

MARIN COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
OCTOBER 30, 2017

LOCATION:
INDIAN VALLEY CAMPUS
ESCOM CENTER, ROOM 140
1800 IGNACIO BLVD.
NOVATO, CA 94949

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT

Ross Millerick	CBOC Chair and Representative, Support Organization
Jeff Gunderson	Representative, At Large
Paul Premo	Representative, Taxpayers Association
Eric D. Sitzenstatter, Jr.	Representative, Senior Citizen Organization
Janelle LaChaux	Representative, Student Organization

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT

Nancy McCarthy	Representative, Business Organization
Margaret DeSomma	Representative, At Large

MARIN COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Katy Bauer	Executive Assistant
------------	---------------------

GUESTS

Ann Kennedy	A Kennedy Group, Financial Manager
Mike Chegini	A Kennedy Group, Communications Manager
Tim McBrian	Gilbane Building Company, Program Manager
Casey Michaelis	Gilbane Building Company, Principal In Charge
Mike Hooper	

I. CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Committee Chair, Ross Millerick, at approximately 4:33 PM. In addition to Committee Chair, Ross Millerick, Committee Members, Jeff Gunderson, Paul Premo, Eric Sitzenstatter and Janelle LaChaux were present, establishing a quorum. Committee Members, Margaret DeSomma, and Nancy McCarthy were absent.

II. INTRODUCTION OF NEW MEMBER

The Committee welcomed Janelle LaChaux, representing a Student Organization (UMOJA and Disabled Students). All attendees introduced themselves.

III. APPROVAL OF AGENDA

Committee Chair, Ross Millerick, made a motion to approve the agenda with no changes. Committee Member, Jeff Gunderson, seconded the motion. The motion was unanimously carried by the Committee Members present.

IV. APPROVAL OF MEETING MINUTES FROM AUGUST 22, 2017 MEETING

Committee Member, Jeff Gunderson, made a motion to approve the August 22, 2017 minutes with no changes. Committee Member, Paul Premo, seconded the motion. The motion was carried by the Committee Members present (4 approvals, 1 abstention and 2 absent).

V. PUBLIC COMMENT

No communications were received from the public.

VI. COMMUNICATIONS RECEIVED BY COMMITTEE MEMBERS

No communications were received by Committee Members. Committee Chair, Ross Millerick, asked whether the questions submitted go directly to the committee members. The committee members are listed on the website, but the public doesn't have the ability to email them directly. Questions are submitted to Greg Nelson's office and would then be forwarded to committee members. The committee was satisfied with this approach.

VII. ANNUAL REPORT PREPARATIONS

Communications Manager, Mike Chegini gave an overview of annual report development process, samples of annual reports, and compliance requirements. The annual report is based on the District's fiscal year which ended June 30, 2017. The report can be a brochure, or web report depending on the committee's preference. There must be a letter from committee chair stating there are no findings or inconsistencies or non compliance issues as of June 30, 2017 (to best of knowledge). District auditors will prepare financial and performance reports which will be presented to the Board of Trustees and sent to the Committee. The Committee Chair will present the annual report to the Board of Trustees at either the February 20, 2018 or March 13, 2018 Board meeting. Katy will send the Measure B Financial and Performance Audits to the committee once available. Annual report must contain committee meeting dates, ballot language and overview of budget expenditures. Site construction tours would be treated the same way as public meetings (e.g., Brown Act requirements). Committee Chair, Ross Millerick asked if the CBOC meetings were publicized the same way as the Board meetings and the answer is yes, the agenda is emailed by the Board Docs Administrator to the community, and agendas are posted at both campuses. The committee prefers web format for annual report – with print version available online, as well as brochure (color) PDF version available in libraries at both campuses. Katy Bauer would be listed as the contact if someone needs a hard copy brochure mailed. The volunteers for the working group are Janelle LaChaux, Ross Millerick, Paul Premo (all will coordinate via email). Paul Premo, Margaret DeSomma, and Ross Millerick's terms will expire December 6, 2017 – committee members Ross Millerick and Paul Premo agreed to extend the term for 1 year using the original application. Katy to submit on the Board agenda and email Margaret DeSomma to ask if she will respond via email whether her term can be extended for 1 year. It was determined to add the BLR (Bond List Revision) as a standing item on the agenda.

VIII. PROGRAM/PROJECT UPDATE REPORT

Gilbane Program Manager, Tim McBrian, gave an overview of active projects including ADA Barrier Removal, Athletic Synthetic Turf Fields in construction, Admin Cluster contract awarded for generator, Jonas Center Design/Build (partnership with Rotary Club of Novato), Pomo Cluster exterior envelope improvements, Building 11 Renovation, looking to rebid (bids came in very high), Performing Arts Stage Floor replacement, new M&O Building, and Demolition at IVC (projects that are actively funded). Committee requested to add couple of slides of future projects including campus maps to presentations and brief update on projects in the next 2-3 years/timeline.

IX. FINANCIAL AND COMPLIANCE ITEMS

Financial Manager, Ann Kennedy provided an overview of the items. A, B and D are standing items. C was requested at last meeting. Note that the handouts are drafts pending audit. Whole Program Report (1 page Roll-up) is highest level view. Project Summary Report (3 pages) provides quarterly financials, note project status guidelines on page 3. Negative spend will need to be explained to committee (generally will be expenses transferred from one project to another). Committee Chair, Ross Millerick, motioned to review and accept draft reports as presented. Committee Member, Paul Premo, approved the motion and Committee Member, Jeff Gunderson, seconded the motion. The

five members present approved, 2 were absent. Bond List Revision (BLR) hasn't been approved since the last meeting but there will be one under consideration at the November 14, 2017 Board meeting so it will be reported on at the next meeting. District positions org chart was presented per request from Committee Member, Nancy McCarthy, at the last meeting. Note that not all positions are filled. Committee Member, Paul Premo, asked what the Bond Buyer does. Bond Buyer is responsible for compliance to procurement law (equipment, consultants, construction, etc.) on all bidding processes and works closely with Tim and Casey's team. Positions are posted on College and other websites and are available to anyone including students to apply for. There was a question last quarter sent to bond counsel about an emergency response mobile facility. It was a valid bond purchase under the notion of a facility, such as a kiosk. Purchase was approved by bond counsel as long as the trailer is not used off-campus.

X. CONFIRMATION OF NEXT MEETING DATE/TIME

XI. TOPICS FOR NEXT MEETING

Committee members raised the issue of price escalators of construction costs due to the North Bay fires.

XII. ADJOURNMENT

The meeting was adjourned at approximately 6:17 PM.