

MEETING MINUTES

OHLONE COMMUNITY COLLEGE DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE MEETING MARCH 21, 2022

LOCATION:
ZOOM; FREMONT CAMPUS,
BUILDING 7, ROOM 7101
43600 MISSION BOULEVARD
FREMONT, CA 94539
(510) 659-6000

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT

Karen Koshy	Representative, At Large
Eileen McDonald	Representative, Senior Citizens' Organization
Jill Duerig	Representative, Support Organization
Shannon Chan	Representative, Business Organization

CITIZENS' BOND OVERSIGHT COMMITTEE, VACANCIES

VACANT	Representative, Member At Large
VACANT	Representative, Taxpayers Association
VACANT	Representative, Student Association of Ohlone College

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
Elenita Voigtlander	Staff

CONSULTANTS

Mike Chegini	Gilbane/AKG, Communications Manager
Ann Kennedy	Gilbane/AKG, Bond Financial Manager
Tricia Heine	Gilbane, Senior Project Manager

VISITORS

Merle Cannon

CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Chair McDonald at 5:04 PM.

2. APPROVAL OF AGENDA

A motion to approve the agenda as presented was made by Member Duerig; Member Chan seconded the motion. The motion was unanimously approved by the Committee members present.

3. RESOLUTION PERMITTING ONLINE MEETINGS (AB 361)

A motion to approve the Resolution (AB361) was made by Member Koshy; Member Duerig seconded the motion. The motion was unanimously approved by the Committee members present.

4. APPROVAL OF MINUTES

A motion to approve the September 20, 2021 meeting minutes as presented was made by Member Chan; Member Koshy seconded the motion. The motion was unanimously approved by the Committee members present.

5. RECOGNITION OF SERVICE

The Committee recognized Member Karen Koshy for her 6 years of service to the Committee (May 2016 to May 2022), serving as chair in 2017 and 2018. Karen has been a dedicated member and only missed 1 meeting in her years of service. Student Member Osvaldo Granados was also recognized for his service and his additional semester that he served after graduation. Both members were thanked for their service and commitment.

6. COMMITTEE MEMBERS ATTENDANCE REPORT

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

Chair McDonald asked if the District was working on filling the vacancies on the Committee. Dr. Dela Rosa stated a flyer was given to the President's Advisory Committee just that morning asking them to volunteer. Ms. Perez said it was sent out to media outlets and it was provided to the District's marketing department as well.

7. ELECTION OF CHAIR AND VICE-CHAIR

A motion to nominate Member Duerig as Chair was made by Chair McDonald; Member Koshy seconded the motion. A motion to nominate Member Chan as Vice-Chair was made by Chair McDonald; Member Koshy seconded the motion. Both motions were unanimously approved by the Committee members present.

8. COMMUNICATIONS FROM STAFF

Dr. Bishop indicated that recruitment is underway to fill the current vacant seats on the Committee.

9. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no comments from the public.

10. REVIEW OF ANNUAL FINANCIAL & PERFORMANCE AUDITS

Ms. Sailor from Gilbert Associates presented the 2020-2021 Measure G Financial audit. An unmodified opinion has been given to Ohlone, which is the highest opinion that can be received. The Performance audit which looks at compliance with Prop 39 was reviewed as well and received an unmodified opinion. All proper documentation was looked at and out of \$19.5M of expenditures the firm tested 14.3M, or 73% and can report that there were no issues or errors and had a clean opinion with no findings.

Vice-Chair Chan: How do I find out what the remaining balance is now and what is the plan for it?

Dr. Dela Rosa: We have created a roadmap for the remaining balance. It is intended to be spent on small construction projects/renovations that need to be done. Measure G money is intended to be spent down by April 2023. Some amounts will also go to security system projects.

11. REVIEW AND APPROVAL OF THE FISCAL YEAR 2020-2021 ANNUAL REPORT

Mr. Chegini presented the Draft Fiscal Year 2020-2021 Annual Report for Measure G for review. The format is the same as in previous years; pie graphs reflect fiscal year budgets, expenditures, and a featured projects section. The Committee finds that the report is in compliance with Article XIII A, Section 1 (b) (3) of the California State Constitution. Once the report is finalized, a print friendly version will be available. The Annual Report will be presented to the Board of Trustees at the April 13, 2022, meeting by the Committee Chair. There were no questions or edits.

A motion to accept the Fiscal Year 2020-2021 Annual Report as presented was made by Chair Duerig; Member Koshy seconded the motion. The motion was unanimously approved by the Committee members present.

12. PROJECT UPDATES

Ms. Heine presented a status update on the Measure G Bond projects. Completed projects include the Academic Core Building and Building 9 Pathway. Current and on-going projects include: Renovate Building 5 (biggest project right now), Small Capital Improvements, Parking, Road and Site Improvements, Instructional Technology Phase 3, Site Security Systems and Newark Grounds Office and Equipment Storage Space (Newark Portable Utility Connections).

13. FINANCIAL UPDATE

a. Ms. Kennedy provided an update on financial reports for the period ending 12/31/21. The bond program has expensed 98% and we are down to the remaining 2% of funding.

A motion to accept the financial reports for period ending 12/31/21 as presented was made by Chair Duerig; Vice-Chair Chan seconded the motion. The motion was unanimously approved by the Committee members present.

Vice-Chair Chan: What is program management (Project 9999)?

Ms. Kennedy: Program management and all activities associate with it, referred to as overhead, are expenses to manage the bond. They are allowable for activities that touch all projects, for example legal fees. This also includes code changes and the need to update legal documents, accounting, bond communications compliance, finances, and procurement.

b. Ms. Kennedy reviewed Bond List Revisions 28 and 29 with the Committee.

A brief discussion took place about recent developments in COVID mandates and the possibility of having a Brown Act meeting continue in a hybrid model. New Legislation is being brought forward to possibly remove certain aspects of the requirements for Brown Act meetings.

14. PROPOSED FUTURE MEETING DATES

The following are proposed future meeting dates:

- June 21, 2022
- September 20, 2022

15. FUTURE AGENDA ITEMS

Bond Counsel to provide training for Committee members and to review bylaws.

16. ADJOURNMENT

The meeting was adjourned at 6:10 PM.