

**Meeting Minutes
OHLONE COMMUNITY COLLEGE
DISTRICT CITIZENS' BOND OVERSIGHT
COMMITTEE MEETING JANUARY 23, 2017**

**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
Dr. Rakesh Sharma	Representative, Foundation
Karen Koshy	Representative, At Large
Jarna Patel	Representative, Associated Students of Ohlone College
Luzviminda Macabitas	Representative, At Large

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT

VACANT	Representative, Business Organization
Eric Tsai	Representative, Tax Payers Association

OHLONE COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Dr. Gari Browning	President
Susan Yeager	Vice President, Administrative Services
Robert Dias	Bond Construction Director
Farhad Sabit	Director of Business Services
Elaine Trujillo	Staff
Leticia Perez	Assistant to the V.P., Administrative Services

GUESTS

Mike Chegini	Gilbane, Communications Manager
Joel Heyne	Gilbane, Measure G Bond Senior Project Manager
Ann Kennedy	Gilbane, Measure G Bond Financial Manager
Thomas Gilbert	Gilbert Associates, Inc.

CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Committee Chair, Dr. Rakesh Sharma, at 6:04 PM. All CBOC Committee Members were present, except Eric Tsai, who was absent.

I. APPROVAL OF AGENDA

Committee Member, Karen Koshy, made a motion to approve the agenda as presented. Committee Member, Jarna Patel, seconded the motion. The motion was unanimously carried by the Committee Members present.

II. APPROVAL OF MINUTES

Committee Member, Karen Koshy, made a motion to approve the minutes from the previous meeting on September 19, 2016. Committee member, Dr. Dan Chang, seconded the motion. The motion was unanimously carried by all Committee Members, with the exception of Luz Macabitas and Jarna Patel, who abstained due to their absence from that meeting.

III. COMMITTEE MEMBERS' ATTENDANCE REPORT

Committee Chair, Dr. Rakesh Sharma, presented the attendance report to the Committee. The committee expressed no concerns.

Committee Chair, Rakesh Sharma, asked that his membership on the CBOC be extended an additional 6 months, to provide the District additional time to recruit new members. The Committee Members agreed that this would be very helpful and would like this to occur.

IV. ELECTION OF CHAIR AND VICE CHAIR

Committee Chair, Rakesh Sharma nominated Karen Koshy for Chair and Dr. Dan Chang as Vice Chair.

Committee Chair, Rakesh Sharma, made a motion to approve, Committee Member, Luz Macabitas, seconded the motion. All Committee Members unanimously carried the motion.

V. COMMUNICATIONS FROM COMMITTEE MEMBERS

Committee Member, Dr. Dan Chang, asked that the meeting packets be sent out earlier, so that it is received one week in advance to allow more time for document review.

VI. COMMUNICATION FROM STAFF

Vice President, Susan Yeager, introduced Thomas Gilbert, from the audit firm Gilbert Associates, Inc. He will be presenting to the committee.

VII. COMMUNICATIONS FROM THE PUBLIC

No communication from the public.

VIII. UPDATE ON MEMBERSHIP

Vice President Susan Yeager stated that recruitment is an ongoing effort. If anyone knows of anyone that would like to serve or is interested in being a member at large or a business member, please let us know so that we can contact him or her. We will be preparing a packet with information, and the vacancies will be mentioned at the President's Advisory Committee meeting.

Karen Koshy: What is a member at large?

Ann Kennedy: It is a general member, who must live within the District's boundaries.

Rakesh Sharma: Which is the Tri-City area? Fremont, Newark, and Union City.

Vice President, Susan Yeager, introduced the new ASOC committee member, Jarna Patel.

Committee Member, Jarna Patel, introduced herself and told the committee that she also sits on Ohlone's budget committee, college council, and is the treasurer for ASOC.

IX. REVIEW OF ANNUAL FINANCIAL & PERFORMANCE AUDITS

Thomas Gilbert, CPA from Gilbert Associates, Inc., presented to the committee two audit reports: Measure G and Proposition 39. The audit's main purpose is to show proceeds and authorized expenditures. The district provides the auditors with numbers and information and the audit firm tests controls and checks for compliance. The District received the highest compliance opinion, listed on page 2.

Dr. Rakesh Sharma: Under expenditures, does that include salaries for bond employees, or employees who overlap in positions that related to the bond?

Thomas Gilbert: Yes, by the use of Personnel Action Forms.

Dr. Rakesh Sharma: This is good. All documents were submitted. No findings, this is good news, right?

Thomas Gilbert: Good to excellent, all items were looked at. We looked at the system, how Measure G is being run from an expense view.

Dr. Rakesh Sharma: I have a follow up question. How do you pick a transaction? What is the criteria? How do you select what you are going to look at?

Thomas Gilbert: We use a term called "materiality", which means we selected several items and expenditures that exceed \$300K. Jamie Matthews makes the judgment call, and looks for any irregularities.

Dr. Rakesh Sharma: No issues, this is good news.

In the Proposition 39 audit, there is an explanation or background information on the bonds, the list of projects, verified funds, and expenditures. Please see audit books for complete details. Committee Member, Dr. Rakesh Sharma, made a motion to accept the Annual Financial & Performance Audits as presented. Committee Member, Luz Macabitas, seconded the motion. The Committee Members present unanimously carried the motion.

X. REVIEW AND APPROVAL OF ANNUAL REPORT 2015-2016

Mike Chegini presented the FY15/16 Annual Report as of June 30, 2016. He indicated that at the time, Andrea Francis was the chair, and all of the audit reports are on the website. Mike Chegini proceeded to explain the annual report by indicating the breakdown based on categories. The annual report also contains the audit report that was presented by Gilbert Associates, Inc.

Dr. Rakesh Sharma: Is the list of members for 2015-2016, some are not there? What about the new members? How does it work?

Mike Chegini: We are always looking backwards, a year behind.

Dr. Rakesh Sharma: Got it, time went by fast.

Ann Kennedy: This is a snap shot of that point in time of the committee.

Dr. Rakesh Sharma: Are we going to report all of this? Next month will I need to report all of this to the Board of Trustees?

Ann Kennedy: Yes, in Andrea's absence you will present the Committee's Annual Report to the Board of Trustees and report that you have received the audit as a committee.

Dr. Rakesh Sharma: When I go there, they probably have already seen all of this information, and what else can I say? The audit is good.

Mike Chegini: This will be your report to the Board of Trustees.

Ann Kennedy: The Committee representative needs to stand and report to the Board of Trustees that all is good. Afterward, the board will publicly accept the Committee's Annual Report.

Karen Koshy: What if the audit was not right?

Ann Kennedy: If you were in disagreement with the audit, you would go to Dr. Browning and Susan Yeager to present your concerns. They would bring the auditors back to respond to your concerns. If you are still not satisfied, you can voice that. The committee receives the audit report, they do not accept it. The Board does that. The annual report is the Committee's report. This shows all the activities that have gone on during the year and communicates the Committee's outcome of their review of expenditures.

Susan Yeager: This report is a community collaboration.

Jarna Patel: There is no action on it? Are we just reaffirming?

Ann Kennedy: You are receiving the audits, and the Committee's Annual Report goes out to the public.

Please see the Annual Report for complete details. Committee Chair, Karen Koshy, made a motion to accept the Annual Report as presented. Committee Member, Jarna Patel, seconded the motion. The motion was unanimously carried by the Committee Members present.

XI. MEASURE G PROJECT UPDATE

Joel Heyne, Senior Project Manager for Gilbane, presented information on six projects.

Academic Core Building, \$168M. The project is underway; we are fighting the rain and assessing the rain damage.

Karen Koshy: Can you work in this weather?

Joel Heyne: At some point, we do have to stop, for safety reasons.

Luz Macabitas: How do you stay on track?

Joel Heyne: We try to monitor it and sometimes we can work through the rain. We have mechanisms to help keep the project on track.

Athletic Fields, \$14M, complete.

Karen Koshy: How do the fields drain during the rain?

Joel Heyne: They are collective drains; they drain very well. They are all over, zig zagged, and we have noticed that after 10 minutes there are no puddles.

Geothermal Heating and Cooling in the Academic Core Building, \$10M. This project has over 90 miles of piping that goes up and down and connects via a U-shape; this will assist with power not just in this building but others as well.

Dr. Rakesh Sharma: How do you put the V shape in these pipes?

Joel Heyne: It is done from above, creating a giant loop. I will bring graphics to the next meeting as a visual. The savings over 50 years is approximately 125 million gallons of water, including reduced greenhouse effect.

Karen Koshy: After it is in place, how do you test it? Do have metrics in place?

Joel Heyne: We go by utility bills, comparisons.

Dr. Rakesh Sharma: How do you calculate savings? It is not a direct report like solar, it is not 1:1.

Joel Heyne: Yes, it's not as direct. You are not generating your own energy, but there are ways we can calculate this.

Design Phase projects include the Renovation of Building 5 (2nd floor), \$6.4M, North Parking, \$6.2M, and Site Lighting Upgrades, \$675K.

XII. MEASURE G FINANCIAL UPDATE & BOND LIST REVISION

Ann Kennedy presented the Measure G Financial Update and Bond List Revision. To date, Measure G has spent \$168.4M. A detailed quarterly report was included in your packet. Ann Kennedy explained that the reports also include IT spending. In addition, attached is the Bond List Revision approved by the Board of Trustees. Joel, Robert and team review all potential needs for revisions; they determine realignment and scope of work. Bond List Revision #11 does not affect the report for this period as included in the packet. This revision will be reflected in the next finance update. Bond revision #11 also reflects a savings and contingency release and realignment of scope and project.

Dr. Rakesh Sharma: You said \$168M and the Academic Core Building is \$180M?

Joel Heyne: What is not included in that number is the swing space (portables) budget, it was excluded.

Dr. Rakesh Sharma: Why would a Board of Trustees not approve a bond list revision?

Ann Kennedy: Usually it only occurs if there is a conflict within the campus community with the scope of the project or a request for more detailed information. The item can be tabled, and one can ask for more information.

Committee Member, Dr. Rakesh Sharma, made the motion to accept the Measure G Financial Update and Bond List Revision. Committee Member, Luz Macabitas, seconded the motion. The Committee members present unanimously carried the motion.

XIII. APPROVAL OF UPCOMING MEETING DATES

The next meeting is scheduled for Monday, March 13, 2017

MINUTES – Ohlone Community College District
Citizens' Bond Oversight Committee (CBOC)

January 23, 2017

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Upcoming meeting dates:

June 19, 2017

September 18, 2017

January 15, 2018

Committee Member, Jarna Patel, made the motion to accept the upcoming meeting dates except for January 15th, 2018. Committee Member, Dr. Rakesh Sharma, seconded the motion. The Committee Members present unanimously carried the motion.

XIV. TOPICS FOR NEXT MEETING

Future topics include a tour, a review of the technology endowment and update on the recruitment of members. Any topics, please feel free to contact Susan or Leticia in the Administrative Services Department.

XV. ADJOURNMENT

The meeting adjourned at 7:15 PM