

MEETING MINUTES

OHLONE COMMUNITY COLLEGE DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE MEETING February 6, 2023

LOCATION: ZOOM

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT

Richard Sekar	Representative, At Large
Eileen McDonald	Representative, Senior Citizens' Organization
Shannon Chan	Representative, Business Organization
Raymond Tam	Representative, Student Organization
Jill Duerig	Representative, Support Organization

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT

Robert Douglass	Representative, At Large
VACANT	Representative, Taxpayers Association

OHLONE COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Anthony DiSalvo	Interim 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
Oscar Guillen	Director, Campus Development and Maintenance Office
Elaine Trujillo	Bond Purchasing Agent
Leticia Perez	CBOC Support Staff
Elenita Voigtlander	Bond Accountant

CONSULTANTS

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

1. CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Chair Duerig at 5:01 PM.

2. WELCOME NEW COMMITTEE MEMBER

The committee acknowledged and welcomed new member Raymond Tam.

3. RESOLUTION PERMITTING ONLINE MEETINGS (AB 361)

A motion to approve the Resolution was made by Vice Chair Chan. Member Sekar seconded the motion. The motion was unanimously carried by all committee members present.

4. APPROVAL OF THE AGENDA

A motion to approve the agenda was made by Member Sekar. Member McDonald seconded the motion. The motion was unanimously carried by all committee members present.

5. APPROVAL OF THE SEPTEMBER 19, 2022 MEETING MINUTES

An edit was put forward by Member Sekar, on page 7, correcting the spelling of his name. A motion to approve the September 19, 2022, meeting minutes with identified edit was made by Vice Chair Chan. Member Sekar seconded the motion. The motion was unanimously carried by all committee members present.

6. ELECTION OF CHAIR AND VICE-CHAIR

Per the committee's bylaws, the Chair and Vice Chair are to be elected annually. Chair Duerig nominated Shannon Chan for Chair. The motion to appoint Shannon Chan as Chair was made by Member Sekar. Member McDonald seconded the motion. Vice Chair Chan nominated Jill Duerig as Vice Chair. The motion to appoint Jill Duerig as Vice Chair was made by Member Sekar. Member McDonald seconded the motion. The motions were unanimously carried by all committee members present.

7. COMMUNICATIONS FROM STAFF

Tony DiSalvo informed the committee that many students are back on campus for the 2023 spring semester, up about 5%, and all is moving forward smoothly. Currently Ohlone is at 50% exclusively in person classes, 37% online, and 13% hybrid, gradually returning to campus, and improving distance education delivery. The student housing plan is taking place at the Newark Center; however, it is not a bond project. The search for a new President/Superintendent is underway with a start date in July.

8. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no comments from the public.

9. REVIEW OF FINANCIAL AND PERFORMANCE AUDITS

Pam Sailor reviewed the 2021-2022 bond audits. For the financial audit, an unmodified opinion was provided, which is the highest opinion that can be received. Overall, there continues to be a significant decrease in expenditures from year to year. For fiscal year 2022 there is only about \$6M in expenditures, which is in line with what was expected with the decrease in construction activity.

Shannon Chan: With interest rates rising, how does this impact this fund?

Farhad Sabit: It does not impact it; there are no active investments, so there is no negative impact, it is cash sitting at the county.

Shannon Chan: Even though, where they are housed, it is receiving no interest?

Farhad Sabit: Yes, it has been in different securities that have matured, there is no fluctuation in terms of interest income. The rest of the cash is in the county; it is now in a money market where it is secure.

Richard Sekar: Staff salaries and benefits, the \$259K, is it for employees only in Measure G projects?

Pam Sailor: For managing the bond, yes.

Richard Sekar: How many people on this salary?

Farhad Sabit: They are prorated salaries. Each year in July we go to the Board of Trustees, and we ask for approval of the salary related to the bond, and this is according to that Board approval every year. It could be 3 to 5; some staff is partially charged to that fund and 1 full-time for staff for bond purchasing. They are Board approved.

For the performance audit, we can report that there were no issues or findings and it had a clean unmodified opinion, which is the best opinion that can be given. Out of approximately \$6M of expenditures, we tested almost \$3.6M of that, which is about 61% of total population, which is great coverage. When we test each selection, it is reviewed to ensure that it was only used for construction, rehabilitation or replacement of school facilities and not used for salaries of school administrators or other operating expenditures.

10. REVIEW AND APPROVAL OF THE FY2021-2022 ANNUAL REPORT

Mike Chegini presented the Draft Fiscal Year 2021-2022 Annual Report for Measure G for review. The format is the same as in previous years; the letter from the Chair includes references to the activities that took place, and the compliance statement that the committee finds that the district is in compliance with Article XIII A, Section 1 (b) (3) of the California State Constitution. The report includes fiscal year budgets, expenditures, and a featured projects section. 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 March 8, 2023, meeting by the Chair. There were no questions or edits.

A motion to approve the FY2021-2022 Annual Report was made by Vice Chair Chan; Member McDonald seconded the motion. The motion was unanimously carried by all committee members present.

11. PROJECT UPDATES

Tricia Heine provided project updates. Completed projects include: The Newark grounds portable utility connections, the Fremont flag poles and lighting, and the Building 5 renovation. The Health Department required Fiberglass Reinforced Plastic (FRP) wall covering to be installed in the "wet" areas of newly renovated Building 5 which was a separate project and is complete as well. Building 19 renovation and cafe work is currently with the Division of State Architect (DSA), this will take about 6 to 8 weeks for DSA review. Once that review is complete, the documents will be packaged and advertised for bidding. There are a few smaller projects in progress, Building 18/18A fire alarm is being upgraded, Fremont site security is being upgraded and there is about \$200K left in the instructional technology procurement project.

12. FINANCIAL UPDATE

Ann Kennedy reviewed the Q2 financial reports for the period ending December 31, 2022, with the committee. This committee has traditionally met every quarter, but as there is less activity, they have shifted to every 6 months; the reports are cumulative. The Q1 reports are included for your information.

Richard Sekar: The original Measure G was \$349M, projects were planned but because of interest and other income ended up being \$355M that means we had added new project for the extra \$5M dollars?

Ann Kennedy: The district had a project list that they based their ballot measure on. After the ballot passed, the district vets each project, and plans the projects for more efficiency. The Board of Trustees approves each change to the project list. New projects come out of contingency, savings, and interest earnings.

A motion to approve the FY22/23 Q2 financial reports was made by Member Sekar. Vice Chair Chan seconded the motion. The motion was unanimously carried by all committee members present.

13. PROPOSED FUTURE MEETING DATES AND REVIEW OF MEMBERSHIP

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

- September 18, 2023
- February 5, 2024

There is one vacant seat (taxpayers association), and the District is working on recruiting for this position.

14. FUTURE AGENDA ITEMS

- Tour (Bldgs. 1,2,3,4 and 5)
- Quarter 4 financial review
- New Chair and Vice Chair start
- Annual report preparations

15. ADJOURNMENT

The meeting adjourned at 6:20 PM.