



Bond Measures Oversight Committee

MINUTES

Wednesday, March 13, 2024
5:30 pm – 7:30 pm

A recording of the meeting is available on the Peralta YouTube channel [here](#).

Committee Members	Attendance
Marcus Crawley (Chair) , <i>Taxpayers’ Organization term expires June 30, 2025</i>	Present – in person
Jeff Cambra (Vice Chair) , <i>At-Large Member term expires June 30, 2024</i>	Present – in person
Yusef Herbert , <i>Business Organization term expires June 30, 2024</i>	Absent
Andrea Dawson , <i>Senior Citizens’ Organization term expires June 30, 2024</i>	Present – in person
Benjamin Scott , <i>Community College Supporter term expires June 30, 2024</i>	Present – in person
Jill Broadhurst , <i>At-Large Member term expires June 30, 2025</i>	Present – in person
Cole Sexton , <i>Student Member term expires June 30, 2026*</i>	Present – in person

*Student Member may serve up to one year after their enrollment ends

Guests Present:

- Dr. Tammeil Gilkerson (in person) – PCCD Chancellor
- Atheria Smith (in person) – PCCD Interim Vice Chancellor of General Services
- Dr. Nathaniel Jones III (in person) – PCCD Interim Vice Chancellor of Finance & Administration
- Ben Leavitt (online) – CWDL, the independent auditor of the PCCD Bond Program
- Shanova Berry (online) – PCCD Executive Assistant, Department of General Services
- Sharon Serrano (online) – AECOM Bond Program Manager
- John Palmer (in person) – Orrick, Herrington & Sutcliffe LLP
- Jack Herbert (online) – community member
- Mark Johnson (in person) – PCCD Executive Director of Marketing, Communication & Public Relations

A video recording of this meeting is available on YouTube here: https://youtu.be/20TNgYAW7qg?si=hof-VEes_1PNa_hV

MINUTES

1. **The meeting was called to order at 5:37pm by Chair Crawley with six members attending, and a quorum in-person**
2. **Approve meeting agenda (Action Item). (Chair Crawley)**
 - a Marcus Crawley moved to accept the agenda with one change, which was to switch items 6 and 7 so that the Procedures discussion comes before the Bylaws discussion
 - b Jill Broadhurst seconded the motion
 - c Motion approved unanimously

3. **Public comment (non-agenda items).**
 - a There was no public comment
4. **Approve Minutes from January 10, 2024, meeting (Action Item). (Chair Crawley)**
 - a Andrea Dawson moved to approve the minutes with one edit, which was to add the link to the YouTube recording of the meeting right above Minutes and notes section.
 - b Jill Broadhurst seconded the motion
 - c The motion was approved unanimously
5. **FY2022-23 Bond Audit Reports (Action Item). (Ben Leavitt, CWDL)**
 - a Mr. Leavitt and his firm CWDL were the independent auditors who evaluated the PCCD bond program.
 - b He walked the members through the [FY2022-23 Measures A & G Financial Report](#) and the [FY2022-23 Measures A & G Performance Audit](#).
 - c Mr. Leavitt noted that CDWL provided an “unqualified opinion” which is the highest degree of confidence an auditor can declare.
 - d Mr. Leavitt also noted that the FY2021-22 report had one minor finding, and with controls added by PCCD Management, that finding had been successfully addressed and removed with the FY2022-23 report.
 - e Motion to accept the FY2022 Bond Audit Reports as provided moved by Jeff Cambra
 - f Seconded by Andrea Dawson
 - g Motion was approved unanimously
6. **Procedures for Scheduling Meetings (Discussion Item). (Chair Crawley).**
 - a Chair Crawley expressed frustration with Microsoft Outlook calendar invitations for the BMOC meetings.
 - b Following discussion, it was agreed that the district representative coordinating the meeting on behalf of the committee chair would both provide calendar invitations and emails soliciting RSVPs in the week prior to a meeting (well before the 72 hours public notice period before the meeting, as required by the Brown Act).
7. **Changes to the Bylaws (Discussion Item). (Chair Crawley).**
 - a The discussion about bylaws shifted to a discussion of the Letter of Concern sent by Chancellor Gilkerson to Chair Crawley on March 11, 2024.
 - b Members expressed varying degrees of frustration with Brown Act Compliance and the Remediation process
 - c Cole Sexton had to leave at the scheduled end time of 7:30pm.
 - d The five remaining committee members unanimously agreed to continue the meeting after 7:30pm.
 - e Mr. Palmer noted that remediation of the Brown Act violation is straight forward – the Chair needs to write a letter acknowledging the violation and committing that violation will not

happen in the future. Mr. Palmer will provide Chair Crawley with a template he can use to bring the remediation letter before the BMOC at the next meeting

8. New Business (Information item)

- a Items to consider for the next meeting included the Brown Act Remediation Letter
- b And selection of the sub-committee responsible for writing the BMOC Annual Report for FY2022-23

9. Adjournment

- a Motion to Adjourn by Marcus Crawley
- b Second by Jill Broadhurst
- c Approved unanimously
- d The meeting was adjourned by Chair Crawley at 7:51pm