1. **Call to Order (7:00 p.m.)**

   **Present:** Jason Luros, Rick Whatley, Phil Box, Brian Kearney, Bill Lockhart
   **Staff present:** Edna Baehre-Kolovani, Dan TerAvest, John Nahlen, Carollee Cattolica

2. **Public Comment**

   Finding none, Committee Chair Jason Luros closed Public Comment.

3. **Approval of Minutes of December 5, 2011**

   M/S/C (Box/Lockhart)

4. **New Chair & Vice-Chair Elections**

   The committee shall annually elect a Chair and a vice-chair, who shall act as chair only when the chair is absent. No person shall serve as chair for more than two consecutive one-year terms. Jason Luros was elected Chair and Audry Amundson was elected vice-chair at the March 7, 2011 meeting of the Citizens’ Bond Oversight Committee. Jason Luros agreed to serve another term as Committee Chair and was approved by unanimous vote.

5. **Bond Implementation Plan Update**

   Dan TerAvest provided an updated summary of the status of bond projects currently underway. Campus directory signs, and the Building 1300 Remodel (Student Services) were shown as ongoing but nearly complete. A fire alarm conversion project was in design and expected to be finished within six months of DSA approval. The District’s match for the American Canyon High School project, to cover three classrooms and one office, was under negotiation but likely to come in under estimates.

6. **Master Budget**

   Dan TerAvest provided the committee an update and summary of the master budget. Approximately $45,000 is available in unallocated contingency funds. As the project closeout process continues this amount will be modified as additional funds become available.
7. **Bond Project Closeout**
Dan TerAvest estimated that the committee could begin work on their final report in Fall of 2012. On March 8, 2012, the Napa Valley College Board of Trustees took action to extend the committee’s annual reporting period from March/April until project closeout could be completed. This will allow the 2011/2012 Annual Report (April 2011 to March 2012) to be combined with the committee’s required Final Report.

John Nahlen reviewed the Expenditure Report for the Period Ending December 31, 2011. The report was distributed at the meeting.

9. **Measure N Bond Funds Audit for 2010 – 2011**
John Nahlen, Vice President, Business and Finance reviewed audit documents prepared by Christy White Accountancy, District auditors for the Measure N bond funds. The bond audit was without exception and the District will consider some small suggestions made.

10. **Future Meetings**
Staff and committee members reviewed the next regularly scheduled committee meeting date of June 4, 2012. It was agreed that Dan TerAvest would keep the committee apprised of project closeout progress. It was estimated that the committee would meet again in Fall 2012 to begin work on the Final (Annual) Report.

11. **Adjournment**
Committee Chair Jason Luros adjourned the meeting at 7:42 p.m.