



**PERALTA COMMUNITY COLLEGE DISTRICT
Bond Measures Oversight Committee**

MINUTES

Wednesday, January 20, 2021

5:30 pm – 7:00 pm

Due to the Alameda County and State of California shelter-in-place directives, this meeting was conducted remotely via Zoom video conference. A recording of the meeting is available

on YouTube here: <https://youtu.be/VlrcZpQXhmc>

Bond Measures Oversight Committee Members Present:

- **Andrea Dawson (chair)**, *Senior Citizen's Organization*
- **Patricia Ellis**, *At-Large Member*
- **Marcus Crawley**, *Taxpayer Organization*
- **Benjamin Scott**, *Community College Supporter*

Bond Measures Oversight Committee Members Not Present:

- **Ariana Brown**, *Student*
- **Yusef Herbert**, *Business Organization*
- **Vacancy for At-Large Member**

PCCD Staff & Affiliates Attending:

- **Atheria Smith**, *Acting Vice Chancellor of General Services*
- **Adil Ahmed**, *Interim Vice Chancellor of Finance & Administration*
- **Mark Johnson**, *Executive Director, Marketing, Communication & Public Relations*
- **Keith Kajiya**, *AECOM VP / PCCD Bond Program Manager*
- **John Palmer**, *Orrick Partner / PCCD Bond Counsel*
- **Erwin Tam**, *Backstrom McCarley Berry & Co. / PCCD Bond Investment Manager*
- **Dave Olson**, *Backstrom McCarley Berry & Co. / PCCD Bond Investment Manager*

ACTIONS

1. Call to Order & Introductions.

Chair Dawson called the meeting to order at 5:38pm followed by introductions.

2. Approve Minutes from October 28, 2020 Meeting.

Motion to accept minutes by Mr. Scott, second by Chair Dawson, approved unanimously.

3. Approve Agenda for January 20, 2021 meeting.

Agenda approved unanimously.

Mr. Crawley suggested that in the future, Agenda Approval come before Approval of the Minutes.

4. Public Comment per Agenda Item.

There were no public comments.

5. Bond Program Update. INFORMATION.

Keith Kajiya of AECOM, the Peralta Bond Program Manager, presented an update on bond spending plans to the committee. The slides presented are available online here: https://web.peralta.edu/bond-reports/files/2021/01/21_0120-PCCD-CBOC-Bond-Update.pdf

6. Presentation and Discussion of Peralta CBOC Bylaws. INFORMATION.

John Palmer of Orrick Partners and PCCD Bond Counsel presented information from the by-laws about the role and responsibilities of committee members. The slides presented are available online here: <https://web.peralta.edu/bond-reports/files/2021/01/Peralta-Citizens-Oversight-Committee-Training-2021-01-20.pdf>

Chair Dawson asked that the current committee bylaws be sent to the committee members and made a part of the orientation package for new members. Committee member Patricia Ellis shared the URL of the bylaws via Zoom chat during the meeting. The [current bylaws are available here](#) and were [approved by the Board of Trustees at their January 21, 2020 meeting](#).

7. Update Status filling vacant CBOC Position. INFORMATION

Chair Dawson noted that the District is working to fill the vacant at-large position left by Kevin Jenkins, now a member of the PCCD Board of Trustees.

8. Preparing 2019/2020 CBOC Report.

Mr. Scott, Ms. Ellis, and Ms. Dawson volunteered to prepare the next committee annual report. Chair Dawson will follow up with this subcommittee.

9. New Business Items.

Chair Dawson asked that new business items be emailed to her for the next meeting.

10. Adjournment

Meeting adjourned at 6:59pm.