

CITIZENS' BOND OVERSIGHT COMMITTEE

MEETING MINUTES

Tuesday, September 17, 2013 - 5:30 PM
SJECCD District Office Conference Room #9
4750 San Felipe Road, San Jose, CA 95135

<u>Present:</u>	Joseph Becker	Community At-Large
	Daniel Kojiro	Community At-Large
	Carol Lizak	Community At-Large
	Ann Mancuso-Engdahl	Community At-Large
	Jimmy Nguyen	Taxpayers' Association
	Bob Nunez	Community At-Large
<u>Guest:</u>	Johnny Lee	N/A
	Alex Ward	SJCC ASG
	Charles Stevens	SJCC ASG Dir. Legislative
<u>Absent:</u>	N/A	
<u>Staff:</u>	Chancellor Rita Cepeda	SJECCD
	Vice Chancellor Douglas Smith	Administrative Services, SJECCD
	President Henry Yong	EVC
	Vice President Henry Gee	Administrative Services, EVC
	President Byron Breland	SJCC
	Vice President Seher Awan	Administrative Services, SJCC
	Vice President Marie-Elaine Burns	Student Affairs, SJCC
	Peter Fitzsimmons	Director of Financial Services, SJECCD
	Linda Wilczewski	District Staff Accountant, SJECCD
	Casey Michaelis	Gilbane
	Mark Miller	Gilbane
	Scott Jewell	Gilbane
	Ann Kennedy	Gilbane
	Mike Chegini	Gilbane
	Anna Tiscareno	Gilbane

AGENDA:

1. Call to Order

The meeting was called to order at 5:37 p.m.

An optional tour had been offered from 4:30 p.m. to 5:15 p.m. to join the tour on on-going project work at the Evergreen Valley College Campus.

2. Approval of Agenda

Jimmy Nguyen / Ann Mancuso-Engdahl
Unanimously approved

3. Approval of Minutes for June 18, 2013

The committee reviewed the previously distributed June 18, 2013 meeting minutes and asked for comments. There were no comments. Jimmy Nguyen / Ann Mancuso-Engdahl motioned and the committee unanimously approved the meeting minutes.

4. Public Comments

There were no public comments made.

5. Communications Received by Citizens' Bond Oversight Committee Members

No communications were received by the Committee to report.

6. Staff Reports

Vice Chancellor Smith informed the Citizens' Bond Oversight Committee members of new hires for the District Office departments; Human Resources and District Police.

Vice Chancellor Smith ask that all Citizens' Bond Oversight Committee members and attendees introduce themselves. There were also two (2) new attendees, Mr. Alex Ward and Charles Stevens, were present in the meeting. Each attendee introduced themselves.

7. Committee Members

Vice Chancellor Smith, Ms. Kennedy, and President Yong thanked the Citizens' Bond Oversight Committee members for assisting with recruiting new members and their support in managing all projects under the Measure G Bond Programs.

Ms. Kennedy informed the Committee that there are still currently three (3) open seats available; (1) Support Organization, (1) Senior Citizen's Organization, and (1) Student Representative-EVC. Applications for the open positions are available on the District's web site (www.sieccd.edu) and everyone on the committee is encouraged to help get these positions filled soon.

Vice Chancellor Smith informed the Committee that Mr. Alex Ward (Student Rep.-SJCC) is a Citizens' Bond Oversight Committee candidate, and Mr. Johnny Lee's Citizens' Bond Oversight Committee member (Student Rep.-SJCC) application is scheduled for the Board of Trustees to review for approval on the October 8, 2013 Board of Trustees meeting.

8. Audit Updates

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, 2013. Crowe Horwath reported no findings of discretionary expenses of the Measure G Bond Programs.

9. Annual Report Sub-Committee

Ms. Kennedy informed the CBOC Committee members that in their packet are the 2012-2013 Annual Report preparation schedule for review of estimated timeline and next steps. The publication of the Measures G-2010 & G-2004 Annual Report is a compliance requirement under the Education Code (Proposition 39) and is required by the committee's By-laws. In most cases, the Sub-committee elects to communicate and work on the Annual Report with Mike Chegini of Gilbane through email correspondences; MChegini@GilbaneCo.com.

Mr. Becker requested if any CBOC Members are interested to volunteer to work with District Staff on the development of the CBOC Annual Report to please contact Mr. Chegini at MChegini@GilbaneCo.com.

10. Measure G-2010

- a. Project Update: Vice Chancellor Smith gave an overview of the new District Office regarding current status of the District Office project, and highlights of planning effort recently completed by HMC Architects in conjunction with District Staff.
- i. San Jose City College: Mr. Jewell gave a brief PowerPoint presentation of project highlights.
 - ii. Evergreen Valley College: Mr. Miller gave a brief PowerPoint presentation of the project highlights.

b. Bond List Revision(s)

There was one Measure G-2010 Bond List Revisions during the reporting period ending June 30, 2013. This Bond List Revision was reported upon at the last meeting of the Committee and is included in the financial reports for this period.

There was one Measure G-2010 Bond List Revision that occurred after the reporting period ending June 30, 2013, and prior to the CBOC meeting September 17, 2013. This revision took place at the August 13, 2013 Board of Trustees' meeting and is reflected in the June 30, 2013 report.

The Bond List Revision and the associated back-up from the Board of Trustees' meeting approving the revision is incorporated in the meeting packet distributed during this CBOC meeting.

c. Measure G-2010 Financial Reports:

Ms. Kennedy presented an overview of the Measure G-2010 Financial Report from inception through June 30, 2013 and gave an update regarding the cost and schedule status of the program. Jimmy Nguyen / Bob Nunez motioned and the committee unanimously approved the Measure G-2010 Financial Reports.

An overview of the following "caution" projects where discussed:

San Jose City College

These three projects below turned to "caution" because these projects cannot start and/or complete until the New Gym, a Measure G-2004 project is complete. Delays in the New Gym project have pushed it to the point where it is now impacting the start and/or completion of the three projects:

- #31116 - Campus Site Improvement
- #31110 - Utility Extension and Emergency Generator
- #31114 - Aux Gym. Pool & Locker Room Demo

- #31121 - Photo Lab Relocation – This project turned to "problem" due to the contractor performing the work for the Photo Lab Relocation Project has failed several inspections over the last few weeks and will not complete the project on schedule before classes start on September 3, 2013. We are anticipating completion of the project approximately 3-4 weeks late, near the end of September 2013. We are working with College faculty and staff to ensure that students know where to go on the first day of class and to determine the best time for the program to move into the new space once it is complete.

Evergreen Valley College

- #32107 – South Campus Development – This project turned to “caution” due to ongoing effort to align estimated project cost with allocated budget. The entire project team (Gilbane, EVC, HMC and Blach) have been evaluating the design and scope of the project since the completion of the Design Development to reconcile the estimated cost of the project and bring the project into budget.
- #32111 – Autotech – This project turned to “caution” due to necessary effort to align estimated project cost with allocated budget. The design team (Lionakis) informed the College at the completion of Design Development that the current estimated project cost is higher than budgeted. An effort to reconcile the estimated cost of the design and bring the project into budget is underway.

11. Measure G-2004

a. Project Update:

- i. District Projects: Vice Chancellor Smith gave an update on the Measure G-2004 Joint Use 21st Century Post-Secondary Educational Center. On September 10, 2013, the Board approved the agreement with Impact Sciences, Inc. to develop the Environmental Impact Report for the Measure G-2004 Joint-Use 21st Century Post-Secondary Educational Center. The Board to approve issuance of a construction contract to Integra Construction in the amount of \$144,947 for the EVC District Warehouse Carport Project.

b. Bond List Revision(s)

There was one Measure G-2004 Bond List Revisions during the reporting period ending June 30, 2013. The Bond List Revision was reported upon at the last meeting of the Committee and is included in the financial report for this period.

There was one Measure G-2004 Bond List Revision that occurred after the reporting period ending June 30, 2013, and prior to this meeting. This revision took place at the following Board of Trustees’ meeting and is reflected in the report dated August 13, 2013.

c. Measure G-2004 Financial Report

Ms. Kennedy presented an overview of the Measure G-2004 Financial Report from inception through June 30, 2013 and gave an update regarding the cost and schedule status of the program. Jimmy Nguyen / Bob Nunez motioned and the committee unanimously approved the Measure G-2004 Financial Reports.

12. Future Agenda Items:

The CBOC members agreed that a CBOC Training with Bond Counsel session and a District Office Building Tour will be scheduled in the near future, tentatively January 2014.

13. Adjournment:

Carol Lizak /Bob Nunez

The meeting adjourned at 7:25 p.m.

The next scheduled meeting is January 21, 2014 at 5:30PM – 7:30PM. This meeting will be held at the San Jose City College, Room T-112 (WI), 2100 Moorpark Avenue San Jose, CA 95128