

**MARIN COMMUNITY COLLEGE DISTRICT  
MEASURE B 2016**

**MEETING MINUTES  
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING  
MAY 4, 2022**

LOCATION: ZOOM CALL

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT

Margaret De Somma	Chair and Representative, At-Large
Jeff Gunderson	Vice Chair and Representative, At-Large
Richard Jensen	Representative, Senior Citizens' Organization
Bruce Schauble	Representative, Senior Citizens' Organization
Jason Lau	Representative, Support Organization
Jim Grossi	Representative, Business Organization

CITIZENS' BOND OVERSIGHT COMMITTEE, VACANT SEATS

Representative, Taxpayers  
Association  
Representative, Student  
Organization

MARIN COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Greg Nelson	Asst. Superintendent/VP of Administrative Services
Isidro Farias	Director of Capital Projects
Katy Bauer	Executive Assistant
Irmgard Witte	Administrative Assistant Capital Projects

CONSULTANTS

Jeff Scogin	A Kennedy Group, Financial Manager
Mike Chegini	A Kennedy Group, Communications Manager
Beth Rhodes	Gilbane Building Company, Manager, Communications and Outreach

I. CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Margaret De Somma at approximately 4:32 P.M.

II. ROLL CALL

Katy Bauer took roll call. Margaret De Somma, Bruce Schauble, Richard Jensen, Jeff Gunderson and Jason Lau were present, establishing a quorum. Jim Grossi joined at approximately 4:34 P.M.

III. APPROVAL OF AGENDA

Margaret De Somma made a motion to approve the agenda with no changes. Bruce Schauble seconded the motion. The motion was carried by the Committee Members present (6 approvals).

#### IV. RESOLUTION PERMITTING ONLINE MEETING (AB 361)

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The Committee reviewed and discussed a resolution, adapted from the College of Marin Board of Trustee's Resolution 2021-25, to justify online meetings during the pandemic by declaring a state of emergency still exists. Margaret De Somma made a motion to approve the resolution. Jason Lau seconded the motion. The motion was carried by the Committee Members present (6 approvals).

#### V. COMMUNICATIONS FROM STAFF

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- a. Greg Nelson announced a change in CBOC support staff; Katy Bauer is stepping away as CBOC Administrative Assistant. Mr. Nelson and Committee members thanked Ms. Bauer for her support and dedication to the CBOC. Mr. Nelson advised members that Irmgard Witte will be stepping in for Ms. Bauer going forward.
- b. Mr. Nelson presented a refresher training on the Brown Act, CBOC's role and Robert's Rules of Order.

The Brown Act requires:

- Actions and deliberations take place openly and in public
- Meetings are publicly accessible
- Meeting agendas and packets must be available 72 hours in advance
- Agenda must be 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
- 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

A meeting is any congregation of a majority of members (quorum is based on seats – not appointments) at the same time and place to hear, discuss or deliberate on any item within the CBOC's jurisdiction even if no action is taken or concurrence is reached. Serial meetings could include any use of direct communication, intermediaries, or electronic means such as email or teleconference.

CBOC's role and responsibilities are set forth in the bylaws. Meetings and agendas are directed solely by the Committee via the Chair/Vice-Chair, including 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 or makes the motion.

Robert's Rules of Order provide 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 and provides for constructive and democratic meetings to help, not hinder, the business of the CBOC. The typical format for agenda item discussion is as follows: Announce the agenda item, Report on an item, Clarification questions, Invite a motion, Second the motion, Understand the motion, Public comment, Discussion, Vote, Announce the result.

## VI. PUBLIC COMMENT ON NON-AGENDA ITEMS

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No public comment.

## VII. LEARNING RESOURCES CENTER PRESENTATION

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Greg Nelson provided an update on the Learning Resources Center. The College will present the value engineering recommendations to the Board of Trustees on May 17, 2022. In June, the College will bring the full Construction Document package to the Board for approval, and pending Board approval will submit to DSA. Currently, Increment 1 has been submitted to DSA and the project is on budget. Mr. Nelson presented LRC drawings and conceptual renderings of the interior and exterior as well as floor layouts for all three floors and the construction timeline.

There were questions from the Committee regarding parking. Mr. Nelson informed the Committee that parking Lot 5 has been fenced off for a couple of years as part of the building demolition, and it will not be replaced. Parking Lots 1, 6, and 7, which are across the creek, will be the nearest parking. Another Committee member asked about the location of the delivery site for the new LRC Building. Mr. Nelson informed the Committee that Lot 13, which is down the street, will be used for the construction and lay-down yard. Mr. Nelson shared that the construction company site logistics are key. The plan is to move materials from Lot 13 to the job site before 6:30am or 7:00am and make sure that the College works closely with the builder to avoid early starts. Construction Documents can be shared with the public after the June Board of Trustees meeting.

The Committee also asked about the budget status. Mr. Nelson replied that the College is going through a process called value engineering to determine where cost savings could be achieved without affecting programming.

## VIII. NEXT MEETING DATES

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The Committee reviewed the next meeting dates and agreed that no changes to the schedule were needed. The next meeting will be an in-person meeting at the Kentfield campus, pending guidance and protocols related to the pandemic and in-person meetings.

## IX. ADJOURNMENT

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Jeff Gunderson moved to adjourn and Jim Grossi seconded. The meeting was adjourned at approximately 5:23PM.