

NOTES

**OHLONE COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
SEPTEMBER 28, 2015**

**LOCATION:
FREMONT CAMPUS,
BUILDING 7, ROOM 7101
43600 MISSION BOULEVARD
FREMONT, CA 94539
(510) 659-6000**

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT

Dr. Dan Chang	Representative, Senior Citizen Organization
Brad Hatton	Representative, At Large
Luzviminda Macabitas	Representative, At Large
Dr. Rakesh Sharma	Representative, Foundation

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT

Andrea Francis	Representative, At Large
Frank Pirrone	Representative, Business Organization
VACANT	Representative, Associated Students of Ohlone College
VACANT	Representative, Tax Payers Association

OHLONE COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Dr. Gari Browning	President/Superintendent
Robert Dias	Interim Bond Construction Director
Dr. George Kozitza	Interim Vice President, Administrative Services
April Merritt	Confidential Assistant to the V.P., Administrative Services
Farhad Sabit	Director Business Services

GUESTS

Mike Chegini	Gilbane/EIS, Communications Manager
Joel Heyne	Gilbane/EIS, Measure G Bond Senior Project Manager
Ann Kennedy	Gilbane/EIS, Measure G Bond Financial Manager
Tom Harchous	Public

CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Committee Vice-Chair, Dr. Rakesh Sharma, at 6:09 PM. Roll call indicated all CBOC Committee Members present, except Andrea Francis and Frank Pirrone, who were absent. There was no quorum.

I. APPROVAL OF AGENDA

Committee Member Dr. Rakesh Sharma stated to the Committee that a quorum was not met so no action was taken to approve the agenda.

II. APPROVAL OF MINUTES

Committee Co-Chair Dr. Sharma stated to the Committee that a quorum of members was not met so no action was taken to approve the minutes.

Dr. Rakesh Sharma: One question about the minutes. The minutes state we were to have met on September 14. We did not meet on that date. Is that acceptable?

Ms. Ann Kennedy: Yes. At the time of the posting of the meeting minutes, the dates were correct.

III. COMMITTEE MEMBERS' ATTENDANCE REPORT

Committee Vice-Chair Dr. Sharma presented the attendance report to the Committee. No concerns were expressed by the Committee.

IV. COMMUNICATIONS FROM COMMITTEE MEMBERS

Dr. Rakesh Sharma: I had the pleasure of attending the President's State of the College address. You provided a lot of good data. Job well done!

V. COMMUNICATIONS FROM STAFF

Dr. George Kozitza informed the Committee of Ron Little's resignation and introduced himself as the interim Vice President of Administrative Services. Mr. Robert Dias was announced as the Director Bond Construction and Capital Projects. Mr. Dias was previously with the District in an interim capacity. The South Parking Structure ribbon cutting ceremony was held on September 9.

VI. COMMUNICATIONS FROM THE PUBLIC

No items were presented to the Committee. Mr. Tom Harchous was present but had no questions for the Committee.

Dr. Rakesh Sharma: Do you have any concerns?

Mr. Tom Harchous: No. Not at this time.

VII. RECOGNITION OF SERVICE

Dr. Gari Browning recognized the service of Mr. Hector Rastrullo and Mr. K.P. Ghoman. Mr. Rastrullo was an at-large member who served on the Committee from September 2011 to January 2015. Mr. Ghoman was the

ASOC representative who served on the Committee from December 2014 to May 2015. The members will be recognized at the October meeting of the Board of Trustees.

VIII. RECRUITMENT OF NEW MEMBERS

Interim Vice President Dr. Kozitza informed the Committee of the recruitment activities for the Taxpayers' Association Representative. A recruitment table was setup at the President's Advisory Breakfast on September 18. The ASOC President and ASOC Advisor are actively recruiting for the ASOC Student Representative. Phone calls have been made to tax payer associations.

IX. ANNUAL REPORT PRODUCTION SCHEDULE AND PREP

Mr. Mike Chegini asked the Committee for volunteers to assist in the creation of the Annual Report. Mr. Chegini reviewed the Annual Report timeline. He noted that production of the report begins in November with the final draft version presented to the full Committee in December. The final Annual Report is published in February.

Mr. Brad Hatton: I volunteer.

Dr. Rakesh Sharma: I can edit.

Mr. Brad Hatton: I would like to meet with you face-to-face, in a one-on-one meeting.

Mr. Mike Chegini: That works for me.

Dr. Rakesh Sharma: Email would be best for me.

Ms. Ann Kennedy noted that Committee Chair Andrea Francis is automatically part of the volunteers who assist with the creation of the Annual Report.

X. MEASURE G FINANCIAL UPDATE/BOND LIST REVISION

Ms. Ann Kennedy led the presentation of the Measure G Financial Update. Ms. Kennedy noted the numbers presented were from the time of inception until June 30, 2015 and that numbers were not final because the audit is in process.

Dr. Rakesh Sharma: I see catastrophic contingency. We have money in that category but it is not use. We have \$13.7 million in overhead and more than 50% has been used. We have spent more than half. Are we going to continue at that pace? Is this related to beginning work?

Ms. Ann Kennedy: Overhead includes legal, Gilbane and the Facilities Master Plan creation. There are two primary components of overhead that were needed before construction could begin. The EIR

and Facilities Masterplan were needed before any project could move forward. Yes, the front-end costs are typically higher as the program is established. As construction continues, it will ebb and flow.

Dr. Rakesh Sharma: We are in good shape.

Dr. Dan Chang: Is program management included in overhead?

Ms. Ann Kennedy: It is. Project management is not included. An example of what would be included in program management is Robert Dias. He is not assigned to one project, and he assists with all projects.

Ms. Kennedy explained that for the ease of accounting, overhead is held in one account until the end of the fiscal year. At that time, expenses are dispersed to the appropriate projects. So projects with a larger amount of 'people time' receive a large amount of the overhead expense.

Ms. Kennedy continued with a review of the quarterly summary report. She noted that a project is never removed from the list. That is for compliance purposes.

Mr. Dan Chang: What is FF&E?

Ms. Ann Kennedy: Furniture, fixture and equipment.

Dr. Rakesh Sharma: The parking structure budget was \$37 million. Of that, \$23 million was spent. What is the plan for the remaining money?

Mr. Robert Dias: The remaining money will go to improve parking on the north side of campus. No parking structure but improvements. When the portables are removed, the parking lot where they currently reside will need to be reconfigured. The balance will be applied to those projects.

Mr. Brad Hatton: Is that enough money to take care of the entire north end?

Mr. Joel Heyne: We did a programming exercise about a year and a half ago. That is definitely enough money. And the balance will also fund the ACB shortfall.

Discussion ensued regarding the Renewable Energy Creation remaining balance of \$12 million. Mr. Joel Heyne explained the geothermal loop project, including how a geothermal loop works. The Committee noted that almost the entire Quick Fix Projects budget has been exhausted. It was explained that Quick Fix Projects are projects completed primarily at the beginning of a program because these are imminent failure; safety and accessibility; and way-finding and landscaping projects.

Dr. Dan Chang: Did we complete a survey to ensure we have the right type of land?

Mr. Joel Heyne: We did. A conductivity test was completed. It includes drilling test boreholes and a continuous fluid test.

Ms. Kennedy reviewed the bond list revision that was approved by the Board in September. The item is presented as information only and is an annual exercise of the Committee.

Dr. Dan Chang: We have nearly \$13 million in overhead. We have spent \$6 million of that. Is there enough money to sustain the project?

Ms. Ann Kennedy: In the beginning of Measure G, I was onsite four days a week. Now I am onsite as needed. That is an example of the higher upfront overhead costs. We keep an eye on that budget. It is managed and reviewed by the management team. It is a very visible line item.

XI. MEASURE G PROJECT UPDATE

Mr. Heyne began the update with a showing of the construction time-lapse video. Mr. Heyne noted the South Parking Structure was completed on time and was open for use by students, staff and visitors before the Fall 2015 semester began.

Dr. Rakesh Sharma: Did we have DSA certification when we completed the closeout?

Mr. Joel Heyne: No. We need to file a couple of documents and pay DSA. All of our records are in order.

Dr. Rakesh Sharma: Did we complete a warranty walk?

Mr. Joel Heyne: That will be completed in May or June 2016.

The Athletic Fields are the primary projects under construction on the campus. Approximately 45,000 cubic yards of earth were saved from the South Parking Structure project and used to increase the elevation of the new athletic fields. That is \$500,000 to \$1 million in savings. The project is on schedule with estimated completion in spring and fall of 2016. The winter 2015 and spring 2016 weather forecast includes a lot of anticipated rain. If a significant rain event occurs, it will delay construction. The project budget is tracking well.

The demolition of Buildings 1, 2 and 8 is 95% complete. The DSA approval for the ACB project took 10 months. Due to California court rulings and potential legal implications, the District has switched from a lease lease-back method to a design-bid-build method of construction.

Mr. Brad Hatton: Is there a delay?

Mr. Joel Heyne: There is a delay. If we were able to move forward with the lease lease-back method, the contract would have been presented to the Board in September for approval. Since we must now procure and reach terms on each item, the contracts will probably be presented to the Board for approval in February or March.

Dr. Dan Chang: Did you have questions or comments about the video?

Dr. Gari Browning: Yes. The attendees like the video. We are very excited about the progress.

XII. CONFIRMATION OF UPCOMING MEETINGS

The next meeting will be held on Monday, December 14, 2015.

XIII. TOPICS FOR NEXT MEETING

Ms. Kennedy stated the audit and annual report would be discussed at the next meeting.

XIV. ADJOURNMENT

The meeting was adjourned at 7:19 PM.

DRAFT
