

MINUTES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE

PROP A 2005 / PROP A 2020

March 6, 2025

3:00 PM – 5:00 PM

City College of San Francisco

Ocean Campus- Harry Britt Building (Multi-Use Building) Room 238

1. Call to Order – Chair Fadeke Richardson called the meeting to order at 2:01 pm
2. Roll Call: all members present:
 - A. Chair Linda Fadeke Richardson
 - B. Member Christine Hanson
 - C. Member Chineseaman Lai
 - D. Member Tina Martin
 - E. Member Thomas Havey
3. Approval of the Agenda
 - A. Discussion – none.
 - B. A motion to approve the agenda was made by Member Vice Chair Havey, seconded by Member Martin.
 - C. Voice vote:
 - i. Nay Votes 0
 - ii. Abstentions 0
 - iii. Aye votes 5
 - iv. Motion passed.
4. Updates from the Chair – Chair Fadeke Richardson
 - A. Chair Fadeke Richardson stated that the committee has already reviewed the audit and report. This meeting is to review the questions and items requested from the February meeting.
 - B. Communications Received via email - There were no email communications.
5. Public Comment on Items not on the Agenda
 - A. There were no public comments.
6. Updates from previous meetings – Mr. Jeff Scogin, AKG
 - A. Banner Object Code – Prop A 2005 Bond Expenditures
 - i. Mr. Scogin stated that at a prior meeting, a list of Proposition A 2005 codes was requested by Member Hanson.
 - ii. A list of these codes was provided as page two of the meeting packet, with information dating back to 2019. Member Hanson indicated she was satisfied with the presentation.
 - iii. Mr. Scogin said that community colleges follow the state's Budget and Accounting Manual (BAM). Some of the codes are collapsed for clarity, e.g. the 1000 series which has 20-30 individual codes. The Banner names are what is in the district system; project teams will sometimes massage them a little for them to make sense in context.

B. Member Liability

- i. Mr. Scogin advised that we planning to talk with counsel and are looking into the Board of Trustees' liability and how CBOC membership ties into that and the related insurance coverage.

C. Close out of 2005 Bonds (CBOC Bylaws section 11)

- i. Mr. Scogin – section 11 of the CBOC bylaws states termination: *“The committee shall automatically terminate and disband concurrently with committee submission of the final annual report which reflects the final accounting of the expenditures of all monies authorized on the proposition.”* This committee covers multiple propositions. This committee's responsibilities associated with Proposition A 2005 would be to issue the final annual report, and then that would be this committee's “closeout” of responsibilities associated with the Proposition A 2005 bond.
- ii. AVC Vasquez noted that by approving the Annual Report today for the last of the 2005 Section 11 of the CBOC bylaws, moving forward, we'd only be looking at 2020 bonds. We may amend our bylaws in future meetings so we can strike 2001 and 2005 from our bylaws and just have it for 2020. That is something that we can follow up on in a future meeting.
- iii. Member Hanson asked if there should be some narrative or statement that much of the spending for the 2005 bond was done during the State takeover and not sanctioned by the Board of Trustees. Chair Fadeke Richardson responded that the obligation of the committee is to report on any deficiencies, regardless of whatever economic and political or operational factors took place during the course of the 2005 bond. The takeover by the state does not have bearing since the CBOC is not part of that process.
- iv. Member Hanson made a motion to add a paragraph to indicate that this is the final mention of the 2005 Bond. Mr. Scogin suggested that item could be put forth later in the meeting when we reach item 8A of the agenda.

7. Financial and Performance Audit Report for Fiscal Year 2023-2024 – AVC Alberto Vasquez

A. Testing Working Documents information

- i. AVC Vasquez shared documents provided by CWDL.
- ii. These documents were not included in the packet but will be included in the posted minutes from this meeting.
- iii. The Auditor CWDL is not at the meeting, as their role was solely to provide this information at the last meeting.
- iv. Member Hanson said she didn't see information regarding change-orders or bid process. AVC Vasquez responded that the information she is looking for was not included in the meeting packet. The referenced information was subsequently displayed on screen for the committee. A hard copy of the information will be provided to the committee members.

8. Annual Report Fiscal Year 2023-2024

A. Review and Approval Fiscal Year 2023-2024 Annual Report

- i. Mr. Chegini reviewed the changes that were requested at the previous meeting:
 - 1. Page 1 – update of the date the annual report is approved (to today's date)
 - 2. Page 5 – Conclusions Statement, which was directly extracted from the audit report
 - 3. Page 5 – date updated to show actual date of presentation of the audit report.
 - 4. Page 5 – update of the page number the Conclusion Statement was taken from
 - 5. Page 8 – format adjustment – extraneous border lines were removed
- ii. Member Hanson made a motion to insert a statement at the bottom of page 10 that reads “This report encompasses final Proposition A 2005 Bond Fund expenditures.” Mr. Chegini suggested page 3 at the top would be a good location for the statement, to which the committee agreed. The motion was seconded by Member Martin.
- iii. Voice vote on Member Hanson's change
 - 1. Aye - all in favor
 - 2. Abstain – 0
 - 3. Nay - 0
 - 4. Motion passed
- iv. Member Hanson said she has repeatedly asked for clarification of projects on the 2005 projects list. For example, Gough St. spending, using the bond fund for the Facilities Master Plan which in her opinion are not part of the project list. On page 8 there is spending of one thousand dollars on Campus Police upgrades that she knows was not initiated from the Facilities Master Plan but went

forward from Robert Arguella during the State takeover. For Member Hanson, that single item is another item on which she would like to have clarification. Member Hanson said that she doesn't mind abstaining so the report can go forward but wants her statement on record. The police upgrades is one of a list of about 8 projects "rammed in," in her opinion.

- v. Vice-Chair Havey expressed concern regarding page 6, in the "Letter From Chair" section, that the language of "District's general obligation bonds" could imply all bonds and not just those under the purview of this committee. AVC Vasquez noted that later in the same paragraph the specific bonds are called out. It was agreed to move the phrase "established under Proposition 39" to the end of the first sentence of the paragraph.
- vi. Vice-Chair Havey expressed concern regarding the list of meetings on page 8, noting the last one for last year was April 15, which indicates a large chronological gap which readers might question.
 - 1. Chair Richardson said that she didn't see a problem, as that was the actuality of the meeting schedule.
 - 2. Mr. Scogin noted that the bylaws dictate four meetings (with Mr. Chegini noting that the code requirement is only one meeting).
 - 3. After discussion, the committee agreed to address this by adding the language "A meeting in July was scheduled. Due to an emergency the meeting was cancelled. We have since added an additional CBOC member to ensure continuity in future meetings."
- vii. Vice-Chair Havey noted that on page 9, in the conclusion, some language that he thought could be improved for clarity. Mr. Chegini pointed out that this was a verbatim extraction from the Annual Report, which Vice-Chair Havey agreed was a satisfactory explanation.
- viii. Outline of changes:
 - 1. Member Hanson's changes that were already voted on and approved.
 - 2. Vice-Chair Havey's change to page 6, paragraph 1, relocation of phrase "established under Proposition 39" to the end of the first sentence.
 - 3. Page 8 of the report, the addition of an asterisk and the "fourth meeting language" agreed upon.
- ix. Motion to approve the Annual Report, with specified changes, made by Member Martin, seconded by Member Hanson.
 - 1. Aye – Chair Fadeke Richardson, Vice Chair Havey, Member Martin, Lai
 - 2. Abstain - 0
 - 3. No – Member Hanson
 - 4. Motion carries

B. Approve Committee's Opinion Statement – Mr. Mike Chegini, AKG

- i. Committee's Opinion Statement- "Based on its review, the committee has concluded that the District was in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution."
- ii. There was some discussion regarding the State Constitution as it pertains to this requirement. Mr. Chegini noted that the code requiring the committee to issue an opinion statement is what is stated here. There are different types of bonds issued under different propositions. Outside of that, the committee's requirement is to issue this opinion statement that is taken directly from Article 13, a of the California Constitution. This is the standard language that has been used in previous years.
- iii. Chair Fadeke Richardson suggested that the committee move forward by passing the existing statement, which has been used previously, for this report. They can revisit this with Bond Counsel for next time.
- iv. A motion to approve the statement was made by Member Martin, seconded by Member Hanson.
 - 1. Roll call vote
 - a. Aye – Fadeke Richardson, Havey, Martin, Lai (4)
 - b. Abstain – 0
 - c. Nay – Hanson
 - d. Motion passed

9. Project and Financial Update - Prop A 2020

A. Fiscal Year 2024-2025 Quarter 2 - Financial Reports

– Associate Vice Chancellor Alberto Vasquez & Jeff Scogin, AKG

- i. Mr. Scogin presented the Project Summary Report (as in packet)
- ii. There was a total of \$ 28.9 million in activity. 93% of the expenditures were for the STEAM Building and the Student Success Center projects.
- iii. For the Swing Space project, there are some additional costs that are putting the project in the negative. We are investigating those expenditures to determine what specific project the Swing Space component was limited to, and either a budget augmentation will be completed, or the costs will be allocated to the specific associated projects.
- iv. Program Administration Costs – there was a negative spending of \$1,400. In Q1 there was this same amount hitting Proposition A 2005 Bond; this was a correction from that to bring the balance back to zero.
- v. Program Administration costs for the quarter were \$1.3 million. Mr. Scogin and AVC Vasquez checked on those costs; most were payroll for the full fiscal year that was delayed in. This is for District staff in administration of the bond program.
- vi. Chair Fadeke Richardson asked that for the next meeting we identify the remaining projects for the Bond List (non-active items). Member Hanson would like the committee to review the project list at the next meeting. Mr. Scogin said we can bring the current Proposition A Project List and board approved budgets and scopes.
- vii. Vice-Chair Havey asked if there is a rule of thumb what percentage of a project should be program administrative costs. Chair Fadeke Richardson asked how that would be determined. Vice Chair Havey will research this item himself.

10. Review of Member Term Chart

- A. AVC Vasquez review of term sheets
- B. Member Lai has been added for another term.

11. Future meeting dates and locations

- A. Time: 2:00 PM – 4:00 PM
- B. Dates agreed upon
 - i. June 18th, 2025
 - ii. August 20th, 2025 – Meeting to include a tour of the Student Success Center
 - iii. November 20th, 2025

12. Next Meeting's Agenda Topics

- A. A site-walk at Student Success Building (August meeting)
- B. Updated bond list summary for June meeting.
- C. The Committee will invite Bond Counsel to present and answer questions.
- D. Member Hanson would like a discussion of the "Challenge of Changes" list that was put together.
- E. Mr. Scogin suggested to Chair Fadeke Richardson that the committee coordinate with AVC Vasquez for the presentation of the Annual Report to the Board of Trustees.

13. Adjournment at 3:39 PM