



**Minutes of the Regular Meeting of the Citizens' Bond Oversight Committee
(Oversight of Measure G and C Bonds)
Tuesday, December 12, 2023**

Members Present:

Nancy Bremeau
Art Heinrich
Ellen Wheeler
Amine Khechfe
Ty Conner (Vice-Chair)
Bruce Tolley (Chair)

Staff Present:

Joel Cadiz
Susan Cheu
Dave Fisch
Pam Grey
Jory Hadsell
Michael Hohl
Lee Lambert
Weliantu Liu
Trena O'Connor
Raquel Puentes-Griffith
Roseanne Sciacchitano
Tonette Torres
Bret Watson
Kristina Whalen

A Kennedy Group (AKG) Present:

Mike Chegini

Crowe LLP Present:

Damian Clark

REGULAR MEETING – PUBLIC SESSION

Committee Chair Bruce Tolley called the meeting to order at 3:02 p.m.

Public Comment

Los Altos Hills resident Jill Grunewald addressed the committee regarding the pool and changing rooms at Foothill College and requested to see a copy of the project schematics. Vice Chancellor Susan Cheu noted that we had received her email regarding this request and had forwarded it to the District Public Information Office who would be responding.

Approval of Minutes for September 12, 2023

Action: Approved the draft minutes of the September 12, 2023, Regular Meeting of the Citizens' Bond Oversight Committee meeting (Oversight of Measures G and C Bonds) with the following correction made at the request of Chair Bruce Tolley.

Amended Action to the Citizens' Bond Oversight Committee Members Present to note that member Art Heinrich was not present at the meeting and to remove his name from the voting record for the meeting.

Motion by Nancy Bremeau, second by Amine Khechfe.

Final Resolution: Motion carries

Aye: Nancy Bremeau, Ty Conner, Art Heinrich, Amine Khechfe, Bruce Tolley, Ellen Wheeler

COMMITTEE BUSINESS

1. Measure C and Measure G Financial and Performance Audit Reports for the Year Ended June 30, 2023

Damian Clark from Crowe LLP presented the Measure C and Measure G Financial Audit and Performance Audit Reports for the year ended June 30, 2023. There were no audit adjustments or findings to report, and the reports were accepted by the Board at their meeting on December 11, 2023.

Action: The Citizens' Bond Oversight Committee members accept the Measure C and Measure G Financial Audit and Performance Audit Reports for the year ended June 30, 2023.

Motion by Ty Conner, second by Amine Khechfe

Final Resolution: Motion carries

Aye: Nancy Bremeau, Ty Conner, Art Heinrich, Amine Khechfe, Bruce Tolley, Ellen Wheeler

2. Approval of the Agenda

The Citizens' Bond Oversight Committee reviewed and approved the agenda as presented.

Motion by Ty Conner, second by Ellen Wheeler

Final Resolution: Motion carries

Aye: Nancy Bremeau, Ty Conner, Art Heinrich, Amine Khechfe, Bruce Tolley, Ellen Wheeler

3. Correspondence Received by Members

Vice Chancellor Susan reported that staff had received an email from Jill Grunewald, who spoke during the Public Comment section. No other correspondence was received.

4. Committee Membership Update

Vice Chancellor Susan Cheu reported that a training meeting was held on November 27, 2023, for the new committee members (Art Heinrich, Danny Nguyen, and Ellen Wheeler) to give them a review of the policy procedures and financial statements. She also noted that we would be requesting our legal counsel to come to a future meeting to do a review of the more formal aspects of the committee.

5. Review of Draft Measure G and Measure C Annual Report

Mike Chegini with the A Kennedy Group provided an overview of the final draft of the 2022-23 Measure G and Measure C Annual Report. He noted that the Measure G and Measure C Expenditure pages highlight the fiscal year expenditures to date and the budget remaining for each location, along with a list of the “Top 5 Projects by Fiscal Year Expenditures” for each measure. A new addition to the report this year is the “Bonds Side-By-Side” page that gives a visual comparison of the two bonds to show how one is ramping up (Measure G) and the other is winding down (Measure C).

Chair Bruce Tolley will present the approved report to the Board at their meeting on January 8, 2024.

Action: Approve the 2022-23 Citizens' Bond Oversight Committee Annual Report as presented.

Motion by Nancy Bremeau, second by Amine Khechfe.

Final Resolution: Motion carries

Aye: Nancy Bremeau, Ty Conner, Art Heinrich, Amine Khechfe, Bruce Tolley, Ellen Wheeler

6. Measure G and C General Obligation Bond Program Planning Update

Joel Cadiz, Executive Director, Facilities and Operations, provided an overview to the Citizens' Bond Oversight Committee regarding the Measure G and C General Obligation Bond Program Planning Update. He noted that some efforts touch multiple projects, like Projects 108 and 205 (Upgrade Infrastructure and HVAC at Foothill and De Anza). For these projects Phase 1 consists of taking inventory of the electrical systems and equipment that we have which will help to determine if we need to upgrade our equipment or upsize some of our wiring. They are currently reviewing a draft of the recent electrification study that will help determine the costs and next steps. Then Phase 2 will be to determine what our gas usage is from an energy standpoint and how to convert that to electricity, and then create a path forward to electrification for the campuses.

The ADA Transition Plan (Project 503) will review all locations for compliance. We currently are expecting a draft of the ADA Transition Plan in January 2024, with the Final Plan being completed in February 2024.

It was also noted that the Foothill Pool (Project 115) and the De Anza Event Center Projects have been paused as the Board of Trustees has requested additional information for these projects.

7. Measures G and C Program Indirect Cost Analysis for Fiscal Year 2023-2024

Raquel Puentes-Griffith, Executive Director of Fiscal Services, reported the expenditures related to the Indirect Costs for Measures G and C for Fiscal Year ending June 30, 2023.

In response to a question from Chair Bruce Tolley, Raquel noted that there is a difference in how the auditors categorize the expenses versus how we categorized them for bond reporting on the financial statements and for overhead allocation and will present a written explanation of the analysis process at the next meeting in March.

MEASURE G REPORTS

8. Project Financial Update

Vice Chancellor Susan Cheu stated that there continues to be more project activity and there are currently no project concerns. Though she noted that the Foothill Pool and the De Anza Event Center Projects have been paused as the Board has requested additional information for these projects.

9. Bond List Revisions

Vice Chancellor Cheu reported that there was one Measure G Bond List Revision for Quarter 1 of fiscal year 2023-24 that was approved by the Board of Trustees at the following Board meeting: August 7, 2023.

10. Housing Update

Vice Chancellor Cheu provided an update the district's housing project. She noted that there is \$200 million in the bond set aside for housing. We continue to speak with different developers on possible options and have recently contracted with a housing advisor/consultant to assist with helping to define what it is that we may want and or need for both staff and student housing.

MEASURE C REPORTS

11. Projects Financial Update requirements

Vice Chancellor Cheu noted that work on Measure C projects continues to wind down and we are working on closing out projects with the hope to close out Measure C sometime in 2024-2025.

12. Bond List Revisions

Vice Chancellor Cheu reported that there were two Measure C Bond List Revisions for Quarter 1 of fiscal year 2023-24 that were approved by the Board of Trustees at the following Board meetings: August 7, 2023, and September 11, 2023.

ADJOURNMENT

Committee Chair Bruce Tolley adjourned the meeting at 4:13 p.m.