The meeting of the Measure D Citizens’ Oversight Committee was held at, 6500 Soquel Drive, room 2030, Aptos, CA on Tuesday, October 31, 2013 at 9:00 am.

Present: Kathy Blackwood, Blaine Brokaw, Ceil Cirillo, Carter Frost, Ronald Kaplan

Staff: Laurel Jones, Victoria Lewis, Graciano Mendoza, Joe Nugent

Absent: Sharon Gray, Brian Mathias

Notetaker: Tatiana Bachuretz

Kathy called the meeting to order at 9:03. The committee introduced themselves and welcomed Laurel Jones, President.

I. **Agenda Modifications**: None. (Cirillo/Nugent)

II. **Comments from the Public**: None.

III. **Minutes**: The minutes of March 26, 2013 were approved (Cirillo/Brokaw) with one abstention.

IV. **Audit and Draft Annual Report Timelines**
The audit and draft 2012-13 annual report will be distributed to the committee in December. Mr. Kaplan asked whether there is a possibility of getting a new auditor. Ms. Blackwood replied there is no one else available and/or with the expertise to conduct specialized government and community college audits. No local auditors submitted proposals. She also noted that the Chancellor’s Office district audit manual is to be followed. There are probably 6-10 audit firms across California that are competent to conduct such audits.

Ms. Cirillo asked whether bond counsel recommends auditors. Ms. Blackwood responded that no, this is not his expertise. There is not much interaction between the two.

V. **Project Status Update**:
   - **800 STEM Center**: The grand opening was held in October. It is a hub of activity, MESA is very popular.
   - **600 Building**: starting a punch list, reaching substantial completion, the building should be open for spring semester. President Jones noted that the timing couldn’t be better. There is a possible partnership with UCSC that will be helped by these facilities. There is also an engineering club, an engineering society and an international engineering society.
Ms. Cirillo asked about the status of Community TV coming to our campus. The original proposal was to use Building 200, which has many long term issues. Community TV proposed using another site in the new VAPA building. Staff is not sure of the status of that discussion. There were a lot of outstanding questions of how that would work on the college campus. Mr. Kaplan stated that he feels it would be a good fit for Community TV to reside at a community college. Staff replied there are infrastructure needs and other challenges that could not be met without a major investment from the college.

Building 200 needs major renovation or even a tear down. Staff has tried to keep it offline and used it as swing space during building 800 renovation. There is no guarantee of heat or suitable learning conditions. It will be used as swing space during the renovation of building 100.

Building 100 HVAC renovation bid: Staff was shocked at the one bid received and went out to bid again. Remodeling the HVAC system while the building is occupied would require weekend and evening work. Putting in a new system while the original systems are running is complex and expensive.

Short term classroom space renovations: Mr. Nugent described secondary effects of the new construction. Classrooms are being upgraded to the extent possible. Mr. Kaplan asked for clarification about the project—is the renovation for temporary (short term) classroom space? Mr. Nugent clarified that there is no temporary use of space, the use is constant, but who uses a space is temporary. Mr. Brokaw noted that is the nature of the business, constant change.

VI. Elect Committee Chair and Vice Chair:

- Ms. Cirillo recommended Mr. Brokaw as chair. Ms. Blackwood seconded.
- Ms. Gray was nominated to be vice chair. Kaplan/Blackwood.

The committee voted unanimously for Chair Brokaw and Vice Chair Gray.

VII. Status of Measure D Bond Program:

- There is approximately $1.5-2 million remaining bond funds including interest. Staff has determined the most critical use of the remaining funds is for HVAC projects in Building 100.
- Mr. Brokaw asked whether Cabrillo utilizes alternative power, like solar. Not currently. There have been various proposals submitted to the college over the years, but Cabrillo has a 21KV loop that provides power to the campus at a very low rate and, therefore the cost/risk/benefit of solar has not panned out. However, Cabrillo has applied for state bond Prop 39 funds (energy efficiency for schools) for a solar thermal heat for the pool in building 1100. Mr. Kaplan encouraged utilizing Prop 39 funds to get a better return on investment. Mr. Brokaw noted that it is desirable to fix our cost when the environment is uncertain in cost. Ms. Blackwood noted that classroom renovations include using sensors for lights, etc.
- Staff is applying for Prop 39 funds to renovate all qualified buildings. We have a 10-12 Prop 39 projects lined up. Funds are apportioned gradually and five year funding is dispersed one year at a time. Mr. Kaplan asked whether makes sense to pigeon-hole funds until next year. Mr. Nugent noted that $392,000 is not sufficient to cover one project, but staff is leveraging it with other funds. He is anticipating $400,000/year for five years.
There have been a significant reduction in energy consumption (5% each year in the last few years), although the campus has increased in square footage. The college has also received $100,000 in rebates from PG&E in the last 10 years. We have made an effort to consolidate servers in IT and turn off power whenever possible.

Mr. Frost noted that in the past, a second overpass was determined to be too expensive. Is the bridge still a possible project in the long term? Mr. Nugent replied that the HVAC projects are a higher priority.

The Student Senate will renovate the cafeteria, $650,000.

The remaining $1.5 million bond funds will be spent quickly. In January, staff will discuss ongoing maintenance of the campus with the Board.

VIII. Next meeting: February 20, 2014 at 9:00 am.

Action items:

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<td>1. Draft bond audit will be emailed to the committee in December</td>
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The meeting adjourned at 10:03 pm.