



Tuesday, January 25, 2022

**Yuba Community College District Citizens' Bond Oversight Committee (CBOC)
Meeting Minutes**

LOCATION: District Yuba Community College Board Room, 425 Plumas Blvd., Suite 200, Yuba City, CA 95991. YUBA COLLEGE, 2088 North Beale Road, Marysville, CA 95901, BUILDING 100A, ROOM 4 (PRESIDENT'S CONFERENCE ROOM); Woodland Community College, 2300 E. Gibson Rd., Woodland, CA 95776, Room 114; Lake County Campus, 15880 Dam Road Ext., Clearlake, CA 95422, Room 115;
Persons wishing to address the CBOC should complete a request card and submit it to the recorder at the beginning of the meeting.

Agendas also available at: www.boarddocs.com/ca/yccd/Board.nsf

1. Call to Order and Opening Items

1.01 Call to Order and Attendance

Mrs. Barocio-Mirande called the meeting to order at 4:40 p.m.

Present: Cynthia White, James White, Deborah Barocio-Mirande

Guests: David Willis, YCCD Director Maintenance and Operations; Angelica Munoz (Recorder); Divinder Bains, Director of Fiscal Services; Dale Scott from DS&C; Ben Leavitt Auditor CWDL.

Absent: Jerrie Libby

1.02 Meeting Reminder: Please Mute or Turn off Cell Phones

2. Approval of Agenda

2.01 Approval of Agenda

It is recommended that the Citizens' Bond Oversight Committee approve the January 25, 2022, Regular Committee Meeting agenda as presented.

Motion by Cynthia White **Second by** James White

Final Resolution: Motion Carries

Aye: Deborah Barocio-Mirande, Cynthia White, James White

3. Approval of Minutes

3.01 Approval of Minutes-

It is recommended that the Citizens' Bond Oversight Committee approve minutes from the July 20, 2021, Regular Committee Meeting.

Motion by Cynthia White **Second by** James White

Final Resolution: Motion Carries

Aye: Deborah Barocio-Mirande, Cynthia White, James White

4. Open Agenda and Public Comment-NONE

5. Information

5.01 2020-21 Financial and Performance Audits-Measure J and Q Funds

Ben Leavitt presented on the Financial and Performance audits for Measure J and Q. See reports for full details.

Highlights included:

- **Measure J Financial report:** YCCD received an unmodified, the highest opinion they can render. The notes to the financial statement provide additional details on Measure J and high level of accounting procedures and details on balances. Also, it provides historical information on the election. Page 8 provides a breakout on the issuance and reports on testing. There were no significant deficiencies or exceptions based on the results of testing. There were no findings. See report for more details.
- **Measure J Performance report:** This report is geared to answer if there were any expenditures spent from Measure J fund outside the provisions of ballot language.
Mr. Leavitt explained the methodology and scope of audit. No exceptions were noted on the performance report.
Mr. White asked a question about the interest earnings that Mr. Leavitt explained.
- **Measure Q Financial report:** Follows a similar format to the Measure J. report. YCCD received an unmodified opinion (highest opinion) meaning these financials can be relied upon. Many schools have a break down in the control environment, but YCCD had no break downs. No exceptions were found. See report for detailed information.
- **Measure Q Performance report:** Also geared to answer if there were any expenditures out of Measure Q expended outside the provisions of ballot language. They sampled 83% of the expenditures and no exceptions were noted. See report for more details.

YCCD received a clean audit.

5.02 Measures J & Q Status Report and Bond Financial Report

Mr. Willis presented the status report. Some highlights include:

Performing arts project has been in design for some time. They received bids this afternoon, it came in just a little over budget.

Project 2, Building 800 is in design and will go to Division of State in Feb.

Project 3, YC Campus fire alarm project. They saved about 25-30 percent in comparison to the original budget. Bids came in \$2 million dollars less than planned.

Project 4, YC Campus Wide Exterior Buildings, was on hold. The vendor ran out of paint and had materials on back order. They are now staged and ready to start work again but are waiting for warmer weather. They anticipate being complete in late next summer. There have been some increases to this project. The first one was less than 5% and the 2nd was 12 percent.

Project 5, Lake County Campus Welding Ventilation. They are wrapping this up. A new exhaust system was put in to keep the learning environment safe for students.

Some new projects not funded by the bond were also included in the report.
WCC monument sign-Funded through HEERF.
Lake County Electrical System Repair project - Funded through Capital Outlay
WCC emergency hot water pipes

The report also lists projects that are complete. See report for details.
Mrs. White asked a question regarding the use of old buildings. Mr. Willis explained they were being used for storage. A surplus sale was held and M&O took down some buildings on their own to save money.

A Financial report/cost report was also provided showing all the projects and their cost. Along with Attachment C, the status matrix.

Mr. Willis added they are also looking at putting new signs at YC and Sutter County using HEERF funding. Mr. White asked about the Performing Arts Center. Dave explained they will start work in March as they just got bids today.

5.03 CBOC 2021 Annual Report to the Board of Trustees

Dale Scott presented the Report. He explained under state law, the oversight committee is required to make a report to the Board. A couple of items must be included in that report. YCCD is in great shape for the most part. Areas included in the report are listed below:

- Annual report- compliant.
- Review of expenditures - compliant
- Review of audit - compliant
- Inform the public - Many schools struggle in this area. The struggle is to have them be in a place that can be easily found. Currently the district is compliant but the work is in progress as there is work to be done.
- Regular meetings - compliant
- Membership - many schools struggle and not always compliant but the law says that we attempt to comply with the law. Mrs. White asked what was being done. Ms. Munoz explained they have reached out to the Student body at both campuses and several local community groups. They also reached out to the Foundation Director to ask if he had any recommendations. There is also a potential gentleman who works in the community that may be interested and was going to attend the meeting tonight but couldn't make it.

5.04 2020-21 CBOC Annual Newsletter to the community

Mr. Scott explained the law does not require the community newsletter. Many times, the oversight committees have taken the board report and morphed it into a community newsletter. The law requires you provide a report to the Board but the newsletter provides you an opportunity to communicate with the community. Mr. Scott is working with the DO to put the newsletter together and determine how it will be distributed.

The most expensive way is to distribute this via mail. A more cost-effective way is to email it to voters (that's about half of our voters.). The DO would have to buy the voters' roll, but this is very inexpensive. Mr. Scott explained it

is low cost with high reward. They would like to get it out at the end of the fiscal year.

Mrs. Mirande asked what had been done in the past. Ms. Munoz explained a postcard was mailed out to everyone letting them know where it would be posted electronically. It was also distributed to places with high traffic, such as the Colleges, local libraries, and other businesses. Mr. White added the local newspapers are always looking for things to print. Mr. Scott explained some schools posted it in local magazines and they will look into the local newspaper. Mrs. White also suggested mailing it to the local Chambers and other community groups.

6. Action

6.01 Meeting Calendar

March 10, 2022 9:00 Tour at Yuba College, Established at the last July 20, 2021 meeting.

July 19, 2022 @ 4:00 for Regular Meeting

January 24, 2023 @ 4:00 for Regular Meeting

Motion by Mrs. White **Second by** Mr. White.

Final Resolution: Motion Carries

Aye: Deborah Barocio-Mirande, Cynthia White, James White

It was suggested we provide coffee and doughnuts

7. Adjournment

7.01 Adjournment

Next Meeting March 10, 2022 for the Yuba College Tour.

The Committee Chair adjourned the meeting at 5:40 p.m.