

OHLONE COMMUNITY COLLEGE DISTRICT
 Citizens' Bond Oversight Committee Meeting
 Ohlone Community College District, Fremont Campus
 43600 Mission Boulevard, Fremont, CA 94539

Minutes of Citizens' Bond Oversight Committee
 January 13, 2014

MEMBERS PRESENT: Andrea Francis, Brad Hatton, Frank Pirrone, Hector Rastrullo, Rakesh Sharma, Mat Weber

MEMBERS ABSENT: Dennis Wolfe

OCCD STAFF PRESENT: Dr. Gari Browning, President/Superintendent
 Ron Little, Vice President, Administrative Services
 Arti Damani, Bond Accountant
 Thomas Moore, Director of Facilities and Modernization
 Farhad Sabit, Director, Business Services
 Kelly Abad, Assistant to the V.P., Administrative Services

GUESTS: Casey Michaelis, Gilbane/EIS, Measure G Bond Manager
 Ann Kennedy, Gilbane/EIS, Measure G Bond Manager
 Heidi Birch, Gilbane/EIS, Measure G Bond Manager
 Carey Woo, Cannon Design
 Carl Hampson, Cannon Design
 Heather Daud, Christy White & Associates

OPEN MEETING: The meeting was called to order by Rakesh Sharma at **6:02 p.m.**

SCHEDULED ITEM

Mr. Bob Douglass is no longer serving as Chair of the Citizens' Bond Oversight Committee.

1. Approval of the Agenda

The agenda was approved as presented.

Moved / Francis / **Seconded** / Pirrone / **All in favor**

2. Selection of Committee Chair / Vice-Chair

Rakesh nominated Andrea Francis as Chair.

Moved / Rastrullo / **Seconded** / Weber / **All in favor**

3. Approval of the 09/16/13 minutes

Under the OCCD Staff Present, the minutes are missing Dr. Browning's name. A "c" needs to be added to "care" on page 2 of 6. The minutes are approved with changes.

Moved / Sharma / **Seconded** / Weber / **All in favor**

4. Committee Members' Attendance Report

The committee confirmed the attendance report. Dennis Wolfe was not present.

5. Recognition of Committee Members' Terms

Mr. Bob Douglass' time served on the CBOC was acknowledged with a plaque and resolution.

6. Communications from Committee Members

No communications from committee members.

7. Communications from Staff

Ron Little introduced Heidi Birch as the new Gilbane Program Manager, who replaced Chris Wilson.

Ron also mentioned that the committee currently has 7 members and we are at the minimum. The District would like to have 9 members. There is a recruitment effort, with press releases, etc., but the District is asking for help. The committee is currently in need of a Senior Citizen Group Representative and an At Large Committee Member. Flyers were available at the meeting to pass out. Three more terms expire in April.

There is exciting news that the District has selected a Lease-Leaseback partner, Sundt Construction Company.

Dr. Gari Browning also introduced the new Foundation Director, Paul Iannaccone.

8. Communications from the Public

No communications from committee members.

9. Measure G Academic Core Presentation

Carey Woo, Cannon Design, gave an update on the Academic Core Buildings Project design. The agenda included Process Review, Building Exterior Design Update, and Landscape Design Update. He showed a milestone update for the project. Demolition begins in June 2015 and construction is completed in fall 2017, with occupancy slated for Spring 2018.

The process included meetings with user groups, workshops, and Enhanced Core Team meetings. The Enhanced Core Team includes Dr. Browning, Ron Little, Dr. Stagnaro, and Thomas Moore.

Design development is scheduled to be done in February 2014. Intend on meeting with user groups to build on schematic design and focus on more details.

Carl Hampson, Cannon Design, went over the Design update. We've entered into a phase called the Master Architect phase. We've brought the buildings as close to Main Street as possible and opened up views. We've also used the buildings to deal with the grade change (60-70 foot change in grade). A single elevator will run from the bottom to the top.

Building 1 is a Science Building, which is adjacent to the new main drop off. Building 2 is the Arts Building and is close to the Smith Center. Building 3 is the Learning Commons that consists of tutorial spaces and general classrooms.

The bar has been set high at Ohlone in regards to Sustainability. We'll be beyond LEED at this project, aiming for Net Zero.

Views of the campus were shown. The buildings are oriented so that the views are on the diagonal instead of facing directly west to mitigate the glare. Campus arrival points and Main Street were shown. The idea with landscaping is to bring the hillside down into the project and have as much softscape as possible. There will be gathering spaces for students, ornamental grasses, oaks, and stadium seating. On Main Street, there will be bench tables and informal gathering spaces.

Rakesh Sharma: Is landscaping maintenance being taken into account?

Carl Hampson: Sustainability is one of the main drivers. Native plants and Oaks will be used. The landscape on the hillside is difficult to maintain, so ornamental grasses will be used which need little water.

Rakesh: How difficult is it to create different areas to move around campus with the slope?

Carl: This has been a huge challenge, but a tremendous opportunity. The terrain makes this campus unique. It is amazing that we've been able to provide student opportunities at different levels with direct access to the buildings.

Mat Weber: Are those wood renderings?

Carl: Those are real projects, but used as examples just to give a flavor or how those ideas would translate into physical form.

Hector Rastrullo: What is the maximum population of students, faculty and staff?

Carl: We are replacing existing buildings, but making them right-sized. The capacity of the campus is a replacement project. It's sort of a 1:1 replacement with growth.

Carey Woo: We went through the process of figuring out growth.

Mat: The seating shown is lacking now. Is there a lot of sitting room for students to stay at the College?

Carl: We have a pretty broad variety of opportunities for students to interact: stadium seating, interior informal learning areas, indoor/outdoor space, arts area with informal learning space, soft seating in learning commons, informal lawn area, variety of benches, and Main Street plazas. There are a lot more opportunities for students to stay and hang out.

10. Measure A Financial Update

Ron Little went over the Measure A Financial Update. The budget has increased slightly, with the collection of mediation funds that we will continue to work through. We are pretty much done with mediation with the Geo Coils project. We continue to work through the Building 7 mediation process. The hope is to receive a few \$100K more. The expenditures increased by \$13K because we have added to our legal costs and our close out costs.

Rakesh Sharma: Are we not going to get all that we need to cover the costs for repair?

Ron Little: We will have to subsidize with a couple of hundred thousand dollars to pay for all repair costs.

11. Measure G Financial Update

Ann Kennedy went over the Measure G Financials with the committee. There was about \$30K in interest earnings in this quarter. Unallocated interest earned is a holding-line item until the Board of Trustees approves the amounts to be put into a project.

The Measure G Program Report shows that bond expenses to date equal \$32M. The fourth quarter of every fiscal year is our biggest quarter. This report is reporting on the first quarter, ending September 30th.

On the detailed report, we show each project in phase and activity. Programming has been active for the last year. Design for the athletic fields' project is busy in the planning phase this quarter. The Academic Core project did not have many expenditures. The parking project is very active with \$197K in expenditures. The parking structure has \$1.5K in expenditures.

Rakesh Sharma: When you say \$300K, where is that shown on this report?

Ann Kennedy: It is the difference from the previous report to the current report.

Ron Little: We could do a quarter to quarter comparison and create a tool to do it for us.

Ann Kennedy: We can do a variance column to the right of the report that shows the amount of activity that occurred just in this quarter.

12. Approval of the Annual Report 2013

Mike Chegini went over the annual report, ending June 30, 2013, with the committee. The format is the same as last year. He showed the homepage for the report, the letter from the committee chair, the budget expenditures, audit information and featured projects. There were 8 featured projects, as opposed to 6 from last year. If you click on the featured project, it will show which Bond Measure the project falls under, the estimated completion date and budget. There is an about Measures A & G section, with ballot language listed. There is capability to send in email format.

The CBOC Annual Report was accepted.

Moved / Rakesh / **Seconded** / Pirrone / **All in favor**

13. Review of the Annual Financial Audit

Heather Daud, Christy White & Associates, went over the District's Financial Audit and Performance Audit with the committee. She showed the committee members were listed on page 2 of the report. Because there are vacancies, if the District is actively seeking members, you are in compliance with the law. Page 3 shows the Independent Auditor's Report and page 4 shows the auditor's opinion. *"In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Measure A and G Proposition 39 Bond Building Fund of Ohlone Community College District as of June 30, 2013 and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America."*

The majority of the District's fund balance is in Measure G. GASB 54 states that the fund balances are restricted for capital projects. On page 12, it shows that the District has \$54 million total with Alameda County and with Municipal Bonds.

Rakesh Sharma: On page 7, it shows other operating expenses, classified salaries and employee benefits. Is this showing the District resources that are involved when compensations are paid from the bond?

Heather Daud: Yes.

Page 16 shows the report on internal controls over financial reporting and on compliance. The audit report shows that there are proper internal controls. Page 18 shows the report on the District's performance and the type of tests that were performed. Page 19 shows the internal control evaluation. We asked questions about fraud. The District is in compliance with what the voters approved on how the funds should be spent. The auditors also did a facility walk through of the renewable energy project.

Hector Rastrullo: Do you test for salaries and benefits as well?

Heather Daud: Yes.

Andy Francis: Less than 10% of change orders is amazing.

Heather Daud: We audit a lot of bond programs. The more planning you do at the beginning, the less change orders you will have at the end.

14. Acceptance of the Annual Performance Audit

The Annual Performance Audit was accepted.

Moved / Rakesh / **Seconded** / Rastrullo / **All in favor**

15. Topics for Next Meeting

Analytics for the Website

Andrea Francis adjourned the meeting at **7:16 p.m.**