



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

Minutes

Wednesday, May 12, 2021

5:30 pm – 7:00 pm

Due to the Alameda County shelter-in-place order 21-01 effective January 25, 2021, this meeting will be conducted remotely via Zoom video conference. A recording of the meeting

is available here: <https://youtu.be/yCwgKYGmqkc>

Bond Measures Oversight Committee Meeting Members

<u>Committee Members</u>	<u>Guests</u>
Ariana Brown <i>Student, term expires June 30, 2021</i>	Atheria Smith <i>PCCD Interim Vice Chancellor, Dept of General Services</i>
Andrea Dawson (Chair) <i>Senior Citizen's Organization, term expires June 30, 2022</i>	Adil Ahmed <i>PCCD Interim Vice Chancellor, Finance & Administration</i>
Marcus Crawley <i>Taxpayer Organization, term expires June 30, 2021</i>	Mark Johnson <i>PCCD Executive Director, Marketing, Communication & Public Relations</i>
Yusef Herbert <i>Business Organization, term expires June 30, 2022</i>	Keith Kajiya <i>AECOM Vice President / PCCD Bond Program Manager</i>
Patricia Ellis <i>At-Large Member, term expires June 30, 2021</i>	
Benjamin Scott <i>Community College Supporter – term expires June 30, 2022</i>	
Vacant Seat <i>At-Large Member</i>	

Called to order at 5:44

Committee Members present:

1. Andrea Dawson
2. Marcus Crawley
3. Patricia Ellis
4. Benjamin Scott

Committee Members absent:

1. Yusef Herbert
2. Ariana Brown

Peralta CCD Staff and Vendors present:

1. Dr. Jannett Jackson, PCCD Interim Chancellor
2. Atheria Smith, PCCD Interim Vice Chancellor of General Services
3. Adil Ahmed, PCCD Interim Vice Chancellor of Finance and Administration
4. Mark Johnson, PCCD Executive Director, Marketing, Communication & Public Relations (note taker)
5. Keith Kajiya, AECOM VP and PCCD bond program manager
6. David Olson, Backstrom McCarley Berry & Co., Peralta bond financial advisor
7. Garth Kwiecien, PCCD Merritt College VP of Administrative Services
8. Christine Will, PCCD Laney College faculty

AGENDA

1. **Call to Order & Introductions. 5 minutes (Chair Dawson)**

- Chair Dawson called the meeting to order at 5:44pm.
- Comments by Dr. Jannett Jackson, Interim Chancellor of PCCD: Gratitude to the members of the oversight committee for your community service

2. Approve Agenda for May 12, 2021 Meeting. 5 minutes (Chair Dawson)

- Moved by Andrea Dawson
- Second by Benjamin Scott
- Approved unanimously

3. Approve Minutes from January 20, 2021 meeting. 5 minutes (Chair Dawson)

- Moved by Andrea Dawson
- Seconded by Patricia Ellis
- Approved unanimously

4. Public Comment per Agenda Item. 15 minutes maximum (Chair Dawson)

- There were no public comments

5. Review of the annual 2019-2020 bond audit report. INFORMATION. 10 minutes (Adil Ahmed)

- VC Ahmed gave brief statement that the bond audit was clean, with no concerns raised by the auditor.
- Chair Dawson expressed that she expected an audit report by someone from the audit consultancy.
- Chancellor Jackson: Agreed, we will arrange a presentation by the audit firm at the next meeting. It's important to have the auditor explain both the finding and the process.

6. Bond Program Update. INFORMATION. 20 minutes (Keith Kajiya)

- Presentation by Keith Kajiya (AECOM, Peralta bond program manager) and David Olsen (Backstrom McCarley Berry & Co., Peralta bond financial advisor)
- Discussion followed with compliments to Mr. Kajiya and Mr. Olson for the informative presentation.

- Andrea Dawson moved to extend the meeting to 7:15pm
- Seconded by Benjamin Scott
- Approved unanimously

7. Preparing 2019/2020 CBOC Report. 15 minutes (Chair Dawson)

- Need to hold until after the audit report from the Auditor
- Then tackle writing the report in June

8. Committee Membership update (Atheria Smith & Mark Johnson)

- The second at-large seat (formerly held by Kevin Jenkins) is open
- Some current member terms are scheduled to expire June 30, 2021
- PCCD will promote for opening(s) via advertising on social media and community word of mouth

9. Polling of Member interest in reappointment (Chair Dawson)

- Marcus Crawley (current term expires June 30, 2021) would like to continue to serve
- Paricial Ellis (current term expires June 30, 2021) would like to continue to serve

10. New Business Items. 5 minutes (All)

- Consider planning more calendar dates in the future
- Keep the dates that are planned

11. Adjournment – 7:15pm

Proposed Upcoming Meetings Dates:

1. **June 9, 2021 – Preliminary agenda items include spending plan and audit report**
2. **October 13, 2021**