: Ken Coate, Albert Garcia, Frank Reyes, Betsy Starbuck, Kevin Retana,
Noes: None
Absent: Sam Irwin, Gabriel Jaramillo, Patricia Small, Linda Roberts-Ross
Abstentions: None

Public Comment

No one from the public was present.

Membership

There are no outstanding membership needs at this time.

Committee Bylaws

Jose Torres spoke to the committee about its bylaws. At the November 18 meeting, Sam Irwin volunteered to review and update the bylaws. His draft was then forwarded by Jose to SBCCD's bond attorney. Having just received a response from the attorney, the material was not prepared for distribution to CBOC members at this meeting, however, Jose did pass around a printed copy he had.

The attorney's draft was a major overhaul of the somewhat dated by-laws. It, along with the current version will be forwarded to CBOC members via email. Jose advised that the changes to the bylaws themselves weren't that impactful, just that the document appearance was very different. Jose also told committee members that he had invited the bond attorney to attend an upcoming meeting of the CBOC for training purposes. It is anticipated that the committee will

review the revised bylaws at its next meeting and recommend them for forwarding to the Board of Trustees for adoption.

Patricia Small joined the meeting in progress at 5:12 p.m.; Linda Roberts-Ross at 5:15 p.m. New introductions were made.

CBOC Annual Report

Committee members reviewed the draft annual report presented by Ken and discussed it at length. George Johnson clarified some of Ken's questions about ongoing construction. Betsy asked for a list of all the projects that are covered under each bond measure. Jose advised that the information will be forwarded to her. Betsy also asked if the district had defeased the Measure P bonds and Jose advised that it had not.

Linda Roberts-Ross asked about the subcontractors that had attended the last meeting. Fath said he had not heard anything further. He noted that the District does not have a contract with the subcontractors. Ken mentioned that a surety company can create leverage on a contractor and reiterated that he wants to recommend that surety companies be brought into the loop if/when the district foresees a problem.

Betsy offered some clerical edits for the report and Ken promised to add the following:

- 1) A comment that the committee had reviewed the annual audit,
- 2) The statement that the district is in compliance with Article XIII A, Section 1(b)(3) of the California Constitution, and
- 3) Construction project details which will be provided by Kitchell.

Ken asked for a motion to approve the report with those additions. Linda made the motion, which Betsy seconded. **The motion to approve the CBOC Annual Report as outlined passed with the following vote. Ken will present the report at the February 25, 2016 Board of Trustees meeting.**

Ayes: Ken Coate, Albert Garcia, Frank Reyes, Betsy Starbuck, Kevin Retana, Patricia Small, Linda Roberts-Ross
Noes: None
Absent: Sam Irwin, Gabriel Jaramillo
Abstentions: None

Review of Board Items & Site Visits

There were no site visits to report on and no comments on the board items.

Status of Measure M Projects

George provided a brief update on the bond program. There was no further discussion.

Future Meeting & Adjournment

The next meeting was scheduled for April 20, 2016 at 5:00 p.m. in the SBCCD Board Room. Meeting adjourned at 6:32 p.m.