

## MEETING MINUTES

### OHLONE COMMUNITY COLLEGE DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE MEETING September 19, 2022

LOCATION: ZOOM

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#### CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT

Robert Douglass	Representative, At Large
Richard Sekar	Representative, At Large
Eileen McDonald	Representative, Senior Citizens' Organization
Shannon Chan	Representative, Business Organization

#### CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT

Jill Duerig	Representative, Support Organization
VACANT	Representative, Taxpayers Association
VACANT	Representative, Student Organization

#### OHLONE COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Dr. Eric Bishop	Superintendent/President
Dr. Chris Dela Rosa	Vice President of Administrative and Technology Services
Farhad Sabit	Executive Director of Fiscal Services
Desire Andjou	Accounting Services Manager
Elaine Trujillo	Bond Purchasing Agent
Leticia Perez	CBOC Support Staff
Elenita Voigtlander	Bond Accountant

#### CONSULTANTS

Mike Chegini	Gilbane/AKG, Communications Manager
Jeff Scogin	Gilbane/AKG, Bond Financial Manager
Tricia Heine	Gilbane, Senior Project Manager
David Casnocha	Stradling Yocca Carlson Rauth, Bond Counsel

#### VISITORS

None

#### CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Vice-Chair Chan at 5:08pm.

#### 2. RESOLUTION PERMITTING ONLINE MEETINGS (AB 361)

A motion to approve the Resolution was made by Member Douglass. Member Sekar seconded the motion. The motion was unanimously carried by all Committee members present.

### **3. APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Member Douglass. Member Sekar seconded the motion. The motion was unanimously carried by the Committee Members present.

### **4. APPROVAL OF THE MARCH 21, 2022 MEETING MINUTES**

A motion to approve the March 21, 2022, meeting minutes was made by Member McDonald. Vice-Chair Chan seconded the motion. Members Sekar and Douglass abstained. The motion was carried by the Committee Members present.

### **5. COMMUNICATIONS FROM STAFF**

Superintendent/President Eric Bishop informed the Committee that many students are back on campus and the semester is moving forward.

### **6. PUBLIC COMMENT ON NON-AGENDA ITEMS**

The Committee was notified about the passing of past Committee Member Karen Koshy. Ms. Koshy served on the CBOC from 2016 until this past March 2022. She will be greatly missed.

### **7. BYLAW REVIEW AND TRAINING**

Bond counsel David Casnocha provided a bylaw review and training to the Committee members. Mr. Casnocha provided information on the duties and regulations of serving on the Committee. He reminded the Committee that they do not need to file a form 700, and they are an independent Committee, and explained what that meant. The core responsibilities are to inform the public, review expenditures and provide an annual report. Members must identify themselves as individuals when out, not as Committee members; in addition, the Committee does not hold closed sessions. Committee members must adhere to the bylaws, for oversight and not for running of the bond program.

*Vice-Chair Chan: I had asked before about the salary for staff, if it belongs to the District?*

*Mr. Casnocha: Only staff and not administration.*

*Member Sekar: The Committee has to approve what is to be paid to staff from these funds?*

*Mr. Casnocha: No, the Committee will review the expense report and ask questions.*

Mr. Casnocha continued to discuss bylaws and the importance of oversight but understanding that the Committee does not run the program; Section 3.4 indicates the College/District activities and Section 4.1 explains the Committee's allowable authorized activities. The District is obligated to support the Committee and retain documents and have them available for public access.

### **8. PREPARATIONS FOR THE FY2021-2022 ANNUAL REPORT**

Mr. Chegini briefly explained the annual report and its timelines. The process is done via e-mail. He requested 2 volunteers along with the Chair to participate in this process. The process takes two review cycles, then a final Committee review will be done. Once approved, the Chair will present it to the Board of Trustees at the March or April meeting. The report will be available via link on the bond website. Members on the annual report working group selected:

- Chair Duerig
- Member Sekar
- Member Douglass

## **9. PROJECT UPDATES**

Ms. Heine provided the following project updates:

Projects completed:

- Building 4 renovations have been completed. Renovations included exterior waterproofing, outdoor break area and indoor cubicles.

Projects in progress are:

- Building 18 and 18a, fire alarm upgrade
- Site Improvements, which include a flagpole and lighting installation
- Newark Portable Utility connections
- Site Security Systems
- Building 19 Renovations and Café
- Building 5 is in the closeout phase at 99% complete.

## **10. FINANCIAL UPDATE**

a. Mr. Scogin reviewed the financial reports for the period ending 6/30/22 with the Committee.

A motion to accept the financial reports for period ending 6/30/22 was made by Member Douglass. Member Sekar seconded the motion. The motion was unanimously carried by the Committee Members present.

b. Mr. Scogin reviewed Bond List Revisions #30, #31 and #32 with the Committee.

## **11. PURPOSED FUTURE MEETING DATES**

Committee has decided to meet twice per year and the proposed dates are:

- February 6, 2023
- September 18, 2023
- February 5, 2024

## **12. FUTURE AGENDA ITEMS**

- Financial and Performance Audits
- Annual Report Review and Approval
- Election of Chair and Vice-Chair

## **ADJOURNMENT**

The meeting was adjourned at 6:16pm.