

AGENDA

OHLONE COMMUNITY COLLEGE DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE

March 26, 2018

Meeting 6:00 – 7:30 PM

LOCATION:

BUILDING 7, ROOM 7101

43600 MISSION BOULEVARD, FREMONT, CA 94539

(510) 659-6000

NOTICE is hereby given that the Citizens' Bond Oversight Committee appointed by the Governing Board of the Ohlone Community College District will hold a regularly scheduled meeting on **Monday, March 26, 2018 at 6:00 PM**, at 43600 Mission Blvd., Fremont, CA 94539, Rm. 7101. The order of business for the meeting is as follows:

- | | |
|--|-------------|
| 1. Approval of the Agenda – <i>Chair</i> | ACTION |
| 2. Approval of the January 22, 2018 Meeting Minutes – <i>Chair</i> | ACTION |
| 3. Committee Members' Attendance Report – <i>Chair</i> | INFORMATION |
| 4. Recognition of Appointed/Reappointed Committee Members – <i>Chair</i> | INFORMATION |
| 5. Communications from Committee Members – <i>All</i> | INFORMATION |
| 6. Communications from Staff – <i>Dr. Browning</i> | INFORMATION |
| 7. Communications from the Public – <i>Open</i> | INFORMATION |
| 8. Update on Membership – <i>Robert Dias</i> | INFORMATION |
| 9. Measure G Project Update – <i>Joel Heyne</i> | INFORMATION |
| 10. Measure G Financial Update – <i>Ann Kennedy</i> | ACTION |
| 11. Academic Core Buildings Tour – <i>Robert Dias</i> | INFORMATION |
| 12. Topics for Next Meeting – <i>Chair</i> | INFORMATION |

Upcoming Meetings:

June 18, 2018

September 24, 2018

January 14, 2019

**OHLONE COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE MEMBERS**


	Name	Representing	Term	Expiration	Term Length
1.	Dan Chang, Ph.D.**	Senior Citizens' Org.	3	March 2020	2 years
2.	Karen Koshy*	At-Large	1	May 2018	2 years
3.	Eric Tsai	Taxpayers Assoc.	1	May 2018	2 years
4.	Ajmal Mundu	ASOC (Student)	1	November 2019	2 years
5.	Luke Zakedis	At-Large	1	November 2019	2 years
6.	Rakesh Sharma	Support Org.	1	March 2020	2 years
7.	Vacant	Business Org.			

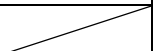
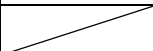
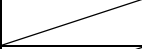
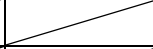
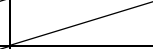
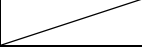
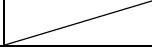
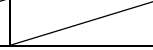
*Elected Chair at the January 22, 2018 meeting

** Elected Vice-Chair at the January 22, 2018 meeting

The election of Chair and Vice-Chair is an annual requirement.

**OHLONE COMMUNITY COLLEGE DISTRICT
BOND OVERSIGHT COMMITTEE ATTENDANCE RECORD***

P = Present, A = Absent,  = Not an appointed member

Name	Meeting Dates*					
	09/19/16	01/23/17	03/13/17	12/11/17	01/22/18	03/26/18
Dr. Dan Chang	P	P	P	P	P	
Karen Koshy	P	P	P	P	A	
Eric Tsai	P	A	A	P	P	
Dr. Rakesh Sharma	P	P	P			
Luke Zakedis				P	P	
Ajmal Mundu				P	P	

*Records are retained in archive for dates prior to those shown in chart

MEETING MINUTES

OHLONE COMMUNITY COLLEGE DISTRICT
CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING
JANUARY 22, 2018

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
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

Karen Koshy	Representative, At Large
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

CONSULTANTS

Mike Chegini	Gilbane, Communications Manager
Ann Kennedy	Gilbane, Measure G Bond Financial Manager

GUESTS

Peggy Vande Vooren	Gilbert Associates, Inc.
Dustin Purinton	Gilbert Associates, Inc.

CALL TO ORDER

The Citizens’ Bond Oversight Committee (CBOC) meeting was called to order by Committee Vice-Chair, Dr. Dan Chang at 6:01 PM.

1. APPROVAL OF AGENDA

Committee member Eric Tsai, 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.

2. APPROVAL OF MINUTES

Committee Member, Ajmal Mundu, made a motion to approve the minutes, with one edit noted, from the previous meeting that took place on December 11, 2017. Committee Member, Eric Tsai, seconded the motion. The motion was unanimously carried by all Committee members.

3. COMMITTEE MEMBERS ATTENDANCE REPORT

Committee Vice-Chair Dr. Dan Chang presented the attendance report to the Committee. The committee expressed no concerns or changes.

4. ELECTION OF CHAIR AND VICE-CHAIR

Ann Kennedy suggested that the current Chair and Vice-Chair continue with their positions. The committee bylaws indicate the need to reelect every year, but since the elected members have met only once, she suggested they be reappointed, so they can serve a full year in that capacity. Committee Member, Eric Tsai, made a motion to approve the reappointment of Karen Koshy as Chair and Dr. Dan Chang as Vice-Chair. Committee Member, Ajmal Mundu, seconded the motion. The motion was unanimously carried by all Committee members.

5. COMMUNICATIONS FROM COMMITTEE MEMBERS

There were no communications from Committee members.

6. COMMUNICATIONS FROM STAFF

There were no communications from staff.

7. COMMUNICATIONS FROM PUBLIC

There were no communications from the public.

8. UPDATE ON MEMEBERSHIP

Susan Yeager explained that the search for an organization member and support member continues with nothing new to report. She encouraged anyone interested in serving on the Committee to contact her office so she can communicate with them. She also requested that if anyone present at the meeting knows of anyone that may be interested in serving on the Committee, please have them contact her office.

Dr. Browning: Ann would you please explain what a support member is?

Ann Kennedy: It's a support position, a member of an organization that is supporting the District, like that of a foundation member.

9. REVIEW OF ANNUAL FINANCIAL & PERFORMANCE AUDIT – GILBERT ASSOCIATES

Peggy Vande Vooren and Dustin Purinton from Gilbert Associates, Inc. provided a presentation on the Measure G and Proposition 39 General Obligation Bonds Financial and Performance Audits. Peggy explained how they pull out Measure G bond funds to present. The audit firm opinions are stated on page 1 of the report; it is a clean and unmodified opinion, this is the best opinion a district can obtain. She continued to explain that other financial statements are on page 3 & 4, as well as footnotes on page 5. Please see audit reports for additional detailed information.

The auditors indicated that this audit was performed in accordance with government fund rules, and stated the following key points:

- Fund balance at \$138M is registered with county treasurer's office.
- Page 4 provides information on revenues and expenditures, with \$52M in expenditures.
- The Footnotes provide further description into the nature of the bond funds.
- What is new in this audit? The district did a refunding in August of 2016 to advance refund on the 2011 Series A and partially advance refund on the 2011 Issue Series A-1.
- The last note in these financial statement is note #4 where it indicates the Districts commitment to various capital expenditure purchase agreements for construction and modernization projects totaling approximately \$93M.

Page 10 is the independent auditor report, which indicates that there was nothing to report and that there were no internal control issues.

Eric: On page 4 expenditures, I thought the bond was not allowed to pay salary and benefits?

Peggy: They are not allowed to pay for certificated salaries, it does allow

for positions that are directly needed for bond management.

Farhad: That would be our Measure G Director, he oversees the program, and a 75% staff accountant. Every fiscal year these positions are reevaluated and when finalized, it is sent to

the Board of Trustees for approval so that it can be charged to Measure G funds, the audits confirm this.

The Performance audit report is to make sure the bond is in compliance. Sample invoices were pulled from the \$52M in expenditures to verify that the funds were being spent on items that have been approved. Page 1 provides a clean opinion, it also spells out the scope of work and background information. Page 2 summarizes what the objective is and Page 3 summarizes the procedures that the auditors performed, to make sure that it is being tracked and appropriated correctly. Of the sample expenditures pulled, 79% tested with no issues. This ensured the district is following its own internal controls.

Eric: What do you sample? How detailed? Are they Invoices?

Peggy: Yes, we look at invoices, purchase orders, contracts, and progress reports to verify.

Eric: How do you check to make sure you did receive the items? Do you just check that the payment was for the items and the contract was approved?

Peggy: Yes, if you wanted to get a physical check, you can have that type of audit, but it is more detailed and extensive.

10. REVIEW AND APPROVAL OF ANNUAL REPORT

Mike Chegini briefly explained the annual report is available via a link on the bond website. The first section is the letter from the Committee Chair, Karen Koshy. We will also be adding a link to the Master Plan. The Annual Report lists the committee members that were active during the fiscal year being reported on. It provides data on budgets and expenditures as well as the project list and featured projects. For further specifics please see the Annual Report.

Eric: Requested that the font on the page with the Letter from the Chair be increased.

Luke: On the future projects page, the completion date indicated is Fall 2019. I thought it would be finished or ready in spring?

Mike: Yes, it is a financial date not an occupancy date.

Committee Member, Luke Zakedis, made a motion to approve the CBOC 2016/2017 Annual Report. Committee Member, Eric Tsai, seconded the motion. The motion was unanimously carried by all Committee members.

11. FINANCIAL UPDATE

Ann Kennedy presented the financial update. She explained that the Q2 reports were still in progress and close out activities have not been finished. The Q2 reports will be provided at the March meeting.

The Committee was provided with a report that lists all Bond List Revision history by project. This is a reference document. This report can be provided to the Committee at any time, upon request.

Dan: Why use the small dollar amounts?

Ann: Because of the accountability standards we abide by, we take into account every dollar; we must show what happened from beginning to end, even if its 2 pennies. We must count it and do an entry for this.

Eric: When do these changes have to go to the Board?

Ann: Any time we change the name, a budget or a project scope we must go to Board for approval before we act on it. Periodically, we have changes, especially at the beginning of a program where we add or change projects. The Board is accustomed to these changes, but we try and keep it to once a quarter.

For additional information please see the financial update.

12. TOPICS FOR NEXT MEETING & CONFIRMATION OF NEXT MEETING

Susan asked the committee if they had any topics for the next committee meeting. She also reminded the committee that the next CBOC meeting is on March 26th, and there will be no special items on the next meeting agenda. Weather permitting, there will be a tour at the next meeting starting at 5:00pm.

ADJOURNMENT

Meeting was adjourned at 6:35pm.



CITIZENS' BOND OVERSIGHT COMMITTEE

Measure G - Projects Update

March 26, 2018



Measure G Update



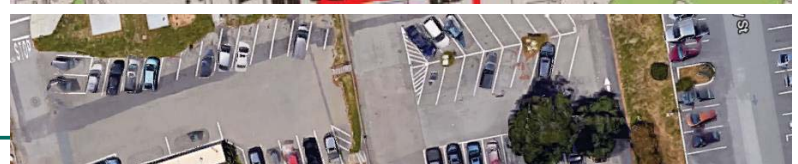
Academic Core Buildings



Building 5 Renovation



North Parking



Academic Core Buildings



Scope:

- 185,000 sq ft New Classroom, Lab, Learning Center and Office Space in Three Buildings

Budget:

- Project: \$169,817,981*
- FF&E: \$7,587,355

Schedule:

- Construction 5/2016 – 10/2018
- Planned Occupancy Spring 2019



*excludes swing space

Gilbane

Academic Core Buildings



Work in Progress:

- Mechanical
- Electrical
- Plumbing
- Wall framing & board
- Exterior sheathing
- Roofing
- Glazing systems
- Waterproofing
- Off-site fabrication



Gilbane

Academic Core Buildings



Summer Work:

- May 19 – August 17
- Expanded Site
- Building 3 demolition
- Site work
- Main street paving





Design Phase Projects



North Parking:

- New Parking Lots U, V & W, Smith Center Storage
- \$7M construction cost – budget transfer
- Construction: 8 – 10 months



QUESTIONS?

Gilbane

Whole Program Report

Ohlone Community College District

Measure G Bond Program

Reporting Period: Inception through 12/31/2017

Funding Sources (Budget)

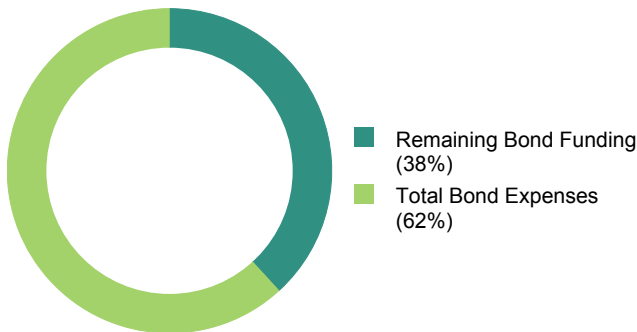
Bond Authorization	\$349,000,000	99.26 %
Bond Allocated Interest Earned	\$644,293	0.18 %
Allocated Endowment Interest Earned	\$191,346	0.05 %
Unallocated Bond Interest Earned	\$1,558,999	0.44 %
Unallocated Endowment Interest Earned	\$218,539	0.06 %
Total Bond:	\$351,613,176	100.00 %
State	\$0	0.00 %
Other	\$0	0.00 %
Total Bond + Other Funding:	\$351,613,176	100.00 %

Cost Status

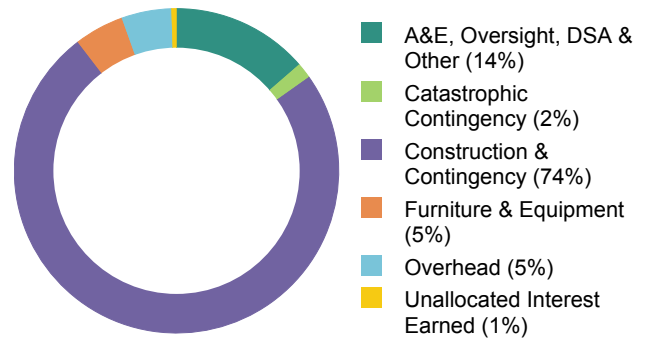
Actual Expenses To Date

Category	Total Budget	Bond	State	Other	Remaining Balance
A&E, Oversight, DSA & Other	\$47,909,122	\$35,882,199	\$0	\$0	\$12,026,923
Catastrophic Contingency	\$5,500,000	\$0	\$0	\$0	\$5,500,000
Construction & Contingency	\$261,583,033	\$164,473,000	\$0	\$0	\$97,110,033
Furniture & Equipment	\$17,364,893	\$5,884,229	\$0	\$0	\$11,480,664
Overhead	\$17,478,590	\$11,071,465	\$0	\$0	\$6,407,125
Unallocated Interest Earned	\$1,777,538	\$0	\$0	\$0	\$1,777,538
Totals:	\$351,613,176	\$217,310,894	\$0	\$0	\$134,302,283

Budget vs Expenses (Bond Only)



Budget Categories Chart



Notes:
Of the \$80 Million of Measure G Series A bond proceeds, \$10 Million has been placed in a Technology Endowment Fund to support future technology equipment purchases.

Bond and Bond Authorization: Measure G
Interest Earned: Measure G Interest Earnings Allocated to Projects
Endowment Interest Earned: Interest earnings on endowment allocated to specific endowment projects
Unallocated Interest Earned: Interest Earnings not yet allocated to specific projects
Unallocated Endowment Interest Earned: Interest earnings not yet allocated to specific endowment projects
State: State Capital Outlay and Scheduled Maintenance (only on Measure G projects)
Other: Contribution to Project from "other" source (non-State nor Bond)
Expenses in the "Actual Expenses to Date" columns: Paid and Accrued expenses through the reporting period end date
Rounding factors may apply

CBOC Quarterly Summary Report

Ohlone Community College District

Measure G Bond Program

Reporting Period: Inception through 12/31/2017

Phase/Project Name		Bond Budget	Bond Exp. To Date	Qtr Bond Expense	Budget Remaining
Project List					
Phases					
Board Approved					
6138	Campus Way-finding Signage	\$452,360	\$0	\$0	\$452,360
6139	Campus Entry Improvements	\$595,600	\$0	\$0	\$595,600
6143	Small Capital Improvements	\$775,000	\$0	\$0	\$775,000
9113	Instructional Technology (Computers, LCDS, Flat Screens, etc) - (PH 3)	\$1,560,000	\$0	\$0	\$1,560,000
9114	FFE for Hyman Hall	\$1,000,000	\$0	\$0	\$1,000,000
Total Board Approved		\$4,382,960	\$0	\$0	\$4,382,960
Programming					
6108	Parking, Road and Site Improvements	\$1,814,578	\$1,376,963	\$60,735	\$437,615
6109	Plaza & Landscape Improvements	\$1,000,000	\$268,454	\$0	\$731,546
6121	Renovate Building 9	\$11,059,474	\$3,554,488	\$0	\$7,504,986
6134	Site Security Systems	\$1,426,056	\$463,293	\$0	\$962,763
6142	Hyman Hall Renovations	\$5,301,728	\$1,483,108	\$57,199	\$3,818,619
9116	FFE for Building 5	\$1,000,000	\$8,075	\$0	\$991,925
9117	FFE for Building 9	\$600,000	\$66,454	\$0	\$533,546
Total Programming		\$22,201,837	\$7,220,836	\$117,934	\$14,981,001
Design					
6110	Parking Structures	\$31,869,985	\$26,185,830	\$68,605	\$5,684,156
6114	Renovate Building 5	\$6,439,706	\$479,835	\$219,592	\$5,959,871
9101	Renewable Energy Generation	\$32,276,950	\$31,446,025	\$176,191	\$830,924
9106	FFE for Academic Core Project	\$7,587,355	\$456,812	\$630	\$7,130,543
Total Design		\$78,173,996	\$58,568,502	\$465,018	\$19,605,494
Construction					
6105	Academic Core Buildings	\$181,385,435	\$104,407,728	\$18,957,421	\$76,977,707
Total Construction		\$181,385,435	\$104,407,728	\$18,957,421	\$76,977,707
Close Out					
6101	Athletic Fields	\$13,969,388	\$13,865,553	\$4,436	\$103,836
6102	Roof Repair/Replacement	\$1,070,734	\$1,002,296	\$0	\$68,438
6104	Site Utility Infrastructure Improvements	\$13,678,885	\$13,646,989	\$0	\$31,896
6131	Site Lighting Upgrades	\$677,400	\$361,781	\$127,449	\$315,619
9104	Information Technology Infrastructure Upgrades	\$2,275,000	\$2,274,900	\$0	\$100
9105	Instructional Technology (Computers, LCDS, Flat Screens, etc) - (PH 1)	\$1,503,031	\$1,502,868	\$0	\$163
9107	Quick Fix: Imminent Failure	\$4,809,884	\$4,791,032	\$11	\$18,853
9108	Quick Fix: Safety and Accessibility	\$2,569,716	\$2,557,327	\$0	\$12,389
9109	Quick Fix: Way-finding and Landscape	\$273,423	\$266,370	\$0	\$7,052
9112	FFE for Athletic Fields	\$400,000	\$398,491	\$0	\$1,509
Total Close Out		\$41,227,462	\$40,667,606	\$131,896	\$559,856

Notes:

Expenses in the "Bond Exp. to Date" column include expenses paid and accrued through the reporting period end date.
Rounding factors may apply.

CBOC Quarterly Summary Report

Ohlone Community College District

Measure G Bond Program

Reporting Period: Inception through 12/31/2017

Phase/Project Name		Bond Budget	Bond Exp. To Date	Qtr Bond Expense	Budget Remaining
Procurement					
7106	Newark Site Security Systems	\$485,000	\$48,548	\$47,693	\$436,452
9111	Instructional Technology (Computers, LCDS, Flat Screens, etc) - (PH 2)	\$1,560,000	\$756,373	\$220,003	\$803,627
Total Procurement		\$2,045,000	\$804,921	\$267,696	\$1,240,079
Complete					
6133	Bird (Swallow) Environmental Alternatives	\$283,904	\$283,904	\$0	\$0
7102	Newark Additional Parking (300 spaces)	\$884,911	\$884,911	\$0	\$0
7105	Newark Greenhouse Project	\$383,105	\$383,105	\$0	\$0
9115	Energy Efficiency Projects	\$17,286	\$17,286	\$0	\$0
Total Complete		\$1,569,205	\$1,569,205	\$0	\$0
Consolidated					
6103	Field House	\$0	\$0	\$0	\$0
6106	Renovate Building 1	\$0	\$0	\$0	\$0
6107	New Parking Lot L	\$0	\$0	\$0	\$0
6111	"Main Street" Improvements -- South Side	\$0	\$0	\$0	\$0
6112	Hillside Image and Accessibility Improvements (PH 1)	\$0	\$0	\$0	\$0
6113	Hillside Image and Accessibility Improvements (PH 2)	\$0	\$0	\$0	\$0
6115	Relocate Soccer Field	\$0	\$0	\$0	\$0
6116	Multipurpose Soccer Practice Field	\$0	\$0	\$0	\$0
6117	Open Anza Pine Road at Hillside:	\$0	\$0	\$0	\$0
6118	Construct North/South Road Behind Mission Boulevard Frontage Development	\$0	\$0	\$0	\$0
6119	Softball Field Improvements	\$0	\$0	\$0	\$0
6120	Soccer/Softball Field House	\$0	\$0	\$0	\$0
6122	Hillside Image and Accessibility Improvements (PH 3)	\$0	\$0	\$0	\$0
6123	New Building E	\$0	\$0	\$0	\$0
6124	"Library Plaza" Improvements -- North Side	\$0	\$0	\$0	\$0
6125	North Parking Structure	\$0	\$0	\$0	\$0
6126	Building 3 and 4 Replacement	\$0	\$0	\$0	\$0
6127	"Main Street" Improvements -- North Side	\$0	\$0	\$0	\$0
6128	Café/Event/Drop Off Structure	\$0	\$0	\$0	\$0
6129	Road Repair, Resurfacing and Replacement	\$0	\$0	\$0	\$0
6130	Roof Replacement Bldgs 12, 19, and 22	\$0	\$0	\$0	\$0
6132	Hazardous Material Abatement and Removal	\$0	\$0	\$0	\$0
6135	Sidewalk, Ramp and Plaza Repairs/Replacement	\$0	\$0	\$0	\$0
6136	Enhance environment around the upper pond	\$0	\$0	\$0	\$0
6137	Wetland Living/Learning Environment	\$0	\$0	\$0	\$0
6140	Campus-Wide Landscape Repairs and Upgrades, Tree Removal and Replacement, Erosion Control	\$0	\$0	\$0	\$0
6141	Bus Stop Concrete "Skid" Pads	\$0	\$0	\$0	\$0
7101	Newark Loop Roadway Improvements	\$0	\$0	\$0	\$0
7103	Newark Soil Remediation	\$0	\$0	\$0	\$0

Notes:

Expenses in the "Bond Exp. to Date" column include expenses paid and accrued through the reporting period end date. Rounding factors may apply.

CBOC Quarterly Summary Report

Ohlone Community College District

Measure G Bond Program

Reporting Period: Inception through 12/31/2017

Phase/Project Name		Bond Budget	Bond Exp. To Date	Qtr Bond Expense	Budget Remaining
7104	Newark Maintenance/Warehouse Building	\$0	\$0	\$0	\$0
9102	Newark Renewable Energy Generation	\$0	\$0	\$0	\$0
9103	Renewable Energy Generation (PH 2)	\$0	\$0	\$0	\$0
9110	Planning Assessments and Program Management	\$0	\$0	\$0	\$0
CIDSPM	Contingency, Inflation, District Support & Project Mgmt	\$0	\$0	\$0	\$0
Total Consolidated		\$0	\$0	\$0	\$0
Ohlone College Totals		\$330,985,896	\$213,238,799	\$19,939,965	\$117,747,097
Unallocated Interest Earnings		\$1,777,538	\$0	\$0	\$1,777,538
Measure G Project List Subtotal:		\$332,763,433	\$213,238,799	\$19,939,965	\$119,524,635
Uncategorized Projects					
9999	Program Mgmt, Planning and Support	\$10,404,702	\$4,072,095	\$318,941	\$6,332,607
Total Uncategorized Projects:		\$10,404,702	\$4,072,095	\$318,941	\$6,332,607
Contingency					
9500	Catastrophic Contingency	\$5,500,000	\$0	\$0	\$5,500,000
9600	Program Contingency	\$2,945,041	\$0	\$0	\$2,945,041
Total Contingency		\$8,445,041	\$0	\$0	\$8,445,041
Ohlone Contingency / (Forecasted Total Cost - Expenses to Date)					3.9%
Measure G Project List Total:		\$351,613,176	\$217,310,894	\$20,258,905	\$134,302,283

Notes:

Expenses in the "Bond Exp. to Date" column include expenses paid and accrued through the reporting period end date.
Rounding factors may apply.