



**FOOTHILL-DE ANZA
Community College District**

**12345 El Monte Road
Los Altos Hills, CA 94022
(650) 949-6202**

**MEASURE C
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
MINUTES**

December 10, 2019

Members Present:

Ellen Saliba – Committee Chair, At-large representative
Bruce Tolley – Committee Vice Chair, Business organization representative
Joan Barram – At-large representative
Marge Bruno – Senior citizens' organization representative
Kelly Davis – Auxiliary organization representative
Vacant – Student representative

The following staff and others were present:

Staff:
Tom Armstrong
Susan Cheu
Christina Espinosa-Pieb
Pam Grey
Carla Maitland
Judy Miner
Joe Moreau
Raquel Puentes-Griffith
Tonette Torres
Bret Watson

Ann Kennedy Group, CliftonLarsonAllen, LLP (CLA):

Mike Chegini
Renee Graves

Public Session

Call To Order

Committee Chair Ellen Saliba called the meeting to order at 3:02 p.m.

Committee Organizational Matters

1. Approval of the Agenda

Action: Motion to move agenda item **No. 14 Financial/Performance Audits** to the top of the agenda to allow for Renee Graves, CliftonLarsonAllen (CLA) Managing Partner to review the **Financial/Performance Audits** and enough time to catch her outbound flight back to Glendora, California.

Motion by Bruce Tolley, second by Joan Barram

Final Resolution: Motion carries

Aye: Joan Barram, Marge Bruno, Kelly Davis, Ellen Saliba, Bruce Tolley

14. Measure C Performance / Financial Audits

CliftonLarsonAllen (CLA) Managing Partner Renee Graves reviewed the Performance and Financial Audits with the CBOC committee.

Renee Graves stated the Measure C Fund Balance is a restricted fund balance based upon the bond language. She noted that Page 11 of the Financial Audit is required to report on internal controls and compliance and further stated that Page 13 showcases both the current year and prior year and that there were no findings.

CLA (the district's external auditing firm) sampled 84 transactions totaling \$9,923,848. This represents 88% of the total non-salary expenditures of \$11,303,937.

Bruce Tolley had a question regarding page 10 concerning whether or not we are involved in any active litigation. Vice Chancellor, Susan Cheu stated we are currently not involved in any active litigation.

A committee member asked if there were any uncorrected misstatements. – Executive Director, Fiscal Services Raquel Puentes-Griffith replied yes, and explained it was a timing and communication issue for equipment. She explained that these invoices will be accounted for in Year Ending June 30, 2020.

Vice Chancellor Cheu gave accolades to CLA Managing Team as well as the Fiscal Services staff for their hard work in preparing for the Financial Audit.

2. Approval of Minutes of December 11, 2018

Action: Approved the minutes from December 11, 2018 as presented.

Motion by Marge Bruno, second by Ellen Saliba

Final Resolution: Motion carries
Aye: Joan Barram, Marge Bruno, Ellen Saliba, Bruce Tolley
Abstain: Kelly Davis

3. Notes for March 12, 2019 (no quorum)

The March 12, 2019, Citizens' Bond Oversight Committee had no quorum and therefore notes were recorded, however, no action was taken. The committee accepted the March 12, 2019, notes as presented.

4. Notes for September 17, 2019 (no quorum)

The September 17, 2019, Citizens' Bond Oversight Committee had no quorum and therefore notes were recorded, however, no action was taken. The committee requested that the notes of September 17, 2019, reflect the discussions that occurred that day and be brought back to the committee at their next scheduled meeting of March 10th, 2020, for the committee's review and acceptance.

5. Correspondence Received by Members

No correspondence.

6. Citizens' Bond Oversight Committee Membership Update

Committee Vice Chair, Bruce Tolley recommended that we update the Citizens' Bond Oversight Bylaws.

7. Nomination of Annual Report Working Group

Action: Two members of the committee (Ellen Saliba and Bruce Tolley) have volunteered and have been working to develop the 2018-2019 Citizens' Bond Oversight Committee (CBOC) Annual Report.

Motion by Ellen Saliba, second by Bruce Tolley

Final Resolution: Motion carries

Aye: Joan Barram, Marge Bruno, Kelly Davis, Ellen Saliba, Bruce Tolley

8. Proposal for Biannual or Triannual meetings for Calendar Year 2020

Action: Joan Barram motioned to meet tri-annually during Calendar Year 2020

Motion by Joan Barram, second by Marge Bruno

Final Resolution: Motion carries

Aye: Joan Barram, Marge Bruno, Kelly Davis, Ellen Saliba, Bruce Tolley

9. Approval of the 2020 CBOC Meeting Calendar

Action: Kelly Davis motioned to remove the June 2020 meeting from the Calendar.

Motion by Kelly Davis, second by Joan Barram

Final Resolution: Motion carries

Aye: Joan Barram, Marge Bruno, Kelly Davis, Ellen Saliba, Bruce Tolley

Measure C Reports

10. Projects Financial Update

Vice Chancellor Cheu noted the Projects Financial Update report reflects a budget transfer to Project 614 “New Multi Media, then Refresh” and that page 7 of the report, showcases a similar budget transfer as well.

The committee members asked what the anticipated move-in date of the New District Office Building was scheduled to be now. Vice Chancellor Cheu replied the District Office Building is on schedule for a move-in date of January 13th, 2020.

11. Measure C Program Indirect Cost Analysis for Fiscal Year 2017-2018

Executive Director, Fiscal Services Raquel Puentes-Griffith reviewed the Measure C Program Indirect Cost Analysis for Fiscal Year 2017-2018. She explained that the negative (\$210,614) was from the 2016-2017 reconciliation of the 2016-17 Indirect Expenditure Credit Carry Over.

12. Measure C Program Indirect Cost Analysis for Fiscal Year 2018-2019

Executive Director, Fiscal Services Raquel Puentes-Griffith showed the relationship between the 2018-2019 Indirect Cost Analysis for Fiscal Year 2018-2019 and the Year End Audit for June 30, 2019.

Bruce Tolley stated excellent, after she explained how the Indirect Cost Analysis related to the year end June 30, 2019 Audit Report.

13. Bond List Revisions

The CBOC reviewed four Measure C Bond List Revisions during the reporting period ending June 30, 2019 and two Measure C Bond List Revisions during the reporting period ending June 30, 2020.

15. Review of Draft Measure C Annual Report

Mike Chegini with the Ann Kennedy Group reviewed the 2018-2019 Draft Measure C Annual Report with the committee. The committee requested the Business Services office to send the Measure C Bond expenditures as of June 30, 2019.

Action: Joan Barram motioned to approve with changes and additional back-up. The committee requested the Business Services office to send the Measure C Bond expenditures as of June 30, 2019.

Motion by Joan Barram, second by Marge Bruno

Final Resolution: Motion carries

Aye: Joan Barram, Marge Bruno, Kelly Davis, Ellen Saliba, Bruce Tolley

Meeting adjourned at 4:25 p.m.

Next Meeting Date: Tuesday, March 10, 2020, exact meeting location – To Be Announced (TBA) at 3 p.m.