

CITIZENS' BOND OVERSIGHT COMMITTEE

MEETING MINUTES

Tuesday, January 20, 2015 - 5:30 PM

Evergreen Valley College, Library/ED. Tech. Center (LE) Building, Mishra Room

<u>Present:</u>	Leo Cortez	Community At-Large
	Daniel Kojiro	Community At-Large
	Ann Mancuso-Engdahl	Community At-Large
	Mathew Mahood	Business Community
	Jimmy Nguyen	Taxpayer's Association
	Elias Portales	Community At-Large
	Rose Regalado	Senior Citizen's Organization
<u>Guest:</u>	James Charles	Public
	Joan Fisher	L. Luster & Associates
	Maxima Paredes	L. Luster & Associates
	Tina Treis	Crowe Horwath
<u>Absent:</u>	Johnny Lee	Community At-Large
	Carol Lizak	Community At-Large
	Chancellor Rita Cepeda	SJECCD
	Linda Wilczewski	Controller, SJECCD
	President Byron Breland	SJCC
	Vice President Jorge Escobar	Administrative Services, SJCC
	Mark Miller	Gilbane
<u>Staff:</u>	Vice Chancellor Douglas Smith	Administrative Services, SJECCD
	Steve Thompson	Director Facilities & BP Mgmt., SJECCD
	Peter Fitzsimmons	Director of Fiscal Services, SJECCD
	Richard Su	District Staff Accountant, SJECCD
	President Henry Yong	EVC
	Vice President Henry Gee	Administrative Services, EVC
	Casey Michaelis	Gilbane
	Kerry Finkes	Gilbane
	Scott Jewell	Gilbane
	Ann Kennedy	Gilbane
	Mike Chegini	Gilbane
	Anna Tiscareno	Gilbane

AGENDA:

1. Call to Order

Vice President Gee and Mr. Finkes conducted a tour of the completed and on-going project work 4:30 p.m. to 5:15 p.m.

The meeting was called to order at 5:33 p.m.

Each attendee introduced themselves to the Citizens' Bond Oversight Committee Members.

2. Welcome New and Renewed Committee Members

The Citizens' Bond Oversight Committee Members introduced themselves.

3. Approval of Agenda

Matthew Mahood / Rose Regalado
Unanimously approved

4. Approval of Minutes

The committee reviewed the previously distributed September 16, 2014 meeting minutes and asked for comments. There were no comments. Leo Cortez / Ann Mancuso-Engdahl motioned and the committee unanimously approved the amended meeting minutes.

5. Public Comment

There were no public comments made.

6. Communications Received by Citizens' Bond Oversight Committee Members

There were no communications received.

7. Staff Reports

On behalf of Dr. Cepeda, Vice Chancellor Smith gave a brief overview of the Staff Reports.

Vice Chancellor Smith appreciates all efforts and new leadership. He introduced Tina Treis of Crowe Horwath who will be presenting the Financial and Performance Audit Reports and Joan Fisher of Luster & Associates who will be conducting the Community Outreach Presentation.

Vice Chancellor Smith informed the Committee that the District Office moved to their new location, 40 S. Market Street San Jose, 2 weeks ago and the next Citizens' Bond Oversight Committee meeting will be held in the Board Room at the District's new office.

Mr. Yong added that the Evergreen Valley College applied for the Bachelor's Degree for Automotive Technology, which wasn't approved.

8. Financial and Performance Audit Reports

Mr. Fitzsimmons informed the Citizens' Bond Oversight Committee that Crowe Horwath completed a very thorough and expanded audit of the Measure G-2004 & G-2010 Bond Projects and provided their review of expenses for the year ended June 30, 2014. Crowe Horwath reported no findings of discretionary expenses of the Measure G Bond Programs.

The following reports were distributed to the Citizens' Bond Oversight Committee Members:

- 2004 Measure G General Obligation Bonds Financial Statements
- 2004 Measure G General Obligation Bonds Performance Audit
- 2010 Measure G General Obligation Bonds Financial Statements
- 2010 Measure G General Obligation Bonds Performance Audit

Ms. Treis gave an overview of the Measure G-2004 and Measure G-2010 Financial and Performance audits report process ended June 30, 2014. Ms. Treis informed the Committee that the audit evidence that was obtained is sufficient and appropriate to provide a basis for the audit opinion. The Measure G-2004 and Measure G-2010 Financial and Performance audits reports are available on the District website <http://cboc.sjebond.com/audit-information/>.

Vice Chancellor Smith noted that the Measure G-2004 and Measure G-2010 Financial and Performance audits reports will be presented to the Board of Trustees on February 10, 2015.

Leo Cortez / Daniel Kojiro motioned and the committee unanimously approved the Measure G-2004 and Measure G-2010 Financial and Performance audits reports.

9. Draft Annual Report

Mr. Chegini informed all that the working group for the 2013-2014 Citizens' Bond Oversight Committee Annual Report had worked with District staff to prepare a draft Annual Report for review. The draft will be posted to the Measure G-2004 and Measure G-2010 Bond website, which is accessible at <http://cboc.sjebond.com/AR1314/>.

Mike Chegini gave a brief overview of the 2013-2014 Citizens' Bond Oversight Committee Annual Report post card and also informed the Members that the post cards will be distributed to the Libraries (in the District's community), Chamber of Commerce, SJECDD internal staff and the Citizens' Bond Oversight Committee Members on or before the next Citizens' Bond Oversight Committee meeting.

Mr. Mahood commented on the quality of the report and the interactive nature of the web site. He told the Committee that they should be proud of this report.

Leo Cortez / Ann Mancuso-Engdahl motioned and the committee unanimously approved the draft annual report.

10. Community Engagement

Mr. Chegini gave an overview of the web site analytics report for the Bond website.

11. Community Outreach Presentation

Ms. Fisher of L. Luster & Associates gave an overview and presented the Outreach Program. She also gave an update on the status and progress of the project-level program affiliated with the Measure G-2004 and G-2010 Bond Programs. Ms. Fisher explained that L. Luster & Associates strengthen their efforts to reach the community and that their objective is to host a Business Outreach event in March of 2015.

Mr. Nguyen asked if the Business Outreach event will be paid for with Bond money?

Ms. Fisher answers that the Business Outreach events will not be paid by with Bond monies.

Ms. Kennedy noted that the Business Outreach will be paid by the District's general fund.

12. Measure G-2010 and G-2004 Program Update

Mr. Thompson gave a brief overview of the project highlights regarding current status of the projects for the District Office, Evergreen Valley College and San Jose City College.

San Jose City College: Mr. Jewell gave a brief overview of project highlights.

Evergreen Valley College: Mr. Finkes gave a brief overview of the project highlights.

District Projects: Mr. Jewell and Mr. Finkes gave a brief overview of the project highlights.

13. Measure G-2010 Financial Report/Bond List Revision(s)

a. Measure G-2010 Financial Reports:

Ms. Kennedy presented an overview of the Measure G-2010 Financial Report from inception through September 30, 2014 and gave an update regarding the cost and schedule status of the program.

There were no “caution” projects to discuss for reporting period inception to September 30, 2014 of the San Jose City College, Evergreen Valley College, and District.

Bond List Revisions:

There were no Measure G-2010 Bond List Revisions during the reporting period ending September 30, 2014. There was one Bond List Revision that occurred after the reporting period. It was approved by the Board of Trustees on October 28, 2014.

Leo Cortez / Ann Mancuso-Engdahl motioned and the committee unanimously approved the Measure G-2010 Financial Report/Bond List Revisions.

Measure G-2004 Financial Report/Bond List Revision(s)

b. Measure G-2004 Financial Reports:

Ms. Kennedy presented an overview of the Measure G-2004 Financial Report from inception through September 30, 2014 and gave an update regarding the cost and schedule status of the program.

Bond List Revisions:

There were no Measure G-2004 Bond List Revisions during the reporting period ending September 30, 2014. There was one Bond List Revision that occurred after the reporting period. It was approved by the Board of Trustees on October 28, 2014.

The Bond List Revision and the associated back-up from the Board of Trustees meeting approving the revision are incorporated in the meeting packet distributed during this Citizens’ Bond Oversight Committee meeting.

Leo Cortez / Ann Mancuso-Engdahl motioned and the committee unanimously approved the Measure G-2004 Financial Report/Bond List Revisions.

14. Acknowledgement of Members’ Service

Departing Citizens’ Bond Oversight Committee Member Ms. Ann Mancuso-Engdahl was recognized at the January 20, 2015 Citizens’ Bond Oversight Committee meeting and thanked for her substantial contributions during her tenure with the Citizens’ Bond Oversight Committee.

15. Future Agenda Items:

No upcoming agenda items were discussed.

16. Adjournment:

The meeting adjourned at 7:05 p.m. - Mathew Mahood / Ann Mancuso-Engdahl unanimously approved.

The next scheduled meeting is March 17, 2015 at 5:30PM – 7:00PM. This meeting will be held at the District Office Board Room.