



**Minutes of the Regular Meeting of the Citizens' Bond Oversight Committee
(Oversight of Measure C and G Bonds)
Tuesday, September 14, 2021**

Members Present:

Joan Barram (Vice-Chair)
Nancy Bremeau (arrived 3:03 p.m.)
Marge Bruno
Ty Conner
Bruce Tolley (Chair)

Staff Present:

Joel Cadiz
Susan Cheu
Pam Grey
Sharon Luciw
Carla Maitland
Judy Miner
Raquel Puentes-Griffith
Tonette Torres
Myisha Washington
Bret Watson

A Kennedy Group (AKG) Present:

Mike Chegini

The meeting was held pursuant to State of California executive order N-08-21, dated June 11, 2021. All members of the Citizens' Bond Oversight Committee participated in the meeting by teleconference. To limit the spread of COVID-19, no public gathering space was provided for the meeting.

REGULAR MEETING – PUBLIC SESSION

Committee Chair Bruce Tolley called the meeting to order at 3:01 p.m.

Public Comment

No members of the public addressed the committee.

Approval of Minutes for June 1, 2021

Action: Approved the draft minutes of the June 1, 2021, Regular Meeting of the Citizens' Bond Oversight Committee meeting (Oversight of Measures C and G Bonds).

Motion by Marge Bruno, second by Joan Barram.

Final Resolution: Motion carries

Aye: Joan Barram, Marge Bruno, Ty Conner, Bruce Tolley

Absent for the vote: Nancy Bremeau

COMMITTEE BUSINESS

1. Correspondence Received by Members

No correspondence was reported.

2. Committee Membership Update

Vice Chancellor Cheu stated the Business Services Office is currently recruiting a Student Representative to fulfill the vacancy on the Citizens' Bond Oversight Committee and hopes to have the seat filled by the December 7, 2021 meeting date.

3. Nominate and select committee Chair and Co-Chair for the 2021-22 Citizens' Bond Oversight Committee

Vice Chancellor Cheu stated per the Independent Citizens' Bond Oversight Committee Amended and Restated Bylaws the committee's Chair and Vice-Chair serve in such capacities for a term of one (1) year and can be reelected by vote of a majority of the Committee to serve within those same capacities.

Action: Marge Bruno nominated Bruce Tolley as Chair of the Citizens' Bond Oversight Committee (Oversight of Measure C and G Bonds)

Motion by Marge Bruno, second by Joan Barram.

Final Resolution: Motion carries

Aye: Joan Barram, Nancy Bremeau, Marge Bruno, Ty Conner

Abstain: Bruce Tolley

Action: Marge Bruno nominated Joan Barram as Vice-Chair of the Citizens' Bond Oversight Committee (Oversight of Measure C and G Bonds)

Motion by Marge Bruno, second by Ty Conner.

Final Resolution: Motion carries

Aye: Joan Barram, Nancy Bremeau, Marge Bruno, Ty Conner, Bruce Tolley

4. Nomination of Annual Report Working Group

The committee agreed to bring the Draft Annual Report to the December 7 Regular meeting of the Citizens' Bond Oversight Committee (Oversight of Measure C and G Bonds). The committee also agreed that if for some reason the report needed more edits, there would be an opportunity to bring the report back to the committee for an additional review, prior to being presented at the Board of Trustees meeting for approval/acceptance. This gives the committee an opportunity to hold a Special Meeting of the Citizens' Bond Oversight Committee in late January or early February 2022 to review the Draft Annual Report once again.

The committee may plan to take the CBOC Annual Report to the Monday, January 10th meeting or the February 14th Board meeting at the latest.

Action: Joan Barram nominated both Bruce Tolley and Ty Conner as members of the ad hoc committee tasked with the development of the 2020-21 Annual Report along with Mike Chegini from A Kennedy Group (AKG) to provide technical assistance along with staff members.

Motion by Joan Barram, second by Marge Bruno.

Final Resolution: Motion carries

Aye: Joan Barram, Nancy Breneau, Marge Bruno, Ty Conner, Bruce Tolley

MEASURE G REPORTS

5. Measure G General Obligation Bond Program Planning Update

Vice Chancellor Cheu provided an update to the committee regarding the Measure G Obligation Bond activity. She stated that Gilbane Building Company was awarded as the Program Management (PM)/Construction Management (CM) services in support of the bond through a bid process (RFP No. 1864) by the Board at the [August 2 Board meeting](#).

At the [September 13 Board meeting](#) the board approved the first Service Order No. PM-01, which describes and details the Program Management Services relating to the Master Agreement between Gilbane Company and Foothill-De Anza Community College District. Vice Chancellor Cheu described the Program Management component as the beginning of scheduling and timelines will be developed describing when projects will go to various entities such as, Division of the State Architect (DSA) review, the Architect for design, and anticipated construction will commence, etc.

Vice Chancellor Cheu announced that the Request for Proposals (RFPs) is currently out on PlanetBids for the Programming Architect for the De Anza Event Center project. She stated that Raquel Puentes-Griffith the Executive Director, Fiscal Services is working on the Chart of Accounts and Project Charters.

6. Measure G Project Updates

Joel Cadiz, the Executive Director of Facilities and Operations provided project updates to the committee for the following three Measure G Projects:

- Structural Upgrade of the Griffin House (DW-003)
- Renovation of the Carriage House (DW-004) Renovation
- De Anza Event Center site, the Creative Arts Quad Replacement, and the revamped Mary Avenue Entrance Gateway (DW-001, DA-005)

7. Projects Financial Update

Vice Chancellor Cheu described the majority of Measure G work in Quarter 4 of fiscal year 2020-21 occurred within the following five projects as the Inaugural Issuance of Measure G funds occurred on April 21, 2021:

- Program Overhead (Project 503)
- Refinancing the Flint Center Parking Garage (Project 505)
- Relocate Utilities DA Event Center (Project 508)
- Cost of Issuance (Project 597)
- Griffin House Renovations (Project DW-003)
- Unallocated Interest Earnings

8. Bond List Revisions

Raquel Puentes-Griffith, the Executive Director of Fiscal Services explained the new structured format for all Measure G bond list revisions.

She described the three bond list revision categories as follows:

- **Substantive** – Establishes a new project, changes an existing project budget by \$250,000 or more and/or changes a scope significantly; cancels a Board-approved project. These changes require advanced action for Board approval. Changes are processed in the financial system and reflected in financial reports after Board approval.
- **Non-Substantive** – Changes an existing project budget by less than \$250,000 and/or changes scope in minor manner. These changes require advanced action for Board approval. Changes are processed in the financial system and reflected in financial reports after Board approval.
- **Technical** – Changes that are routine or administrative in nature and necessary for accurate and timely reporting. These changes will be submitted to the Board for approval by ratification after they are processed in the financial system and reflected in financial reports.

Raquel Puentes-Griffith reported there was one Bond List Revision for Quarter 4 of fiscal year 2020-21 that was approved by the Board of Trustees at the June 14, 2021 Board meeting.

MEASURE C REPORTS

9. Projects Financial Update

Vice Chancellor Cheu conveyed that both campuses are reallocating Measure C dollars to various projects on the campuses through Bond List Revisions. An example of this, is Project 279 Re-roof Science Buildings SC1 & SC2 that is currently under construction. Vice Chancellor Cheu noted the pandemic provided an opportunity to reroof without disrupting the use of the facilities.

Vice Chancellor Cheu stated that although the district is continuing to spend down the remaining \$14,799,973 of Measure C General Obligation bond funding, much of the balance still remains in furniture, fixtures and equipment, and computer refresh. She noted the final bond issuance was taxable and does provide the district with more flexibility and no time constraints to spend the remaining funds.

Committee Chair Bruce Tolley inquired about the new Project 282 Upgrade E3 Design and Manf Tech Labs and asked what that project entailed. Pam Grey, the Vice President of Administrative Services responded that the E3 Design and Manf Tech Labs are expanding and adding more equipment, remodeling some of their classrooms, and bringing it up to current technology in order to train the students in that area. A sink, drainage, doors and windows are being added to this instructional facility.

10. Bond List Revisions

Raquel Puentes-Griffith, the Executive Director of Fiscal Services reviewed the Bond List Revisions for Measure C with the committee. She reminded the committee that this bond list revision occurred during fiscal year 2020-21 in Quarter 4.

She noted there were three budget transfers from three De Anza College projects. These budget transfers funded two new Measure C projects at De Anza College:

- Project 280 Campus Center Floors Improvement
- Project 281 Instructional Writing Surfaces Remediation

She also stated that there was an allocation of interest of \$49,574.94 to Project 499 District Program Contingency from fiscal year 2020-21 Quarter 2.

ADJOURNMENT

Committee Chair Bruce Tolley adjourned the meeting at 4:07 p.m.