

**MARIN COMMUNITY COLLEGE DISTRICT
MEASURE B 2016**

**MEETING MINUTES
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
September 21, 2022**

**LOCATION:
ZOOM CALL**

CITIZENS' BOND OVERSIGHT COMMITTEE MEETING, MEMBERS PRESENT

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

CITIZENS' BOND OVERSIGHT COMMITTEE MEETING, VACANT SEATS

Representative, Taxpayers' Association
Representative, Senior Citizens' Organization
Representative, Student Organization

MARIN COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Eresa Puch	Assistant VP of Administrative Services
Isidro Farias	Director of Capital Projects
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 4:33 P.M.

II. ROLL CALL

Margaret De Somma, Richard Jensen, Jim Grossi, Jeff Gunderson and Jason Lau were present, establishing a quorum.

III. APPROVAL OF AGENDA

Margaret De Somma made a motion to approve the agenda with no changes. Jason Lau seconded the motion. The motion was carried by the committee members present (5 approvals).

IV. RESOLUTION PERMITTING ONLINE MEETING (AB361)

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. Jim Grossi seconded the motion. The motion was carried by the committee members present (5 approvals).

V. APPROVAL OF MEETING MINUTES

Margaret De Somma made a motion to approve the June 14, 2022, meeting minutes. Jeff Gunderson seconded the motion. The motion was carried by the committee members present (5 approvals).

VI. ELECTION OF CHAIR AND VICE CHAIR

Jeff Scogin informed the committee that, upon further review of the CBOC bylaws, no person shall serve as chair for more than two consecutive terms. As such, a new election needs to take place. Margaret De Somma informed the committee that Bruce Schauble has stepped down from the committee. Ms. De Somma made a motion to elect Jim Grossi as Chair and Richard Jensen as Vice Chair. Jeff Gunderson seconded the motion. The motion was carried by the committee members present (5 approvals).

VII. PUBLIC COMMENT ON NON-AGENDA ITEMS

No comments from the public.

VIII. COMMUNICATIONS RECEIVED VIA WEBSITE

No communications via the website.

IX. COMMUNICATIONS FROM STAFF

Introduction of the new Asst. VP of Administrative Services, Eresa Puch who started at on July 6, 2022.

X. PREPARATIONS FOR ANNUAL REPORT

Mike Chegini provided an update on the annual report and timeline and asked for volunteers to be part of the working group. Newly elected Chair, Jim Grossi is automatically a part of the group. Mr. Grossi nominated Margaret De Somma to take the second position in the working group. Ms. De Somma agreed.

XI. PROGRAM/PROJECT UPDATE

Isidro Farias presented the Measure B Bond Program Update, including the Learning Resources Center, Summer 2022 projects and other projects.

a. Learning Resources Center - Mr. Farias shared that both Increment 1 (expected conditional approval January 2023) and Increment 2 (expected conditional approval July 2023) have been submitted to the Division of the State Architect (DSA). Three major Make Ready projects (New Water Lines and Valves Installation, Realignment of Geothermal Line and Fiber Relocation) are underway.

b. Summer Projects included Building 17 Interior Abatement & Demo/ Exterior Painting, Waterline Mapping for the Kentfield campus and Building 21 Pool Demolition at the Indian Valley campus. The next phase is adding a concrete slab/deck and electrical outlets, and preparing the area for the Career Technical Education (CTE) program.

c. Other project updates include the Bolinas Field Station and the Facilities Master Plan. In Bolinas, the County of Marin is reviewing the plan documents and has provided the first set of comments. Multiple meetings have been held with the local community to update them on the progress. Fundraising for the remainder of the project funds continues. The update to the Facilities Master Plan (FMP) is underway. This summer, staff had numerous community stakeholder meetings which included local municipalities, emergency services, and planning groups. A draft of the FMP, based on the compilation of all the data and input will again be presented to the Shared Governance groups and Community groups in late fall 2022. The new FMP is scheduled to be presented to the Board of Trustees for approval in January 2023. Richard Jensen asked if the FMP is part of Measure B or working in tandem and Mr. Farias replied that it works in tandem with Measure B.

XII. FINANCIAL AND COMPLIANCE ITEMS

a. Measure B 2016 Program Financial Reports for period ending June 30, 2022 (end of the College's Fiscal Year) were presented by Jeff Scogin. As of June 30, 2022, over 50% of Measure B funds have been expended. The bond authorization was \$265M, to date just over \$8M in interest has been allocated to projects. In addition to bond funds, around \$18M of additional funding has come into the program (Rotary, Donation and COPS). In Q4, just over \$4.3M of Measure B bond funds were spent. Jim Grossi asked what the bond allocation was for the Bolinas Project. Mr. Scogin replied \$5.4M, including bond and other funding sources. Bond List Revision (BLR) #17 representing the allocation of overhead expenses and budget alignments for the purposes of capitalization was presented to and approved by the Board of Trustees at the August 16, 2022 Board meeting. Richard Jensen made a motion to accept the financial reports for Q4. Jason Lau seconded the motion. The motion was carried by the committee members present (4 approvals). (Jim Grossi was unable to vote due to technical issues.)

b. Questions sent to Bond Counsel since last meeting – None.

XIII. REVIEW OF COMMITTEE MEMBERSHIP

Richard Jensen reviewed the open committee positions. Jeff Gunderson asked that all committee members reach out to the community to find new members that would be interested in serving on the CBOC. Mr. Lau asked the district to follow up on a recent inquiry and see if a student has been identified to serve on the committee. Mr. Jensen asked where interested parties should be referred to, to which Margaret De Somma replied that the Measure B website contains information and an application to apply for membership. Mr. Gunderson thanked Ms. De Somma for her wonderful work and leadership as the Chair and thanked James Grossi and Richard Jensen for stepping up to fill the Chair and Vice Chair roles. Eresa Puch shared that she will work with Greg Nelson to recruit for the student member position and also for other new members.

IXV. NEXT MEETING DATES

The committee reviewed their next meeting dates and agreed that no changes to the schedule were needed. The next meeting is January 18, 2023 and may be an in-person meeting at the Kentfield campus, pending guidance and protocols related to the pandemic and in-person meetings. Mike Chegini reminded the committee that the January meeting is the most important meeting of the year for the committee, as this is the meeting that the Measure B Financial and Performance Audits for fiscal year 2021-2022 are to be reviewed and the CBOC Annual Report for fiscal year 2021-2022 is to be reviewed and approved.

XV. FUTURE AGENDA ITEMS

None.

XVI. ADJOURNMENT

The meeting was adjourned at approximately 5:17PM.