



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

**MINUTES**

Wednesday, April 8, 2020

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/Oj1ok7xFG5g>

**Bond Measures Oversight Committee Members Attending:**

- Andrea Dawson, Chair (Senior Citizen's Organization)
- Kevin Jenkins, Vice Chair (At-Large)
- Marcus Crawley (Taxpayer Organization)
- Patricia Ellis (At-Large)
- Yusef Herbert (Business Organization)

**Bond Measures Oversight Committee Members Not Attending:**

- Ariana Brown (Student)

**Guests Attending:**

- Dr. Leigh Sata – PCCD Vice Chancellor, General Services
- Dr. Carla Walter – PCCD Vice Chancellor, Finance & Administration
- Mark Johnson – PCCD Executive Director, Marketing, Communication & Public Relations
- Keith Kajiya – AECOM Vice President
- Terri Montgomery, CPA – Partner, Eide Bailly LLP

**MINUTES**

**1. Call to Order and Introductions (Chair Dawson)**

- a. Meeting was called to order at 5:10pm
- b. Members and guests introduced themselves.

**2. Public Comment (3 min per comment)**

- a. Chair Dawson proposed moving this item after review and approval of previous meeting minutes.
- b. Mr. Crawley disagreed and requested public comment.
- c. Mr. Crawley commented:
  - i. First that BMOC meeting agendas should follow same format as the Board of Trustees, which includes the opportunity to review and approve the Agenda.
  - ii. Second, Item 3 on this agenda says "Approve Minutes" but the document from January 8, 2020 provided for review says "Agenda."
  - iii. Third, Item 4 is review bond audit report but is not in evidence so is Brown Act violation.
  - iv. Forth, agenda item #9 is "New Business" which is a violation of Brown Act. Meeting should be rescheduled to be in compliance with Brown Act.
- d. Chair Dawson acknowledged that there are word corrections that could be made to make a better agenda but all comments are not correct.

**3. Review and Approve Minutes from January 8, 2020**

Moved by Chair Dawson to approve minutes with change from "Agenda" to "Minutes." Seconded by Kevin Jenkins. Yes: Andrea Dawson, Yusef Herbert, Kevin Jenkins, Patricia Ellis; No: Marcus Crawley. Motion Carries.

**4. Review of the Annual 2018-2019 Bond Audit Report**

- a. Mark Johnson confirmed that all committee members were emailed the 2018-2019 Bond Audit Report in advance of the meeting.
- b. Dr. Carla Walter introduced Auditor Terri Montgomery who presented slides summarizing the Audit Report including both the Financial Audit Report and the Performance Audit Report. The [slides presented are available here](#). The Audit Report emailed to committee members including both Financial Audit and Performance Audit is [available here](#).
- c. Discussion followed with some concern about past financial controls expressed by Mr. Crawley and optimism expressed by Chair Dawson that the new staff at the district will tighten up controls going forward.

**5. AECOM Program Management Overview and March Report**

- a. Vice Chancellor Leigh Sata introduced Mr. Keith Kajiya from AECOM, which has been hired by PCCD as Bond Program Manager.
- b. [Slides presented by Mr. Kajiya are available here](#).
- c. Mr. Crawley requested legal advice on use of tax funds for PLA.
- d. Mr. Jenkins asked about AECOM contract with PCCD. Mr. Kajiya clarified it is a 5 year contract with possible one year extensions. VC Sata clarified that PCCD legal advised that 5 year contract was appropriate, but there are opportunities to terminate the agreement at points.
- e. Ms. Ellis asked about impact of COVID-19 on construction. VC Sata noted that many projects are in-design and since architects are working from home there's no impact. There are project that are in build phase many that can be deemed essential but are leaving to vendors to make those decisions for their employees.

Motion by Chair Dawson to extend meeting to 7pm. Seconded by Mr. Crawley. Motion Passes with unanimous approval.

**6. Bond Measures A & G Financial Report and presentation on planned Bond Projects**

- a. Vice Chancellor Sata presented spending planning via the [spreadsheet available here](#).
- b. Mr. Jenkins asked about District renovations. VC Sata explained there are improvements about HVAC, upgrade of mechanical and electrical systems. Even though the buildings are nearing end of life, priorities are improving spaces directly impacting students.
- c. Mr. Crawley asked if Parcel Tax was being used for renovations. VC Sata clarified that General Obligation Bonds (GO Bonds) are being used. Language allows bond funds for infrastructure and system replacement.
- d. Both Mr. Crawley and Chair Dawson recommended that documents presented during oversight committee meetings should be provided to members at least 72 hours in advance.
- e. Based on the presentation, Chair Dawson noted that program is looking good with new PCCD team in place, with program well managed and funds well spent.

**7. Bond Website preview**

- a. Mr. Kajiya provided a preview of the new Bond website, Build Peralta. <https://build.peralta.edu/>
- b. Biographies and photos of Bond Measures Oversight Committee members are requested for posting.
- c. Previous Citizens Oversight Committee Annual Reports are missing. Reports should be posted on the website.

**8. Upcoming 2020 meeting dates (all on 2nd Wednesday of the month at 5pm)**

- a. June 10
- b. October 14

**9. New Business Items**

- a. Chair Dawson proposed creation of Audit Report Subcommittee to draft the report. Committee cannot have a quorum (needs 3 or fewer members). Mr. Crawley volunteered. Chair Dawson

volunteered. Ms. Ellis volunteered. Presentation to the public by way of the Board of Trustees meeting presentation.

- b. Mr. Crawley requested district report or statement on why there has been no previous Citizens Oversight Committee reports.
- c. Chair Dawson, Mr. Jenkins, and Mr. Herbert have terms that are expiring on June 30, 2020. All three members agreed they would like to continue on the committee.
- d. Next meeting should include update on progress of current projects and list of new projects that have been initiated between April 8 and June 10.
- e. Mr. Crawley proposed discussion of the new website for June 10.
- f. For other June 10 agenda requests, email to Andrea Dawson and cc: Mark Johnson.

#### **10. Adjournment**

- a. Chair Dawson called for all to be kind to each other during this pandemic.
- b. Meeting adjourned at 7:12pm