



PERALTA COMMUNITY COLLEGE DISTRICT
Bond Measures Oversight Committee

MEETING MINUTES - DRAFT

Wednesday, July 1, 2020

5:00 pm – 6:30 pm

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

Bond Measures Oversight Committee Meeting Members

<u>Committee Members</u>	<u>Guests</u>
Ariana Brown <i>Student, term expires June 30, 2021</i>	Keith Kajiya <i>AECOM Vice President</i>
Andrea Dawson (Chair) <i>Senior Citizen's Organization, term expires June 30, 2022</i>	Dr. Leigh Sata <i>PCCD Vice Chancellor, Dept of General Services</i>
Marcus Crawley <i>Taxpayer Organization, term expires June 30, 2021</i>	Dr. Carla Walter <i>PCCD Vice Chancellor, Finance & Administration</i>
Yusef Herbert <i>Business Organization, term expires June 30, 2022</i>	Mark Johnson <i>PCCD Executive Director, Marketing, Communication & Public Relations</i>
Patricia Ellis <i>At-Large Member, term expires June 30, 2021</i>	Andrea Stokes <i>Coordinator, Finance Department</i>
Kevin Jenkins (Vice Chair) <i>At-Large Member, term expires June 30, 2022</i>	
Benjamin Scott <i>Community College Supporter – term expires June 30, 2022</i>	

MINUTES

1. **Call to Order & Introductions** – Meeting called to order at 5:10pm by Chair Dawson with quorum present including: Marcus Crawley, Andrea Dawson, Kevin Jenkins and Benjamin Scott. Yusef Herbert joined the meeting later.
2. **Review and Approve the Agenda for July 1, 2020.** Chair Dawson facilitated the approval. Roll call of attendees approved the Agenda as is.
3. **Review & Approve Minutes from April 8, 202** – Chair Dawson asked for comments/corrections.
 - Marcus Crawley had a correction of Item #9a – Audit Sub-Committee report. The Sub-Committee was for an “Annual Report,” as required by the Education Code. The report shown was the Annual Report, not Audit Report as recorded in the Minutes and he requested that the Minutes be corrected for the item.
 - Chair Dawson Seconded the motion. Members agreed.
 - Crawley had comments on Item Numbers 4 and 6, regarding clarification. E.D. Bailey Annual 2018-19 Financial and Performance Audit Reports – only for Measure A. Audits don’t refer to Measure G. The Minutes should clarify that this report is for Measure A and not Measure G, and that there has not been an annual audit for Measure G, as required by law.
 - Chair Dawson advised that the minutes are correct, because there is no audit report for measure G. The first bond sales was not until after the end of the fiscal year 2019 so there wouldn't be an audit report, which was covered at the last meeting.
 - Mark Johnson advised that he was going to make a statement on Item 5 of the Agenda, but since it actually addresses this concern that Mr. Crowley raised, he brought it forward: The first sale of Measure G Bonds took place in April 2020, with the finances to be first reported in the 2019 2020 fiscal year audit and due to the committee by March, the end of March 2021, because no Measure G bond activity to report on during the 2018 2019 fiscal year detailed in that bond audit report shared in March 2020 that the auditor reported on during the meeting on April 8 2020.

- Crawley stated that the Minutes should still be revised to indicate that the Audit that was reviewed was Measure A audit, not Measure G.
 - Chair Dawson agreed, stating that the clarification can be made when it's posted to the website. Motion was seconded by Benjamin Scott and agreed to by the rest of the members.
 - Chair Dawson motioned to Approve the Minutes with the corrections. Seconded by Member Scott. All Members agreed.
- 4. Public Comment.** Chair Dawson called for Public Comment.
- Member Crawley stated he did. Chair Dawson asked if it was related to one of the Agenda Items. He said it was. It was agreed he would have time to comment when the Item was reached.
 - Chair Dawson stated that there was no Public Comment and the Committee would move on to the business of Agenda Item 5.
- 5. AECOM Activity Report. INFORMATION.** Leigh Sata advised that AECOM Project Executive and Program Manager Keith Kajiya would present a Bond Update Activity Report regarding some of the progress that's been made on the Capital Program
- VC Kajiya noted that there's continual updates to the bond website and additional content being made there.
 - VC Kajiya discussed: Program Management Organization – now fully operational and in place; the Program Management Information System – which allows collaborating and sharing information across the organization; Business Outreach – proactive in reaching out to local businesses, collaborating with a number of local agencies, including the Port/City of Oakland, Alameda County BART, etc.; and an update on project status – all projects are currently in design.
- 6. Bond Spending Plan – Measure G. ACTION.** VC Kajiya also presented this report.
- He covered projects and how they align to the bond language and included a high-level summary of the actual bond spending plans, both by campus and by the district overall.
 - Mark Johnson advised Committee Chair Dawson that this Item is set up as an Action Item requiring the committee to accept the bond spending plan. Chair Dawson advised it would be more appropriate for the Committee to acknowledge that the report has been presented to us on this date, as it has no authority to recommend or change any of the report content. She moved that the Committee acknowledge the presentation; members agreed, via roll call.
 - Chair Dawson also moved that the meeting be extended to 7 p.m. as it became apparent it would go longer than 6:30 p.m. Member Scott Seconded. All members agreed via roll call and Motion carried.
- 7. Design Update – Bond Projects. INFORMATION –** VC Sata informed the Committee that PCCD has been working on critical repairs safety and compliance projects (*while* working through our design process on the design and implementation of the maintenance plan) and presented a report on the long-term facilities plan.
- 8. Committee Annual Report – discussion and next steps. ACTION –** Chair Dawson advised the Committee about the draft of the annual report.
- Member Crawley raised objections to the draft Annual report, noting that the committee asked for volunteers to form a subcommittee for the purpose of meeting to draft the subcommittee annual report, however the subcommittee never had a meeting, therefore the draft was a “unilateral” report.
 - Chair Dawson advised that the Committee needed to now decide how to move forward to write a report that the majority of members can agree on, specifically, agree on how to write the report, what the report is going to say in and how to tell the story of the auditor's report and whether the District was in compliance in 2018-19.
 - Another Motion to extend the meeting for an additional 15 minutes was made. Motion was voted on and carried.
 - The Committee decided to form a 3-person sub-committee to write the Annual Report. The sub-committee will include Member Crawley, Chair Dawson and Member Jenkins, who was nominated to be Sub-Committee Chair.
 - A vote was taken via roll call and agreed and suggested that the meeting take place within the next month.

9. **2020 meeting dates – 2nd Wednesday of the month at 5pm. INFORMATION** – October 14, 2020
(Final meeting of 2020). Set 2021 calendar
10. **New Business Items** – Because of lack of time Chair Dawson suggested New Business be put forward to the October 14, meeting, as well as do it “offline”. She noted that the next meeting will be to reveal and approve what will be the annual report and put it before the board.
11. **Adjournment** – Meeting adjourned at 7:15 p.m. by Chair Dawson.