

MARIN COMMUNITY COLLEGE DISTRICT
MEASURE B 2016 and MEASURE C 2004

MEETING MINUTES
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
SEPTEMBER 18, 2019

LOCATION:
INDIAN VALLEY CAMPUS
BUILDING 10, ROOM 140, 1800 IGNACIO BOULEVARD
NOVATO, CA 94949

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT

Margaret DeSomma	CBOC Chair and Representative, At Large
Eric D. Sitzenstatter, Jr.	Representative, Senior Citizens' Organization
Jeff Gunderson	Representative, At Large
Paul Premo	Representative, Taxpayers Association
Janelle LaChaux	Representative, Student Organization
Jason Lau	Representative, Support Organization

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT

Mark Dawson	Representative, Business Organization
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MARIN COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

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

CONSULTANTS

Jeff Scogin	A Kennedy Group, Program Manager
Ellen Clements	Gilbane Building Company, Program Manager
Mike Chegini	A Kennedy Group, Communications Manager

GUESTS

Peter Evans	Community Member
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I. CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Chair, Margaret DeSomma, at approximately 4:33 PM. Committee Chair, Margaret DeSomma, Committee Members, Eric Sitzenstatter, Paul Premo, and Jason Lau were present, establishing a quorum. Committee Members, Jeff Gunderson and Janelle LaChaux arrived at approximately 4:36 PM and 4:41 PM, respectively. Committee Member, Mark Dawson, was absent.

II. APPROVAL OF AGENDA

Committee Member, Paul Premo, made a motion to approve the agenda with no changes. Committee Member, Eric Sitzenstatter, seconded the motion. The motion was unanimously carried by the Committee Members present (5 approvals, 2 absent).

III. APPROVAL OF THE MEETING MINUTES FOR JUNE 25, 2019

Committee Chair, Margaret DeSomma, made a motion to approve the June 25, 2019 meeting minutes with no changes. Committee Member, Eric Sitzenstatter, seconded the motion. The motion was carried by the Committee Members present (5 approvals, 2 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

Vice President, Greg Nelson requested to proceed with agenda item 7 first, and cover agenda item 6 during the Program/Project Update Report presentation (agenda item 8).

VII. PREPARATIONS FOR ANNUAL REPORT

Communications Manager, Mike Chegini, informed the Committee that it's time to prepare for the annual report, and suggested a working group be formed. Committee Chair, Margaret DeSomma and Committee Member, Jason Lau volunteered to work on the annual report. Communications Manager, Mike Chegini, will reach out to the working group by email with next steps. The report will be finalized at the next CBOC meeting, and then presented to the Board of Trustees for approval.

VIII. PROGRAM/PROJECT UPDATE REPORT

Director of Capital Projects, Isidro Farias, provided updates and photos of active Measure B Projects, including the 941 Sir Francis Drake remodel to house Reprographics on the main level and storage on the basement level. At the Science Math Nursing building, the Math Lab was converted, by the District's Small Capital Repairs team, into a STEM Center Project.

Upcoming projects at Kentfield include updating the existing Maintenance and Operation (M&O) warehouse to be a temporary student bookstore, and waterproofing of Fusselman Hall, which is an open bid. At IVC, Building 12 will be the student center and Building 9 will be used for administrative space. Building 12 is being abated and Building 9 will be abated.

Construction continues at the Miwok Center and Jonas Center at IVC. Building foundations are completed, as well as window replacements in the Admin Cluster. At Kentfield, the new M&O building is under construction, and sitework continues on the new portables for staff who have vacated the Learning Resources Center (LRC). Director of Capital Projects, Isidro Farias, noted that the selected Architect for LRC presented at yesterday's Board meeting. The District is currently in contract negotiations with the Architect.

Committee Member, Eric Sitzenstatter, asked if the Building 9 conference room is sound proofed. Vice President, Greg Nelson, replied that the District can sound abate, but not sound proof. Committee Member, Jeff Gunderson, asked for more information about the LRC project. Vice President, Greg Nelson, replied that since the last CBOC meeting, a firm has been selected to do the design work. Group 4/HMC (partnership between two firms) introduced themselves at the September 17, 2019 Board meeting. Group 4/HMC has built approximately 100 LRCs. Committee Chair, Margaret DeSomma, asked about the budget for the project. Vice President, Greg Nelson, replied it is a total \$94 million budget including soft costs. \$82-86 million for hard cost construction has been allocated. There are 38-39 mini projects involved in the LRC project before construction can begin. The plan is to move the Library out by spring next term, and demolition next summer.

Committee Member, Janelle LaChaux, asked if the seating area in the Pomo Cluster will be redone. Vice President, Greg Nelson, shared that the District has wood that will be recycled and repurposed to provide

seating. Committee Member, Paul Premo, asked if we're on schedule with projects. Vice President, Greg Nelson, and Program Manager, Ellen Clements, pointed out that we're actually accelerating and projected to finish in about 6-7 years. The District is expecting to closeout the Measure B Bond in 2027. In comparison, Measure C was completed after 15 years. Vice President, Greg Nelson, shared that the District is doing well with interest earnings, earning just shy of \$1M per quarter in interest. Committee Member, Paul Premo, asked if the District anticipates any delays for the bond project. Vice President, Greg Nelson, stated it would most likely be the Miwok Center, with a probable delay of 6-7 months because of the third party donation, and increase in scope for the dive tower.

Committee Chair, Margaret DeSomma, asked if there are any updates on the dive tower. Vice President, Greg Nelson, replied that the donation is \$8 million. A third tank/dive pool will be added, along with a 10 meter dive platform. The dive tower will be taller than the building, and enclosed in glass. The District will be adding extra restrooms and storage to augment the capacity of the facility. Vice President, Greg Nelson, projects the pool deck to be similar to the size of a football field. Right now, the contractors are working on the original building design. The new dive tower may be submitted to the DSA (Division of State Architect) in March 2020. Committee Chair, Margaret DeSomma, asked if the Committee can see plans of the building in the future. Vice President, Greg Nelson, said that DSA submittal and artist renderings can be provided. Committee Chair, Margaret DeSomma, asked if the District has asked a community group about the new look. Vice President, Greg Nelson, said no because the changes are at the request of the donor, who is not named since the contract is being finalized. Vice President, Greg Nelson, is in discussion with USA Swim and Dive to hold western regional training for the 2024 Olympics at the New Miwok Center. Committee Chair, Margaret DeSomma, would like to make sure that there's enough storage. Program Manager, Ellen Clements, clarified that there will be more storage in the Miwok center with the additional scope being added. The District is able to accept above-ground suggestions as the permanent structure footings are already in the ground. Program Manager, Ellen Clements, shared that conversations are ongoing with College user groups to determine facility logistics when used for academic programs and other events.

IX. FINANCIAL AND COMPLIANCE ITEMS

- a. Program Manager, Jeff Scogin, gave an overview of the Measure B 2016 Program Financial Reports for period ending 6/30/2019. The numbers reflect the end of the District's financial year. In the Whole Program Report, the "other" column now includes expenditures for COPs (property acquisition) and Rotary (Jonas Center). Program Manager, Jeff Scogin, gave an overview of the major projects that had funds expended this quarter. Vice President, Greg Nelson, clarified that COPs (Certificates of Participation) are revenue bonds that the District can issue (for Kentfield housing, in this case). The rental revenue, from the Kentfield housing, can be used to pay back the note on the bond. Committee Member, Jeff Gunderson, made a motion to approve the Measure B 2016 Program Financial Reports for the period ending 6/30/2019. Committee Chair, Margaret DeSomma, seconded the motion. The motion was unanimously carried by Committee Members present (6 approvals, 1 absent).
- b. Since the Committee last met, there were two Bond List Revisions (BLRs) that were submitted to the Board. Program Manager, Jeff Scogin, presented the Measure B 2016 BLR #7, dated June 18, 2019. BLR #7 recognized interest and reflects budget reallocations to accommodate expenses being transferred from pooled projects into actual projects. The reallocation is to ensure that the District is in compliance with the bond language.
- c. Program Manager, Jeff Scogin, also presented the Measure B 2016 BLR #8, dated September 17, 2019. BLR #8 was an administrative process reflecting the distribution of budget from Project #D98-35510 Program Management, District Staff to the various active projects that will receive an allocation of "overhead" expense (staff time, etc.) in the period for capitalization purposes. The Budget allocation is equal to the expense distribution.

- d. Vice President, Greg Nelson, presented the Measure C 2004 Program Financial Report for period ending 6/30/2019. The final balance was spent during the last quarter and the Measure C program will close its books in Fall 2019. The last remaining balance will be spent on legal costs related to Fine Arts. The District is filing the case on Monday, 9/23/19 with the Supreme Court. Committee Member, Jason Lau, asked if the legal expenses will impact the bond. Vice President, Greg Nelson, replied that the District has OCIP (owner controlled insurance policy). If the Supreme Court rules against the District, the OCIP will pay out of the policy. The Fine Arts building needs to be recommissioned. The District hopes to recover the cost by getting adjustment funds from the insurance policy. Committee Member, Jason Lau, asked if Measure B funds will be used to fund the cost of recommissioning Fine Arts. Vice President, Greg Nelson, mentioned that some Measure B funds have been spent on lighting and plumbing for Fine Arts. Committee Chair, Margaret DeSomma, asked, and Vice President Nelson confirmed that the Committee will need to present an annual report to the Board next year. Then, Legal will prepare a report to formally close out Measure C. Communications Manager, Mike Chegini, noted that there may be an amendment to the CBOC Bylaws to document that the Committee only has purview over Measure B, and is no longer responsible for Measure C. Committee Chair, Margaret DeSomma motioned to approve the Measure C 2004 Program Financial Report for period ending 6/30/2019. Committee Member, Jeff Gunderson, seconded the motion. The motion was unanimously carried by the Committee Members present (6 approvals, 1 absent).
- e. No questions were sent to Bond Counsel in the last quarter.

X. NEXT MEETING DATES

The next meeting is Wednesday, January 22, 2020, from 4:30-6:00 PM at the Kentfield Campus, Academic Center Room 229. Committee Chair, Margaret DeSomma, asked the Committee if there is any issue with moving IVC meetings to Kentfield. Vice President, Greg Nelson, shared that the purpose of scheduling meetings at both campuses is to give the Committee a chance to see the projects' progress. Vice President, Greg Nelson, indicated that his schedule on January 22nd may not allow him to attend due to first week of spring semester. Communications Manager, Mike Chegini, noted that the January meeting is important for the Committee to attend as it is when they will have to approve the annual report. The Committee agreed to change the meeting to Wednesday, January 29, 2020. The Executive Assistant will send an updated Outlook invitation to reflect the new meeting date.

XI. TOPICS FOR NEXT MEETING

Committee Chair, Margaret DeSomma, asked to see New Miwok Center plans. Committee Member, Jeff Gunderson, requested LRC drawings. Program Manager, Ellen Clements, replied that there likely will not be LRC drawings by the next meeting. The drawings will be provided when they become available. Dates and times of community meetings held by Group 4/HMC were also requested. Vice President, Greg Nelson, noted that 12:40-1:30 PM on Mondays and Wednesdays are reserved for "COMmunity Hour". The firm will likely come to the College at these sessions during spring semester to hold meetings with students, faculty, and community members. Programming documents will be refreshed during that timeframe.

XII. ADJOURNMENT

The meeting was adjourned at approximately 5:25 PM. Vice President, Greg Nelson, offered a tour of the renovated Pomo Cluster to the Committee for those who wished to attend.