



Chabot-Las Positas Community College District Citizens' Bond Oversight Committee

Meeting Minutes No.

Location: District Office
7600 Dublin Blvd, Third Floor
Dublin, CA 94568
Conference Room #1

Recorded by: Donna Alaoen

Date: October 23, 2019

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Committee Members:

	Term	Term Expires	Present
Mr. Will Macedo, Senior Citizen Organization (Chair)	Two-(2) yrs.	03/2021	<input checked="" type="checkbox"/>
Mr. Jacques Gautreaux, Business Community	Two-(2) yrs.	03/2021	<input checked="" type="checkbox"/>
Mr. Patrick Lofft, Taxpayers' Association	Two-(2) yrs.	06/2021	<input checked="" type="checkbox"/>
Mr. Lynn Seppala, College Foundation	Two-(2) yrs.	12/2021	<input checked="" type="checkbox"/>
Ms. Sarah Hosterman, Community At Large	One-(2) yrs.	12/2022	<input type="checkbox"/>

District/College Representatives:

- Mr. Owen Letcher, Vice Chancellor of Facilities & Bond Program
- Ms. Donna Alaoen, Executive Assistant, Facilities & Bond Program
- Ms. Ann Kroll, Project Planner/Manger, Chabot College
- Ms. Roanna Bennie, Interim President, Las Positas College
- Mr. Bruce Griffin, Chief Technology Officer, Chabot-Las Positas Community College District

Public:

None

1.0 CALL TO ORDER

Chair Will Macedo called the meeting to order at 6:00 p.m.

2.0 ROLL CALL

A quorum was met with four (4) committee members responding to roll call.

3.0 PUBLIC COMMENTS

There were no public comments presented at this meeting.

4.0 APPROVAL OF MEETING MINUTES

The meeting minutes for July 24, 2019 were presented to the committee for approval. The meeting minutes were approved and moved by (Mr. Patrick Lofft), seconded (Mr. Lynn Seppala). All in favor.

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5.0 15th ANNUAL REPORT SCHEDULE – Donna Alaoen

Ms. Donna Alaoen shared with the committee the proposed 15th Annual Report schedule. She informs the committee that the same format will be used to draft the annual report, however, the content will focus ongoing and upcoming Measure A projects and include updates on Measure B projects. The final draft report will be sent to the CBOC Chair and Committee for review on December 12th, 2019. The committee will need to respond with receipt and comments no later than December 19th, 2019. On December 19, 2019, the final report will be sent to the printers. The District will receive 300 copies of the annual report by January 9, 2020. Vice Chancellor Letcher proposed that the 15th Annual Report be presented by the Chair at the February 20, 2020 Board of Trustees meeting. Distribution of the report through Bay Area News Group will be as follows with the newly changed date to present at the Board of Trustees meeting: subscribers (02/22/20) and non-subscribers (02/23/20).

6.0 2020 CITIZENS' BOND OVERSIGHT COMMITTEE MEETING CALENDAR DRAFT – Donna Alaoen

Ms. Donna Alaoen presented the 2020 meeting calendar for the Citizens' Bond Oversight Committee to review and approve the dates. The CBOC meetings will take place as follows: Wednesdays at 6pm on January 22nd (District Office), April 22nd (Chabot College), July 22nd (Las Positas College), and October 28th (District Office).

ACTION: The committee approved the meeting calendar for 2020 with the amended dates above.

7.0 MEASURE B/A PROGRESS REPORT – Owen Letcher

Vice Chancellor Owen Letcher informs the committee that new committee member, Sarah Hosterman, has been selected to fill the vacancy of the Community At Large for this committee. Her appointment will be taken to the November 12th, 2019 Board of Trustees meeting for approval of her appointment and she will officially join us at the January 22nd, 2020 committee meeting.

For Measure B, the team continues working on the spend down plan. Currently, there is less than \$1 million in projects encumbered. The project that remains open at the moment is the Biology Building, Phase I at Chabot College while all other projects have been closed out and completed with notices of completions. Mr. Will Macedo asks if Measure B will be closed out this year. Vice Chancellor Letcher is reports to the committee members that the goal is to complete the Biology Building, Phase I by the end of the fiscal year in an effort to be able to close Measure B at that time. For Measure A, projects are currently being formed and move projects forward on our schedule. At the moment, we have encumbered \$58 million worth of projects and will continue to advance projects.

Vice Chancellor Letcher briefly updates the committee member on the status of the joint venture project with the City of Hayward for the Hayward Fire Training

Center. The city believes the project cost estimate is at \$73 million, which the District contribution limit is \$20 million. The District has established a Ground Lease/Joint Use Agreement to be able to use this facility.

ACTION: None

8.0 MEASURE A/B – CHABOT COLLEGE REPORT – Michael Garr

Mr. Michael Garr provided the committee with an update on all projects at Chabot College which include: Biology Building 2100 Phase I, Fire Alarm System Voice Evacuation Upgrade, New Library and Learning Connection Building 100, District-Wide Campus Security Exterior Lighting, Athletic Field Improvement, MPOE Renovation and Relocation, and Pool Renovation Project.

ACTION: None

9.0 MEASURE A/B – LAS POSITAS COLLEGE REPORT – Ann Kroll

Ms. Ann Kroll provided the committee with an update on all projects at Las Positas College which include: New Academic Support and Office Building 2100, Public Safety Complex/Advanced Manufacturing and Transportation Facilities (PSC/AMT), AG Science: Horticulture, AG Science: Viticulture, Temporary Office Complex – Faculty Office Relocation Village, Soccer Field Replacement, and B2400 AV Wall Upgrade Room 2420.

Mr. Will Macedo asks what the process of the budget approval for each project is. Ms. Kroll explains that a budget amount has been approved in advance by the Board for each project and is shared with the end users and architects as they move forward with the project. The end users are then asked to provide a list of items that will need to efficiently run their program. The project team will take their suggestions and compile a project cost estimate based on what their needs are. They will use this cost estimate and compare it with the approved budget to determine what items will be included in the project moving forward.

ACTION: None

10.0 INFORMATION TECHNOLOGY SERVICES REPORT – Wendy Pinos

Mr. Bruce Griffin provided the committee with an update on all IT projects which include: implementation of latest industry standard 802.11 ac data wireless equipment; distributed antennae system (DAS) for improved cellular coverage inside buildings; Chabot College network upgrades; Chabot College firepower deployment; Chabot College MPOE replacement; and Facilities Management Office project support.

ACTION: None

11.0 COMMITTEE MEMBER COMMENTS

Mr. Will Macedo suggested shortening the minutes to action items and discussion questions rather than a summary of the reports.

12.0 NEXT CITIZENS' BOND OVERSIGHT COMMITTEE MEETING

The next Citizens' Bond Oversight Committee Meeting will be on Wednesday, January 22, 2020 at 6 pm at the District Office.

13.0 ADJOURNMENT

Mr. Will Macedo called for a motion to adjourn the meeting at 7:11 p.m.