

MEETING MINUTES

OHLONE COMMUNITY COLLEGE DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE MEETING FEBRUARY 22, 2021

LOCATION: ZOOM CALL

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT

Karen Koshy	Representative, At Large
Eileen McDonald	Representative, Senior Citizens' Organization
Michael Mayer	Representative, Taxpayers Association
Jill Duerig	Representative, Support Organization
Oswaldo Granados	Representative, Student Association
Shannon Chan	Representative, Business Organization

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT

Abhigyan Biswas	Representative, At Large
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OHLONE COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Dr. Eric Bishop	Superintendent/President
Dr. Chris Dela Rosa	Interim, Vice President of Administrative Services
Oscar Guillen	Bond Construction Director
Farhad Sabit	Executive Director of Business Services
Desire Andjou	Accounting Manager
Leticia Perez	Staff
Elaine Trujillo	Staff
Chris Jensen	Staff

CONSULTANTS

Mike Chegini	Gilbane/AKG, Communications Manager
Ann Kennedy	Gilbane/AKG, Financial Manager
Tricia Heine	Gilbane, Senior Project Manager
Pam Sailor	Gilbert Associates, CPA

CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Vice-Chair McDonald at 5:30 PM.

WELCOME OF NEW COMMITTEE MEMBERS

Vice-Chair McDonald introduced new Committee Member Jill Duerig, who represents a Support Organization. She is a member of the Ohlone College Foundation.

APPROVAL OF AGENDA

A motion was made by Committee Member Mayer to approve the agenda as presented. Committee Member Koshy seconded the motion. The motion was unanimously carried by the Committee Members present.

APPROVAL OF MINUTES

Committee Member Mayer made a motion to approve the minutes from the previous meeting that took place on September 28, 2020. Committee Member Chan seconded the motion. Committee Member Duerig abstained. The motion was unanimously carried by all Committee members present.

COMMITTEE MEMBERS ATTENDANCE REPORT

Vice-Chair McDonald presented the attendance report to the Committee. The Committee expressed no concerns or changes.

RECOGNITION OF SERVICE

Dr. Dela Rosa recognized Committee Members Michael Mayer and Rakesh Sharma for their years of service to the Committee. Dr. Sharma has been with CBOC since the passing of Measure G, taking the required break between terms. Michael Mayer has been with us since the middle of the ACB construction back in 2019 and saw the full completion of it. The District thanks you both for your service and commitment.

ELECTION FO CHAIR AND VICE-CHAIR

Committee Member Duerig made a motion to nominate Eileen McDonald as Chair. The motion was seconded by Committee Member Mayer. Chair McDonald nominated Jill Duerig as Vice-Chair. The motion was seconded by Committee Member Mayer. The motions were unanimously carried by all Committee members present.

COMMUNICATIONS FROM COMMITTEE MEMBERS

Chair McDonald briefly informed the Committee that in the K-12 education area many vaccines have been administered to teachers and essential workers this last week. The county office is working hard to help schools to reopen safely and to protect our teachers.

At this point, Chair McDonald lost audio and new Vice-Chair Duerig took over the meeting.

COMMUNICATIONS FROM STAFF

Superintendent/President Dr. Bishop provided a brief update, which included the following:

- Classes are to remain primarily online for the spring semester
- Summer classes will have a gradual phasing in of in person teaching
- Staff is evaluating and making adjustments to maximize safety
- Currently, athletic teams have begun conditioning on campus
- We have opened a study Center and have been offering student services
- Measure G is finishing up many projects that have been completed faster due to the pedestrian free campus

COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

REVIEW OF ANNUAL FINANCIAL & PERFORMANCE AUDITS – GILBERT ASSOCIATES

Pam Sailor from the audit firm Gilbert Associates presented the Committee with the 2019-2020 Financial and Performance audits. An unmodified opinion has been given to Ohlone, which is the highest opinion that can be received. For additional, in depth information please see the reports.

Ms. Sailor explained the main objective of the audit is to make sure the District is following the guidelines. Page 3 of the performance audit explains the procedures that were performed by the audit, which were the review of random expense reports and invoices. The firm tested \$36M of the \$41.7M total expenditures, or 87% of all expenses. The report verified the proceeds from the bond sale were deposited in an appropriate debt service fund and a capital outlay projects fund and were used for the intended purpose.

Shannon Chan – Funds were not used for administrative salaries, or only for some?

Pam Sailor – Salaries are paid for staff that directly work with the bond.

Farhad Sabit – Yes, that is correct. Salaries and benefits get approved by the Board of Trustees in July.

REVIEW AND APPROVAL OF THE FY2019-2020 ANNUAL REPORT

Mr. Chegini from AKG thanked Karen and Michael for their participation in the development of the annual report. He then presented the Fiscal Year 2019-2020 Annual Report on Measure G (as of June 30, 2020). Expenditures and budgets are listed by category. The format is the same as in previous years; pie graphs change to reflect fiscal year budgets, expenditures, and a featured projects section. Once the report is finalized, there will be a print friendly version. The Annual Report will be presented to the Board of Trustees on 3/10/21 by the Committee Chair. There were no questions or edits.

Committee Member Chan made the motion accept the FY2019-2020 Annual Report. The motion was seconded by Chair McDonald. The motion was unanimously carried by all Committee members present.

PROJECT UPDATES

Ms. Heine from Gilbane presented updates/status of projects on campus. Completed projects include the ACB and Building 9 pathway. Below is a list of current and upcoming projects:

- Fremont Geothermal Ground Loop Phase-2
- Parking, Road and Site Improvements
- Renovate Building 5 (biggest project right now)
- Small Capital Improvements
- Campus Way-finding Signage
- Instructional Technology PH 3

Ms. Heine addressed Dr. Sharma's question from the last meeting as to whether Renewable Energy Generation (PH2) was on the original bond list. It was, as Project 9103, which was consolidated with Project 9101 in 2012.

Shannon Chan – How was the wrapping up of projects during this pandemic? Did it present any challenges?

Tricia Heine – Following all CDC guidelines, which included masks, social distancing, and checking in, it really did not affect our progress.

Jill Duerig – Does the geothermal tie into solar? Is it a common grid, how does that work?

Tricia Heine – No, it ties to the ACB central utility plant.

FINANCIAL UPDATE & BOND LIST REVISION

Ms. Kennedy from AKG provided a brief overview on financial reports for the quarter ending 12/31/20. She pointed out the 6% remaining bond fund, and that the program is winding down. On the Quarterly Summary

report, she pointed out the projects with the highest quarterly expenses: ACB, Renovate Building 5 and Renewable Energy Generation.

Ms. Kennedy pointed out Bond List Revision (BLR) #24 on page 37. The BLR is a road map; it tracks changes in name, scope or budget on the program. It also indicates project savings and where projects fund transfers were allocated to. She went over the Board item summarizing the budget moves in this revision.

Committee Member Mayer made the motion accept the Financial Reports for period ending 12/31/20. The motion was seconded by Committee Member Koshy. The motion was unanimously carried by all Committee members present.

TOPICS FOR NEXT MEETING

It was discussed whether there would, or even could, be a tour at the June meeting. Dr. Dela Rosa thought it might be possible outside and following social distancing guidelines. Leticia will take a poll as time gets closer.

The following are proposed future meeting dates:

June 21, 2021

September 20, 2021

January 24, 2022

ADJOURNMENT

Meeting was adjourned at 6:31PM by Vice-Chair Duerig.