



**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 was conducted remotely via Zoom video conference. A recording of the meeting is

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

**Bond Measures Oversight Committee Meeting Members**

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