

MARIN COMMUNITY COLLEGE DISTRICT
MEASURE B 2016 and MEASURE C 2004

MEETING MINUTES
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
JUNE 12, 2018

LOCATION:
KENTFIELD CAMPUS
ACADEMIC CENTER, ROOM 229, 835 COLLEGE AVENUE
KENTFIELD, CA 94904

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT

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

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT

Nancy McCarthy	Representative, Business Organization
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MARIN COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Isidro Farias	Director of Capital Projects
Katy Bauer	Executive Assistant

CONSULTANTS

Ann Kennedy (via phone)	A Kennedy Group, Financial Manager
Mike Chegini	A Kennedy Group, Communications Manager
Casey Michaelis	Gilbane Building Company, Principal In Charge
Ellen Clements	Gilbane Building Company, Program Manager
Arthur Ngo (via phone)	Crowe LLP
Nicholas Heuer	Stradling Yocca Carlson & Rauth

I. CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was initiated without a quorum by Chair, Ross Millerick, at approximately 4:30 PM. Committee Chair, Ross Millerick, and Committee Member, Paul Premo were present. Committee Member, Margaret De Somma arrived at approximately 4:32 PM. Committee Member, Eric Sitzenstatter arrived at approximately 4:45 PM, establishing a quorum. Committee Member, Jeff Gunderson arrived at approximately 4:46 PM and Committee Member, Janelle LaChaux arrived at approximately 5:07 PM. Committee Member, Nancy McCarthy was absent. Information items were discussed. The meeting was formally called to order at 5:28 PM.

II. APPROVAL OF AGENDA

Committee Member, Jeff Gunderson, made a motion to approve the agenda with no changes. Committee Member, Margaret DeSomma, seconded the motion. The motion was unanimously carried by the Committee Members present (6 approvals, 1 absent).

III. APPROVAL OF MEETING MINUTES FROM MARCH 27, 2018 MEETING

Committee Member, Margaret De Somma, made a motion to approve the March 27, 2018 meeting minutes with no changes. Committee Member, Eric Sitzenstatter, seconded the motion. The motion was carried by the Committee Members present (4 approvals, 2 abstentions, 1 absent).

IV. PUBLIC COMMENT

No communications were received from the public.

V. COMMUNICATIONS RECEIVED BY COMMITTEE MEMBERS

Committee Member, Janelle LaChaux received a request from a disabled student to install additional drinking fountains at the Kentfield athletic fields.

VI. COMMUNICATIONS FROM STAFF

At the March 27, 2018 meeting Committee Members requested an update on enrollment. Vice President, Greg Nelson, was not present to provide the update on the preliminary numbers and will provide at the September 25, 2018 meeting when the numbers will be final. A weblink to the Board of Trustees item was provided to the CBOC members.

VII. AMENDED AND RESTATED BYLAWS

Nicholas Heuer of Stradling Yocca Carlson & Rauth (Bond Counsel) provided an overview of the restated bylaws and the state laws that govern the issuance of general obligation bonds for school districts. Annual audits and the establishment of an oversight committee are required per state law. The oversight committee is not an advisory committee so it is not subject to the Fair Political Practices Committee. The committee is not an independent legal entity but is subject to the Brown Act. As such, members must request topics for the agenda through the committee chair or Vice President Greg Nelson, rather than discussing amongst themselves. Committee Chair, Ross Millerick asked if non-bond salaries that are split are audited. Arthur Ngo, District Auditor replied that payroll reports that are split are included in their testing and they seek support for salaries that are split. Committee Member, Margaret DeSomma stated that it would be helpful to see the deferred maintenance proposals for current projects. It was clarified that the committee has responsibility of oversight of expenditures and whether they were appropriate for bond funding, but not choosing bond projects. The committee's purview is review of expenditures, informing the public and presenting the annual report to the Board of Trustees.

VIII. ELECTION OF CHAIR AND VICE-CHAIR

The committee re-elected Ross Millerick as Chair and elected Margaret DeSomma as Vice-Chair. Committee Member, Jeff Gunderson, made a motion to approve the elections. Committee Member, Paul Premo seconded the motion. The motion was unanimously carried by the Committee Members present (6 approvals, 1 absent).

IX. MEASURE C 2004

- a. Arthur Ngo of Crowe LLP (District Auditor) provided an overview of the Financial and Performance Audits for FY 2016-2017. There were no findings for fiscal year ending 6/30/2017. Committee Member, Margaret DeSomma asked for clarification on legal fees paid to Dannis Woliver Kelly.
- b. The Committee reviewed the FY 2016-2017 Annual Report Draft and requested that project status (active or completed) be added. It was also requested that the balance remaining and anticipated spend date be added. Committee Member, Margaret DeSomma motioned to approve the draft report with the changes, Committee Member, Janelle LaChaux seconded the motion. The motion was unanimously carried by the Committee Members present (6 approvals, 1 absent).

X. PROGRAM/PROJECT UPDATE REPORT

- a. Director of Capital Projects, Isidro Farias gave an overview of Measure B 2016 projects for both campuses.
- b. Value Engineering is the process whereby District staff and consultants show the pros and cons of options when a project is over budget or will be over budget. The options are provided to the Board of Trustees and they make decisions accordingly.
- c. Architect selection process was outlined on page 45 of the meeting materials.

XI. FINANCIAL AND COMPLIANCE ITEMS

- a. Financial Manager, Ann Kennedy provided an overview of the Measure B 2016 Whole Program Report, and the Project Summary Report for period ending March 31, 2018. It was noted that the Kentfield Athletic Fields has a Caution hazard sign in the cost status column. The team has since resolved the issue so cost status should go back to normal at the next meeting. Committee Member, Paul Premo motioned to accept the report. Committee Member, Eric Sitzenstatter seconded the motion. The motion was unanimously carried by the Committee Members present (6 approvals, 1 absent).
- b. An overview of the Measure C 2004 Financial Report for period ending March 31, 2018 was provided. Committee Member, Eric Sitzenstatter asked whether funds were moved from the Learning Resource Center (LRC) to Measure B 2016. Financial Manager, Ann Kennedy will confirm. Committee Member, Janelle LaChaux asked if the Bolinas Marine Lab was on the Measure C 2004 project list, and will it become a project for Measure B 2016. Executive Assistant, Katy Bauer and Vice President, Greg Nelson to confirm and address at the September 25, 2018 meeting. Committee Member, Paul Premo motioned to accept the report. Committee Member, Janelle LaChaux seconded the motion. The motion was unanimously carried by the Committee Members present (6 approvals, 1 absent).
- c. No questions were sent to Bond Counsel in the last quarter.

XII. CONFIRMATION OF NEXT MEETING DATE/TIME

The next meeting is September 25, 2018 from 4:30-6:00 PM at the Indian Valley Campus, ESCOM Center, Building 10, Room 140. Committee Member, Paul Premo will be unable to attend the meeting.

XIII. TOPICS FOR NEXT MEETING

Committee Members, Janelle LaChaux and Eric Sitzenstatter (seismic inquiry) would like an update on the Bolinas Marine Lab at the next meeting.

XIV. ADJOURNMENT

The meeting was adjourned at approximately 6:14 PM.