

MARIN COMMUNITY COLLEGE DISTRICT
MEASURE B 2016 and MEASURE C 2004

MEETING MINUTES
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
SEPTEMBER 25, 2018

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
Eric D. Sitzenstatter, Jr.	Representative, Senior Citizens' Organization
Margaret DeSomma	Representative, At-Large
Nancy McCarthy	Representative, Business Organization
Jeff Gunderson	Representative, At-Large

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT

Paul Premo	Representative, Taxpayers Association
Janelle LaChaux	Representative, Student Organization

MARIN COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Greg Nelson	Assistant Superintendent/VP of Admin. Svcs.
Isidro Farias	Director of Capital Projects
Katy Bauer	Executive Assistant

CONSULTANTS

Ann Kennedy	A Kennedy Group, Financial Manager
Mike Chegini	A Kennedy Group, Communications Manager

GUESTS

Gloria Kopshever	Emeritus and Friends of IVC
Sandi Bowman	Friends of IVC
Jeff Cady	Faculty

I. CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Chair, Ross Millerick, at approximately 4:30 PM. Committee Chair, Ross Millerick, and Committee Members Eric Sitzenstatter, Jeff Gunderson and Margaret DeSomma were present, establishing a quorum. Committee Member, Nancy McCarthy, arrived at approximately 5:06 PM. Committee Members Paul Premo and Janelle LaChaux were absent.

II. APPROVAL OF AGENDA

Committee Member, Eric Sitzenstatter, 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 (4 approvals, 3 absent).

III. APPROVAL OF MEETING MINUTES FROM JUNE 12, 2018 MEETING

Committee Member, Jeff Gunderson, made a motion to approve the June 12, 2018 meeting minutes with no changes. Committee Member, Margaret DeSomma, seconded the motion. The motion was carried by the Committee Members present (4 approvals, 3 absent).

IV. PUBLIC COMMENT

No comments were received from the public.

V. COMMUNICATIONS RECEIVED BY COMMITTEE MEMBERS

No communications were received by Committee Members.

VI. COMMUNICATIONS FROM STAFF

No communications were received by staff.

VII. PREPARATIONS FOR ANNUAL REPORT

Communications Manager, Mike Chegini described the Annual Report process as required by the Bylaws. It requires a working group usually comprised of the Committee Chair, and another volunteer from the Committee. The draft report which includes the project list of expenditures as of June 30, 2018 and the Statement of Compliance, is emailed to Committee members for review, and the Committee Chair presents the Annual Report to the Board of Trustees in January or February of 2019. Committee Chair, Ross Millerick and Committee Member, Margaret DeSomma volunteered to serve on the working group.

VIII. 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 the period ending June 30, 2018. Committee Member, Margaret DeSomma asked how the unallocated interest is spent. Financial Manager, Ann Kennedy explained how the Facilities Master Plan set the priorities and then the Project List was approved by the Board at the beginning of the program. Then as unforeseen conditions arise (inflation, increase/decrease in scope, etc.) the Board of Trustees must review and approve all changes to the Project List (Bond List Revisions). If contingency funds were not available, the Director of Capital Projects may recommend, and the Board may approve using unallocated interest towards project overruns. Committee Member, Eric Sitzenstatter asked how the District is dealing with the increase in local construction costs. Assistant Superintendent/VP, Greg Nelson stated that cost escalators were already built into the budgets, and explained the options the District must consider for project overruns, including reconditioning versus rebuilding existing facilities. Competition with larger projects outside the District as well as other market conditions such as tariffs were discussed. Committee Chair, Ross Millerick asked for an update on the Kentfield Athletic Fields project. Assistant Superintendent/VP, Greg Nelson and Director of Capital Projects, Isidro Farias explained that there were issues with the soil including drainage and unplanned excavations. PE Complex/Pool Renovation line item funds were moved to the Kentfield Athletic Fields project and some non-necessary items were removed. Additional savings came from simplified landscaping, and use of a geogrid to stabilize the soil on certain fields depending on condition of the soil. Committee Member, Margaret DeSomma asked about the Property Acquisition budget allocation in Bond List Revision # 4. Assistant Superintendent/VP, Greg Nelson gave an overview of the planned acquisition of 941 Sir Francis Drake Blvd. which is currently in escrow. The District plans to review and potentially acquire adjacent properties with the intention of providing

workforce housing. The 941 Sir Francis Drake Blvd. building is zoned for mixed use and was procured using bond funds because it will house the new print and copy center (main level). The top floor contains 2 apartments that will eventually be used for workforce housing. Any other workforce housing will not use bond or taxpayer funds. Committee Member, Margaret DeSomma motioned to accept the Measure B financial reports. Committee Member, Jeff Gunderson seconded the motion. The motion was unanimously carried by the Committee Members present (4 approvals, 3 absent).

- b. Assistant Superintendent/VP, Greg Nelson provided an overview of the Measure C 2004 Financial Report for the period ending June 30, 2018. Committee Member, Nancy McCarthy asked about the legal fees that have been spent on the Fine Arts and Performing Arts buildings litigation. \$1.8 million (including depositions, expert assessments, and witnesses) has been spent since 2013; the case is currently at the full (7 member) State Appellate court. After the Measure C 2004 funds are expended, further legal fees would be paid out of the unrestricted fund, not Measure B 2016. Committee Member, Jeff Gunderson motioned to accept the Measure C financial report. Committee Member, Nancy McCarthy seconded the motion. The motion was unanimously carried by the Committee Members present (5 approvals, 2 absent).
- c. No questions were sent to Bond Counsel in the last quarter.

IX. PROGRAM/PROJECT UPDATE REPORT

Director of Capital Projects, Isidro Farias gave an overview of Measure B 2016 projects for both campuses.

X. NEXT MEETING DATES

The next meeting is January 22, 2019 from 4:30-6:00 PM at the Kentfield Campus, Academic Center, Room 229. Katy Bauer will send out an early notification to establish a quorum; due to the Measure B and Measure C Annual Reports that will need to be reviewed and approved prior to presenting to the Board of Trustees. If there is not a quorum, the meeting will be rescheduled.

XI. TOPICS FOR NEXT MEETING

The Fiscal Year 2017/2018 Financial and Performance Audits and review of draft Annual Reports for Measure B 2016 and Measure C 2004 will be on the January 22, 2019 agenda. Because Measure C 2004 funds were not expended by the end of last Fiscal Year (June 30, 2018) reporting will not be completed until December 2019; expenditures will need to be audited, and then the Committee will review and be asked to approve the Measure C 2004 Financial and Performance Audits and draft Annual Report for FY 2018/2019.

XII. ADJOURNMENT

The meeting was adjourned at approximately 5:48 PM.