



## Measure X Citizens' Bond Oversight Committee

### Meeting Minutes

January 16, 2024 – 6:00pm-7:30pm

Gavilan College – Library, Room 170

#### 1. OPENING ITEMS

##### A. Call to Order

The meeting was called to order at 6:01pm by Committee Chair, Ms. Robinson.

##### B. Roll Call

###### CBOC Members Present

Elvira Robinson, Committee Chair	Support Organization
Thomas Andrade, Committee Vice-Chair	Community-at-Large
Pamela Brown	Community-at-Large
Michael Dziuba	Taxpayers Association
Gordon Machado	Business Community
Jim Rogers	Senior Citizens' Organization

###### CBOC Members Absent

John Flaherty	Community-at-Large (absent for roll call, but did arrive for meeting)
Louie Viray	Student Organization

###### Additional Attendees

Dr. Pedro Avila	President/Superintendent
Serafin Fernandez	Director of Capital Projects
Marilyn Morikang	Vice President of Academic Affairs
Mike Loganbill	Program Manager, Volz Company
Katie Brewer	Program Manager, Volz Company
Damon Felice	Construction Manager, Felice Consulting Services
Ola Gbadamosi	Construction Manager, Brailsford & Dunlavey

##### C. Approval of Agenda

Yea: 6, Nay: 0, Absent: 2

Final Resolution: Motion Carries

##### D. Approval of October 17, 2023, Meeting Minutes

Yea: 6, Nay: 0, Absent: 2

Final Resolution: Motion Carries

##### E. Comments from the Public

There were no comments from the public.

## **F. Communications Received via the Measure X Website**

Only requests received through the Measure X website were to be put on the mailing list and RSVP to various workgroups. There were no public comments received via the Measure X website since the last meeting.

## **2. INFORMATION**

### **A. President's Update**

Dr. Avila provided the committee with the following updates:

- Hiring a new Director of the Educational Foundation
  1. This will give us the opportunity to increase our endowment
  2. Communications for the position are posted on/with:
    - a. LinkedIn
    - b. CCC Registry
    - c. Networking with current foundation directors
    - d. Jaclyn Muro from Gilroy foundation
    - e. Word of mouth
  3. Focus is on someone with donor relationships
- Continuously looking for donors for our Educational Foundation
  1. End of 2023 we had \$5 million in donations, increased endowment by \$107,000
  2. Santa Clara Health Department: \$100,000 donation (spread out over 5 years, \$20,000 scholarships per year)
- Submitted in November a proposal for a \$1.2M grant to Santa Clara County – grant is focused on opening new childcare centers
  1. Partnering with YMCA who will be running and paying for the operating costs
  2. The grant will allow Gavilan to retrofit the current CDC building back into a childcare center
  3. Proposal selections will be early Spring
- Dr. Avila has a new executive assistant, Michelle Jones, who has been with Gavilan College for many years. Previous worked as the programming assistant for the counseling department.

### **B. 2022-2023 Bond Performance and Finance Audit Report**

Marilyn Morikang (VP of Administrative Services) reviewed the 2022-2023 bond performance and finance audit. It was audited by our independent auditors Eide Bailly. The bond program did have a clean audit. The responsibility of the auditors was to express their opinion on whether the financial statements were prepared fairly and were represented fairly in all material respects in accordance to the accounting principles generally accepted in the US. They are also responsible for communicating significant matters related to the audit to the Board of Trustees.

Scope of work for the bond audit:

- Provide all expenditures for the bond program
- Sample selection of expenditures using different criteria's
  - Look at expenditures that are significantly high as well as expenditures for all our projects
  - They ask for invoice numbers, purchase orders, contracts, etc. to make sure we are doing what we are telling our Board we are doing and we are following the best processes and procedures
  - Samples included \$4.3 million of expenditures (70% for fiscal year)

This is the second year the District has had a clean audit on all financials including Measure X. It is rare to have this happen back-to-back. Our District was in bad shape a few years ago and the auditors have commended our Business Service team for being able to clean this up and close out the audits in December.

It is recommended that auditors be switched every five years. We have one more year with our current auditor, Edie Bailly. After that we will release an RFP to solicit proposals for a new auditor.

**C. CBOC Board Member Updates**

Mike Loganbill (Program Manager, Volz Company) provided an update to our board member terms. The entire committee thanked John Flaherty for his service to the Measure X CBOC. He has served three terms. We need to fill the position of our student representative. Mike Dziuba agreed to a second term to represent the taxpayers association. We do not need to fill John's seat since we have the required number of members and two members representing the Community-at-Large position, but it was agreed that we will publicize for another Community-at-Large position opening through word of mouth, Measure X website and newsletters.

**D. Quarterly Bond Expenditures**

Mike Loganbill (Program Manager, Volz Company) reviewed the fiscal year 2023-2024, Q1 Whole Program Report, Project Summary Report and the Sub-Project Detail Report with the committee. These reports are from inception of the bond through September 30, 2023.

Expenditures during the first quarter of 2023/24 were \$1,533,371 bringing the overall expenditures to \$44,545,200.

Highlights for the first quarter include:

- SBCC, LSRC and Site Improvement projects has the most spending during Q1
- Continuation of design work for LSRC and other site improvement projects during the first quarter. SBCC broke ground in July and will see an increase in expenditures in Q2

**E. Bond List Revision #6**

Mike Loganbill (Program Manager), explained that Bond List Revision (BLR) #6 was presented to and approved by the Board of Trustees at the December 12, 2023 meeting. This BLR had three main components:

- Creation of a new project (Roofing Upgrade Project - #3208)
- Allocation of interest to Program Contingency
- Overhead allocation of program management services

**F. Measure X Updates**

Mike Loganbill (Program Manager), Construction Managers (Damon Felice and Ola Gbadamosi) provided updates on all Measure X projects. The full PowerPoint is available [here](#) or attached to item 2F – Measure X Updates on the BoardDocs agenda.

**3. ACTION ITEMS**

**A. 2022-2023 Measure X Annual Report**

The working group for the 2022-2023 Citizens’ Bond Oversight Committee Measure X Annual Report has worked with staff to prepare the 2022-2023 annual report for approval. Committee members that were part of this group were Gordon Machado, Jim Rogers and Mike Dziuba. It is recommended that the CBOC approve the Annual Report as presented and it will be submitted the Board of Trustees. The Annual Report will also include the audited Bond Performance Finance Audit Reports.

Yea: 7, Nay: 0, Absent: 1

Final Resolution: Motion Carries

**B. 2024 CBOC Meeting Dates**

Two dates that were identified at the October 2023 meeting for future 2024 CBOC meetings need to be changed to another date. Proposed are new dates for July and October 2024.

Tuesday, July 23, 2024 at 6:00 PM (North/South Student Lounge) – *original date was July 16, 2024*

Tuesday, October 29, 2024 at 6:00 PM (North/South Student Lounge) – *original date was October 22, 2024*

Yea: 7, Nay: 0, Absent: 1

Final Resolution: Motion Carries

**4. CLOSING ITEMS**

**A. Adjournment**

Aye: 6, Nay: 0, Absent: 1, Abstained: 1

Final Resolution: Motion Carries

Meeting was adjourned at 7:26pm.