



CITIZENS' BOND OVERSIGHT COMMITTEE

MEETING MINUTES

June 18, 2019: 6:00 – 7:30 PM

San José City College, Room T-112, 600 S. Bascom Ave., San José, CA 95128

<u>Present:</u>	Cory Demar Shanta (Shay) Franco-Clausen Bethel Kim Matthew Mahood Rose Regalado Linda Reiners Enrique Villegas	Community At-Large Business Community Community At-Large Business Community Senior Citizens' Organization Business Community Student – EVC
<u>Absent:</u>	Leo Cortez	Support Organization
<u>Staff:</u>	Jorge Escobar Andrea Alexander Roland Montemayor Marilyn Morikang Hong Yang Ann Kennedy Mike Chegini Jessica Fassler Mark Newton	Interim Vice Chancellor of Administrative Services, SJECCD, and Vice President, Administrative Services, SJCC Vice President, Administrative Services, EVC Acting President, SJCC Acting Vice President, Administrative Services, SJCC Accounting, SJECCD Financial Manager, AKG Communications Manager, AKG Senior Project Accountant, AKG Program Manager, Brailsford & Dunlavey

AGENDA:

1. Call to Order
The meeting was called to order at 6:04 PM with a quorum by Ms. Franco-Clausen.
2. Approval of Agenda
Motioned by Ms. Reiners, seconded by Mr. Demar. The Committee unanimously approved the agenda as presented.
3. Election of the Chair and Vice-Chair
Ms. Reiners nominated Ms. Franco-Clausen for Chair, and Mr. Demar for Vice-Chair. Mr. Mahood seconded. The Committee unanimously approved the nominations.
4. Approval of Meeting Minutes from March 19, 2019
Motioned by Ms. Kim, seconded by Ms. Reiners. The Committee unanimously approved the minutes as presented.
5. Public Comment – 3 Minutes per speaker with advance sign in
No public comments

6. Communications Received by Committee Members

No communications

7. Staff Reports

Mr. Escobar introduced himself as Interim Vice Chancellor of Administrative Services. He described the District's plans for leadership transitions, backfilling of staff vacancies and the creation of a new Director of Facilities and Bond Program Management position whose primary focus will be on the bond program.

Mr. Escobar gave an overview of the first Bond retreat held on March 8, 2019, and the implementation of CUPCCAA and PlanetBids to help execute the bond more effectively. He also added information regarding working on Project Labor Agreements for Measure X.

Ms. Kennedy explained what CUPCCAA is and how it plays a part in the bond. Mr. Newton explained the PlanetBids online program and process. Mr. Escobar explained that Mr. Sam Ho from the District connects with local vendors and invites them to apply on PlanetBids.

Ms. Franco-Clausen asked about the bid selection process regarding small or disadvantaged businesses. Mr. Newton explained how the process works and what outreach efforts are taking place to encourage applications from small and disadvantaged businesses.

8. Recognition of Service

Mr. Escobar presented a certificate of appreciation to Mr. Villegas for serving as a member of the CBOC.

9. Project Updates

Mr. Newton updated the Committee on projects going on at Evergreen Valley College, San José City College and the District.

10. Committee Requests

a. Review of Overhead Allocation Process

Ms. Kennedy provided a detailed explanation of the Overhead Allocation Process regarding projects 39905 (program management and support services) and 39999 (legal, environmental impact reports, planning and assessment costs, and district staff).

11. Program Financial Reports

a. Financial Reports for Measures G-2010 and X

Ms. Kennedy presented an overview of the Measure G-2010 and Measure X Financial Reports.

Ms. Kennedy pointed out that for the Measure G-2010 report, the unallocated bond interest earned continues to have a note on it. The bond program team has been working with the Santa Clara County office to resolve the discrepancy. It appeared that the County changed an internal program which resulted in the appearance of a loss (negative number). Actually, there has been no loss and the matter should be worked out by the next CBOC meeting.

Motioned by Mr. Mahood, seconded by Ms. Kim. The Committee unanimously approved the financial reports as presented.

b. Bond List Revisions

- i. Ms. Kennedy presented the two Measure G-010 Bond List Revisions that occurred after the reporting period ending March 31, 2019 and prior to this meeting.
- ii. Ms. Kennedy presented the three Measure G-2010/X Bond List Revisions that occurred after the reporting period ending March 31, 2019 and prior to this meeting.

12. Future Agenda Items

The Committee discussed their proposed future agenda items and decided that they have great interest in a presentation on “How the Educational Master Plan is Realized in the Bond Projects”. San José City College President Roland Montemayor and Vice President, Administrative Services, Evergreen Valley College, Andrea Alexander, agreed to present on this topic at the next meeting. The Committee decided it would simplify the agenda to provide ample time for the presentation. There would be no project updates and financial reports would be provided but not thoroughly discussed to allow for the colleges’ presentations.

They discussed and agreed to view future agendas and meeting materials on electronic devices to help save on printing costs and waste.

The proposed future meeting date of Tuesday, September 17, 2019 at 6:00 PM – 7:30 PM was agreed to by the Committee members. This meeting will be held at EVC, Mishra Room.

13. Adjournment

The meeting adjourned at 7:34 PM.

Motioned by Ms. Franco-Clausen, seconded by Ms. Reiners. The Committee unanimously approved the motion to adjourn.