

**Measure B 2016**  
**Citizens' Bond Oversight Committee Special Meeting Agenda**

**May 4, 2022: 4:30 – 6:00 P.M.**

Location: Zoom Meeting

[https://us02web.zoom.us/webinar/register/WN\\_Sacxj6SLSZekRX8OBvmiVg](https://us02web.zoom.us/webinar/register/WN_Sacxj6SLSZekRX8OBvmiVg)

**Notice about Public Participation at Committee Meetings:** *The Committee welcomes public input. If a member of the public would like to comment on an agenda item, please type the agenda item and your comment in the chat box. Comments on agenda items will be taken at the time the item is discussed by the Committee. To comment on items not on the agenda, please put your comment in the chat box, and it will be addressed under the agenda item titled "Public Comment on Non-Agenda Items." No response on behalf of the Committee will be given at this time and Committee action is not permitted on items presented under this agenda item.*

1. Call to Order – *Chair, Margaret De Somma*
2. Roll Call – *Admin. Assistant (2 min)*
3. Approval of Agenda – *Chair, Margaret De Somma (1 min)* ACTION (Roll Call)
4. Resolution Permitting Online Meeting (AB 361) – *Chair, Margaret De Somma (2 min)* ACTION (Roll Call)
5. Communications from Staff – *Greg Nelson, Asst. Supt./VP of Admin. Svcs. (15 min)* INFORMATION
  - a. Introduction – CBOC Administrative Assistant
  - b. Brown Act and Roberts Rules of Order Refresher
6. Public Comment on Non-Agenda Items – *Chair, Margaret De Somma (3 min per speaker, if needed)*
7. Learning Resources Center Presentation – *Greg Nelson, Asst. Supt./VP of Admin. Svcs. (45 min)* INFORMATION
8. Next Meeting Dates – *(2 min)*
9. Adjournment

Citizens' Bond Oversight Committee meetings and agendas are directed solely by the committee via the Chair/Vice-Chair. This includes setting the agenda, running the meeting, and taking any actions. District staff members attend these meetings in support of the committee's business.

**Future Meeting Dates:**

Wednesday, June 15, 2022                      4:30 – 6 P.M.                      Kentfield Campus, Academic Center, Room 229\*  
 Wednesday, September 21, 2022              4:30 – 6 P.M.                      Indian Valley Campus, Building 10, Room 140\*

*\*Pending COVID emergency protocols*

**Committee Membership:**

<b>*Required Representation (#)</b>	<b>Current Members</b>	<b>Board Approval Date</b>	<b>Term 1 End Date</b>	<b>Term 2 End Date</b>	<b>Term 3 End Date</b>
Community-At-Large (2)	Margaret Pozzo De Somma*	4/17/18	4/17/19	4/17/21	4/17/23
	Jeff Gunderson**	4/17/18	4/17/19	4/17/21	4/17/23
Support Organization (1)	Jason Lau	4/17/19	4/17/21	4/17/23	
Business Organization (1)	James Grossi	9/14/21	9/14/23		
Senior Citizens' Organization (1)	Richard Jensen	10/12/21	10/12/23		
	Bruce Schauble	10/12/21	10/12/23		
Taxpayers Association (1)	Vacant				
Student (1)***	Vacant				

*\*Requirement: Minimum 7 Member Committee*

*\*Elected as the Chair of the Committee, June 23, 2021*

*\*\*Elected as Vice Chair of the Committee, October 20, 2021*

*\*\*\*Student may serve up to six months after graduation*

*To request disability-related modifications or accommodations, please contact the coordinator listed below at least 72 hours in advance:*

*Email: [iwitte@marin.edu](mailto:iwitte@marin.edu) Phone: 628.234.8020*

*To access all agendas please visit: <http://measurebcom.org/>*

**Redeclaring a State of Emergency to Justify Meetings Via Teleconference in Line with AB 361****Background:**

State law adopted by the Legislature and signed by Governor Newsom (AB 361) allows local agencies to continue to meet by teleconference and internet platform as long as a state of emergency exists and local or state authorities have recommended social distancing measures. In a related provision, the legislative body, by a majority vote, can take action to meet via teleconference to avoid meeting in person and therefore reduce imminent risks to the health and safety of members of the public. If a legislative body continues to meet via teleconference, it must take action to renew this declaration every 30 days.

**Detail:**

The Citizens' Bond Oversight Committee will determine if conditions exist in order to meet via teleconference at the May 4, 2022 meeting, as per AB 361, by approving Resolution 2022-01.

Under the Brown Act and AB 361, the CBOC by majority vote must find that it reconsidered the circumstances of the state of emergency and that one of the following circumstances exist in order to continue to hold regular meetings online only and via Zoom: "(i) the emergency continues to directly impact the ability of members to safely meet in person," or "(ii) state or local officials continue to impose or recommend measures to propose social distancing." (Gov. Code § 54953(e)(3).)

If the legislative body cannot make these findings by majority vote, then it will no longer be exempt from the physical public access, quorum, and public comment opportunity rules applied to teleconference meetings under subsection 54953(b)(3).

**Recommendation:**

Motion to declare a state of emergency exists because of the spread of the COVID-19 virus and that state or local officials have imposed or recommended measures to promote social distancing.

**RESOLUTION 2022-01***RESOLUTION CONTINUING CITIZENS' BOND OVERSIGHT COMMITTEE AUTHORITY TO HOLD VIRTUAL MEETINGS PURSUANT TO AB 361*

**WHEREAS**, Assembly Bill No. 361 (AB 361) was signed into law by Governor Gavin Newsom on September 16, 2021, which amends the Ralph M. Brown Act to provide additional provisions that allow meetings of legislative bodies to be conducted via teleconference;

**WHEREAS**, Legislative bodies may continue to meet under Executive Order N-29-20 until September 30, 2021;

**WHEREAS**, AB 361 comes as the provisions of Executive Order No. N-29-20 (as revised by Executive Order No. N-08-21), which modifies the requirements for the conduct of meetings via teleconference during the COVID-19 pandemic, are set to expire on September 30, 2021;

**WHEREAS**, the intent of Executive Order N-29-20 and AB 361 are both to facilitate public access to meetings via teleconferencing options and Governor Newsom recently signed Executive Order N-15-21 suspending the provisions of AB 361 through September 30, 2021, except that any legislative body that meets to determine whether meeting in person would present imminent risks to the health or safety of attendees must comply with the requirements of AB 361;

**WHEREAS**, AB 361 allows a local agency legislative body to hold a meeting utilizing teleconferencing without complying with the standard teleconferencing requirements of the Brown Act if the Governor has proclaimed a State of Emergency and any of the following circumstances exist: (1) State or local officials have imposed or recommended measures to promote social distancing, (2) the meeting is being held for the purposes of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees, or (3) the legislative body has determined that as a result of the emergency, the meeting in person would present imminent risks to the health or safety of attendees;

**WHEREAS**, the Governor's March 4, 2020 Proclamation of Emergency related to the COVID-19 pandemic is still in effect;

**WHEREAS**, a meeting held via teleconference under AB 361, must meet the requirements thereof; and

**WHEREAS**, every 30 days the legislative body by majority must find it has reconsidered the circumstances of the state of emergency and either (1) the emergency continues to impact the ability to meet in person, or (2) State or local officials continue to impose or recommend social distancing.

**NOW, THEREFORE, THE CITIZENS' BOND OVERSIGHT COMMITTEE OF MARIN COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND APPROVE AS FOLLOWS:**

The Citizens' Bond Oversight Committee (CBOC) may continue to meet via teleconference, so long as the conditions of AB 361 stated above have been met. Staff is directed to return no later than thirty (30) days after the adoption of this resolution with an item for the CBOC to consider making the findings required by AB 361 in order to continue meeting under its provisions.

I HEREBY CERTIFY THAT the foregoing is a full, true, and correct copy of a resolution adopted by the Citizens' Bond Oversight Committee of Marin Community College District of Marin County, California, at its meeting on May 4, 2022.

AYES, and in favor of, Committee Members:

NOES, Committee Members:

ABSENT, Committee Members:

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Margaret De Somma  
Citizens' Bond Oversight Committee Chair



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## **Brown Act and Robert's Rules Refresher**

Citizens' Bond Oversight Committee  
Meeting  
May 4, 2022



### **Topics**

- **Brown Act Selected Topics**
- **Citizens' Bond Oversight Committee's Role**
- **Robert's Rules Procedures**



## What does the Brown Act require?

- Actions and deliberations taken openly & in public.
- Meetings are publicly accessible.
- Meeting agendas and packets must be available.
- Agenda posted on website.

### Public Comment:

- Allowed on any agenda item.
- Allowed on non-agenda items on topics within the CBOC's jurisdiction.
- Speaking time may be limited per CBOC policy.
- Response:
  - No response on behalf of the Committee needs to be given, and Committee action is not permitted on non-agenda items.
  - Committee may respond to statements/questions posed during public comment or ask questions of staff or public for clarification.



## What is a meeting?

- **Any congregation of a majority of members** at the same time and place to **hear, discuss, or deliberate** on any item within the CBOC's jurisdiction.
- It's a meeting **even if no action is taken** or concurrence reached.
- **Beware of "Serial Meetings"**, including any use of direct communication, intermediaries, or any electronic means such as teleconference or email.
- Quorum number is **based on seats**, not appointments.



## Citizens' Bond Oversight Committee Role

- Responsibilities are set forth in the bylaws.
- Meetings and agendas are directed solely by the committee via the Chair/Vice-Chair.
  - This includes setting the agenda, running the meeting, and taking any actions.
- District staff members attend these meetings in support of the committee's business.
- District staff members or management is not to engage in committee business except as outlined in the agenda or based on questions presented to the staff by the committee chair.

### The Chair/Vice Chair:

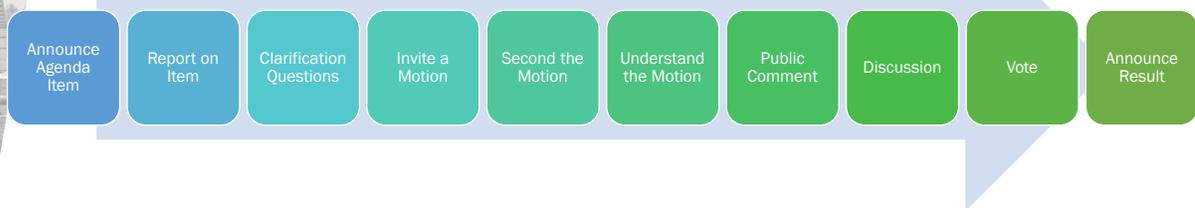
- Conducts the meeting.
- Reviews and approves the draft agenda.
- Initiates a motion in one of the following ways:
  - Invites committee members to make a motion.
  - Suggests a motion to the committee members.
  - Makes the motion.



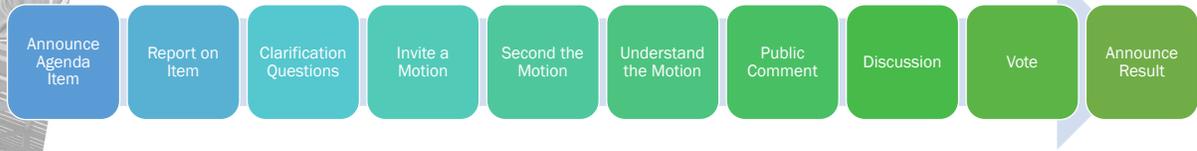
## Robert's Rules of Order

- Provides common rules of parliamentary procedure for deliberation and debate in order to place the whole membership on the same footing and speaking the same language.
- Provides for constructive and democratic meetings, to help, not hinder, the business of the CBOC.

### Typical Format for Agenda Item Discussion:



## Typical Format for Agenda Item Discussion



- **Announce Agenda Item:** The Chair announces the agenda item.
- **Report on Item:** The Chair reports, or asks another person to, report or present the item.
- **Clarification Questions:** Committee members may ask clarifying questions. This is not discussion time.
- **Invite a Motion:** The Chair asks for or initiates a motion.
- **Second the Motion:** The Chair asks for a second on the motion.
- **Understand the Motion:** The Chair repeats the motion (or asks another person to).
- **Public Comment:** The Chair asks if there are any public comment requests for the item.
- **Discussion:** Committee members may discuss or debate the agenda item.
- **Vote:** The Chair calls for a roll call vote (can be taken by another person).
- **Announce Result:** The Chair announces the result of the vote.

## Questions?



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## Measure B Bond Project Update

Learning Resources Center

Citizens' Bond Oversight Committee  
Meeting

May 4, 2022



### Contractor-Architect:

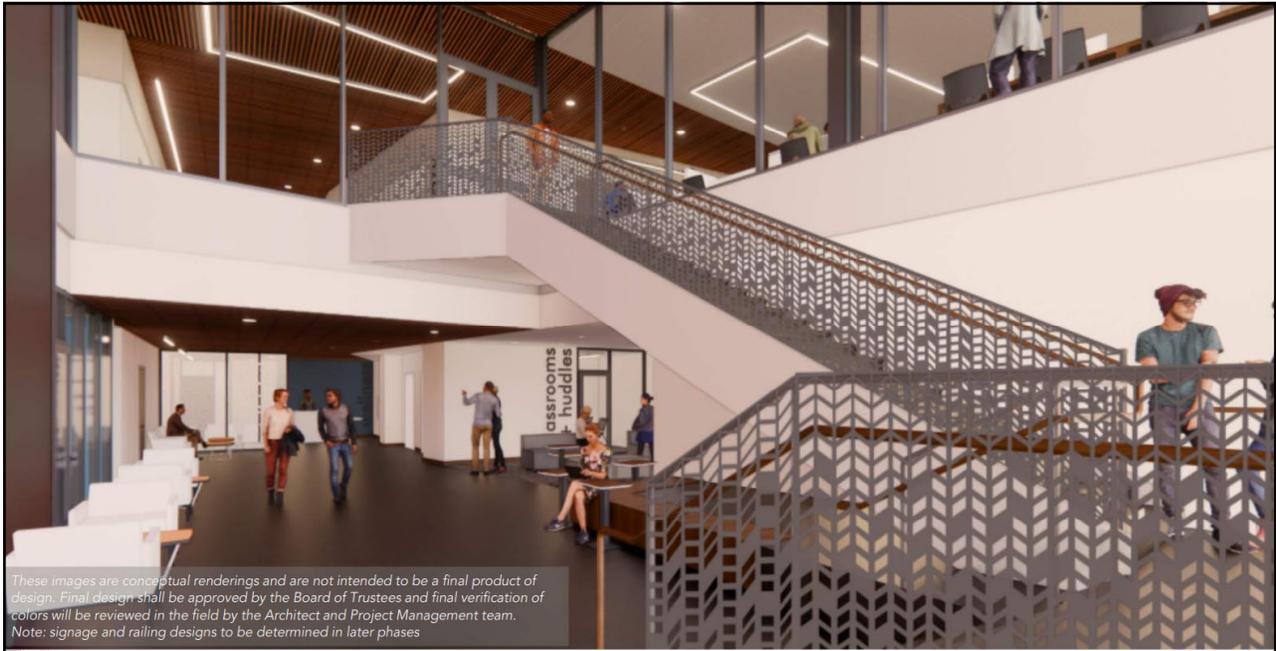
Alten Construction/Group 4

### Status:

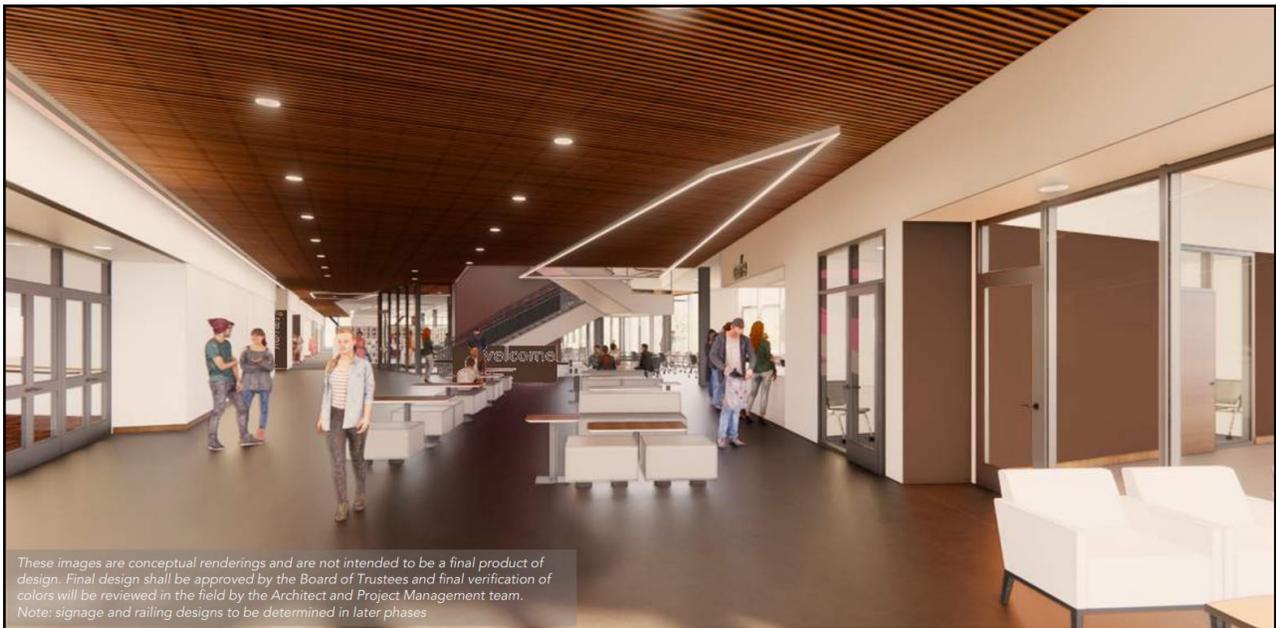
- Construction Documents completed
- Increment 1 Submitted to DSA
- Project is on budget

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Campus entry from creek and parking

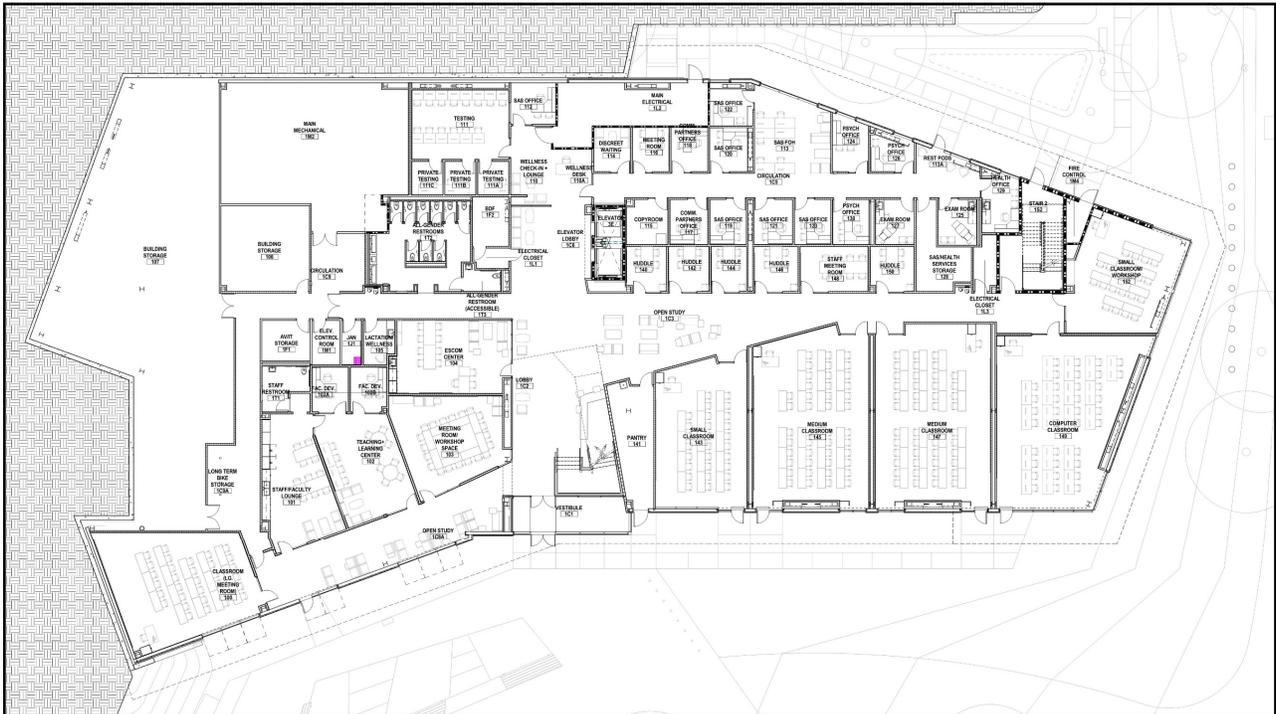


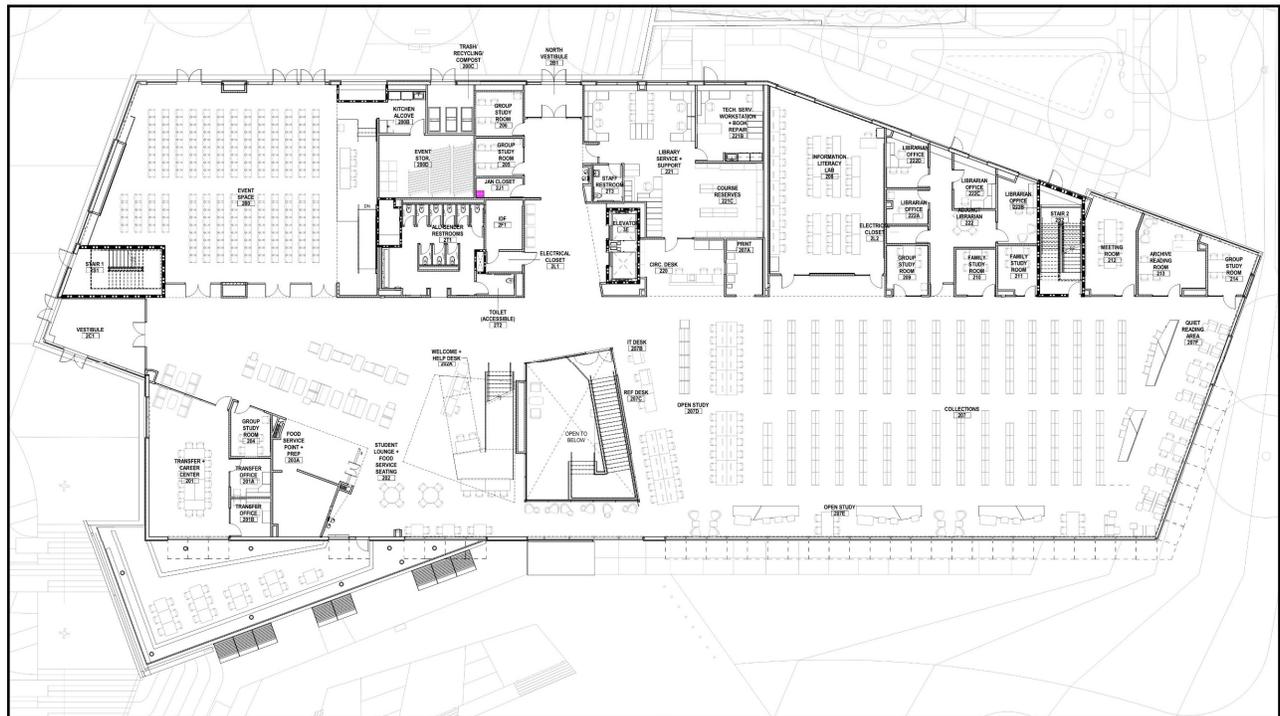
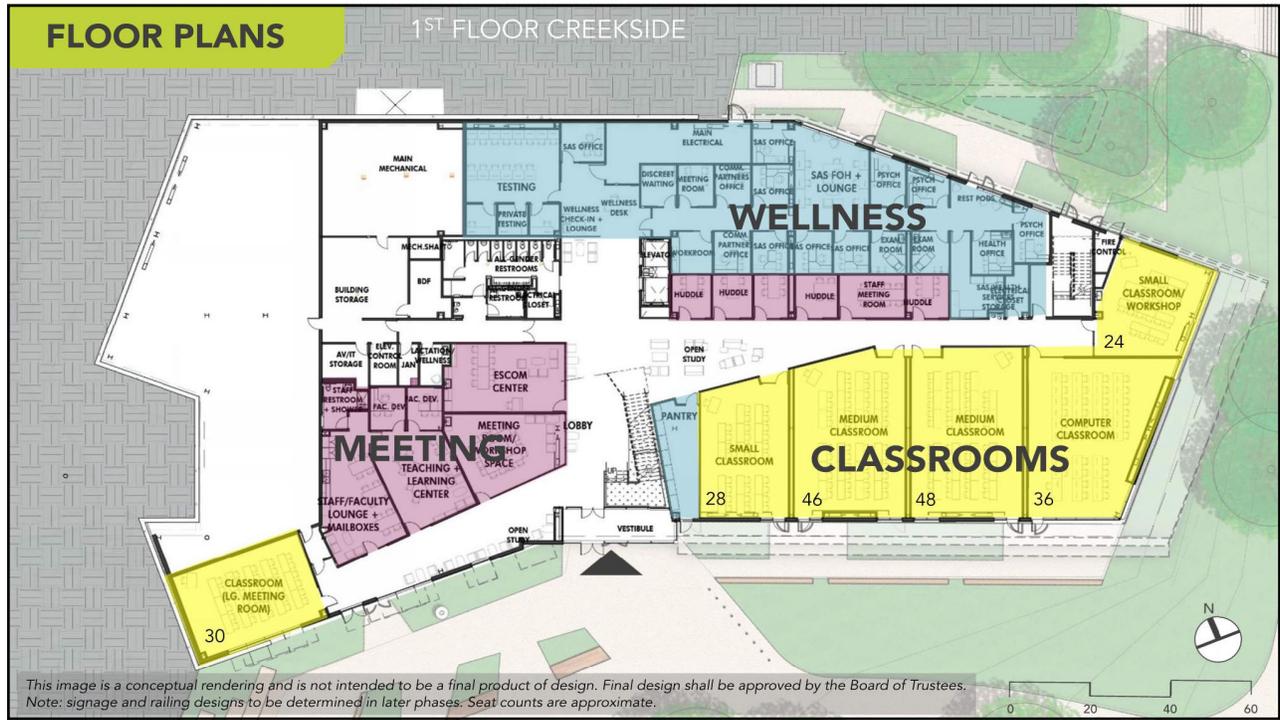
Campus entry from creek and parking

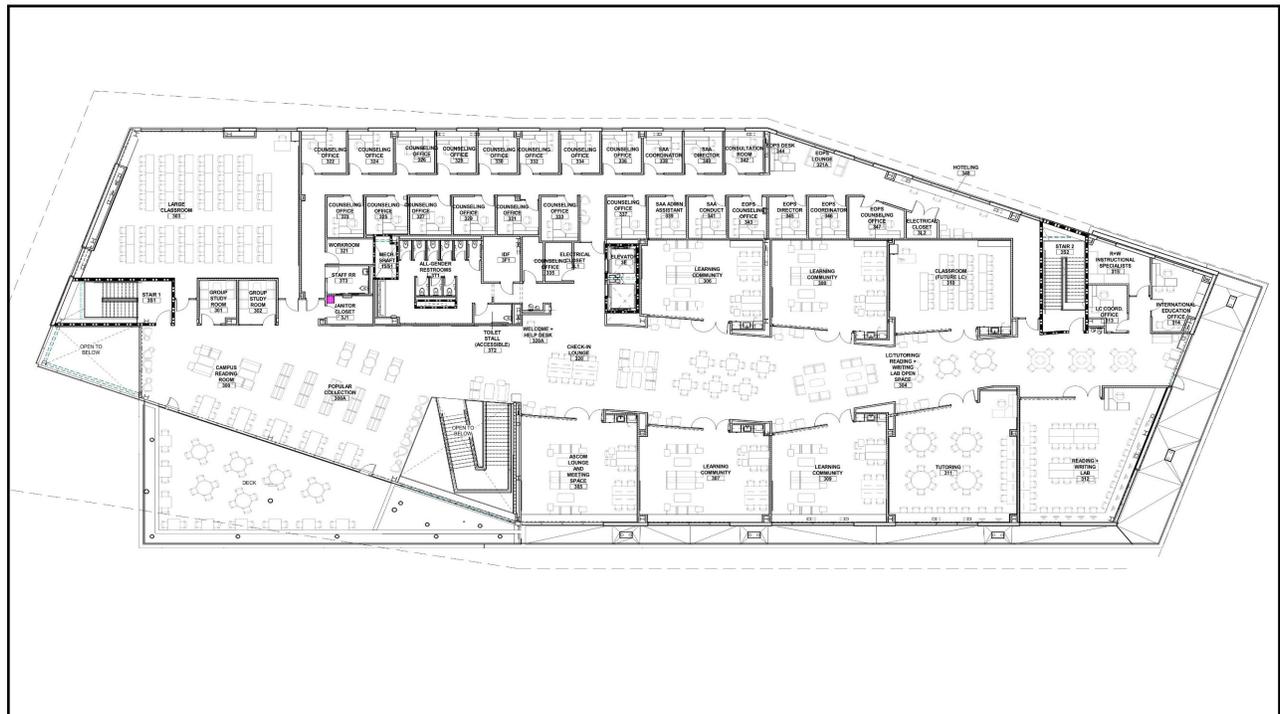
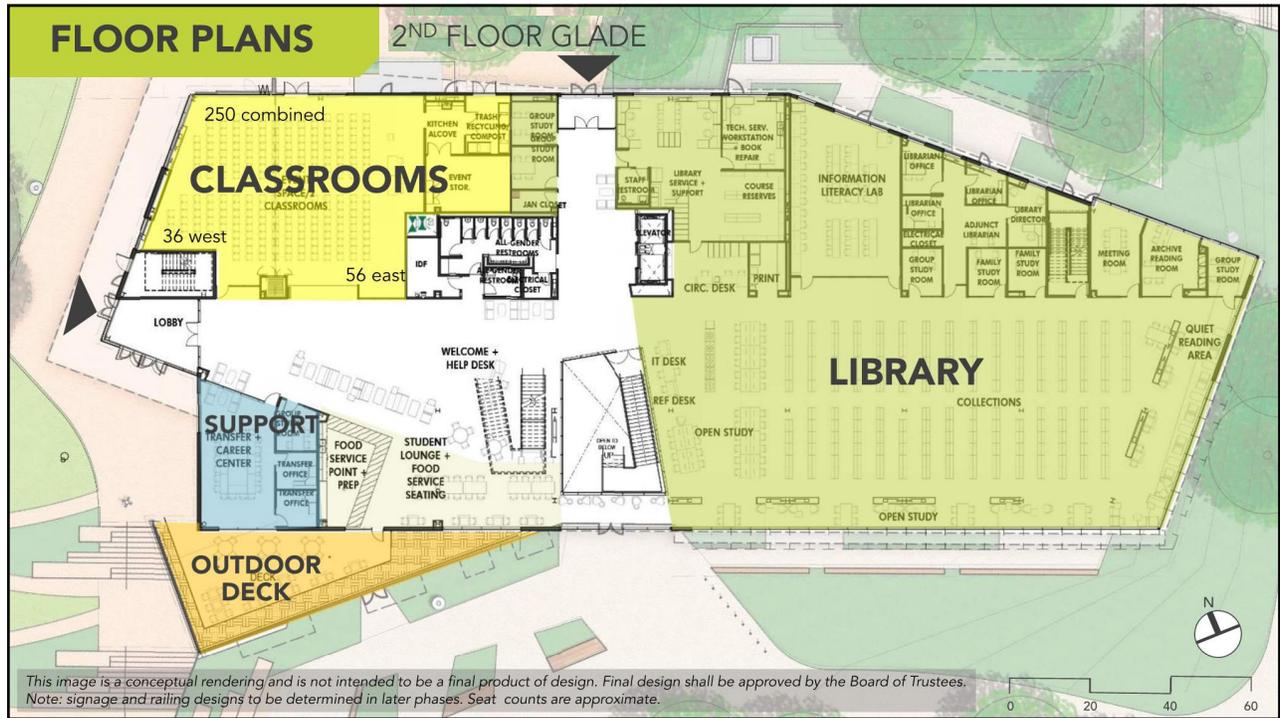


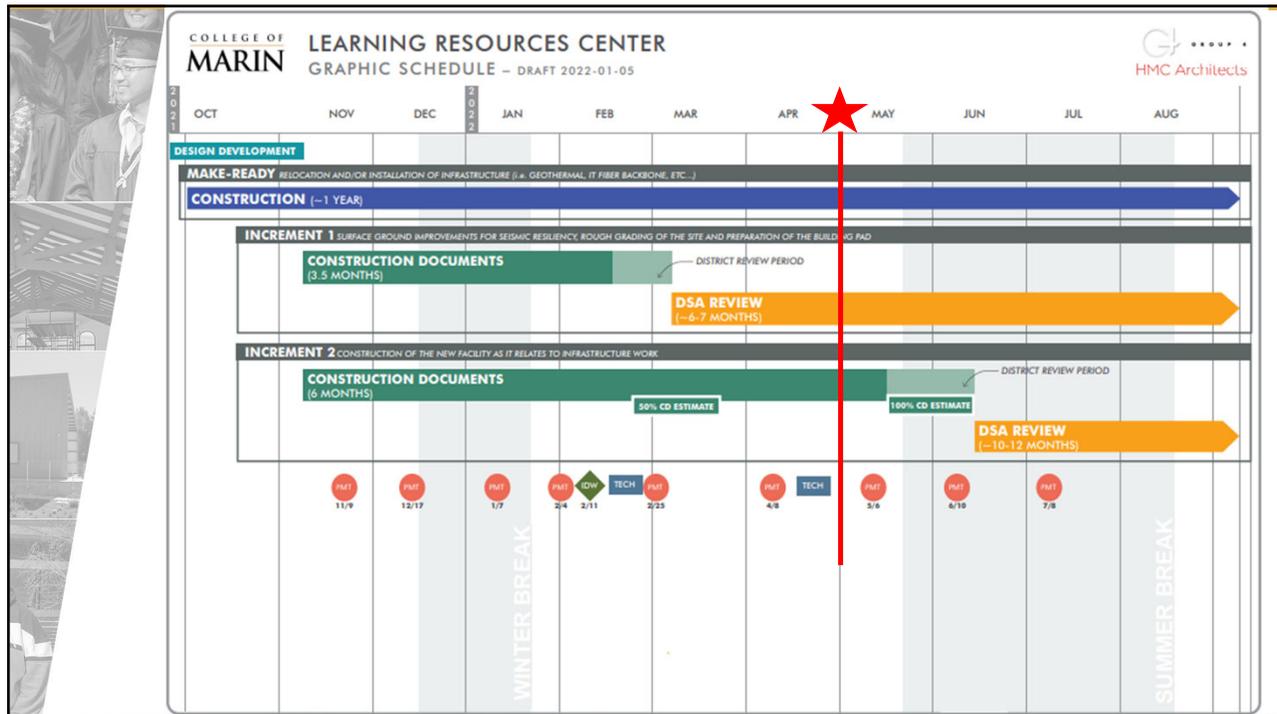
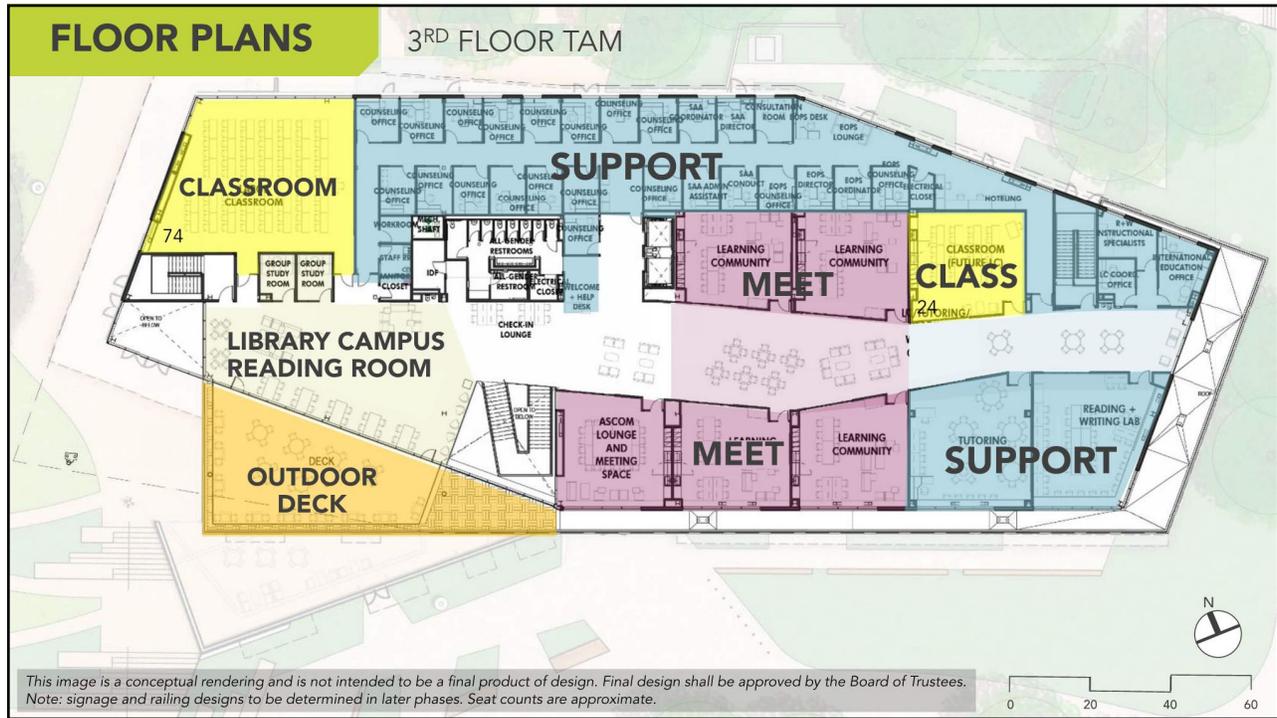
# Floor Layouts

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Questions?

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