

CBOC Agenda Item

Meeting Date: 3/12/13

Title of Item:

December 11, 2012 CBOC Meeting Minutes

Background and Analysis:

Attached are the minutes from the December 11, 2012 CBOC meeting.

Recommendation: Information only

Submitted by:	Charles Allen
Additional contact names:	Kevin McElroy
Is backup provided?	Yes



**Foothill-De Anza
Community College District**
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**MEASURE C
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
DRAFT MINUTES**

December 11, 2012

Members Present: Dudley Andersen – Chair, Member at large
David Bergman – Vice Chair, At-large Representative
Anita Manwani Bhagat – Representative, Foothill-De Anza auxiliary organization
William Dietz – Representative, Senior citizens' organization
Robert Lancefield - Representative, Taxpayer Association
Susan Silver – At-large Representative

The following staff and others were present:

Staff:

Charles Allen	Tom Armstrong
Hector Quinonez	Art Heinrich
Letha Jeanpierre	Kevin McElroy
Fred Sherman	Bernata Slater
Coleen Lee Wheat	Tonette Torres
Joe Moreau	Donna Jones-Dulin
Linda Thor	

Gilbane/MAAS &
Others:

Mike Chegini	Ann Kennedy
Todd Leicht	Terri Montgomery

Call To Order

Chair Dudley Andersen called the meeting to order at 5 p.m.

Committee Organizational Matters

1. Approval of the Agenda

M/S/C: Bergman/Dietz

Action: Approved the agenda for meeting

2. Approval of Minutes

M/S/C: Dietz/Andersen

Action: Approved the minutes from the September 18, 2012 meeting

3. Input from Public on Items not on Agenda

Ken Horowitz, faculty member at Foothill College was present and discussed the bleacher improvement project at De Anza's stadium. He discussed issues with seating and renovating the bathrooms, and did not think they were safe or the exit path was adequately lit. Chair Andersen thanked him for his input and asked that he remain at the meeting to hear his concerns addressed by Charles Allen.

4. Correspondence Received by Members

None

5. Approval of 2013 Calendar

M/S/C: Dietz/Andersen

Action: Approved

Measure C Reports

6. Measure C Performance / Financial

Kevin McElroy introduced Terri Montgomery from Vavrinek, Trine, Day & Co. Terri explained that during this second year with Foothill-De Anza, the audit process came out clean and went very smoothly.

She stated that this report was as of June 30, 2012, and a lot of activity took place over the summer.

The financial audit was discussed first, noting that the auditor's opinion on page 1 states that this audit "presents fairly" and VTD agrees that the numbers are materially accurate.

The performance audit found that the district "spent fund for approved purposes" by the voters.

The sampling process consisted of selecting 45 transactions totaling \$51 million and these were all found to be within the scope of Measure C. Anita Manwani asked what metrics are used beyond money to measure the projects. Charles Allen explained that scope, schedule and budget are all used to measure progress and performance of the projects.

7. Measure C Overhead Update

Charles Allen explained that the overhead rate is consistent and has been consistent for several years now. Dudley Andersen asked for comparison to other Bond programs and how Foothill-De Anza's compares, and if it's in "normal range." Ann Kennedy noted that it's always different, but yes, it's comparable to others that she has worked with. Charles Allen noted the amount of money in the overhead contingency, and that this contingency funding had not been used over the last 4-5 years. Charles Allen also noted that it is prudent to retain this level of contingency at this time to ensure adequate funds are available for important overhead functions during the latter years of the program.

8. Review of Draft Annual Report

The subcommittee decided to create a web-based report that would be compatible with the new website. Mike Chegini explained that the number of visitors can be counted, along with other information like how long they logged in, what they looked at, etc. The committee had high praise both for the report and the website.

M/S/C: Bergman/Dietz

Action: Approved Annual Report

9. Website Analytics Report

Mike Chegini reported on the metrics of the site, where the traffic comes from and top visitor locations.

10. Projects Financial Update

Ann Kennedy presented a quarterly summary report. Bill Dietz questioned one of the items with a double yellow descriptor. Charles Allen explained the concern was both in schedule and cost, and that these issues were brought to us by our engineering consultants. The core of the issues have to

do with code changes that define the needed upgrades. This added work will likely impact the original scope, schedule and budget for the project.

11. Bond List Revisions

The list is from September 30th 2012 to the current date. There were two revisions, the first on October 1, 2012 which was a savings from project #142. The second was on November 5, 2012 to project #109 which was also a savings. Both changes were from projects at De Anza College.

12. Construction Photo Highlights

Charles Allen presented a photo report of sites on the Foothill Campus, including the scene shop, PSEC building, parking and circulation.

The discussion of the De Anza Stadium and track from earlier in the meeting was addressed, specifically the facilities question by Ken Horowitz. Donna Jones-Dulin and Coleen Lee Wheat explained that the coaches gave input about the process, and the bleachers met standards and no problems have been reported.

The meeting was adjourned at 7:05 p.m.

The next meeting is scheduled for Tuesday, March 12, 2013 at 5 p.m. in Board Room of the District Office.