

MEETING MINUTES

OHLONE COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
DECEMBER 11, 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 Citizens' Organization
Karen Koshy	Representative, At Large
Ajmal Mundu	Representative, Associated Students of Ohlone College
Luke Zakedis	Representative, At Large
Eric Tsai	Representative, Tax Payers Association

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT

Vacant	Representative, Business Organization
Vacant	Representative, Support Organization

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
Arti Damani	Staff
Leticia Perez	Staff

GUESTS

Mike Chegini	Gilbane, Communications Manager
Ann Kennedy	Gilbane, Measure G Bond Financial Manager
Steven Cho	Community Member

CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Committee Chair, Karen Koshy, at 6:05 PM. All CBOC Committee Members were present.

1. WELCOME OF NEW MEMBERS

Committee Chair, Karen Koshy, presented and welcomed new members, Ajmal Mundu, and Kyle Zakedis to the CBOC.

2. APPROVAL OF AGENDA

Committee Member Dr. Dan Chang, made a motion to approve the agenda as presented. Committee Member, Ajmal Mundu, seconded the motion. The motion was unanimously carried by the Committee members present.

3. APPROVAL OF MINUTES

Committee Member, Dr. Dan Chang, made a motion to approve the minutes from the previous meeting that took place on January 23, 2017. Committee Chair, Karen Koshy, seconded the motion. The motion was unanimously carried by all Committee members.

4. MEETING NOTES FROM MARCH 13, 2017

No quorum, to be entered as notes.

5. COMMITTEE MEMBERS ATTENDANCE REPORT

Committee Chair Karen Koshy presented the attendance report to the Committee. The committee expressed no concerns or changes.

6. COMMUNICATIONS FROM COMMITTEE MEMBERS

No communications from committee members.

7. COMMUNICATIONS FROM STAFF

Vice President, Dr. Susan Yeager briefly spoke on the upcoming audit and the CBOC meeting in January. The committee will receive and accept their annual audit report, and the auditor will be providing a presentation. This is a very important part of the CBOC. She asked that committee members confirm their attendance, and if their plans change to let us know as soon as possible, for it is crucial we have a quorum at this meeting.

8. COMMUNICATIONS FROM THE PUBLIC

No communication from the public.

9. RECOGNITION OF SERVICE

Dr. Gari Browning, President of Ohlone College, recognized Luzviminda Macabitas for her services to the CBOC. She has served since March of 2014.

10. UPDATE ON MEMBERSHIP

Vice President Susan Yeager stated that recruitment for the committee is still an ongoing effort. New members were generated from our Associated Student Body; as a result of those efforts, 2 seats have been filled. Currently there are two vacant positions, foundation and business. Steve Cho is here as a guest (potential member) to observe the committee. Bulletins have been sent out to Rotaries, chambers, used the mall kiosk, and tri-city paper ads to ask the community for help. If you know of anyone that may be interested in serving on the committee please have them contact my office.

11. PREPARATION FOR ANNUAL REPORT

Mike Chegini explained the upcoming process for the annual report. This will be an expedited process; a proposed schedule was included in member packets. This process is to make sure that all mandated items are in compliance. Please see packet for detailed information. Committee member volunteers are needed to assist with this process. Please see the information sheet in packet for timelines. CBOC Chair, Karen Koshy, volunteered for this process; she also explained to the other members, how this is an all-electronic process and very straight forward, and it is just a review of all transactions and documents. Committee members, Eric Tsai, Ajmal Mundu, and Luke Zakedis have also volunteered for this process.

12. MEASURE G UPDATE

Measure G Director Robert Dias provided a Project Update Report, which included:

- Start of the Academic Core Building- all 3 buildings
- Fremont Geothermal Loop – underground piping that heats and cools our buildings, completed
- Design Phase Projects

Please see his presentation for detailed information.

Dan: Below grade, what does this mean?

Robert: It just means underground.

Karen: Since it's finished, when will it be utilized?

Robert: The ACB is not connected yet. When the ACB comes online, it will be utilized.

Luke: Will it be used in older buildings?

Robert: It will be connected to the older buildings in Phase II; this is the long-term goal. This will make all our buildings extremely efficient.

Steven: Are there any items that will be nice to have but can't, over budget?

Robert: Nothing that we have identified; this has been in the planning phase for over 5 years.

Susan: Technology will be the only thing that we will need to keep an eye on. Chris De la Rosa has been very diligent on this, keeps us ahead with technology, and updated Design phase sheet.

Luke: Will there be dedicated lighting at night? In the main street area?

Robert: Yes, and it will all be LED lighting- more efficient.

Two other projects underway are North parking and the renovation of Hyman Hall.

Karen: Parking?

Robert: Yes, our primary intent is to provide direct access to buildings from parking. Also, all the portables that are being used as swing space will be removed and that will provide additional space.

Steve: During construction, will, or when will, parking be restricted, will parking be taken away, where will parking be?

Robert: We are trying to find alternatives, so it will not impact students.

Steven: What about handicapped parking? For the symphony?

Robert: We will be making provisions for this; the state requires us to have accommodations, and we will have this.

Susan: We are working on a plan.

Steve: How wide are the spaces?

Robert: They will vary, right now they are at 8.5 – 9'.

13. MEASURE G FINANCIAL AND BOND LIST REVISION UPDATE

Ann Kennedy provided the committee with a financial update on Measure G, inception to 9.30.17. She explained to the committee that they will always receive a project report. It will provide information by quarter of what has been done. She briefly went over the report. Please see report for additional information. The Quarterly Summary Report explains the phase the project is in, projects listed on this sheet were board approved. Projects do not disappear from this list.

Eric: For a category section: how much in contingency?

Ann: Each project has contingency built into it, and it varies from 5 to 10 percent relative to the type of project. And then we also have "Catastrophic Contingency" held at 5 percent in outstanding bond dollars; as dollars go out our risk goes down. That percentage jumps around. As we get closer to the end of a project, contingency funds will be released for expenditures.

Dan: Can we find out where the project is at?

Ann: Yes, we can run the report by any specific expense category or project.

As an example, Ann Kennedy referred the committee back to page 1, Project #6138. Project numbers are tied to accounting codes with the District. Members should see the work on the Project Update Report and then see the dollars on the financial report. It all ties in. Please see report, page 1 for additional information.

Eric: Can you include the original budgeted amount?

Ann: I can provide you with a separate report at the next meeting that will give you the history to date, project name, budget and scope information.

Eric: The ACB budget is \$181mil. On the screen it was at \$169mil.

Robert: Soft costs and FF&E parts were not included in the presentation.

Steven: FF&E, is it comprehensive?

Ann: The reality is that it is hard to pin down FF&E. It is still being worked through. FF&E and Tech is always the hardest part of the budget/expenditure plan.

Luke: If quarter bond expenses are 0, does this mean the project is complete?

Ann: No, it is not complete; it would drop to the Complete Project List if it were. This means the project has not yet had expenditures.

The bond list revision dated 9.30.17 starts with agenda items that go to Board of Trustees (BOT) for approval, a total of 13 pages; anytime there is a project number, scope, name or item change we must have BOT approval. It will indicate the moving of budgets and expenses, expense overhead, so they can be capitalized on the District books. The BOT is the only body that has the authority to move, change or remove projects.

Dan: Is the list sometimes different?

Ann: Yes, because it is impacted from the last fiscal year, it is an accounting aspect, this is about prior years' work. Quarterly Report is for this year's activity.

Luke – Is there a reserve set aside to add money to these projects?

Ann – Interest earnings. Money grows, or if a project has savings, we can take those savings and move them to another project; we can recommend such actions to Board of Trustees.

Committee Chair Karen Koshy, made a motion to approve the Measure G Financial and Bond List Revision Update as presented. Committee Member, Eric Tsai, seconded the motion. The motion was unanimously carried by the Committee members present

14. CONFIRMATION OF UPCOMING MEETING DATES

Next meeting dates: January 22, 2018. A March meeting date will be discussed at the next meeting. Committee Member Eric Tsai, made a motion to approve the upcoming meeting dates as presented, except for March. Committee Member, Ajmal Mundu, seconded the motion. The motion was unanimously carried by the Committee members present

15. TOPICS FOR NEXT MEETING

The presentation of annual report and presentation by audit firm.

ADJOURNMENT

Meeting was adjourned at 7:10pm